Information in this catalog applies to the 2011-2012 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 four weeks may be needed to provide some accommodations. Appointments can be made and questions answered by calling Disability Support Services, 443-412-2402 or 443-442-2199(TTY).

Harford Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mauve Avenue, Suite 670, Chicago, IL 60631; and the National League for Nursing Accrediting Commission, Inc. (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. The College is approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, IL 60610.

Published March 2011
Printed on 30% PCW content recycled paper.
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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.

** Designated Statewide Program

*** Health Workforce Shortage Program

+ 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

Application for Enrollment on page 238-242 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 and Friends:

We are happy to welcome you to Harford Community College. As you will see in this Catalog, the College offers more than 70 degree and certificate programs. Our dedicated faculty and staff are available to help guide you along the way as you begin your journey into higher education.

Since joining Harford as its eighth President in August, I am pleased to report that enrollment continues to grow rapidly, and many exciting things are planned for the future. This spring, work will begin on an expansion of the Susquehanna Center to include a 3,200 seat arena, and the groundbreaking for the new Towson Building on the West Campus is scheduled to take place in May. Additional buildings are planned to help the College keep pace with anticipated enrollment growth including a new building to serve the Nursing and Allied Health Division as it develops new programs for those who choose to work in the nursing and health field.

With the financial support from the State of Maryland and Harford County, the cost of attending HCC is very reasonable – an important fact for students who do not want to graduate with huge amounts of college loan debt. In addition, improved transfer agreements are in place with many institutions, and students will find it easier than ever to transfer to a four-year institution.

Protecting the environment is important to the College, and we continue to look for ways to be sustainable. As we renovate older buildings or design new buildings, we find ways to incorporate green building features into the building design. Some features you will find on campus include geothermal wells, low-flow faucets, a rainwater collection system used for flushing toilets and watering the rooftop greenhouse in Aberdeen Hall, use of recycled materials, solar hot water systems, energy efficiencies, natural lighting, and bio retention ponds.

In addition to attending class, there are many ways to enhance your student experience at Harford. Join one of the many student organizations, study abroad, participate in a service-learning project, take a trip, or listen to a speaker.

Make the most of your experience and take advantage of the many opportunities available as you begin the pursuit of educational excellence at Harford.

Sincerely,

Dennis Golladay, Ph.D.
President
ACADEMIC CALENDAR 2011-2012 (Subject to Change)

**September 2011**
- 5 College Closed
- 6 Fall Semester Begins

**October 2011**
- 3 Deadline for December 2011 Graduation Application

**November 2011**
- 23 No Classes – College Open
- 24 College Closed (Nov. 24-27)
- 26 Library Open (Nov. 26-27)

**December 2011**
- 12 Fall Final Exams Begin (Dec. 12-17)
- 17 Fall Semester Ends
- 24 College Closed (Dec. 24-Jan. 2)

**January 2012**
- 3 College Re-Opens
- 3 Winter Session Begins
- 16 College Closed
- 23 Winter Session Ends
- 25 Spring Semester Begins

**March 2012**
- 1 Deadline for May 2012 Graduation Application
- 18 College Closed (Mar. 18-25)
- 25 Library Open

**April 2012**
- 8 College Closed

**May 2012**
- 9 Spring Final Exams (May 9-15)
- 15 Spring Semester Ends
- 17 Annual Commencement Ceremony
- 28 College Closed
- 29 Summer Session Begins

**June 2012**
- 1 Deadline for August 2012 Graduation Application

**July 2012**
- 4 College Closed
Harford Community College . . . founded in 1957 as a public community college, occupies 350 acres on Thomas Run Road, three miles east of Bel Air, Maryland.

As a comprehensive community college, Harford Community College addresses the diverse educational needs of Harford County. An open admissions institution that views learning as a life-long activity, the College provides high quality transfer and career programs, developmental education courses, and continuing education programs to challenge and to support students regardless of age, color, disability, national origin, race, religion, sex, or sexual orientation.

**Mission**

Harford Community College is a dynamic, open-access institution that provides high quality educational experiences for the community. The College promotes lifelong learning, workforce development, and social and cultural enrichment.

**Vision**

We aspire to make our great college even better.

**Values**

We at Harford Community College are accountable to our students, the community, and each other, and hold the following values to be fundamental:

- **Lifelong Learning**
  We value lifelong learning as the foundation for a better life. We prepare our students to contribute to their community and the world as knowledgeable, creative problem solvers and critical thinkers. We believe that learning should be engaging, stimulating, and enjoyable.

- **Integrity**
  We believe that honesty, sincerity, fairness, respect, and trust are the foundation of everything we do.

- **Excellence**
  We are creative, flexible, innovative, and passionate in our work and provide leadership in the community. Our highly qualified faculty and staff, and our exceptional programs and services reflect our commitment to excellence.

- **Diversity**
  We respect individual points of view, embrace differences, respect intellectual freedom, and promote critical discourse. We are open and inclusive in our attitudes, enrollment policies, and hiring practices.

- **Communication and Collaboration**
  We are committed to teamwork, open and effective communication, and building internal and external partnerships.

- **Service**
  We believe in helping others, and we provide a safe and supportive environment. We are accessible and responsive to our students, our community, and each other.

**Major Themes of the HCC Strategic Plan 2008-2012**

The Harford Community College Strategic Plan FY 2008-2012 guides the College and aligns it with future challenges facing the community. The Plan clearly defines where the College plans to head, defines strategies to get there, and sets specific goals to implement the strategies. The major Strategic Themes of the Strategic Plan are:

- Harford Community College exemplifies educational excellence and effectiveness.
- Harford Community College provides comprehensive support to advance student success.
- Harford Community College embraces a diverse culture of learning.
- Harford Community College engages and collaborates with education, business, government, and community.
- Harford Community College develops resources and infrastructure to support its mission and vision.
- Harford Community College advances an understanding of its programs and opportunities.
INSTITUTIONAL PROFILE

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 College Advisory Council (CAC) is the foundation for the shared governance system at Harford Community College. The CAC addresses college wide issues through discussions, open forums, task forces and standing committees providing a venue and a process for broad-based involvement and input into decision-making.

The CAC membership is composed of twelve representatives: 3 faculty, 3 staff, 3 students, and 3 administrators. Members of the College Advisory Council are elected annually in the spring.

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.
- Career education programs prepare students for immediate employment or career mobility in a variety of fields and allow 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 to support and enhance the college experience, including academic advising, academic skills assessment, financial aid, career development, mentoring, individual and group tutoring, disability services, service-learning, student activities, recreation, intercollegiate athletics, university transfer, and job search services.

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 Center campus at the juncture of I-95 and Route 22.

State-approved baccalaureate, graduate and doctoral 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 School of Education, Johns Hopkins University Whiting School of Engineering, Johns Hopkins University Zanvyl Kreiger School of Arts & Sciences, Morgan State, 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
There is significant national support for community colleges pursuing international education initiatives. The American Association of Community Colleges states, “the ability to live and work productively in a networked, global society is now demanded of everyone.” The U.S. Departments of State and Education co-sponsor International Education Week with the goal of promoting “programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn and exchange experiences in the United States.” Harford Community College supports these goals through the International Education initiative.

The Harford Community College Strategic Plan includes an initiative to “broaden the global perspective of the campus community” (Strategic Theme III). The International Education Committee (IEC) was established to cultivate this objective, bringing together faculty from varied disciplines, professional staff, and administrators.

International Education at Harford Community College promotes global awareness through initiatives that link the college to the world community of peoples, cultures, and nations. Specific initiatives include: (1) expanding student global awareness, (2) integrating global perspectives into the curriculum, (3) expanding global awareness for faculty, staff, and administration, and (4) creating a “global campus” by forging relationships that link the HCC community to the world. Together with the entire campus community, the IEC carries out these initiatives in a variety of creative experiences, including opportunities to travel and study abroad through credit, non-credit, and service-learning options; campus and community events highlighting global themes; student clubs that encourage multicultural integration; and a wide variety of activities in celebration of International Education Week each November.

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.

CAMPUSS 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 are expected to be familiar with the College's Code for Student Rights, Responsibilities and Conduct, published in both the Student Handbook and the College Catalog.

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) intrinsic to higher education learning 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).
INSTITUTIONAL PROFILE

NONDISCRIMINATION STATEMENT
Harford Community College is committed to non-discrimination and equal opportunity. This commitment is based not only upon the legal requirements of federal, state, and local law, but also upon the College’s firm conviction that the principles of non-discrimination and equal opportunity, as well as courteous and respectful behavior, are imperative to the success of all.

It has been, and will continue to be, the policy of Harford Community College that all students, employees, applicants, and other persons dealing with the College will do so in an atmosphere that is free from discrimination on the basis of race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status, or any other status protected by law. This policy includes, but is not limited to, decisions about recruitment, hiring, training, promotion, compensation, benefits, transfers, and social or recreational programs. The College's commitment to equal opportunity also extends to include participation in academic, social, cultural, and athletic activities and events.

As part of its commitment to equal employment opportunity, the College prohibits harassment of any persons, including employees and students, on account of any protected status. The College will not tolerate harassment by anyone—supervisors, other employees, students, contractors, or other persons under control of the College.

While every student, employee and visitor retains the right to file an external complaint when he or she believes unfair practices have 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 443-412-2233, or (3) the Chief Human Resources Officer (CHRO) at 443-412-2129.

SEXUAL HARASSMENT STATEMENT
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute “sexual harassment” when: (1) submission to such conduct is made explicitly or implicitly a condition of an individual’s employment or allocation of a student's grade or academic status; (2) submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee or academic or other decision affecting the student; or (3) the harassment has the purpose or effect of unreasonably interfering with the employee’s or student’s work/educational performance or creating a work or educational environment which is intimidating, hostile or offensive to the employee or student.

It is the policy of Harford Community College that there shall be no sexual harassment of any person, including employees and students. The College will not tolerate sexual harassment by anyone—supervisors, other employees, students, contractors, or any person over whom the College has control. Anyone who violates this policy will be subject to appropriate penalties, with employees subject to disciplinary action up to, and including, termination.

Students who believe they have been subjected to sexual harassment may discuss the matter with (1) the appropriate faculty division dean, (2) the Vice President for Student Development and Institutional Effectiveness at 443-412-2233 or (3) the Chief Human Resources Officer (CHRO) at 443-412-2129.

All complaints of sexual harassment will be investigated in a discreet and confidential fashion as possible. Appropriate witnesses may be interviewed, and the results of the investigation will be shared with the person who makes the complaint. No person will be adversely affected in employment or student status with the College solely as a result of bringing a complaint of sexual harassment.

CAMPUS RESTRICTIONS ON TOBACCO USE
The use of any type of tobacco product is prohibited in all buildings and areas of the campus and off-campus sites supervised by the College.

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 College Security. 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 Office (443-412-2140) 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 443-412-2310.

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. Free smoking cessation assistance is available to students through the College Life Office (443-412-2140) and to employees through the College’s Employee Assistance Program. Contact Human Resources at 443-412-2310.
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 STATEMENT
It is the policy of Harford Community College that the College is committed to wellness and personal responsibility in the use of alcoholic beverages and limits the consumption of alcoholic beverages to receptions and events associated with cultural and corporate sponsorship primarily intended for faculty, community or business patronage. Further, use, possession or consumption of alcoholic beverages is prohibited at student events on or off campus that are organized or sponsored by college personnel or its agents.

It is also the policy of Harford Community College to be drug and alcohol-free in order to ensure a safe, healthy and productive work and learning environment. This policy applies to all students, employees, applicants for employment, and others under the control of the College.

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 and/or mandatory participation in a substance abuse rehabilitation program.

Employees on physician-prescribed medication should notify the Chief Human Resources Officer (CHRO) at 443-412-2129 if there is a likelihood that such medication could affect job performance or safety.

GENERAL GRIEVANCE PROCESS FOR STUDENTS

Introduction
The purpose of the General Grievance Process for Students is to provide a clearly stated, timely, and accessible method of recourse to students who feel that a particular action or series of actions on the part of a Harford Community College employee has violated accepted or stated institutional practices and standards. Student grievances appropriate to this policy include, but are not necessarily limited to:

- Contesting of grades assigned within a course for exams, written assignments, or other projects before the final grade is issued;
- Concerns regarding ethical and professional behavior of employees;
- Arbitrary application of current College policies by employees; and
- Perceived violations by College employees of accepted rights of students in institutions of higher learning such as the right to free expression and the right to assemble.

This process is intended to be investigative rather than adversarial and is not to be used when the grievance involves an alleged violation of the Student Code of Conduct, Sexual Harassment policy, Nondiscrimination policy, or to appeal other institutional actions/policies which possess their own appeal process. Refer to the HCC College Catalog for these procedures.

Procedures
Preceding Step 1, students may consult with one of the Associate Vice Presidents for Student Development or an Academic Dean to clarify the issues involved and identify the appropriate system for redress of the grievance. Students are asked to adhere to the following procedures as outlined below. Time limits may be extended by the supervisor with jurisdiction over the grievance.

Step 1: Through discussion, the student attempts to resolve the issue with the employee involved as soon as possible after the occurrence.

Step 2: If resolution is not reached at Step 1, the student completes the “Student General Grievance Form” and submits it to the employee’s immediate supervisor within seven (7) weekdays of completing Step 1. Upon receipt of the form, the supervisor and student will then meet within seven (7) weekdays to discuss the grievance. To ensure full understanding of all perspectives, the supervisor will discuss the situation with the employee, and if deemed necessary, may also request a written response to the grievance from the employee, and/or call a meeting of any or all parties to assist in resolution.

Step 3: Within seven (7) weekdays of this meeting, the student and the employee involved will be informed in writing of the outcome of the meeting.

Step 4: If the grievance is not resolved at Step 3, the student may have his/her grievance heard by the immediate supervisor’s supervisor. It is the immediate supervisor’s responsibility to forward the grievance file to his/her supervisor. This supervisor will then review the matter and make a final decision regarding the grievance, which will be communicated to the student and involved employees in writing within seven (7) weekdays of receipt. This decision is final and ends the appeal/grievance process for the student.
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, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status 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 and model good citizenship 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, as well as the off-site use of social networking sites and other computer-aided communications, 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 outlines 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.

II. Definitions
When used in this Code:

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

B. “Student” includes:
   - persons who have applied for enrollment;
   - persons who have been admitted to HCC but who have not yet enrolled;
   - persons who are registered for credit and non-credit courses on a full-time or part-time basis;
   - persons who are between any consecutive semesters, terms, or summer sessions for which they are enrolled;
   - persons who are not officially enrolled for a particular semester/term but who have a continuing relationship with the College.

C. “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. “College official” means all College employees and authorized Security representatives for the College;

E. “College community” includes students and employees;

F. “Registered Student Organization (RSO)” means a group of students who participate in an organization which is officially recognized by College Life;

G. “Team” means a group of students participating in organized athletic activities who are officially recognized by College Athletics;

H. “Shall” is mandatory;

I. “May” is discretionary;

J. “Working days” means days of each week when the College is open;

K. “Student Conduct Administrator” means a College official Student Conduct Administrator authorized to impose sanctions upon any student (s) found to have violated the Student Code.

L. “Accused Student” means a student charged with a student conduct violation.

M. “Records” are those records directly related to a student and maintained by the College or by a party acting for the College. Where appropriate, student records subject to federal educational records privacy laws will be identified as such.

N. “Medical evaluation” means a medical or mental health assessment completed by a qualified physician or psychologist indicating the student’s ability to safely participate at the College.

O. “Student Conduct Review Board (SCRB)” is the group of College persons that convenes to review and take action on student cases referred by the Student Conduct Administrator or designee where a major sanction is indicated.

P. “Complainant” means the person who reports a violation of the Student Code.

III. Jurisdiction
A. The Student Code and all College policies, procedures, practices or related rules and regulations apply on- and off-campus and at all College-sponsored and all College-supervised functions. As noted herein, the mere fact that conduct occurs off campus and/or after hours when classes are in session does not remove such conduct from the scope of this Code of Conduct, particularly where such conduct results in an adverse impact upon teaching and learning within the College.
B. All students are subject to the Student Code.

C. All persons, including family members of students, and other guests of students, are required to abide by all College policies, procedures, practices, and related rules, regulations, and laws, while on or off campus at all College-supervised and all College-sponsored functions.

D. If allegations of possible discrimination, acts of bullying (including cyber-bullying as more fully addressed below), or harassment, including sexual harassment or harassment based upon a student's protected status (e.g., race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status or any other characteristic protected by law or by the policies and practices of HCC) are raised, the Student Conduct Administrator will inform and involve the Chief Human Resources Officer, who shall have the right to participate throughout any resulting proceedings relating to such conduct.

E. The College prohibits the enrollment of 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. Students who are placed on such registries are expected to inform the College of such placement as soon as they become aware of their status. A student who withholds such information from the College shall, upon discovery, be promptly expelled and result in imposition of sanctions.

IV. Rights and Responsibilities

A. Freedom of Assembly
The College guarantees to students the rights to free inquiry, expression, and assembly while on campus or while attending College-sponsored or College-supervised activities, subject to requirements of this Code and those governing the use of College facilities and grounds. The College reserves the right to determine the time, place, and manner of any such assembly or demonstration so as to insure the peace and safety of its campus, while at the same time respecting the right of free speech of its students. While the College cannot anticipate that every assembly of students is planned in advance, students who expect to engage in peaceful assembly or demonstration on campus must file a “Student Free Speech and Peaceful Assembly Form” with the College Life Office. This form should be filed at a reasonable time in advance of the expected event so as to allow the College to take appropriate action to insure the peace, safety, and order of its campus. Advocacy of any cause and peaceful assembly and demonstration are permitted within the College subject to the following regulations:

1. order and safety of persons 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; and
4. activities may not be of a violent, threatening, obscene, or hazardous nature.

B. Freedom of Expression
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. Where there are 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, whose decision shall be given appropriate deference by the College.

C. Freedom of Association
Students are free to organize and join organizations and groups to promote any legal purpose, whether it is religious, political, educational, recreational, or social. Registered student organizations may invite speakers to campus provided that they follow the requirements for use of the institutional facilities, and provided that the event is compatible with the policies of the institution, with prior approval of the Coordinator of College Life and the organization’s advisor. It must 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.

Registered student organizations and teams may be charged with violations of this Code. A registered student organization and its officers and members or a team and its captains and players may be held collectively and individually responsible for violations of this Code by those associated with the registered student organization or team, where there is evidence that such violations were committed with the consent or encouragement of the registered student organization’s leaders or officers or team’s captains.

The College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups, including administration, faculty, student government, and programs sponsored by the College, are governed by this policy of nondiscrimination. The College’s policy on nondiscrimination is to comply fully with applicable law.
V. Prohibited Conduct

The following misconduct, which is not all-inclusive, is subject to disciplinary action:

A. Failure of students to possess HCC student identification card; failure to furnish said identification upon the request of a College official; or forgery, alteration, or misuse of said identification. Failure of future students, noncredit students, or visitors to possess photo identification or failure to furnish said identification upon the request of a College Official or campus security officer, or a forgery, alteration, or misuse of said identification;

B. Failure to comply with directions of College officials acting in the performance of their duties and/or failure to identify oneself to College officials when requested to do so;

C. Intentionally providing false information to a College official or on any College application, transcript, or other record; forgery, alteration or misuse of any College record, regardless of when the College learns of such forgery, alteration or misuse. Thus, if at any time the College learns that information provided to its admissions office in support of an offer of admissions is materially false, the College retains the right to expel a student promptly upon receipt of such information.

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;
   4. Plagiarism, which means knowingly representing the work of another as one’s own; or
   5. Copyright Infringement, which means copying or downloading the work of another and distributing or displaying to others without the creator’s permission, unless such copying is determined to be permissible fair use within the meaning of the Technology, Education and Copyright Harmonization Act of 2002 (“The TEACH Act”)

E. 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;

F. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities on the HCC campus and at College-sponsored and College-supervised functions;

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

H. All forms of violence, threatening behavior, verbal/non-verbal harassment, physical abuse, verbal abuse, bullying (including cyber-bullying, which is described in greater detail below), harassment based upon, stalking, coercion, and/or other conduct that threatens or endangers the health or safety of any persons;

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

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 a College official or College security officer;

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, or dangerous chemicals, except as expressly permitted in writing by the College. An instrument designed to look like a weapon, which is used by a student in a manner that harms, threatens, or causes fear to others, is included within the definition of weapon;

R. Tobacco use in all areas of the campus, including parking lots and personal vehicles;
S. Using electronic or other devices to audio or video record any person, while on HCC campus or at College-supervised or College-sponsored activities, without his/her prior knowledge or effective consent. This prohibited conduct includes secretly taking pictures of another person in a locker room or restroom and tape recording or filming classroom activities, including lectures without the instructor’s permission and lectures shall not be republished or posted without an instructor’s consent.

T. Failure to comply with the College’s Computer Use Guidelines, which are available at the Library, the College Life Office, and the HCC website, including utilizing any electronic device for the purpose of engaging in any form of academic misconduct or illegal activity such as file sharing that violates copyrights, downloading copyrighted materials such as music or movies, and engaging in bullying activities or other harassment via campus computers or campus network that adversely affect fellow students, faculty members, and others;

U. Bullying and cyber-bullying: All HCC students, without exception and regardless of race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status or any other characteristic protected by law or by the policies and practices of HCC have the right to an educational environments that is safe, appropriate for academic achievement, and free from any form of harassment. Accordingly, as used in this Code of Conduct, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

• motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
• threatening or seriously intimidating; and,
• occurs on College property, at a College activity or event; or,
• substantially disrupts the orderly operation of the College.

“Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

No student may, through any form of electronic communication, including the use of social networking sites, engage in the bullying, harassment, intimidation, ridicule, or maltreatment of another member of the HCC community, including students, faculty, or administration. This includes creating false Facebook pages or web sites which are intended to mislead the public into believing that another individual has created such a page or web site, and which are in turn used for the purpose of ridiculing, intimidating, or subjecting an individual to public scorn or embarrassment. Nor shall any electronic communication, whether originated on or off HCC’s campus, be used to harass or intimidate another member of the HCC community No student shall transmit the photo image or audio file containing the voice of another student without that student’s explicit permission. Nor shall any student use electronic communications to transmit lewd, obscene photos or photos of another member of the HCC community that constitute harassment of that person.

V. No student may recklessly or intentionally participate in, do an act or create a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into any student organization, regardless of whether such organization is sponsored by HCC.

W. Violation of any College policy, rule, or regulation

X. Violation of any federal, state, or local law.

VI. Student Code Procedures

A. Filing a Complaint: Any member of the College community may file a complaint against any student for violation of the Student Code. The complaint should be submitted in writing to the Student Conduct Administrator, or College Security Office, as soon as possible after the event, preferably within ten (10) working days of the incident. Anonymous complaints will not be processed. Complaints should be filed online via OwlNet. If such a complaint involves an act of cyber-bullying, the complainant is encouraged to retain any digital records or files containing the offensive material, and if possible, its information about its origin, which should be submitted to the Student Conduct Administrator or College Security Office for investigation and follow up.

B. Investigation: The Student Conduct Administrator will investigate the charges through interviews and documentation, including examination by HCC’s IT department of digital information provided to him/her, in order to determine if it is likely that a violation occurred. If there is no basis for the complaint it will be dismissed. If the case is not dismissed, then the Student Conduct Administrator will proceed with an Administrative Conference.

C. Notification: If after an investigation the Student Conduct Administrator, based on reasonably reliable information, believes the student may have violated one or more provisions of the Code of Conduct, the Student Conduct Administrator shall issue written notice to the student. The notice will be sent to the student via his/her Harford email account and/or certified mail to his/her address of record. Notice will be provided at least two working days prior to the administrative conference. The notice will describe the alleged violation(s), directions for the Accused Student to schedule a meeting, and consequences for failing to respond to the notice.

D. Administrative Conference: The Student Conduct Administrator who may be assisted by another College official shall conduct an Administrative Conference with the student. The conference is the opportunity to review the alleged violation(s), provide an explanation of the
disciplinary process, review the student's history at HCC, review the student's account of the situation and any relevant facts, and discuss the options for resolution. If a major sanction is indicated the case will be referred to the Student Conduct Review Board (SCRB) (see Major Sanction Disciplinary Hearing Guidelines).

E. Failure to Comply: Failure to attend the administrative conference will result in an additional violation (i.e., failure to comply with directions of a College official acting in performance of their duties), and/or may result in a decision about the sanction without the student's input, and/or a dean's hold will be placed on the student's account. The dean's hold will prevent the student from further records and registration transactions with the College. A student who has been charged with an alleged violation(s) and who withdraws from the College or stops attending before the disciplinary process is completed will be required to complete the disciplinary process upon re-enrollment to the College or before obtaining any education records, including transcripts.

F. Violation of Law:
1. College security may charge or arrest students and/or 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 law enforcement authorities and other agencies in the enforcement of civil or criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

2. College disciplinary proceedings may be instituted against a student charged with violation of any federal, state, or local 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 on or off-campus. The outcome of the criminal proceedings will have no bearing on the HCC disciplinary proceedings.

G. Decision: The Student Conduct Administrator will decide if it is more likely than not that a student committed the alleged violation or determine that there was no violation. The severity of the violation, prior disciplinary history, and other relevant circumstances will be considered in determining the appropriate resolution, and whether a minor or major sanction is warranted.

1. No violation – student will receive written notice that s/he is found not responsible, no further action is needed, and no official disciplinary file will be maintained.

2. Minor Sanctions (see description under SANCTIONS) – The Student Conduct Administrator may impose a minor sanction and in doing so will notify the student of the sanction in writing. Minor sanctions may be appealed in writing within ten (10) working days of their receipt by the student to the Vice President for Student Development and Institutional Effectiveness whose decision is final.

3. Major Sanctions (see description under SANCTIONS) – If a major sanction is indicated, the Student Conduct Administrator will refer the case to the Student Conduct Review Board (SCRB) for deliberation and will notify the student of the referral in writing. The referral to the SCRB shall include a statement of the alleged violation, as well as a brief statement of the facts concerning each violation.

H. Files and Records:
1. Case referrals may result in a disciplinary file in the name of the Accused Student, which shall be voided and expunged if the Accused Student is found not responsible for the charges. The files of Accused Students found guilty of any charges against them will be retained as a disciplinary record for three years from the date of the incident. In cases of expulsion, all documents related to the violation shall be maintained permanently. The case file includes notice of charges, notice of administrative conference date and/or student conduct review board date, notice of sanctions, copy of complaint, appeal correspondence, and transcript of hearing (if applicable). The disciplinary file will be maintained in accordance with Family Educational Rights and Privacy Act (“FERPA”) guidelines. A Student shall have the right to appeal the placement of information in his/her record pursuant to the rights afforded the Student under (“FERPA”), specifically 20 U.S.C. Section 1232g(a) (2). This means the right to contest the information being placed in his/her student record through an appeal to the Registrar, which shall be limited to the issue of whether the contested record is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Also in accordance with FERPA, students (or parents, as the case may be) shall have the opportunity to insert into such record(s) a written explanation regarding the content of such record(s).

2. The College may release information to parents or legal guardians of a student under age 21 when the College determines that the student has violated any local, state, or federal laws or campus policy regarding the use of alcohol or other drugs.

3. The College may disclose the decision of disciplinary proceedings to the victim(s) when a student is found responsible for a crime or offense of violence. The disclosure will include the name of the student, the violation committed, and any sanction imposed by the College against the student who committed such violation.

4. The College may report general discipline information or disclose records of disciplinary proceedings to parents or legal guardians of dependent students (within the meaning of the federal Internal Revenue Code) for any Code of Conduct violation.
VII. Major Sanction Disciplinary Hearing Guidelines

A. Student Conduct Review Board Composition and Purpose
1. The Student Conduct Review Board (SCRB) is convened to review and take action on cases referred by the Student Conduct Administrator, where a major sanction is indicated. The SCRB shall be composed of five (5) voting members chosen from and by the College Advisory Council, consisting of: one (1) full-time instructional faculty, two (2) full-time students, one (1) administrator, and one (1) staff person. The SCRB shall elect its own Chairperson who must be a College employee. The Coordinator of College Life 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 conduct the hearing, unless the student waives this requirement, in which case as few as three (3) members may be in attendance in order to conduct a hearing.

2. After the hearing, the SCRB shall determine (by majority vote) whether the Accused Student has violated each section of the Student Code that the Accused Student is charged with violating. This determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code. Once the SCRB determines whether the Accused Student violated each section of the Student Code he/she is charged with violating, the SCRB will (by majority vote) choose one of the following actions: (1) dismiss the case; (2) return the case to the Student Conduct Administrator for assignment of a minor sanction, or (3) assign a major sanction. The SCRB's decision shall be submitted in writing to the Student Conduct Administrator and the Accused Student within ten (10) working days from the conclusion of the hearing.

B. Disciplinary Hearing Timeframe
1. Within five (5) working days of the Administrative Conference, the Student Conduct Administrator shall refer the case in writing to the SCRB for review and action. The Student Conduct Administrator shall act as the Student Conduct Administrator to present the case to the SCRB. The Student Conduct Administrator may appoint a staff member to act as his or her designee in the matter, who shall have the same authority as the Student Conduct Administrator.

2. The hearing shall be held within twenty (20) working days after the Student Conduct Administrator referral to the SCRB, unless the Student consents to additional time. The parties shall receive written notice of the date at least five (5) working days in advance of the hearing. Either the College or the Accused Student may request a change in the date of the hearing, which request may be granted for good cause. At the hearing, the members of the SCRB shall designate a Chairperson, who shall rule on evidentiary questions (in consultation with other members of the SCRB) and who shall make other determinations regarding the conduct of the proceedings, as noted below.

C. Disciplinary Hearing Procedures
1. Where an Accused Student 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. An Accused Student may request a consolidated hearing of multiple violations of an unrelated nature. Where more than one Accused Student is charged with a violation arising out of a single occurrence or out of connected multiple occurrences, or the same facts, a single hearing may be held for all Accused Students charged. Accused Students may request that their case be consolidated with others, or separated from others. The Student Conduct Administrator shall have the opportunity to respond to any such requests, and the Coordinator of College Life (ex-officio of the SCRB) shall make the final determination regarding consolidation or separation of cases for hearing. Student requests to consolidate or separate cases shall be made within five (5) working days following issuance of notification of the manner in which such cases shall be heard; thereafter, the Student Conduct Administrator shall have an additional five (5) working days to respond, with the Coordinator of College Life to decide the question within five (5) working days thereafter. The decision of the Coordinator of College Life to consolidate or separate cases shall be final.

2. Hearings shall be conducted in private. Students may not waive the private nature of such hearings, but the Student Conduct Review Board has the sole discretion to allow a hearing to be opened at the Student’s request. The decision denying such request shall be final.

3. Both the Complainant and the Accused Student are responsible for presenting his or her own information and shall not be entitled to bring another person to accompany them during the hearing. Any costs incurred by any party to disciplinary proceedings shall be the responsibility of the party incurring such costs.

4. The Complainant, the Accused Student, and the SCRB shall have the right to present witnesses. The College will make reasonable efforts to arrange the attendance of possible witnesses who are members of the College community, if timely identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Review Board hearing. Witnesses will be expected to provide information to cooperate fully with, and answer questions from the Student Conduct Review Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses, which should be submitted to the SCRB in advance of the hearing. Additional questions which are elicited by virtue of the testimony being presented to the SCRB may be submitted during the hearing by either the Accused Student and/or Complainant to the SCRB’s Chairperson, who shall have the discretion to present such questions to witnesses, but who alone shall present questions, rather than the parties.
5. Pertinent records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by the Student Conduct Review Board at the sole discretion of the Chairperson. Where computerized or other digital evidence is to be presented, the SCR shall provide appropriate audiovisual or computer hardware in order to examine such evidence.

6. There shall be a single verbatim record, which shall be in the form of an audio tape recording, of all hearings before the SCR. Deliberations, however, shall not be recorded. The recordings and other hearing materials presented during such hearings, as well as the resultant decision, shall remain the property of the College and will be maintained in accordance with FERPA guidelines, as applicable.

7. All procedural questions relating to student discipline, including the conduct of any disciplinary hearing, are subject to the final decision of the ex-officio (Coordinator of College Life).

8. The Student Conduct Review Board may accommodate concerns for the personal safety, well being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing alternative means of presenting the testimony of such witnesses, including but not limited to: separate facilities, the use of a visual screen, and/or permitting the participation of witnesses by telephone, videophone, closed circuit television, written statement, or other means, as determined in the sole judgment by the Student Conduct Administrator or his/her designee to be appropriate.

9. An appeal of a SCR 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 SCR 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 Accused Student than that meted out by the SCR in its decision. The Vice President shall take one of the three following actions: (1) uphold, (2) revise, or (3) dismiss, the sanction imposed by the SCR. The decision of the Vice President shall be final.

VIII. Sanctions

The following formal disciplinary actions may be imposed upon students. More than one of the sanctions below may be imposed for any single violation.

A. Minor Sanctions:

1. WARNING: Notice, orally or in writing, that a student is violating or has violated institutional regulations.

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

3. CAMPUS AND/OR COMMUNITY SERVICE: This sanction requires a student to perform a specified number of service hours. The Student Conduct Administrator or his/her designee shall determine the specific assignment.

4. RESTITUTION: Reimbursement for loss, damage or injury. This may take the form of appropriate service and/or monetary material replacement.

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. LOSS OF PRIVILEGES: The student is excluded from participation in privileged or extracurricular institutional activities, including intercollegiate athletics, registered student organizations, access to campus facilities, and loss of campus employment opportunities.

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

B. Major Sanctions:

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

2. 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.

3. REVOCATION OF ADMISSION, CREDIT, AND/OR DEGREE: Admission to, credit earned, or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

4. WITHHOLDING DEGREE: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.
Academic Dishonesty
Behavior During Instructional Time

IX. Procedures for Academic Dishonesty and Disruptive Behavior During Instructional Time

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 with the penalty, and the student shall promptly 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 is expected to consult with the Student Conduct Administrator concerning the facts of the situation. At minimum, the Student Conduct Administrator shall be informed if the student is found to have committed this violation. A student’s educational record may reflect a finding that the student engaged in academic dishonesty.

B. Disruptive Behavior During Instructional Time

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. The College further acknowledges that students can best learn in an atmosphere free of disruption, distraction, or misconduct. An instructor thus 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, College Security will be notified. If the student does not comply with College Security, law enforcement authorities may be notified. The instructor will notify the Division supervisor, with a copy to the Student Conduct Administrator 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 Student Conduct Administrator in writing of this recommendation and the instructor will complete and submit a written incident report to the Student Conduct Administrator. The Student Conduct Administrator 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 Student Conduct Administrator, who will conduct an administrative conference for the purpose of reaching a resolution. The Student Conduct Administrator will notify the student of the sanction in writing, with a copy to the Division supervisor.

X. Interpretation and Review

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

B. Any recommendations for modifications of this Code of Conduct shall be given to the Student Government Association and Student Conduct Administrator and shall go through the College’s governance process for approval before being put into effect.

ACADEMIC INFORMATION

CONCERNING BEHAVIOR REPORTS
As members of the campus community, students have a shared ethical responsibility to report concerning behaviors they experience or observe. Concerning behaviors include emotional distress, unusual behavior, abuse of alcohol or illicit drugs, thoughts of suicide or homicide, disturbing written material, and other troubling behaviors. If you experience or you know or observe someone who exhibits any of these behaviors, it is your duty to report them on a Concerning Behavior form on OwlNet. You may also report the situation to the Associate Vice President for Student Development or designee, Student Center, Room 254. Thank you for doing your part to help someone in need!

While HCC does not have a counseling center, the College does have a Student Intervention and Prevention Team (SIP). Members of the SIP team will review the report and provide assistance to the student as necessary. The SIP team may meet with the student in question, assess the situation, provide resources, and/or mandate an assessment. A student who exhibits behavior that is a direct threat of harm to self or others may be temporarily suspended from HCC on an interim basis pending a disciplinary proceeding or medical evaluation.

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

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

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

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 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.

HONORS PROGRAM
The Honors Program is a selective program open to students who meet admissions requirements. To be eligible, new students must meet the requirements 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 listings.

ACADEMIC SERVICE LEARNING
Academic Service Learning provides the student an interactive opportunity to be engaged in meaningful service in the community that is integrated into his/her course curriculum. The course is designed in a way that ensures the service enhances the student’s learning and, in turn, this reciprocated knowledge benefits the community. Faculty ensure that purposeful civic learning opportunities are available which intentionally direct the student’s learning while promoting active civic participation in the community. Student participation in Academic Service Learning is a component of the course that requires time outside of the classroom as determined by each faculty member’s course requirements that are of reasonable expectations. For information call the course instructor or the Academic Service Learning Faculty Liaison at 443-412-2636.

eLEARNING
Three degree programs can be completed entirely 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.

The College supports several online models for course delivery including:

Online Courses: These courses meet completely online; however, you may be required to take tests or exams on-campus at HCC or another proctored site.

Hybrid Courses: These courses include both an online component and on-campus meetings. The frequency of face-to-face meetings may vary depending on the course.

Web-Enhanced Courses: These courses require regularly scheduled attendance on campus but include online components.

A listing of all online and hybrid courses can be found in the schedule of classes and online at http://www.harford.edu/online.

COMPRESSED COURSES
Compressed courses are offered during a shorter period of time than a traditional 15-week fall and spring semester. These courses are designed for students who want to take courses for periods of time between approximately 3 to 13 weeks. These courses offer the same content and clock hours as full 15-week semester courses, but the term of instruction is compressed and is offered within a traditional semester and during the winter and summer sessions.

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 other institutions 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 courses that satisfy the General Education core requirements:

<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>

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 and may be further prescribed within particular degree programs:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
<th>Req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must complete two courses in two</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>different subjects as defined by the course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>alpha prefix, e.g., SOC, PSY, HIST, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GE</td>
<td>ENG 101 — English Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must complete this within the first</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17 credit hours of study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must complete two courses in two</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>different subjects as defined by the course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>alpha prefix, e.g. ART, ENG, PHIL, etc.</td>
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<td></td>
</tr>
<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must complete one 4-credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>course according to the specific requirements of their program of study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS</td>
<td>Mathematics</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must complete one 3-4 credit</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>mathematics course that meets the additional requirements specified by their particular program of study.</td>
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</tbody>
</table>

**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: GB, GE, GH, GL, and GM. The remainder of the required General Education core credits may be selected from any of the approved General Education courses, except where specified by the student’s particular program requirements.

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

**General Education Electives**

Students may choose, according to the requirements specified by their particular program of study, any course(s) from GB, GE, GH, GL, GM or GS on the approved General Education course list to meet this requirement. A maximum of 8 credits from GI Interdisciplinary and Emerging Issues may be used to fulfill General Education Elective credit.

Total 30 - 36 credits

Total 20 - 37 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.

**BEHAVIORAL/SOCIAL SCIENCE ELECTIVES**

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

ANTH 101 ....Introduction to Physical Anthropology and Archaeology .................3
ANTH 102 ....Introduction to Cultural Anthropology ........................................3
ECON 101 ....Macroeconomics* .................................................................3
ECON 102 ....Microeconomics* .................................................................3
ECON 105 ....United States Economic History ..............................................3
ECON 106 ....Consumer Economics and Personal Finance ..............................3
ECON 107 ....Introduction to Economics* ....................................................3
GEOG 101 ....Physical Geography** ..........................................................3
GEOG 102 ....Human Geography** ............................................................3
GEOG 103 ....World Regional Geography** ................................................3
HIST 101 ....History of Western Civilization I ..........................................3
HIST 102 ....History of Western Civilization II ......................................3
HIST 103 ....History of the United States I ...............................................3
HIST 104 ....History of the United States II ..............................................3
HIST 109 ....World History I .................................................................3
HIST 110 ....World History II .................................................................3
HIST 112 ....History of Science and Technology ........................................3
HIST 202 ....The Twentieth Century .........................................................3
HIST 207 ....African-American History ..................................................3
HIST 208 ....American Ethnic History ..................................................3
PL 101 ....Introduction to Law .................................................................3
PS 101 ....American National Government .............................................3
PS 102 ....State and Local Government ..................................................3
PS 106 ....Introduction to Law .................................................................3
PS 201 ....Introduction to International Relations ....................................3
PSY 101 ....General Psychology .............................................................3
PSY 205 ....Psychology of Women ..........................................................3
PSY 209 ....Social Psychology ...............................................................3
PSY 214 ....Human Devel. Across the Life Span ....................................3
SOC 101 ....Introduction to Sociology .......................................................3
SOC 102 ....Social Problems .................................................................3
SOC 201 ....Marriage and the Family .......................................................3

* 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.

** 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 Language I ..................3
ENG 204 ....English Literature: Survey of English Language II ..................3
ENG 205 ....American Literature: Colonial Through the Civil War ............3
ENG 206 ....American Literature: Late 19th and 20th Centuries ..............3
ENG 207 ....Perspectives in Humanities ................................................3
ENG 208 ....Contemporary Humanities: The 20th Century ....................3
ENG 214 ....Great Writers: Lives and Works ........................................3
ENG 215 ....Multicultural Literature: The 20th Century .........................3
ENG 219 ....American Writers .................3
ENG 233 ....African-American Literature ................................................3
ENG 234 ....Ethnic American Literature ................................................3
ENG 237 ....Literature to Film ...............................................................3
ENG 238 ....Latin America 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
PHIL 222 ....Environmental Ethics ........................................................3
PHIL 250 ....The Philosophy of Religion ................................................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, 221 or 222) may be used as an Arts/Humanities General Education elective. Additional ethics courses taken will count as general elective credit.

Note: Courses must be chosen from two different disciplines for the AA and AS degrees.
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 ..............................3
CMST 201 Contemporary Issues in Leadership .......................3
HLTH 103 Wellness Theory and Applications .......................3
HLTH 104 Environmental Health ........................................3
HLTH 106 Nutrition for Personal Wellness .........................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 203 Anatomy & Physiology I .....................................4
BIO 204 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 II B ..................................4
ES 105 Earth Science* ..................................................3
ES 106 Earth Science Laboratory* ...................................1
ES 108 General Meteorology .........................................4
SCI 105 Physical Science I ............................................4
SCI 106 Physical Science Course Observations and Investigations: Matter* ...........................................1
SCI 107 Physical Science II* ..........................................3
SCI 108 Physical Science Course Observations and Investigations: Energy* ..............................................1
PHYS 101 Introductory Physics I ......................................4
PHYS 102 Introductory Physics II ....................................4
PHYS 204 General Physics: Vibrations, Waves, Heat, Electricity and Magnetism ..................................4
PHYS 205 General Physics: Electrodynamics, Light, Relativity and Modern Physics ..................................4

* To fulfill the laboratory requirements, both ASTR 151 and 152, or 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 ..................................4
MATH 111 Introduction to Finite Mathematics ......................3
MATH 203 Calculus I ......................................................4
MATH 204 Calculus II ....................................................4
MATH 211 Elements of Geometry ......................................4
MATH 216 Introduction to Statistics ...................................4

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. Behavioral and 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 diversity 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 courses, Behavioral/Social Sciences courses, or Interdisciplinary/Emerging Issues courses. General Education electives that also appears on the approved list of Diversity Courses.

DIVERSITY APPROVED COURSE LIST

ANTH 101 Intro to Physical Anthropology & Archaeology
ANTH 102 Intro to Cultural Anthropology & Archaeology
ART 201 Survey of Art History I
ART 202 Survey of Art History II
CMST 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 
ENG 238 ..........Latin 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 109 ..........World History I 
HIST 110 ..........World History II 
HIST 202 ..........The Twentieth Century World 
HIST 207 ..........African-American History 
HIST 220 ..........American Ethnic History 
HIST 211 ..........History of Africa 
IDS 201 ..........Peace & Conflict: An Interdisciplinary Look 
MUS 201 ..........The Art of Listening I 
MUS 202 ..........The Art of Listening II 
MUS 216 ..........World Music 
MUS 222 ..........Popular Music of the United States 
MUS 223 ..........Evolution of Jazz 
PSY 205 ..........Psychology of Women 
PSY 209 ..........Social Psychology 
RELG 210 ..........Comparative Religion 
SOC 101 ..........Intro to Sociology 
SOC 102 ..........Social Problems 
SOC 201 ..........Marriage and the Family 

PHYSICAL EDUCATION/PHYSICAL EDUCATION FITNESS

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 physical education fitness course.

Fitness courses include:

- PE 133 ..........Aqua Yoga (1) 
- PE 136 ..........Fitness Maintenance I (1) 
- PE 137 ..........Fitness Maintenance II (1) 
- PE 138 ..........Jogging (1) 
- PE 147 ..........Mountain Biking (1) 
- PE 169 ..........Aerobic Swimming (1) 
- PE 171 ..........Aqua Run I (1) 
- PE 228 ..........Weight Training (1) 
- PE 230 ..........Fitness Walking (1) 

Courses which fulfill the additional one credit are listed in the “Course Description” section of the College Catalog under Physical Education. Some majors (e.g., Nursing, Performing Arts) have specific physical education requirements.

MARYLAND HIGHER EDUCATION COMMISSION

STUDENT TRANSFER POLICIES

AUTHORIZATION

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

APPLICABILITY OF POLICIES

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

RATIONALE

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

One means of accomplishing this objective is through the development of recommended transfer programs between two- and four-year institutions. A recommended transfer program, developed by careful planning and agreement between specific two- and four-year institutions, is that recommended sequences of courses which a student takes at a community college will constitute the first two years of a baccalaureate degree program at a Maryland public institution of higher education.

The Maryland Higher Education Commission recognizes that students select institutions of higher education for a variety of reasons. These policies also recognize that each Maryland public college or university has a separate and distinct mission, and that each has the responsibility to establish and maintain standards of expectations for courses, programs, certificates, and degrees consistent with that mission. Nevertheless, effective and efficient transfer of credits between and among these institutions must occur within the larger context of the statewide structure of baccalaureate and community college education.

Successful and harmonious articulation depends upon:

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

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

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

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

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

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

**TITLE 13B**

**MARYLAND HIGHER EDUCATION COMMISSION**

Subtitle 06 GENERAL EDUCATION AND TRANSFER

Chapter 01 Public 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.
(5) “Biological and physical sciences” means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
(6) “English composition courses” means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
(7) “General education” means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
(8) “General education program” means a program that is designed to:
   (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
   (b) Encourage the pursuit of life-long learning; and
   (c) Foster the development of educated members of the community and the world.
(9) “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
(10) “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
(11) “Native student” means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
(12) “Parallel program” means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

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

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

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

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

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

.02-1 Admission of Transfer Students to Public Institutions.
A. Admission to Institutions.
(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

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

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

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

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

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

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

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

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

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

.03 General Education Requirements for Public Institutions.
A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement 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 not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
(a) Arts and humanities,
(b) Social and behavioral sciences,
(c) Biological and physical sciences,
(d) Mathematics, and
(e) English composition; or
(2) Conforming with COMAR 13B.02.16D(2)(b)(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.
C. General education programs of public institutions shall require at least:
   (1) One course in each of two disciplines in arts and humanities;
   (2) One course in each of two disciplines in social and behavioral sciences;
   (3) Two science courses, at least one of which shall be a laboratory course;
   (4) One course in mathematics at or above the level of college algebra; and
   (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.
   (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
      (a) Be integrated into other general education courses or may be presented as separate courses; and
      (b) Include courses that:
         (i) Provide an interdisciplinary examination of issues across the five areas, or
         (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
   (2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

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

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

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

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

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

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

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

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

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

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

.04 Transfer of General Education Credit.

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

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

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

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

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 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.
ACADEMIC INFORMATION

.05 Transfer of Nongeneral Education Program Credit.
A. Transfer to Another Public Institution.
   (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
      (a) Credit is from a college or university parallel course or program;
      (b) Grades in the block of courses transferred average 2.0 or higher; and
      (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.
   (2) If a native student’s “D” grade in a specific course is acceptable in a program, then a “D” earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of “C” or better in a required course, the transfer student shall also be required to earn a grade of “C” or better to meet the same requirement.
B. Credit earned in or transferred from a community college is limited to:
   (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
   (2) The first 2 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 student of any courses that are applicable to the student’s intended program of study.
   (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation.
   (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution’s lower division course work requirement.
   (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.06 Academic Success and General Well-Being of Transfer Students.
A. Sending Institutions.
   (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution
   (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
   (3) The sending institution shall:
      (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
      (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
      (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.
B. Receiving Institutions.
   (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
   (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
   (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student’s first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student’s intended program of study.
   (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.
.07 Programmatic Currency.
A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

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

.09 Appeal Process.
A. Notice of Denial of Transfer Credit by a 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.
(3) A receiving institution shall include in the notice of denial of transfer credit:
   (a) A statement of the student’s right to appeal; and
   (b) A notification that the appeal process is available in the institution’s catalog.
(4) The statement of the student’s right to appeal the denial shall include notice of the time limitations in §B of this regulation.
B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution’s transfer coordinator 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.
(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution’s final decision and is not subject to appeal.
D. Appeal to Sending Institution.
(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student’s behalf by contacting the transfer coordinator of the sending institution.
(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.
E. Consultation Between Sending and Receiving Institutions.
(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
(3) The receiving institution shall inform a student in writing of the result of the consultation.
(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

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

Academic educational records are maintained for all students. This record contains all course work, transfer credit, academic status, grade point average, disciplinary, expulsion and degree(s) granted. This record is kept as a permanent record of the College.

Other educational records contain, but are not limited to, high school and/or college transcripts, letters the student may have sent to the College, copies of letters sent to the student by the College, test scores, and academic appeal information. These records are kept approximately two years after the date of last enrollment.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights, which begin once a student is registered for classes, 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 an amendment of the student’s education records that the student believes is inaccurate. Students 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.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. In order to consent to disclosure, including to parents, students must contact the Registration and Records Office to complete the FERPA release form.
- The right to file a complaint with the U.S. Department of Education concerning allegations of failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Ave., S.W.
  Washington, D.C. 20202-5920

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, collection agent, or psychological service); 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 persons or organizations providing financial aid support to the student.
- To a person in response to a lawfully issued subpoena or court order.
- To persons in an emergency in order to protect the health and safety of students and other individuals.
- To other institutions in which a student is seeking to enroll or is already currently enrolled.

FERPA DIRECTORY INFORMATION

FERPA allows the College to release student directory information to anyone who requests it unless the student specifically asks that this not be done. Requests to withhold release of information must be submitted in writing to the Registration and Records Office.

Information that HCC considers student directory information includes:

- Student Name
- Photographs
- 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

SOLOMON AMENDMENT

The Solomon Amendment is a federal law that mandates that institutions receiving federal funding must give military recruiters access to campus and to lists of students, including personally identifiable student information. The Solomon Amendment supersedes FERPA.

For more information regarding FERPA, please contact the Registration and Records Office at 443-412-2222.
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 or Dean’s hold must be cleared before a transcript will be released. There is a 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, not U.S. citizens, or 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

Non U.S. citizens must complete the HCC paper application for enrollment. Valid photo identification verifying current immigration status (work card, resident card, or applicable visa) must be presented in person at the time of application submission. The online Application for Enrollment from non U.S. citizens will not be accepted or processed.

Inquiries by email may be addressed to sendinfo@harford.edu or by phone to the Admissions Office at 443-412-2107.

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. Transcripts will only be evaluated if the student has declared a program of study.
   • Did not graduate and want to determine if exempt from College’s mathematics and English assessment requirement.

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 443-412-2379 for further detailed information regarding enrollment.

TRANSFER OF CREDITS FROM NON U.S. INSTITUTIONS

Transfer students planning to transfer credit from a college or university outside of the United States should allow adequate time for requesting, translating, and evaluating of academic credentials. International transcripts must be official, translated versions evaluated by an accredited evaluation service such as the American Association of Collegiate Registrars and Officers (www.aacrao.org/international). Non U.S. academic credit evaluated by another U.S. college or university will not be accepted; however, a general education course cannot be accepted if less than 3 semester hours.

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; however, a General Education Course cannot be accepted if less than 3 credit hours.

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

If a student changes a program of study and wishes to have transcripts re-evaluated for consideration of additional transfer credits, a Request for Transcript Re-evaluation form must be submitted to the Registration and Records Office.

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 CREDITS FROM NON U.S. INSTITUTIONS

Transfer students planning to transfer credit from a college or university outside of the United States should allow adequate time for requesting, translating, and evaluating of academic credentials. International transcripts must be official, translated versions evaluated by an accredited evaluation service such as the American Association of Collegiate Registrars and Officers (www.aacrao.org/international). Non U.S. academic credit evaluated by another U.S. college or university will not be accepted; however, a general education course cannot be accepted if less than 3 semester hours.

Some restrictions exist for students under the age of 16. Contact the Coordinator for Admissions at 443-412-2379 for further detailed information regarding enrollment.

TRANSFER OF CREDITS FROM NON U.S. INSTITUTIONS

Transfer students planning to transfer credit from a college or university outside of the United States should allow adequate time for requesting, translating, and evaluating of academic credentials. International transcripts must be official, translated versions evaluated by an accredited evaluation service such as the American Association of Collegiate Registrars and Officers (www.aacrao.org/international). Non U.S. academic credit evaluated by another U.S. college or university will not be accepted; however, a general education course cannot be accepted if less than 3 semester hours.

Some restrictions exist for students under the age of 16. Contact the Coordinator for Admissions at 443-412-2379 for further detailed information regarding enrollment.
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 (60), Arts/Humanities (60), or Interdisciplinary or Emerging Issues (61) 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) 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 paper application for enrollment. The online Application for Enrollment from non U.S. citizens will not be accepted or processed.

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), 173 (computer-based test), or 61 (Internet-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 such as World Education Services (www.wesc.org). Please allow adequate time for requesting, translating, and evaluating of academic credentials from a college or university outside of the United States. Transfer of credits will be considered on the basis of applicability to the student’s chosen program of study at Harford Community College. Transcripts will only be evaluated for students who have declared a program of study.

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, K, 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.

DESIGNATED STATEWIDE/HEALTH WORKFORCE SHORTAGE PROGRAMS

The Maryland Higher Education Commission can approve a degree program as a Statewide or Health Workforce 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 Workforce Shortage Program as their major by the start of the fall and spring semesters or the winter and summer sessions, and all enrolled courses must be applicable to the major. Contact the Financial Aid Office at 443-412-2257 for details.

**RESIDENCY AND TUITION POLICY**

Students at Harford Community College are charged tuition according to their residency. A student’s residency is determined at the time of admission to the College. For the purposes of assessing tuition charges, Harford Community College adheres to guidelines established by the Maryland Higher Education Commission and the Code of Maryland Regulations. These guidelines state that a student’s residency, also referred to as “domicile,” is the permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely.

The main factor in determining residency is a student’s independent/dependent financial status. If a student is a financially dependent (received more than one-half of his/her financial support from another in the most recently completed year), the student’s domicile is the domicile of the person contributing the greatest proportion of support, without regard to whether the parties are related by blood or marriage.

Students will be considered in-county residents if they or the person who contributes more than one-half of the student’s financial support maintain legal domicile in Harford County for a period of not less than three months prior to the start of the semester/term. Students will be considered in-state residents if they or the person who contributes more than one-half of the student’s financial support maintain legal domicile in Maryland, but outside Harford County, for a period of not less than three months prior to the start of the semester/term. Otherwise, a student shall be considered an out-of-state resident. Local addresses that pertain only for the purposes of attending college will NOT be considered for determination of tuition charges.

If information is received which would contradict or call into question the validity of the residency status that was determined at the time of admission, a student may be asked to provide proof of residency and his/her tuition rate may be affected.

To request a change in residency, students must submit a Change in Residency Form along with appropriate documentation to the Registration and Records Office. Forms are available in the Registration and Records Office. A request for a change in residency must be received prior to the start of the semester/term. Otherwise, any approved change in residency will apply to the next semester.

The College shall consider the following factors for substantiation of residency:

1. Ownership or rental of local quarters
2. Substantially 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 income earned out of state
5. Registration to vote in Maryland and Harford County
6. Registration of a motor vehicle in Maryland, with a local address specified, if the student owns or uses such a vehicle
7. Possession of a valid Maryland driver’s license with a local address specified, if the student is licensed anywhere to drive a motor vehicle

Questions regarding residency and tuition rates should be referred to the Registration and Records Office.

**FULL-TIME STUDENTS**

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

**PART-TIME STUDENTS**

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

**ACADEMIC SKILLS ASSESSMENT**

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

- From all assessments if you already have earned an Associate or Baccalaureate degree (transcript required)
- From all assessments if you are enrolled at another college or university and are taking HCC courses to transfer back to that institution and provide proof of enrollment at your home institution (valid college I.D., copy of grade report, or letter from college official).
- From reading assessment if verbal (critical reading) SAT score is 550 or higher OR you have passed English Composition (Eng. 101) OR if ACT reading score is 21 or higher
- From writing assessment if verbal (critical reading) SAT score is 550 or higher OR you have passed English Composition (Eng. 101) OR if ACT English score is 21 or higher
- From math assessment if math SAT score is 550 or better, or if you have passed a college-level math course OR if ACT math score is 21 or higher
Please contact the Test Center for more information at 443-412-2352.

“Note: If your exemption (partial or total) is based on your SAT or ACT scores, you must forward your test results to the HCC Test Center or bring them with you when you take the remainder of the skills assessment. Test Scores are valid for two years. Students who have passed the highest level transitional courses in math, reading, or English at another Maryland community college are exempt from assessment in that area provided they submit a transcript from the transfer college verifying passing of the transitional studies class. Academic Advising at 443-412-2301 can answer questions concerning this policy.

New degree and certificate-seeking students must have approval from an academic advisor before registering for classes. Course placements resulting from the Academic Skills Assessment are mandatory. Students may repeat all or partial sections of the Academic Skills Assessment. Students must wait 24 hours to repeat the assessment. Students will be assessed a $25 proctoring fee for any third or more attempt within a two-year period. Students must successfully complete their transitional studies course placement 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.

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

Students who want to take only English Composition or only a math course must have the related skill assessment, unless exempt (per the exemptions noted above).

ACADEMIC ADVISING, CAREER AND TRANSFER SERVICES

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

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

EMERGENCY NOTIFICATIONS

Students are requested to provide two types of emergency notification contacts: 1) an emergency contact person and phone number in case the student has a personal emergency, and 2) telephone and/or email contact information which will only be used in the event of a non-scheduled campus closing, or if there is a serious situation on campus. Students will be requested once a semester to provide or update this information.

REGISTRATION AND CLASS SCHEDULES

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

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

REGISTRATION DEADLINE

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

ADDITION 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.

OWLNET ACCOUNTS

All students receive an OwlNet account. This web portal allows students to access their College email account; receive College announcements and news; and conduct College business, such as registering for classes, requesting transcripts, and making payments. As a result, students are responsible for accessing this account on a regular basis and protecting the confidentiality of their access code.

STUDENT EMAIL ACCOUNTS

The College uses on campus student email accounts through OwlNet to officially communicate with students. As a result, students are responsible for accessing this email account on a regular basis.
CURRENT MAILING ADDRESS

Students are responsible for maintaining a current mailing address with the College. All address changes should be reported in the College’s online OwlNet system or to the Registration and Records Office. If a student owes a debt to the College and does not maintain a current mailing address, that debt may be sent to a collection agency without further notice to the student. In this event, the student will owe an additional collection fee.

VACCINATIONS

The College does not require proof of immunizations for admissions. However, students who are admitted into the nursing or allied health programs may be required to provide documentation of a recent physical examination and proof of current immunizations.

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 and Institutional Effectiveness 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, phone 443-412-2366.

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>Determined by Faculty</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIO 100</td>
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<td>Biology</td>
<td>4</td>
<td>BIO 120</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>BIO 120 &amp; 121</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 203</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 203 - 204</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
<td>CSI 131 - 132</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>4</td>
<td>ENG 101</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>4</td>
<td>ENG 101 - 102</td>
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<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>
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<tr>
<td>French Language</td>
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<td>FR 101 - 202</td>
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<tr>
<td>German Language</td>
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<tr>
<td>Human Geography</td>
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<td>GEOG 102</td>
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<tr>
<td>Macroeconomics</td>
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<td>ECON 101</td>
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<td>Music Theory</td>
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<td>MUS 103</td>
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<td>Physics B</td>
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<td>Physics 101 &amp; 102</td>
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<tr>
<td>Psychology</td>
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<td>SPAN 101 - 202</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 216</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, 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.

**TYPES OF EXAMINATIONS**

Harford Community College (HCC) awards credit for prior learning through examination. Prior learning examinations include: Advanced Placement (AP), College Level Examination Program (CLEP) exams, DSST exams, International Baccalaureate Organization (IBO), an Excelsior College exam, and HCC Division exams. For CLEP and DSST exams, HCC abides by the American Council on Education (ACE) score recommendations. The table below lists the exams and respective scores for which HCC awards credit.

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Exam Title</th>
<th>HCC Course</th>
<th>Score Required</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Art History</td>
<td>ART 202</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AP</td>
<td>Art: Studio Art</td>
<td>Faculty reviewer determines course equivalent</td>
<td>3</td>
<td>Faculty reviewer determines credit awarded</td>
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<td>Biology</td>
<td>BIO 100</td>
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<td>Biology</td>
<td>BIO 120</td>
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<td>AP</td>
<td>Biology</td>
<td>BIO 120 &amp; 121</td>
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<td>8</td>
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<tr>
<td>AP</td>
<td>Calculus AB</td>
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<td>CHEM 111-112</td>
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<td>CSI 131-132</td>
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<td>English Literature &amp; Composition</td>
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<td>German Language</td>
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<td>Human Geography</td>
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<td>Physics 101 &amp; 102</td>
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<td>Statistics</td>
<td>MATH 216</td>
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<td>AP</td>
<td>U.S. Government and Politics</td>
<td>PS 101</td>
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<td>PS 101</td>
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<td>CLEP</td>
<td>American History to 1877</td>
<td>HIST 103</td>
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<td>CLEP</td>
<td>American History 1865-present</td>
<td>HIST 104</td>
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<tr>
<td>CLEP</td>
<td>Analyzing and Interpreting Literature</td>
<td>ENG 102</td>
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<td>(requires essay)</td>
<td></td>
<td>(and passing essay)</td>
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<tr>
<td>CLEP</td>
<td>Calculus w/Elementary Functions</td>
<td>MATH 203</td>
<td>50</td>
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<tr>
<td>CLEP</td>
<td>Chemistry</td>
<td>CHEM 111-112</td>
<td>50</td>
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<tr>
<td>CLEP</td>
<td>College Algebra</td>
<td>MATH 101</td>
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<td>CLEP</td>
<td>College French Levels I and II</td>
<td>FR 101-102</td>
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<tr>
<td>CLEP</td>
<td>College German Levels I and II</td>
<td>GER 101-102</td>
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<td>HCC Course</td>
<td>Score Required</td>
<td>Credit Awarded</td>
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<tr>
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<tr>
<td>CLEP</td>
<td>College Mathematics</td>
<td>General Education Math Elective</td>
<td>50</td>
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<tr>
<td>CLEP</td>
<td>College Spanish Levels I and II</td>
<td>SPAN 101-102, SPAN 201-202</td>
<td>50, 63</td>
<td>6, 12</td>
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<tr>
<td>CLEP</td>
<td>College Composition</td>
<td>ENG 101</td>
<td>50 (requires essay)</td>
<td>3</td>
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<tr>
<td>CLEP</td>
<td>English Literature</td>
<td>ENG 203-204</td>
<td>50</td>
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<td>CLEP</td>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>50</td>
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<tr>
<td>CLEP</td>
<td>Humanities</td>
<td>Gen Elective</td>
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<td>3</td>
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<td>Intro Psychology</td>
<td>PSY 101</td>
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<td>Intro to Educational Psychology</td>
<td>PSY 207</td>
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<td>CLEP</td>
<td>Human Growth and Development</td>
<td>PSY 214</td>
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<td>Gen Elective 3 Gen Ed Science (GS) 3</td>
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<td>Principles of Macroeconomics</td>
<td>ECON 101</td>
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<td>Principles of Management</td>
<td>BA 109</td>
<td>50</td>
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<td>CLEP</td>
<td>Principles of Marketing</td>
<td>BA 203</td>
<td>50</td>
<td>3</td>
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<tr>
<td>CLEP</td>
<td>Principles of Microeconomics</td>
<td>ECON 102</td>
<td>50</td>
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<tr>
<td>CLEP</td>
<td>Precalculus</td>
<td>MATH 109</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>CLEP</td>
<td>Social Sciences/History</td>
<td>General Elective</td>
<td>50</td>
<td>6</td>
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<tr>
<td>CLEP</td>
<td>Intro Sociology</td>
<td>SOC 101</td>
<td>50</td>
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</tr>
<tr>
<td>CLEP</td>
<td>Western Civilization I: Ancient-1648</td>
<td>HIST 101</td>
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<tr>
<td>CLEP</td>
<td>Western Civilization II: 1648-present</td>
<td>HIST 102</td>
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<td>Excelsior College Exam</td>
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<td>PSY 204</td>
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<td>Astronomy</td>
<td>ASTR 151</td>
<td>48</td>
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<tr>
<td>DSST</td>
<td>Principles of Statistics</td>
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<td>48/400*</td>
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<td>DSST</td>
<td>Intro to Law Enforcement</td>
<td>CJ 101</td>
<td>45</td>
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<tr>
<td>DSST</td>
<td>Gen Anthropology</td>
<td>ANTH 102</td>
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<td>Intro to Business</td>
<td>BA 101</td>
<td>46/400*</td>
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<tr>
<td>DSST</td>
<td>Technical Writing (essay required)</td>
<td>ENG 209</td>
<td>46 (and passing essay)</td>
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<tr>
<td>DSST</td>
<td>Here's to Your Health</td>
<td>HLTH 101</td>
<td>48/400*</td>
<td>3</td>
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<tr>
<td>DSST</td>
<td>Human Development Across the Life Span</td>
<td>PSY 214</td>
<td>46</td>
<td>3</td>
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<tr>
<td>DSST</td>
<td>Personal Finance</td>
<td>ECON 106</td>
<td>46/400*</td>
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<td>DSST</td>
<td>Human/Cultural Geography</td>
<td>GEOG 102</td>
<td>48</td>
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<tr>
<td>Division</td>
<td>Accounting Principles 101</td>
<td>ACCT 101</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Medical Terminology and Ethics for Medical Office Assistants</td>
<td>AHS 101</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Introduction to Business</td>
<td>BA 101</td>
<td>70%</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Principles of Marketing</td>
<td>BA 203</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Principles of Retailing</td>
<td>BA 106</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Business Computer Applications (requires lab experience)</td>
<td>BA 210</td>
<td>70% (and passing lab)</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Introduction to CADD</td>
<td>CADD 101</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Intermediate CADD</td>
<td>CADD 102</td>
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<td>Division</td>
<td>Elements of Organic and Biochemistry</td>
<td>CHEM 103</td>
<td>70%</td>
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<td>Exam Type</td>
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<td>Score Required</td>
<td>Credit Awarded</td>
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<tr>
<td>Division</td>
<td>Intro to Information Science</td>
<td>CIS 102</td>
<td>70% (and passing lab)</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Introduction to PowerPoint</td>
<td>CIS 113</td>
<td>70% (and passing lab)</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Fundamentals of Programming</td>
<td>CIS 115</td>
<td>70%</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Introduction to Microsoft Excel</td>
<td>CIS 145</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Police Organization and Administration</td>
<td>CJ 109</td>
<td>70%</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Introduction to Crime Scene Technology</td>
<td>CJ 112</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Child Growth and Development</td>
<td>EDUC 103</td>
<td>70%</td>
<td>3</td>
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<tr>
<td>Division</td>
<td>Materials and Curriculum</td>
<td>EDUC 104</td>
<td>70%</td>
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<tr>
<td>Division</td>
<td>Infant and Toddler Development</td>
<td>EDUC 110</td>
<td>70%</td>
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<tr>
<td>Division</td>
<td>School-Age Child Care</td>
<td>EDUC 215</td>
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<tr>
<td>Division</td>
<td>Engineering Drawing I</td>
<td>ENGR 101</td>
<td>70%</td>
<td>2</td>
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<tr>
<td>Division</td>
<td>Engineering Graphics</td>
<td>ENGR 103</td>
<td>70%</td>
<td>4</td>
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<tr>
<td>Division</td>
<td>Statics</td>
<td>ENGR 104</td>
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<tr>
<td>Division</td>
<td>Dynamics</td>
<td>ENGR 201</td>
<td>70%</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Mechanics of Materials</td>
<td>ENGR 202</td>
<td>70%</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Intro to Finite Math</td>
<td>MATH 111</td>
<td>70%</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Calculus II</td>
<td>MATH 204</td>
<td>70%</td>
<td>4</td>
</tr>
<tr>
<td>Division</td>
<td>Keyboarding Basics</td>
<td>OS 100</td>
<td>70% (and passing lab)</td>
<td>1</td>
</tr>
<tr>
<td>Division</td>
<td>Intermediate Keyboarding</td>
<td>OS 113</td>
<td>70% (and passing lab)</td>
<td>3</td>
</tr>
<tr>
<td>Division</td>
<td>Photography I (requires portfolio)</td>
<td>PHOTO 101</td>
<td>70% (and passing portfolio)</td>
<td>3</td>
</tr>
<tr>
<td>IBO</td>
<td>Language AI (Higher Level) English</td>
<td>ENG 101-102</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>IBO</td>
<td>Language A2 (Standard Level) French, Spanish</td>
<td>FR 101-102 or SPAN 101-102</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>IBO</td>
<td>History of the Americas (Higher Level)</td>
<td>HIST 202</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>IBO</td>
<td>History of the Americas Elective</td>
<td>HIST Elec</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>IBO</td>
<td>Psychology (Higher Level)</td>
<td>PSY 101</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>IBO</td>
<td>Geography (Standard Level)</td>
<td>GEOG 102</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>IBO</td>
<td>Biology (Higher Level)</td>
<td>BIO 120-121</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>IBO</td>
<td>Chemistry (Standard Level)</td>
<td>CHEM 111-112</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>IBO</td>
<td>Mathematical Studies (Standard Level)</td>
<td>MATH 102</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>IBO</td>
<td>Mathematics (Standard Level)</td>
<td>MATH 203</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>IBO</td>
<td>other courses not listed above may be considered on a case-by-case basis with official IB transcript</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Some DSST exams revised and rescaled on a 200-800 scale in 2008. New American Council on Education (ACE)-recommended credit-granting score for revised exams is 400. HCC abides by the ACE recommendations for CLEP and DSST exams.
CREDIT FOR TRAINING RECEIVED THROUGH HARFORD COUNTY TRAINING PROGRAMS
Academic credit may be awarded for the completion of training programs recognized through an articulation agreement between the College and the training institution. Programs in which the College has agreements are the Aberdeen Proving Ground Police Academy, the Harford County Electrical Contractors Association, the Harford County Sheriff’s Office Correctional Academy, the Harford County Sheriff’s Office Training Academy, and the Aberdeen Proving Ground Child and Youth Services. For more information, contact the Registration and Records Office, 443-412-2222.

CREDIT FOR HIGH SCHOOL COURSE WORK
Students may earn up to twelve credits for their high school experience; programs include: Accounting, CADD, CIS, and Early Childhood Education. Specific information regarding the evaluation criteria and the validation process may be obtained from the Registration and Records Office, 443-412-2222.

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). 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, 443-412-2222. In general, correspondence courses from other sources are not accepted for credit at Harford Community College.

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

SERVICEMEMBERS OPPORTUNITY COLLEGE
The College is a member of Servicemembers Opportunity Colleges (SOC), a consortium of national higher education associations and more than 1,700 institutional members that subscribe to principles designed to provide quality academic programs to military students, their family members, civilian employees of the Department of Defense and Coast Guard, and veterans. The College is also a participant in the SOC Degree Network System and has agreed to special requirements and obligations to facilitate degree completion without loss of academic credit due to changes of military duty stations.

The College will complete SOC student agreements for active duty personnel 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, Criminal Justice – Option in Legal Studies, or General Studies. Resident credit of 15 hours is required. Contact Aberdeen Proving Ground Center, 410-272-2338 or 410-306-2047, for additional information. General information on Servicemembers Opportunity Colleges is available on their web site www.soc.aascu.org.

COLLEGE ARTICULATION TRANSFER INFORMATION

WHAT IS AN ARTICULATION AGREEMENT?
An articulation agreement is an academic partnership between a community college and another higher education institution. The agreement provides the student the opportunity to transfer guaranteed credits, and complete coursework sooner, while meeting the graduation requirements for both the transfer school and the community college. Students complete the designated degree at HCC and then transfer seamlessly to the higher education institution.

Harford Community College has developed several articulation agreements with four-year and other higher education institutions.
HCC STUDENTS TRANSFERRING TO OTHER COLLEGES AND UNIVERSITIES

The following is a list of articulated programs Harford Community College students transfer to at the designated college or university.

<table>
<thead>
<tr>
<th>Morgan State University</th>
<th>Salisbury University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Social Work</td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>Hospitality Management</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Human Resource</td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>Information Science</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>and Systems</td>
<td></td>
</tr>
<tr>
<td>Hospitality Management</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
</tbody>
</table>

The Johns Hopkins University School of Education
Management and Leadership

Towson University
Allied Health BTPS
Environmental Science-
Biology Track
Applied Mathematics
Exercise Science
Biology
Health Care Management
Business Administration
Chemistry General
Information Technology
Chemistry Track
(BTPS)
Chemistry Forensic
Integrated Elementary-Special
Chemistry Track
Education Program (EESE)
Chemistry Medicinal
MB3 Biochemistry Track
Chemistry Track
MB3 Molecular
Computer Information
Systems
MB3 Bioinformatics Track
Computer Science
Security Track
Physics
Computer Science
Psychology
Computer Science
Pure Mathematics

University of Baltimore
Applied Information
History
Technology
Management Information
Business Administration
Systems
Corporate Communications
Real Estate and Economic
Criminal Justice
Development
Forensic Studies-Forensic
Science
Psychology

University of Maryland University College
Accounting
Human Resource
Business Administration
Management
Computer and Information
Science
Information Systems
Computer Science
Management
Computer Studies
Legal Studies
Cybersecurity
Marketing
Environmental Management
Psychology

Articulations with other colleges include:
Baltimore International College
Kaplan University
College of Notre Dame
Stevenson University
Coppin State University
Strayer University
Cornell University
University of Phoenix

ARTSYS AND THE TRANSFER GUARANTEE

A major tool for preparing students for transfer is the computer transfer system linking Harford Community College to the University System of Maryland institutions. This system, called ARTSYS, allows students to research which courses, taken at Harford Community College, transfer to a particular school and/or major. For more information on ARTSYS, please visit http://artweb.usmd.edu/.

Students who follow the recommended transfer programs for University System of Maryland institutions are assured that courses will transfer as indicated. Students who experience difficulties in transferring should contact Advising, Career and Transfer Services at Harford Community College and/or the Transfer Coordinator at the receiving institution.

HCC STUDENTS TRANSFERRING GUARANTEED CREDITS TO COMMUNITY COLLEGE OF BALTIMORE COUNTY

AAS degree programs include:
- Chemical Dependency Counseling
- Horticulture
- Massage Therapy
- Medical Laboratory Technology
- Surveying Technology/Land Surveying

Students should contact Academic Advising for more information or refer to the Community College of Baltimore County website at www.ccbcmd.edu.

STUDENTS TRANSFERRING TO HARFORD COMMUNITY COLLEGE

Students transfer credits from Anne Arundel Community College, Austin Community College, the Broadcasting Institute of Maryland, Cecil College, the Community College of Baltimore County, Frederick Community College, The Johns Hopkins School of Medical Imaging, and the University of Maryland's Institute of Applied Agriculture. The programs of study include: Histotechnology, Electroneurodiagnostic Technology, Engineering, Agricultural Studies, Mass Communications and Radiography.

Meeting graduation and transfer requirements is the responsibility of the student. For additional transfer information contact Advising, Career and Transfer Services, 443-412-2301.
Enrollment Information

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.

Tuition and fees are subject to adjustment by the Board of Trustees.

Tuition

Residents of Harford County .......... $82.00 per credit hour
Residents of Maryland outside ......... $164.00 per credit hour
Harford County
Nonresidents of Maryland/ Out-of-Country residents

Consolidated Service Fee .............. Add 12% 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

Credit by Exam (Division Exams) ................. $40
Late Registration Fee .......................... $25
Parking Citation ................................ $50-$150
Transcript (each copy) ......................... $5
Returned Checks ................................. $35

Course Fees

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

Credit Cards

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

Late Fee

A late fee is charged to students who register once the semester, term or session has begun. Late fees are not refundable.

Tuition Waivers

Disability and Retirement

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

In-County Tuition Waiver

Full-time employees of a Harford County business may apply for an In-County Employee Waiver. This will reduce their out-of-county or out-of-state tuition down to the in-county rate for credit classes. Required documentation consists of 1) recent (within past 60 days) pay stub, and 2) a signed statement from the employer on original letterhead verifying that the student is a “full-time employee in good standing.” Please refer to www.harford.edu, Apply/Register tab, Payment Information for more details. Please note that the waiver will not be granted until required documentation is submitted to the Cashier’s Office and approved by the Finance Office. The waiver does not apply to fees; the student is responsible for paying all consolidated fees and course fees.

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 443-412-2257 for information.

Maryland National Guard

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

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 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.)

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 drop occurs within eight (8) calendar days from session 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 drop occurs within five (5) calendar days from session 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 drop occurs within three (3) calendar days from session 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 drop occurs by the end of the first (1st) day of session (not first class meeting)</td>
<td>after the first (1st) day of the session</td>
</tr>
</tbody>
</table>

NOTE:

Late registration fee is not refundable. Information regarding refunds is available through the Registration and Records Office, 443-412-2222.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Graduation Policies

To apply for graduation, students must

1. Meet with an academic advisor to ensure they have met, or are on track to meet, the requirements of their degree and/or certificate.

2. Ensure that the Registration and Records Office has current information on their intended degree and/or certificate. To update their intended degree/certificate, students must complete and submit a Change in Academic Intent form to the Registration and Records Office.

3. Complete and submit a Graduation Application no later than March 1 for May graduation, June 1 for August graduation, and October 1 for December graduation. There are no exceptions to these deadlines.

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 and essential technical standards as applicable, 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.
ACADEMIC POLICIES

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), Integrated Reading and Writing (ENG 018) or ESL Basic Writing (ENG 060). 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) or Pre-Algebra (MATH 010).

4. Complete testing and/or essential technical standards as applicable.

5. Be recommended by the Associate Vice President for Student Development for graduation.

6. 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 30 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 available to students approximately at the midpoint of the 15-week course.

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

Grades Quality Points
A — Excellent ................................................. 4
B — Good ......................................................... 3
C — Average ...................................................... 2
D — Poor ........................................................... 1
F — Failure to meet course requirements ............ 0

Letter grades for transitional studies courses (courses below 100 level) will be noted with an "I". M grades are not issued in transitional studies courses.

Symbols Quality Points
M — Making Progress ........................................ 0
W — Withdrawal ............................................... 0
I — Incomplete ................................................. 0
K — Audit .......................................................... 0
N — No Grade Provided .................................... 0
R — Continuing Research .................................. 0

M — Student is making progress but has not completed enough of the transitional studies course objectives to warrant an I grade. Students earning an M grade in a course that is a prerequisite to a transitional or credit course cannot enroll in the subsequent course until the M grade is replaced by a C or better. 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) 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. An instructor and the faculty division dean may approve a student’s request for a change from credit to audit 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/accident/medical condition, assignment to active duty in armed services, death in the immediate family, involuntary transfer or change in work hours by employer. Audit classes require the same tuition and fees as regular credit classes. Students auditing a course will be expected to meet the requirements set by the instructor.

REPEATING COURSES

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

REPEATING TRANSFER COURSES

Students who fail a course at HCC and then earn credit at another institution for the same course 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.

Students who receive a passing grade in a course at HCC and then earn a higher grade at another institution for the same
ACADEMIC POLICIES

course may not use transferred credit to satisfy the credit requirement for that particular course. The transferred credit will not appear on their permanent record.

Students who have a transfer course noted on their HCC transcript and then repeat the same course at HCC and receive an F grade will have the transfer course removed from their permanent record. The failed HCC course will remain on their permanent record.

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.

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).

ACADEMIC STANDARDS FOR CREDIT STUDENTS

At the end of the fall and spring semesters and summer and winter 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</th>
<th>WARNING if GPA is</th>
<th>RESTRICTION if GPA is</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.

*Courses 100 level or above.
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. During the winter session, students in good academic standing can register for a maximum of four (4) credits.

Requests for Credit Overloads
Students may submit appeals for credit overloads to an advising staff member through walk-in appointments with Advising, Career and Transfer Services.

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 and four (4) credits during winter 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 TABLE

<table>
<thead>
<tr>
<th>Total Cumulative GPA Hours</th>
<th>Suspension if GPA is below</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.0 – 12.5</td>
<td>1.20</td>
</tr>
<tr>
<td>13.0 – 17.5</td>
<td>1.30</td>
</tr>
<tr>
<td>18.0 – 22.5</td>
<td>1.40</td>
</tr>
<tr>
<td>23.0 – 27.5</td>
<td>1.50</td>
</tr>
<tr>
<td>28.0 – 32.5</td>
<td>1.60</td>
</tr>
<tr>
<td>33.0 – 37.5</td>
<td>1.70</td>
</tr>
<tr>
<td>38.0 – 42.5</td>
<td>1.80</td>
</tr>
<tr>
<td>43.0 – 47.5</td>
<td>1.90</td>
</tr>
<tr>
<td>48 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students placed on academic suspension after the spring or summer semesters will not be allowed to re-enroll until the following spring semester. Students placed on academic suspension after the fall or winter semesters will not be allowed to re-enroll until the following summer semester.

After the semester of non-enrollment elapses:
- Students requesting to be removed from their first academic suspension must see an advising staff member.
- Students requesting to be removed from their second academic suspension must see an advising staff member and complete an Academic Appeal Form for submission to the Registration and Records Office. The student will be notified of the decision.
- Students who are removed from academic suspension will be on academic restriction and may not register for more than seven (7) credits.

DROPPING 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 OwlNet.

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 OwlNet. The symbol W will appear on the student’s record if the following withdrawals take place:
- 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.
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/accident/medical condition, assignment to active duty in armed services, death in the immediate family, involuntary transfer or change in work hours by employer.

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 one year from the last date of the semester/sessions in which the course was taken.

IN difféccial Withdrawal FROM THE COLLEGE
In cases where a student is unable or unwilling to request a voluntary withdrawal from the College, and the student poses a direct threat of harm to self or others or substantially impedes the continuance of normal College functions, the College reserves the right to involuntarily withdraw such student.

ACADEMIC RENEWAL
Students may request to have up to 16 college-level credits of D or F grades designated as XD or XF, respectively, on their academic transcript. 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; however, the XD or XF grades will no longer be calculated into the student's grade point average (GPA).

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), ENG 018 (Integrated Reading and Writing), or ENG 060 (ESL Basic 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 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 and Transitional 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 drop administratively 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
443-412-2257
finaid@harford.edu

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.gov. For the 2011-2012 academic year, students will use income information from 2010. 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, if needed. 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/financialaid.

5. Students applying for a Federal Stafford Loan must complete a separate application obtained at the Financial Aid Office or downloaded from the College website and meet with the Financial Aid Loan Counselor.
SUPPORT SERVICES

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 (completion rate of at least 67% and GPA 2.0) is maintained. Students should refer to the section Satisfactory Academic Progress for Students Receiving Financial Aid.

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

5. Students must notify the Registration and Records Office and the Financial Aid Office in writing of any changes in their schedule or their intent not to attend the College at any time before or during each semester. Students must officially withdraw from class(es) at the Records & Registration Office if they are no longer attending. Failure to comply with the above could result in all tuition and fee charges being billed to the student.

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

SELECTION OF STUDENTS TO RECEIVE ASSISTANCE

Scholarship applications for awards funded through the College, the HCC Foundation and some private donors are reviewed by the Academic Honors and Scholarship Committee or by the scholarship donor. Decisions are based on the criteria established by the donor. The selection of students for federal grants and Federal Work Study is based on the criteria established by the program and the funds available to award. Financial need is determined by the cost of attendance 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). The estimated budget for a full-time in-county dependent student living at home with parents for the 2011-12 academic year:

- Tuition and Fees $1,739
- Books and Supplies $1,300
- Transportation $1,428
- Room and Board $5,000
- Personal Expenses $1,000

Total * $10,467

* Estimated Costs

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

Complete information regarding the HCC Tuition Refund Policy and the semester or term refund deadlines is found in the Credit Class Schedule and the College Catalog.

Students who withdraw from a class or classes are advised to contact the Financial Aid Office prior to withdrawal to determine the impact that a total withdrawal will have on their financial aid.

Students awarded Title IV financial aid are entitled to the funds if they attend classes. If a student completely withdraws from all classes or stops attending all classes during an enrollment period, Harford Community College must calculate the portion of federal aid that the student “earned” according to the federal guidelines. If the student is enrolled and attending classes past the 60% date of the semester or term, the student is entitled to all aid and does not have to repay any portion of the aid.

If the student withdraws past the official add-drop (refund) period but before the 60% point of the enrollment period, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The amount of Title IV grant or loan assistance earned by the student must be calculated based on the number of days that the student was enrolled. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Department of Education and a debt to the College and possibly to the Department of Education will be incurred. Examples of Return of Unearned Title IV Refunds are available at the Financial Aid Office.

Students who never attend any classes during the payment period are not eligible for any funds and must repay all Title IV funds received.

Student Responsibilities

- A student who is withdrawing from one or all classes must complete the appropriate withdrawal process at the Registration and Records Office or online via their OwlNet account.
- 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 Financial Aid office using the formula mandated by the U.S. Department of Education.
- Students must repay the Unearned Title IV aid to the College and will not be permitted to register for additional classes until the debt is resolved.
- Students who owe funds to the U.S. Department of Education are not eligible for additional federal aid of any type until the funds are repaid.
- 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 (SAP) in his or her course of study. Federal regulations require that a student’s progress be measured both quantitatively and qualitatively. In addition to a minimum grade point average, a student must complete a minimum percentage of course work each semester and must complete the degree or certificate requirements within a maximum timeframe of 150% of the normal time.

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 purposes.

Minimum Completion Rate: Students must successfully complete at least 67% of all attempted credit hours each semester or session (fall, winter, spring or summer). A successful completion is defined as the earned grades 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 the I (Incomplete) grade for a course and later successfully completes the course requirements, 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 may attempt up to 99 credits (150% of the required credits) to obtain the degree. Should a student repeat a course previously taken, both the original and the repeated course are counted as attempted credits toward the maximum allowed number of credits. Students who have earned credits at another institution MUST transfer those credits to HCC and they are counted in the total attempted credits. A student pursuing a certificate has up to 150% of the required number of credits to complete the certificate.

Financial Aid Warning: Harford Community College measures the progress of each student after each semester or payment period. 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 (including the grade point calculation of Transitional Studies courses) will be placed on Financial Aid Warning for the next period of enrollment.

At the end of the period of Financial Aid Warning, the student must meet the SAP minimum requirements to continue to be eligible for financial aid. Students who do not meet the requirements will not be eligible to continue to receive aid.

Financial Aid SAP Appeal: 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 an appeal to the termination must complete a written appeal request and submit appropriate documentation of mitigating circumstances and an academic plan for improvement.

If the appeal, along with the academic plan, is approved, the student will be placed on Financial Aid Probation for the period of attendance required to meet SAP requirements. Students on Probation must follow their academic plan and comply with all requirements in the plan. At the end of the enrollment period, the student’s progress is reviewed for compliance with the academic plan.

Reinstatement of Aid: A student may be reinstated for receipt of federal financial aid through the appeal process or by increasing his or her completion rate and/or GPA to meet 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 2011-2012 is $5,710 (pending funding).

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 (Direct Loans)

Federal Stafford Loans are low-interest loans made to students attending college at least half-time. These loans are made by the U.S. Department of Education. Subsidized Stafford Loans are made to students who demonstrate a financial need and interest does not accrue on these loans while the student is in school. The interest rate for the Subsidized Stafford Loan is 3.4% once the student enters repayment. Unsubsidized Stafford Loans are made to students who do not have a financial need and interest accrues on these loans from the date it is fully disbursed. The interest rate on the unsubsidized loan is 6.8%.

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.
SUPPORT SERVICES

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.

FEDERAL DIRECT PLUS LOAN FOR PARENTS

The Parent Loan for Undergraduate Students (PLUS) is a non-need based educational loan for parents of dependent undergraduate students. Loans are made through the Federal Direct PLUS loan program. Parents may borrow up to the student’s yearly cost of attendance minus all other aid the student has received. The PLUS loan interest rate is fixed at 7.9%. The borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed or waiting until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis.

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 Department of Education. Parent PLUS loan borrowers cannot have an adverse credit history and a credit check is a part of the application process.

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.

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, VEA, 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 and/or VA regulations. 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 November 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.

RAWLINGS EDUCATIONAL ASSISTANCE GRANT

To be eligible for the Rawlings 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.

RAWLINGS 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 Rawlings 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 $13,700. 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 $400 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 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. The minimum award amount is $1,000 and the maximum will be established by the State each year. Students are urged to complete the FAFSA by July 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.

**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.**

**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 443-412-2301.

**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 443-412-2301.
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/ae to build, maintain, and forward resumes, and to conduct job searches using a wide range of search criteria for free. The College Central Network recruitment website enables employers and recruiters to list job opportunities and search resumes of students and alumni/ae. For more information about any of these services or to schedule an appointment, call 443-412-2301.

Disability Support Services
Students with disabilities are encouraged to contact Disability Support Services (DSS) upon admission to the College or when considering attending the College. Qualified students with documented disabilities who have registered with Disability Support Services are provided reasonable accommodations and a variety of support services. Current documentation of the disability must be provided prior to arrangement of accommodations for the Academic Skills Assessment or College courses. Accommodations and services are determined based on the student’s documented needs and an interactive process with the student and DSS staff. DSS staff are available to help any student registered with DSS assess their academic progress, learn strategies for successfully navigating the rigors of college, discover learning strengths and weaknesses, and career exploration. DSS can also provide training on the use of assistive technology and adaptive equipment. A minimum notice of four weeks may be needed to provide some accommodations. Call 443-412-2402 or TTY 443-412-2199 for information or to make an appointment, or visit www.harford.edu/dss/.

Grievance Procedure
Harford Community College has established informal and formal grievance procedures to resolve complaints regarding alleged discrimination based on a disability. HCC provides for the equitable resolution of complaints by students with disabilities alleging a violation of their rights under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students can begin the informal grievance process by filing a complaint in writing with the Coordinator for Disability and Intervention Services (443-412-2132). A formal grievance may be filed in writing at any time with the Director for Human Resources and Employee Development (443-412-2129). An investigation into the complaint will be completed within 30 workdays for an informal grievance and 90 workdays for a formal grievance. For more information, call Disability Support Services at 443-412-2132 or TTY 443-412-2199.

International Student Services
Harford Community College believes in providing an open and inclusive environment to all students, both international and domestic. 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 campus community diversity into the cultural quilt that makes up world society.

Student Services are available to international students, as well as additional resources specific to international students’ needs, including a Student Development Specialist in Admissions and Advising who can assist with documentation and registration. For information concerning Admission and documentation, please contact 443-412-2423; for assistance with Registration, call 443-412-2301.

Tutoring Support Services
Tutoring Support Services provides comprehensive tutoring programs and study skills workshops for all students enrolled in credit bearing and Transitional Studies courses at HCC.

Tutoring Center
Students may receive free tutorial assistance in the Tutoring Center located in Fallston Hall, room 103 on a walk-in basis. Tutoring is available for all math and English courses and for most other courses with significant math, reading, writing, or speaking components. For additional information, call the Tutoring Center at 443-412-2429 or 443-412-2427 or check the Tutor Center schedule in OwlNet.

Scheduled Tutoring
Scheduled tutoring is available on a limited basis for students demonstrating academic need. Students will meet individually or in small groups with a tutor. The last day to request tutoring coincides with the last day to withdraw from classes. Tutoring can be arranged by calling 443-412-2429, visiting the Tutoring Center, or completing the “request a tutor” form in OwlNet.

Supplemental Instruction and Targeted Group Tutoring
A series of free review sessions for HCC students enrolled in targeted courses is available. This provides students with structured group tutoring sessions in order to discuss important concepts, review class specific content, 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 443-412-2429, or view the schedule in OwlNet.

Testing Services
The Test Center, located in Fallston Hall, offers the following services: Academic Skills Assessment, credit by examination, instructional tests for transitional and eLearning courses, proctoring services for other institutions and credentialing agencies, and makeup examinations upon arrangement with instructors. Fees are assessed for some Test Center services. For additional information call 443-412-2352, or visit www.harford/testing.
STUDENT LIFE

COLLEGE LIFE
The College Life Office, 443-412-2140, encourages students to become partners in their learning and development.
Comprehensive programs, activities, and services that enhance the student experience are offered throughout the year. Students can participate in leadership programs, student organizations, take a trip to a local museum, or listen to a speaker or musician while eating lunch. College Life promotes an environment that respects the views and values of a diverse population and provides support to advance student success in and out of the classroom.

ORIENTATION
A variety of orientation formats are offered to meet the needs of our diverse population. Although formats vary, all orientations focus on acclimating students to life at HCC and include introductions to student services to be successful at HCC.

Traditional Students – One-Stop sessions are offered through Advising, Career, and Transfer Services and are designed for new students between the ages of 16-19 who are seeking a degree or certificate. These students must participate in a One-Stop Session in order to register for credit classes. During this three- to four-hour session, students will have the opportunity to take placement tests, receive an overview of student services, meet with advisor and register for classes. Call 443-412-2301 for more information.

Adult Students – Students who are 24+ and/or are veterans have an orientation program designed specifically to meet their needs. A panel of current and/or past adult students discuss tips and methods to help with the transition back to the classroom. A review of services and a chance to get ID cards complete this session. Call 443-412-2140 for more information.

International Students – The International Student Orientation seeks to help new and current international students make the most of their college experience at Harford Community College. It provides the opportunity to speak with College staff, to discover the resources available to all students, and to meet other international students. The Orientation also reviews immigration rules and regulations that are critical to an international student’s life in the U.S. Call 443-412-2423 for more information.

Students with Disabilities – It is the goal of Disability Support Services (DSS) to help students access all of the educational opportunities and services offered by the College—from credit and noncredit courses to athletics, student activities, cultural events, clubs and organizations, and much more. Individualized orientation sessions are offered that provide an overview of reasonable accommodations, academic advising, career services, and assistive technology. The advisor will explain more about disability support services and what is expected of students who use the service. The orientation is an opportunity to help our advisors understand any particular

needs and concerns that relate to being a college student with a disability. Call 443-412-2401 or 443-412-2199 TTY for more information.

**RITES OF PASSAGE**

Rites of Passage (ROP) is a mentoring program designed for first-time, full-time minority students. College employees 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. While some of the program activities draw upon the African American experience, this program is open to all students, regardless of ethnicity. Call 443-412-2224 for more information.

**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 and vending purchases. Student identification cards are processed at the Library. Replacement cards cost $15.00. For more information, call the College Life Office at 443-412-2140 or the Library at 443-412-2268.

**COMMUNITY INVOLVEMENT**

College Life’s Community Involvement program strives to connect students with meaningful, quality volunteer experiences. Opportunities to be exposed to a variety of social issues or diverse populations such as poverty, the environment, youth, elderly, and those with disabilities exist locally, regionally, nationally, and internationally. HCC has connections with local non-profit organizations such as SARC (Sexual Assault/Spouse Abuse Resource Center, Inc.) and Peaceful Waters as well as national and international organizations such as Habitat for Humanity and the Red Cross. Volunteer experiences take place during a single day, during a weekend, or over spring break. Past events include a spring break to Pine Ridge Indian Reservation, participation in National Public Lands Day at Fort McHenry, and Hurricane Katrina relief in the Gulf region.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association represents all students at Harford Community College. The SGA serves as the voice of the students and communicates student needs campus-wide. SGA members are service-oriented, diverse, and responsive leaders who advocate for students, organize student activities, and assist other student organizations to cultivate an atmosphere of teamwork and campus pride.

The College looks to SGA representatives to serve on committees such as the College Advisory Council, Parking Committee, and others. Participation ensures a student voice on campus, preserves the privileges of HCC students, and provides leadership opportunities. Students wishing to serve as officers must maintain a minimum of 2.0 GPA.

The Student Government Association welcomes and encourages student participation. Students may join the SGA by attending a meeting or by calling the SGA office at 443-412-2332.

**REGISTERED STUDENT ORGANIZATIONS**

Students who wish to take part in or form their own student organization must visit the College Life Office in the Student Center for official registration procedures. Some current organizations include the Actors Guild, Future Educators of America, Gamers Guild, History Club, Outdoor Adventure Club, Political Awareness Association, Student Government Association, and many more. To learn more about these clubs or sign up, please visit www.harford.edu/clubsandorgs.

**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.

**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 A Capella, Actors Guild, and vocal and instrumental jazz ensembles welcome student interest and participation.

**VOTER REGISTRATION**

HCC encourages all students to register to vote. Paper applications are available in the College Life Office and Disability Support Services, located in the Student Center. Any student who needs assistance completing the form may see a staff member in either office.

**INTERCOLLEGIATE ATHLETICS**

Varsity Athletics are 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 program provides qualifying students with the opportunity to compete at the intercollegiate level.
RECREATION ACTIVITIES

Harford Community College offers sports clubs, intramurals, and recreation opportunities through the Athletic Department. These programs are designed to meet student preferences.

Recreational activities may include the use of the fitness facilities on campus, provided that students present a valid Harford student ID card. Appropriate equipment for most recreational opportunities is available at the College.

Some of the recent intramural offerings at the College include: flag football, basketball, volleyball, soccer, badminton, and more. Significant interest in a particular sport may warrant establishment of a sports club. Examples include cheerleading, field hockey, dance, and cross country. Contact the Athletic Office at 443-412-2140 for further information.

ALUMNI AND FRIENDS ASSOCIATION

The Harford Community College Alumni & Friends Association maintains and strengthens communication between the College and its alumni and friends. Members of the Association represent the broad constituency base of Harford Community College, including current students, degree and certificate graduates, nongraduate and transfer students, and to those who have completed their studies and community friends.

The Association sponsors numerous outreach programs throughout the year to help connect alumni and friends with the College. They also host several fund raising events to support the HCC Alumni & Friends Association Scholarship Fund which provides financial assistance to current HCC students and to those who have completed their studies and are continuing with their educational goals. Visit the alumni/friends web pages at www.harford.edu for up to date event information and on ways to stay connected with HCC.

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 College Security at 443-412-2272 or on campus at ext. 2272 and give details on the location of the fire. College 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 building only when instructed to do so by College Security or College official on the scene.

SUPPORT SERVICES

The College’s Varsity Athletics program is dedicated to the continued development of athletic skill and positive sports conduct in all participants while serving as a visible rallying point for the institution and community.

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

- Each student-athlete shall be viewed first 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. Each team is a representative of the College. All student-athletes must meet the eligibility rules and regulations as established by the NJCAA as well as those established by the College. Harford Community College is a Division I member of the National Junior College Athletic Association and the Maryland Junior College Athletic Conference.

The intercollegiate athletic program includes the following sports:

<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>Volleyball (women)</td>
<td></td>
<td>Lacrosse (men)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lacrosse(women)</td>
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<tr>
<td></td>
<td></td>
<td>Softball (women)</td>
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<tr>
<td></td>
<td></td>
<td>Tennis (men)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennis (women)</td>
</tr>
</tbody>
</table>

Harford 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 varsity sports, contact the Athletics Office at 443-412-2226.
SUPPORT SERVICES

EMERGENCY NOTIFICATION
HCC will provide you with information using one or more of the following methods in case of an emergency:

- **HCC Alert Me**
  - Email and/or telephone alerts
  - Students and employees must keep their contact information updated through OwlNet.
- **Emergency Notification Line**
  - Call 443-412-2322 for a recorded message.
  - To REPORT an emergency: Call 911 first; then contact Campus Security at 443-412-2272 or ext. 2272 from on-campus phones.
- **Website:** www.harford.edu
- **Your Harford Email Address**
- **Building Notices**
  - Look for signs at building entrances and doors throughout the buildings.
- **WHFC 91.1 FM - Tune in for updates.**
- **Route 22 Electronic Sign**
- **Computer Message**
  - For all users logged into campus network
- **Campus Voice Mail Broadcast (Employees only)**
- **Public Address Message From Campus Vehicle**
- **Word of Mouth From HCC Employees**

NUMBERS TO REMEMBER:
- 911 for Immediate Assistance
- College Security: 443-412-2272
  (ext. 2272 from on-campus phones)
- Emergency Notification Line: 443-412-2322

Visit www.harford.edu/alerts for more information.

WEAPONS / VIOLENCE PROHIBITIONS
All persons are prohibited from carrying a handgun, firearm, or weapon of any kind onto college property. Only persons affiliated with a law enforcement agency who are authorized 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 College event or 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 College 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 employees, students, and visitors must present a College I.D. or State issued photo I.D. upon request from any College Official or authorized security representative for the College.

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.

Access to the College’s athletic fields and gymnasium must be officially authorized. This policy applies to students as well as members of the public. Violators are subject to a fine and/or arrest for trespassing.

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. The fine for unauthorized animals on campus is $50.

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 Office sponsors crime awareness/prevention programs from which information can be obtained. Notices of scheduled events are posted on OwlNet, 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.

HCC has installed surveillance cameras throughout the campus to enhance safety and security. Additionally, emergency phone lines have been installed in all classrooms. The phones will dial directly into 911 or College Security by pressing the corresponding speed dial and should only be used in the event of an emergency or presumed emergency. The phones can not be used to manually dial any phone line and may not receive incoming phone calls. In the event of a campus emergency, HCC will activate the emergency notification system, HCC AlertMe. Students must keep their contact information updated through OwlNet.

REPORTING CRIMINAL ACTIVITIES
Report any suspicious activity or emergency to the College Security Office by dialing ext. 2272 from any campus phone or 443-412-2272 from an outside line. College Security staff are on duty 24 hours a day 365 days a year. The office is located on the first floor of the Library.

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 electronic mail, emergency notification, bulletin boards, notices, or by HCC personnel.

HCC employs three Special Police Officers who are commissioned with powers of arrest and the enforcement of criminal and motor vehicle laws on campus. Most incidents on campus are investigated and resolved by HCC Special Police Officers. Harford County Sheriff's Office may be called upon to assist HCC Special Police Officers in certain incidents when the circumstances warrant or upon request of the victim.

ESCORT SERVICES
College Security operates an escort service at all times for use by those concerned about their safety while on campus. The clearly marked patrol cars are operated by a uniformed Special Police or Security Officer. Contact College Security at 443-412-2272 or ext. 2272 from a College phone to request this service and remain in a well lit or populated area while waiting for the patrol car to respond.

*All persons are encouraged to use this escort service.*

**HCC Crime Statistics**

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<thead>
<tr>
<th></th>
<th>On-Campus (1)</th>
<th>Public Property (2)</th>
<th>Non-Campus (3)</th>
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<tbody>
<tr>
<td><strong>Criminal Offenses</strong></td>
<td></td>
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</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
<td>b. Negligent manslaughter</td>
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<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>c. Forcible sex offenses, including rape</td>
<td>0 1 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
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<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>e. Robbery</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>g. Burglary</td>
<td>3 1 0</td>
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<td>0 0 0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
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<td>0 0 0</td>
</tr>
<tr>
<td>i. Arson</td>
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<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td><strong>Hate Offenses</strong></td>
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<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<td>0 0 0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
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<tr>
<td>c. Forcible sex offenses, including rape</td>
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<tr>
<td>d. Nonforcible sex offenses</td>
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<td>e. Robbery</td>
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<tr>
<td>i. Arson</td>
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<td>j. Larceny-theft</td>
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<td>k. Simple assault</td>
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<td>l. Intimidation</td>
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<td>m. Damage or vandalism of property</td>
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<td>n. Any other crime involving bodily injury</td>
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<tr>
<td><strong>Arrests</strong></td>
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<tr>
<td>a. Illegal weapons possessions</td>
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<tr>
<td>b. Liquor law violation</td>
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<tr>
<td>c. Drug law violation</td>
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<tr>
<td><strong>Disciplinary Actions/Judicial Referrals</strong></td>
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<tr>
<td>a. Illegal weapons possessions</td>
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<td>b. Liquor law violation</td>
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<td>c. Drug law violation</td>
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</tbody>
</table>

*Compliant with Federal Campus Crime and Higher Education Opportunity Acts

(1) Main campus
(2) Public areas near main campus
(3) Other College owned/controlled facilities in Harford County
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.
- Never leave personal items such as books, purses, computers or electronic equipment unattended anywhere on campus. When possible, leave these items at home or locked in the trunk of your vehicle if they are not needed during work or class.
- 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.
- Call College Security for an escort at ext. 2272.
- 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. Check the interior of the vehicle visually before attempting to enter your vehicle.
- 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 College Security at ext. 2272 to report any suspicious activity on campus.

SEX OFFENDER REGISTRY
The College prohibits the enrollment or employment of sex offenders 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 Maryland registered sex offenders can be found at www.socem.info.

PUBLISHED CRIME REPORTS
In accordance with the Campus Security Act of 1990, HCC Crime Statistics are provided. College Security reported the following criminal offenses for the past three years.

PARKING AND TRAFFIC CONTROL
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 disabled parking permits, employees, students, visitors, and College vehicles.

Designated motorcycle parking can be found in lots A, C, F, and J. The enlarged spaces are designed to be shared by two or more motorcycles.

Students are urged to explore alternative routes to and from campus. Accidents or other road closures are not uncommon and knowing these alternate routes will allow you to arrive on time or save time when traveling to and from campus. In the event of an emergency, students may be required to use a different route. A pamphlet with alternative routes and step by step directions is available from College Security.

College Security issues tickets for parking and moving 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.

PARKING LOT LOCATIONS

Open Lots (student/visitor parking)
A LOT - Across road from Aberdeen Hall (large double lot)
F LOT - Across road from Fallston Hall
J LOT - North side of Joppa Hall
T LOT - South end of campus near tennis courts and Thomas Run Park
W LOT - Across road from WAWA store at Entrance 6 on Rt. 22

Shared Lots (student/visitor & employee parking)
B LOT - East side of Bel Air Hall
C LOT - West side of Chesapeake Center
E LOT - Across road from Edgewood Hall
J LOT - West side of Joppa Hall
L LOT - North side of Library

Employee Lots (employee parking only)
1 LOT - Both ends of Havre de Grace Hall (two small lots)
2 LOT - East side of Bel Air Hall
3 LOT - Between Edgewood and Fallston Halls
4 LOT - Across road from Fallston Hall and Library
5 LOT - Both ends of Susquehanna Center (two small lots)
6 LOT - Across road from Aberdeen Hall

There are more than 2,100 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 30 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 HCC marquee sign at the corner of Thomas Run Rd. and Rt. 22 for traffic and parking information and avoid trying to access the lots indicated as FULL on the sign.

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

DISABLED PARKING
Disabled parking is clearly marked and is reserved only for those displaying a valid state disability vehicle registration plate or permit. The disabled individual must be in the vehicle to use the space and possess the permit card that corresponds
with the registration plate or permit. If no disabled parking is available, permit holders may park in any unnumbered employee space. Temporary HCC disabled permits are available in the Human Resources Office for HCC employees and in College Security for students and visitors. Requestors must submit a valid doctor’s note validating the need for disabled parking along with their HCC ID. HCC temporary disability permits are for 30 day duration. Extended disabilities will require the temporary permit holder to seek a permit from the Motor Vehicle Administration. Misuse of a disabled permit or parking without a permit in a reserved disabled parking space is subject to a fine of $150.00.

**EMPLOYEE PARKING PERMITS**

HCC employees must obtain a parking permit from 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. Motorcycle stickers are also available. 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.**

Employees are reminded that service to our students is our main goal. Those having an employee parking permit must park in a designated employee space and not in the general parking area because it is more convenient. This will open much needed spaces for students and visitors to campus. 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.

**CARPOOL PARKING**

Carpool parking is available for student and employees who can verify that they are commuting in a carpool of two or more persons. For students, an application for a carpool permit can be obtained at the Welcome Desk in the Student Center. For employees, an application for a carpool permit can be obtained from Human Resources in the Chesapeake Center.

**VISITOR PARKING**

Visitors are invited to park in any undesignated parking space. Vehicles parked in designated parking spaces (ex. disability, employee, etc) without displaying valid permits 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 College 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>Moving Violations</th>
<th>$150</th>
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<tbody>
<tr>
<td>Operating a vehicle in a hazardous manner</td>
<td>$150</td>
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<tr>
<td>Violation of pedestrian right of way</td>
<td>$150</td>
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<tr>
<th>Parking Violations (improper parking in …)</th>
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<tbody>
<tr>
<td>Fire Zone (red)</td>
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<tr>
<td>Handicapped Space</td>
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<tr>
<td>Yellow Curb Zone</td>
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<tr>
<td>Signed No Parking Zone</td>
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<tr>
<td>Permit-Required Zone (without permit)</td>
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<tr>
<td>Loading Zone (30-minute zone)</td>
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<tr>
<td>On Grass, in or along Roadways</td>
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<tr>
<th>Health &amp; Safety Violations</th>
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<tbody>
<tr>
<td>Fires</td>
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<tr>
<td>Spitting</td>
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<td>Weapon(s) on Campus</td>
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<tr>
<td>Trespassing</td>
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<tr>
<td>Disorderly Conduct</td>
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<tr>
<td>Tobacco Use</td>
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<tr>
<td>Littering</td>
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<tr>
<td>Unauthorized Animals on Campus</td>
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<tr>
<td>Loud Music (audible &gt;50 feet)</td>
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<tr>
<td>Skating/Skateboarding</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.
SUPPORT SERVICES

PARKING / TRAFFIC CITATION APPEALS
Appeals of parking or traffic citations must be submitted within 120 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/security.

All decisions of the appeals committee are final.

BICYCLING, SKATING, AND SKATEBOARDING
Bicycling and bicycle commuting are encouraged, although riding on the sidewalks and in the Quad area is not allowed.

Bicycle racks are available in the following locations:
• Main entrances of Fallston Hall, Joppa Hall, Student Center, and Susquehanna Center
• North (Fallston Hall) side Chesapeake Hall
• Both entrances of the Library

Skating and skateboarding are prohibited on all campus properties.

DRUGS, ALCOHOL, AND TOBACCO
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 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.

Harford Community College is a Tobacco Free campus. Smoking or use of smokeless tobacco anywhere on the grounds of the College is strictly prohibited. Violators are subject to a $50 fine and/or disciplinary action.

SEXUAL ASSAULT POLICY
Harford Community College is committed to providing a working and learning environment in which all members of the academic community are free from any crime and the fear it may elicit. Therefore, the College prohibits and will not tolerate any form of sexual misconduct made by an employee, student, or participant in any College-sponsored program. This also includes any individual present on the College’s campus or any property that the College owns or leases, or is being used by the College for a College-sponsored program.

Definition
Sexual assault is when a person is touched in a sexual way without that person giving consent to that sexual contact, either forcibly and/or against the person’s will, or where the victim is incapable of giving consent, such as in instances of physical or mental impairment. This nonconsensual, physical conduct of a sexual nature applies whether it occurs between members of the same gender or between members of opposite gender.

Consent means that both partners actively initiate and participate in specific sexual acts, or freely provide verbal agreement to engage in specific sexual contact.

Lack of consent can be implied by circumstances other than physical resistance or verbal refusal. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs cannot be taken as an indication of consent. The use of force, threat of force, threat of immediate or future harm, or physical intimidation to ensure the victim complies with sexual activity also implies a lack of consent. Someone who is asleep or unconscious is incapable of providing consent. An individual who is significantly impaired by alcohol or drugs may also be considered incapable of providing consent.

Although consent may initially be given, it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to respond promptly to a withdrawal of consent constitutes sexual assault.

Maryland Law Article 27, Section 461, 463, Rape/Sexual Offenses outlines what legally constitutes the offense(s) of sexual assault and the criminal penalties. Copies of the statute are available from the College Security Office located in the lower level of the Library.

College Response to Victims of Sexual Assault
The College Security Office is located in the lower level of the Harford Community College Library and is open 24 hours a day to assist victims of sexual assault. Security officers can be reached on campus by calling ext. 2272 or 443-412-2272.

An individual who believes to have been a victim of sexual assault occurring at HCC or during the course of HCC-sponsored activities should report the incident to the HCC Security Office and/or may contact any College administrator who will notify the Associate Vice President for Student Development and the Vice President for Student Development and Institutional Effectiveness. All complaints will be investigated, and confidentiality will be maintained to an extent consistent with the College’s duty to investigate the complaint.

HCC Security Officer(s) will inform the alleged victim of his or her right to notify the appropriate law enforcement authorities to file criminal charges, and the importance of preserving evidence necessary as proof of the criminal sexual offense. With the victim’s consent, the HCC Security Officer(s) will notify the Harford County Sheriff’s Office to conduct official criminal investigations of any allegations of sexual assault. At the request of the victim, Security Officer(s) will arrange for transportation to Upper Chesapeake Medical Center, which is equipped with the Maryland State Police sexual assault evidence kit, for medical evaluation and treatment.

Student victims of sexual assault will be connected with a member of the Harford Community College Student Intervention and Prevention (SIP) Team for support and assistance through the reporting process. The student will also receive referrals for immediate assistance from
professionally trained crisis intervention counselors who are specifically experienced in dealing with sexual offense crises.

In addition to the Associate Vice President of Student Development and Institutional Effectiveness, other College administrators with concrete knowledge of the incident or with a legitimate need to know will be notified of the incident. This notification is to ensure that any reasonable academic accommodations that need to be made on behalf of the victim can be completed upon request.

Enforcement
Individuals of the campus community who have been found to have committed crimes involving sexual assault are subject to severe sanctions through the campus judicial/disciplinary systems and/or the criminal justice system in accordance with existing procedures outlined in the Harford Community College Student Code, found in the College Catalog and Student Handbook. Such sanctions include, but are not limited to suspension or expulsion, criminal and/or civil prosecution.

Copies of the Maryland Law Article 27, Section 461, 463, Rape/Sexual Offenses statute which outlines the criminal penalties associated with sexual assault offense(s) can be obtained from the College Security Office located in the lower level of the College Library.

Procedures
Both the individual who claims to be a victim of a sexual offense and the individual accused of the alleged sexual offense may have a person of his or her choice present with them during any meeting or hearing conducted during the course of a disciplinary proceeding arising out of an alleged sexual offense, provided that the unavailability of such a person shall not be reason to delay or postpone any meeting or hearing. Both the individual who claims to be a victim of a sexual offense and the individual who is asserted to have committed such an offense may be informed, in writing, of the outcome of any disciplinary proceeding arising out of the sexual offense.

There shall be no acts of retaliation against a person who files a complaint of a sexual offense, except when an individual knowingly files a false complaint. This individual will be subject to appropriate administrative action according to the Harford Community College Code, found in the College Catalog and Student Handbook.

Education and Prevention
Harford Community College’s commitment to preventing sexual assault is demonstrated by the implementation of educational programs to promote the awareness of sexual assault, including date and acquaintance rape. Students, staff and other participants in College-sponsored programs are strongly encouraged to take advantage of these programs to further develop an understanding of what constitutes a sexual offense, steps which may be taken to prevent such conduct, and steps to be taken in the event such conduct does occur.

Services to Assist Students
Staff are available in the Advising, Career, and Disability Services Offices to assist students in crisis situations. Local referrals to community services are also available through Advising, Career, and Disability Services. Call 443-412-2357, 443-412-2402, or 443-412-2301.

Emergency Closing Information
When severe weather conditions or other issues require the College to alter its operating schedule, the following radio and television stations will broadcast College announcements:

<table>
<thead>
<tr>
<th>AM Radio Stations</th>
<th>FM Radio Stations</th>
<th>Television Stations</th>
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<tbody>
<tr>
<td>WAMD – Aberdeen (AM 970)</td>
<td>WARM – York, PA (FM 103.3)</td>
<td>WBAL-TV – Channel 11</td>
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<tr>
<td>WBAL – Baltimore (AM 1090)</td>
<td>WBAL – Baltimore (FM 97.9)</td>
<td>WBFF-TV – Channel 45</td>
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<tr>
<td>WBGR – Baltimore (AM 860)</td>
<td>WEA – Baltimore (FM 88.9)</td>
<td>WMAR-TV – Channel 2</td>
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<tr>
<td>WBIS – Baltimore (AM 1190)</td>
<td>WERQ – Baltimore (FM 92.3)</td>
<td>WJZ-TV – Channel 13</td>
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<tr>
<td>WCAO – Baltimore (AM 600)</td>
<td>WHFC – HCC (FM 91.1)</td>
<td>WMAR-TV – Channel 2</td>
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<tr>
<td>WCBM – Baltimore (AM 680)</td>
<td>WLZL – Annapolis (FM 99.1)</td>
<td>WBAL – Baltimore (AM 1090)</td>
</tr>
<tr>
<td>WGN – Baltimore (AM 1360)</td>
<td>WLIF – Baltimore (FM 101.9)</td>
<td>WOLB – Baltimore (AM 1010)</td>
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<tr>
<td>WWIN – Baltimore (AM 1400)</td>
<td>WXYV – Baltimore (FM 105.7)</td>
<td>WCHH – Baltimore (FM 104.3)</td>
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<tr>
<td>WHLC – Baltimore (FM 107.1)</td>
<td>WQSR (JACK) – Balto. (FM 102.7)</td>
<td>WAMC – Balto. (FM 106.3)</td>
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<tr>
<td>WBAL – Baltimore (AM 1090)</td>
<td>WBIS – Baltimore (FM 107.5)</td>
<td>WBAL – Baltimore (AM 1360)</td>
</tr>
<tr>
<td>WPOC – Baltimore (FM 93.1)</td>
<td>WHLC – Baltimore (FM 107.5)</td>
<td>WQSR (JACK) – Balto. (FM 102.7)</td>
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<tr>
<td>WWIN – Baltimore (AM 1400)</td>
<td>WXYZ – Baltimore (FM 107.5)</td>
<td>WBAL – Baltimore (AM 1360)</td>
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You may also call 443-412-2322 or visit our website www.harford.edu, for emergency closing announcements. “HCC Alert Me” is also used to inform students and employees about campus emergencies and changes to normal operating schedules. Notifications are sent via e-mail and/or telephone depending on the circumstances of the event. Students and employees must keep their contact information updated through OwlNet.

Closing of an off-campus location (APG, public schools, etc.) will result in automatic canceling of scheduled HCC classes at that particular location even if on-campus classes are not canceled. Therefore, College personnel and students are not expected to attend these classes. Off-campus HCC classes and activities will also be canceled if the College announces that it has officially closed.
OTHER SERVICES

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 children ages 2 and up. 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.

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 443-412-2209.

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 443-412-2117.

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.barfordastro.org.

CONTINUING EDUCATION AND TRAINING

The Continuing Education and Training Division provides life long learning opportunities that are responsive to the educational and training needs of the people who live and work in Harford County. Noncredit courses and programs are offered in three categories: Employee and Business Training, Community Education, and Literacy Programs.

Employee and Business Training Programs

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 443-412-2398.

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 basic skills as well as provide certification in A+, Network+, Security+, Cisco, Internet Technologies, and Microsoft Office. Computer courses include all Microsoft Office applications. For more information, call 443-360-9108.

HARFORD LEADERSHIP ACADEMY
A Community Development Program, co-sponsored by Harford Community College and Harford County Chamber of Commerce, the Harford Leadership Academy prepares Harford Countians for important civic leadership responsibilities with nonprofit, business and citizen organizations in Harford County.

Harford Leadership Academy topics include social issues, economic and business development, the governmental/political process, Harford County history, the environment, education and workforce development, public safety, and volunteerism. The 13-week program is offered beginning in March of each year. For information, call 443-412-2176.
HEALTH CARE AND HUMAN SERVICES
Health Care & Human Services 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 CPR to Veterinary Assistant training and include national certifications in Medical Office Professional, Pharmacy Technician, Phlebotomy, Emergency Medical Technician, Nursing Assistant, and others. We are a provider of CEU and contact hours for Social Worker and Nursing. For more information call 443-412-2172.

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 443-412-2173.

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 443-412-2173.

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 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 443-412-2173.

The Susquehanna Professional Association of Nonprofits (SPAN) is a professional membership association dedicated to helping Harford and Cecil County nonprofits. SPAN assists nonprofit managers to
- manage and lead more effectively,
- collaborate and exchange solutions to common problems,
- support capacity building, and
- create partnerships to achieve greater impact in their community.

SPAN does this through learning centered meetings, networking and sharing, partnering and mentoring. For information, call 443-312-2173.

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 443-412-2237.

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 or APG. For more information, call 443-360-9108.
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 443-412-2173.

COMMUNITY EDUCATION PROGRAMS
Harford Community College continues to serve its community with programs, courses, and events that encourage lifelong learning. Most noncredit classes are fast and fun, designed to engage every age learner, and encourage them to come back for more.

PERSONAL DEVELOPMENT AND ENRICHMENT COURSES
A wide variety of avocational and recreational classes are offered each semester including (but not limited to): art, cooking, dance, financial planning, floral design, history, home and garden, language, parenting, photography, writing . . . along with a series of trips and tours. Call 443-412-2176.

PHYSICAL EDUCATION AND SPORTS CAMPS
Fitness and health wellness classes are designed for all ages, from Red Cross infant and toddler swimming to senior aquatic wellness, from golf to Tai-Chi, and various summer sports camps. Call 443-412-2113.

YOUTH COURSES AND SUMMER CAMPS
Designed for children aged 3-15 as well as offerings for parent/child, youth courses offer many age appropriate learning experiences. Summer youth programs and camps like Kids on Campus and Discovering College are also available when school’s out! Call 443-412-2191.

PRESCHOOL
HCC Kids Preschool is a licensed program that teaches children aged 3 and 4 to develop socially, emotionally, and intellectually. For more information or to inquire about preschool openings, call 443-412-2191.

DRIVER EDUCATION AND MOTORCYCLE SAFETY TRAINING
The MD Motor Vehicle Administration approved driver education program includes 30 hours of classroom and 6 hours behind the wheel instruction. Harford Community College also works in cooperation with the MVA to offer Motorcycle Safety Training and licensure classes, for novice and experienced riders, March through October. Call 443-412-2176.

THE 55+ LEARNER
Designed for individuals of diverse backgrounds to meet, share interests and develop knowledge. Focus is on the mature learner and the goal is to provide opportunities for lifelong learning, social and cultural enrichment, a challenging, academic atmosphere, and an opportunity for giving back to the community. Call 443-412-2175 for more details.

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 meet at sites throughout the County. One-on-one literacy tutoring program is offered for beginning readers. Adults should attend an advising session to determine program entry level. For information, call 443-412-2160.

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 443-412-2160.

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 443-412-2160.

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. Professional touring artists offer programs for all ages including music, drama, dance, magic and puppetry. 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, campus media and www.harford.edu/cultural. 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 443-412-2461.

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.

VISUAL, PERFORMING AND APPLIED ARTS
The Visual, Performing and Applied Arts Division includes programs of study in Art and Design, Interior Design, Mass Communications, Music, Photography, and Theatre. 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 jazz ensemble, the HCC vocal jazz ensemble, “Second Shift,” and HCC’s Jazz Ensemble. 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 443-412-2151.
**HCC will provide you with information using one or more of the following methods in case of an emergency:**

- **HCC ALERT ME** Emergency Notification System
  - Sign up through OwlNet.
- **Emergency Notification Line**
  - Call 443-412-2322 for a recorded message.
  - To report an emergency: Call 911 first, then contact College Security at 443-412-2272 or ext. 2272 from on-campus phones.
- **Website:** www.harford.edu
- **Your Harford Email Address**
- **Building Notices**
  - Look for signs at building entrances and doors throughout the buildings.
- **WHFC 91.1 FM**
- **Route 22 Electronic Sign**
- **Computer Message**
  - For all users logged into campus network
- **Campus Voice Mail Broadcast** (Employees Only)
- **Public Address Broadcast For Quad Area**
- **Public Address Message From Campus Vehicle**
- **Word of Mouth From HCC Employees**

**NUMBERS TO REMEMBER:**
- 911 for Immediate Assistance
- College Security: 443-412-2272 (ext. 2272 from on-campus phones)
- Emergency Notification Line: 443-412-2322

Visit www.harford.edu/alerts for more information.
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.
ASSOCIATE OF APPLIED SCIENCES DEGREE

ACCOUNTING

Award: Associate of Applied Sciences Degree
No. of credits required: 62-64
For more information: Contact Prof. James Baker, 443-412-2374, jbakert@harford.edu; Prof. Joseph Cunningham, 443-412-2058, jcunning@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS

Students who successfully complete the Accounting Program will:
1. Apply basic financial, managerial, cost and tax accounting principles.
2. Develop and employ problem-solving skills related to accounting issues.
3. Examine accounting as an information processing system.
4. Analyze and discuss transactions and related financial statements.
5. Recognize ethical accounting behavior.

EMPLOYMENT 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 fields of accounting practice are government, industry and public accounting.

Employment of accountants is expected to grow faster than average for all occupations through 2014. 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 Electives
(Choose nine credits)
ACCT 104 Payroll Accounting ...........................................1
ACCT 105 Financial Statement Interpretation and Analysis ........................................1
ACCT 107 Spreadsheet Applications For Accounting ........................................1
ACCT 108 Computerized Accounting ................................3
ACCT 203 Tax Accounting I ...........................................3
ACCT 204 Tax Accounting II ...........................................3
ACCT 205 Auditing .......................................................3
ACCT 206 Cost Accounting .............................................3
ACCT 208 Managerial Accounting ..................................3
ENG 216 Business Communications ..................................3

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 101 Accounting Principles I ...........................................3</td>
<td></td>
</tr>
<tr>
<td>BA 101 Introduction to Business ..............................................6</td>
<td></td>
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<tr>
<td>ECON 102 Microeconomics .........................................................6</td>
<td></td>
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<tr>
<td>ENG 101 English Composition .....................................................3</td>
<td></td>
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<tr>
<td>MATH 109 Precalculus Mathematics ..............................................6</td>
<td></td>
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<tr>
<td>or MATH 111 Introduction to Finite Mathematics ..........................3</td>
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<tr>
<td>Physical Education/Fitness Elective ............................................1</td>
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<td>Semester Total ...............................................................................16-17</td>
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<tr>
<th>Second Semester</th>
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<tr>
<td>ACCT 102 Accounting Principles II ...........................................3</td>
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</tr>
<tr>
<td>BA 210 Business Computer Applications* ....................................3</td>
<td></td>
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<tr>
<td>CIS 145 Introduction to Microsoft Excel* .................................3</td>
<td></td>
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<tr>
<td>CIS 102 Introduction to Information Sciences ...............................6</td>
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<tr>
<td>ECON 101 Macroeconomics .........................................................6</td>
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<tr>
<td>Behavioral/Social Science Elective .............................................3</td>
<td></td>
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<tr>
<td>Arts/Humanities Elective .........................................................3</td>
<td></td>
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<tr>
<td>Biological/Physical Science Elective .........................................3</td>
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<td>Semester Total ...............................................................................16-17</td>
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<table>
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<tr>
<th>Third Semester</th>
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<tr>
<td>ACCT 206 Cost Accounting ......................................................3</td>
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<tr>
<td>ACCT 208 Managerial Accounting ..............................................3</td>
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<tr>
<td>ACCT 211 Intermediate Accounting I ...........................................4</td>
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<tr>
<td>BA 246 Legal Environment of Business .........................................3</td>
<td></td>
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<tr>
<td>BA 205 Business Law .................................................................3</td>
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<tr>
<td>Accounting Elective .................................................................3</td>
<td></td>
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<tr>
<td>Biological/Physical Lab Science .................................................4</td>
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<tr>
<td>Semester Total ...............................................................................17</td>
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<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tr>
<td>ACCT 212 Intermediate Accounting II .........................................4</td>
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<td>Arts/Humanities Elective .........................................................3</td>
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<tr>
<td>Accounting Electives ...............................................................6</td>
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<tr>
<td>Semester Total ...............................................................................13</td>
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</tbody>
</table>

* 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).

TRANSFER INFORMATION

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 CERTIFICATE

**Award:** Certificate in Accounting

**No. of credits required:** 16

**For more information:** Contact Prof. James Baker, 443-412-2374, jbaker@harford.edu; Prof. Joseph Cunningham, 443-412-2058, jcunning@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**PROGRAM DESCRIPTION**
The program is designed to provide students with specific skills needed for employment in the field of accounting and bookkeeping, including positions such as bookkeeper, accounts receivable clerk or accounts payable clerk. Upon completion of the certificate, students will be prepared to sit for the AIPB Bookkeepers Certification exam.

**EMPLOYMENT INFORMATION**
The U.S. Bureau of Labor Statistics Occupational Outlook Handbook predicts that “Employment of bookkeeping, accounting, and auditing clerks is projected to grow by 10 percent during the 2008-18 decade, which is about as fast as the average for all occupations. This occupation is one of the largest growth occupations in the economy, with about 212,400 new jobs expected over the projections decade.”

**CERTIFICATE REQUIREMENTS**
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Accounting Principles I</td>
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<tr>
<td>ACCT 102</td>
<td>Accounting Principles II</td>
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<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
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<td></td>
<td>or</td>
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<tr>
<td>CIS 145</td>
<td>Introduction to Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 108</td>
<td>Computerized Accounting</td>
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</tr>
<tr>
<td>ACCT 104</td>
<td>Payroll Accounting</td>
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<td>ACCT 210</td>
<td>Capstonen - Certified Bookkeeper</td>
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<tr>
<td></td>
<td>Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td>16</td>
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</tbody>
</table>
CERTIFICATE IN LOWER-LEVEL CPA

CPA EXAM QUALIFICATION LOWER-LEVEL CERTIFICATE

Award: Certificate in Lower-Level CPA
No. of credits required: 54

For more information: Contact Prof. L.J. Baker, 443-412-2374 or jbaker@harford.edu; Prof. Joe Cunningham, 443-412-2058 or jcunning@harford.edu; Advising, Career, and Transfer Services, 443-412-2301, or the state: http://www.dllr.state.md.us/license/cpa/.

PROGRAM DESCRIPTION
The state of Maryland requires candidates for the CPA examination to have completed 150 college-level credits and obtained a bachelor’s degree in any area of study. As part of the 150 credit requirement, candidates must have completed specific business, accounting, ethics, and communication courses. This certificate is designed for students who have a baccalaureate degree in majors other than accounting attempting to sit for the CPA exam. The Lower-Level CPA Exam Qualification Certificate includes all required coursework to sit for the CPA exam.

EMPLOYMENT INFORMATION
According to the state of Maryland’s Job Outlook: 2004 – 2014 for the Susquehanna workforce area, employment for accountants and auditors will grow at a rate of 64.5%, the 4th highest growth rate of occupations in the area. Students who meet the requirements for the CPA examination and subsequently pass this exam will be in a position to receive the most prestigious jobs in the field of accounting.

CPA EDUCATIONAL REQUIREMENTS
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 21 semester hours in business-related subjects, including 3 semester hours in 5 of the 7 following topics:
  - Statistics
  - Management
  - Marketing
  - U.S. Business Law
  - Economics
  - Corporation or Business Finance
  - Business Communication
- A minimum of 3 semester hours of ethics education.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Accounting Principles I</td>
<td>.......3</td>
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<tr>
<td>ACCT 102</td>
<td>Accounting Principles II</td>
<td>.......3</td>
</tr>
<tr>
<td>ACCT 203</td>
<td>Tax Accounting I</td>
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<tr>
<td>ACCT 205</td>
<td>Auditing</td>
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<tr>
<td>ACCT 206</td>
<td>Cost Accounting</td>
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<td>ACCT 208</td>
<td>Managerial Accounting</td>
<td>.......3</td>
</tr>
<tr>
<td>ACCT 211</td>
<td>Intermediate Accounting I</td>
<td>.......4</td>
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<tr>
<td>ACCT 212</td>
<td>Intermediate Accounting II</td>
<td>.......4</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>.......3</td>
</tr>
<tr>
<td>BA 109</td>
<td>Principles of Management</td>
<td>.......3</td>
</tr>
<tr>
<td>BA 203</td>
<td>Principles of Marketing</td>
<td>.......3</td>
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<td>BA 205</td>
<td>Business Law</td>
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<tr>
<td>PL 245</td>
<td>Legal Environment of Business</td>
<td>.......3</td>
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<tr>
<td>ECON 102</td>
<td>Microeconomics</td>
<td>.......3</td>
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<td>ECON 101</td>
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<tr>
<td>MATH 216</td>
<td>Introduction to Statistics</td>
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<tr>
<td>ECON 101</td>
<td>Business Communications</td>
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<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
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Accounting Electives # ......................................................6

Total Credits ..................................................................54

# Accounting Electives
(Choose six credits)

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<tr>
<td>ACCT 104</td>
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<tr>
<td>ACCT 105</td>
<td>Financial Statement Interpretation</td>
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<td>ACCT 107</td>
<td>Spreadsheet Applications For Accounting</td>
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</tr>
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<td>ACCT 108</td>
<td>Computerized Accounting</td>
<td>.......3</td>
</tr>
<tr>
<td>ACCT 204</td>
<td>Tax Accounting II</td>
<td>.......3</td>
</tr>
</tbody>
</table>

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses:
ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

Note: The following codes identify courses which satisfy the General Education Degree 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
ASSOCIATE OF APPLIED SCIENCES DEGREE • TECHNICAL/PROFESSIONAL STUDIES

AGRICULTURAL STUDIES

Award: Associate of Applied Sciences Degree – Technical/Professional Studies

No. of credits required: 62-69

For more information: Contact Prof. John Mayhorne, 443-412-2382, jmayhorne@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

Harford Community College cooperates with the Institute of Applied Agriculture (IAA), 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 in Technical/Professional Studies upon successful completion of the program.

For more information, contact Glori Hyman, Acting Director Institute of Applied Agriculture University of Maryland, College Park http://iaa.umd.edu 301-405-4685

REQUIRED COURSES

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<tr>
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<tr>
<td>ENG 101</td>
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<td>Biological/Physical Lab Science Elective</td>
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<td>Technical/Professional Electives</td>
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</table>

* Select from at least two disciplines.

AGRICULTURAL BUSINESS MANAGEMENT/BUSINESS ADMINISTRATION

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.

EQUINE BUSINESS MANAGEMENT/BUSINESS ADMINISTRATION

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.

GOLF COURSE MANAGEMENT/BUSINESS ADMINISTRATION

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.
ASSOCIATE OF APPLIED SCIENCES DEGREE • TECHNICAL/PROFESSIONAL STUDIES

AGRICULTURAL STUDIES

LANDSCAPE MANAGEMENT/BUSINESS ADMINISTRATION

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.

TURFGRASS MANAGEMENT/BUSINESS ADMINISTRATION

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.
**ART & DESIGN**

**Digital Arts Track**

**Award:** Associate of Arts Degree  
**No. of credits required:** 63-65

**For more information:** Contact Assoc. Prof. Kenneth Jones, 443-412-2726, kjones@harford.edu; Prof. James McFarland, 443-412-2247, jmcfarla@harford.edu; Asst. Prof. Heidi Neff, 443-412-2276, hneff@harford.edu; or academic advising, 443-412-2301.

**PROGRAM DESCRIPTION**

The Art and Design program offers students an Associate of Arts degree and preparation to transfer with junior status to a B.A. or B.F.A. Art or Design program. This program prepares students with an intensive, hands-on, studio-based curriculum that stresses the development of art making skills and critical thinking. Classes are taught by professional, exhibiting artists who have expertise in their disciplines. This program also provides the community with the opportunity to study for personal enrichment.

The Digital Arts track focuses on the creation of artwork using digital and interactive media. Students investigate a broad range of disciplines including video, web, sound, animation, 3D modeling, motion graphics and digital photography within the context of the fine arts. This interdisciplinary approach exposes students to evolving technologies and practices of using the computer as a rich and unique resource for image making, print and web design, time-based art and portfolio production. Graduates are prepared for further study in film and animation, the gaming industry, commercial art and photography, motion graphics, new media, and interdisciplinary arts.

**PROGRAM GOALS**

Upon completion of the Associate of Arts in Art & Design degree students will be able to:
1. Successfully transfer to a four-year institution.
2. Communicate original content using discipline-specific concepts.
3. Create art and design using multiple specialized techniques and processes.
4. Evaluate art and design with an evolved and informed aesthetic judgment.

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**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2D Design</td>
</tr>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART 120</td>
<td>Digital Foundations I</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition+</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective+</td>
<td>3</td>
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<td>Physical Education/Fitness Elective</td>
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<th>Credits</th>
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<tbody>
<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>ART 107</td>
<td>Fundamentals of 3-D Design</td>
</tr>
<tr>
<td>ART 160</td>
<td>Time-Based Media</td>
</tr>
<tr>
<td>PHOT 131</td>
<td>Digital Imaging I</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective+</td>
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<td>Mathematics Elective+</td>
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<th>Semester</th>
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<tbody>
<tr>
<td><strong>Third Semester</strong></td>
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</tr>
<tr>
<td>ART 108</td>
<td>Digital Media Culture</td>
</tr>
<tr>
<td>ART 201</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ART 208</td>
<td>Digital Foundations II</td>
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<tr>
<td>Arts/Humanities Elective (other than art)</td>
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<tr>
<td>Biological/Physical Lab Science</td>
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<table>
<thead>
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<th>Semester</th>
<th>Credits</th>
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<tr>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>ART 202</td>
<td>Survey of Art History II</td>
</tr>
<tr>
<td>ART 233</td>
<td>Portfolio Workshop</td>
</tr>
<tr>
<td>Advanced Digital Studio Courses #</td>
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<td>Biological/Physical Science Elective+</td>
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</tr>
</tbody>
</table>

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* ART 213, Drawing II is a recommended transfer class to many state schools including Towson University.  
** History of Western Civilization I or II are recommended as useful background courses for Survey of Art History I or II.  
*** Students transferring to Towson University should take both Bio/Physical Science electives as 4 credit classes.

**# Advanced Digital Studio Courses**

Check catalog for prerequisites.  
(Choose two courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 213</td>
<td>Drawing II+</td>
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<tr>
<td>ART 229</td>
<td>Design for the Web</td>
</tr>
<tr>
<td>ART 230</td>
<td>2-D Computer Animation</td>
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<td>ART 231</td>
<td>3-D Modeling and Animation</td>
</tr>
<tr>
<td>PHOT 231</td>
<td>Digital Imaging II</td>
</tr>
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</table>

**ADDITIONAL INFORMATION**

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

ART & DESIGN (CONT.)

Digital Arts Track

EMPLOYMENT INFORMATION
More people are employed in the visual arts than in all of the performing arts and sports industries combined. Approximately 1,250,000 Americans work in the art and design industries, representing a total of one in 111 jobs. Artists who are trained to work on the computer are expected to be in particularly high demand as over 3/4 of jobs in art-related fields use digital technologies. Art and Design graduates are offered educational opportunities and critical thinking skills that give them the flexibility to use their visual training in many related fields. Employment is usually secured by the presentation of a portfolio that shows evidence of appropriate skills and talent.

TRANSFER INFORMATION
HCC graduates have successfully transferred to art schools and universities, both in and out of Maryland. 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. 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.

FIELD TRIP STATEMENT
Courses in this discipline may require field trip(s).
ASSOCIATE OF ARTS DEGREE

ART & DESIGN

Fine Art Track

Award: Associate of Arts Degree

No. of credits required: 63-65

For more information: Contact Assoc. Prof. Kenneth Jones, 443-412-2726, kjones@harford.edu; Prof. James McFarland, 443-412-2247, jmcfarla@harford.edu; Asst. Prof. Heidi Neff, 443-412-2276, hneff@harford.edu; or academic advising, 443-412-2301.

PROGRAM DESCRIPTION

The Art and Design program offers students an Associate of Arts degree and preparation to transfer with junior status to a B.A. or B.F.A. Art or Design program. This program prepares students with an intensive, hands-on, studio-based curriculum that stresses the development of art making skills and critical thinking. Classes are taught by professional, exhibiting artists who have expertise in their disciplines. This program also provides the community with the opportunity to study for personal enrichment.

The Fine Art track gives students the opportunity to study a variety of traditional art making disciplines while building a strong artistic foundation. Students are taught fundamental art techniques and principles, and are encouraged to realize their individual artistic visions. The Fine Art track prepares students for continued studies in specific Fine Art disciplines such as Ceramics, Drawing, Fibers, Illustration, Painting, or Sculpture. The Fine Art track will also prepare students for further study in Arts Administration, Decorative Painting, Display Design, Fashion Design, Furniture Design, Medical Illustration, and Museum Studies.

PROGRAM GOALS

Upon completion of the Associate of Arts in Art & Design degree students will be able to:
1. Successfully transfer to a four-year institution.
2. Communicate original content using discipline-specific concepts.
3. Create art and design using multiple specialized techniques and processes.
4. Evaluate art and design with an evolved and informed aesthetic judgment.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- **6B** Behavioral/Social Science
- **6C** English Composition
- **6H** Arts/Humanities+
- **6I** Interdisciplinary and Emerging Issues
- **6L** Biological/Physical Laboratory Science
- **6M** Mathematics
- **6S** Biological/Physical Science

+ For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
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<tr>
<td>ART 101</td>
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<tr>
<td>ART 111</td>
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<td>ART 120</td>
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Second Semester

<table>
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Third Semester

<table>
<thead>
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<th>Course</th>
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<td>General Education Elective (6B)</td>
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<tr>
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Fourth Semester

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>ART 202</td>
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<td>Advanced Studio Courses #</td>
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</table>

* ART 213, Drawing II is a recommended transfer class to many state schools including Towson University.

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

*** Students transferring to Towson University should take both Bio/Physical Science electives as 4 credit classes.

**** It is recommended that students take ART 108 Digital Media Culture (6L) to fulfill this requirement in certain situations. Students who are planning to transfer to Towson University should take ART 108 as it is equivalent to TU’s ART 100 (IB) Area.

# Advanced Studio Courses

Check catalog for prerequisites.

(Choose two courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 213</td>
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<td>ART 214</td>
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<tr>
<td>ART 219</td>
<td>3</td>
</tr>
<tr>
<td>ART 220</td>
<td>3</td>
</tr>
<tr>
<td>ART 233</td>
<td>3</td>
</tr>
</tbody>
</table>

For more information contact Assoc. Prof. Kenneth Jones, 443-412-2726, kjones@harford.edu; Prof. James McFarland, 443-412-2247, jmcfarla@harford.edu; Asst. Prof. Heidi Neff, 443-412-2276, hneff@harford.edu; or academic advising, 443-412-2301.
EMPLOYMENT INFORMATION
More people are employed in the visual arts than in all of the performing arts and sports industries combined. Approximately 1,250,000 Americans work in the art and design industries, representing a total of one in 111 jobs. It should be noted that artists with fine art degrees not only continue to become fine artists but are also well prepared to work in art-related fields. Opportunities for employment may also be found in arts administration, art criticism, art therapy, industrial design, theater set design, and public relations, among others. Employment is usually secured by the presentation of a portfolio that shows evidence of appropriate skills and talent.

TRANSFER INFORMATION
HCC graduates have successfully transferred to art schools and universities, both in and out of Maryland. 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. 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.

FIELD TRIP STATEMENT
Courses in this discipline may require field trip(s).

ADDITIONAL INFORMATION
Students who wish to pursue further study in art may, with instructor permission, enroll in Independent Study.
ART & DESIGN
Graphic Design Track

Award: Associate of Arts Degree
No. of credits required: 63-65

For more information: Contact Assoc. Prof. Kenneth Jones, 443-412-2726, kjones@harford.edu; Prof. James McFarland, 443-412-2247, jmcfarla@harford.edu; Asst. Prof. Heidi Neff, 443-412-2276, bneff@harford.edu; or academic advising, 443-412-2301.

PROGRAM DESCRIPTION

The Art and Design program offers students an Associate of Arts degree and preparation to transfer with junior status to a B.A. or B.F.A. Art or Design program. This program prepares students with an intensive, hands-on, studio-based curriculum that stresses the development of art making skills and critical thinking. Classes are taught by professional, exhibiting artists who have expertise in their disciplines. This program also provides the community with the opportunity to study for personal enrichment.

The Graphic Design track focuses on the design process by investigating the methods of researching, creating and presenting visual communication. By embracing the elements of design and complex relationships of forms in our visual culture, students learn critical thinking strategies for conceptualizing and problem solving and work towards establishing design literacy in their practice. Through the study of images and symbols, typography and layout, students create sophisticated advertising, identity and branding projects for print and screen media culminating in the production of a professional portfolio. Students develop production skills in the studio as they relate and are integrated to the creative processes of design. Graduates are prepared for further study as art/creative directors, graphic and web designers, print production artists, and public relations and marketing consultants.

PROGRAMgoals

Upon completion of the Associate of Arts in Art & Design degree students will be able to:
1. Successfully transfer to a four-year institution.
2. Communicate original content using discipline-specific concepts.
3. Create art and design using multiple specialized techniques and processes.
4. Evaluate art and design with an evolved and informed aesthetic judgment.

FIELD TRIP STATEMENT

Courses in this discipline may require field trip(s).

ADDITIONAL INFORMATION

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

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester Credits
ART 101 Fundamentals of 2D Design ......................... 3
ART 111 Drawing I ................................................. 3
ART 120 Digital Foundations I ............................... 3
ENG 101 English Composition ............................... 3
Behavioral/Social Science Elective ............................ 3
Physical Education/Fitness Elective ......................... 1
Semester Total .................................................. 16

Second Semester Credits
ART 103 Introduction to Graphic Communications .......... 3
ART 108 Digital Media Culture ............................... 3
PHOT 131 Digital Imaging I .................................. 3
Behavioral/Social Science Elective ............................ 3
Mathematics Elective ........................................... 3
Physical Education Elective .................................... 1
Semester Total .................................................. 16-17

Third Semester Credits
ART 201 Survey of Art History I ............................... 3
ART 204 Typography I ........................................... 3
ART 208 Digital Foundations II** or
ART 213 Drawing II ............................................. 3
Arts/Humanities Elective (other than art) ........................ 3
Biological/Physical Lab Science Elective .................. 4
Semester Total .................................................. 16

Fourth Semester Credits
ART 107 Fundamentals of 3-D Design ....................... 3
ART 202 Survey of Art History II ............................. 3
ART 207 Graphic Design ......................................... 3
ART 233 Portfolio Workshop ................................... 3
Biological/Physical Science Elective ....................... 3
Semester Total .................................................. 15-16

* History of Western Civilization I or II are recommended as useful background courses for Survey of Art History I or II.
** Students transferring to Towson University should take both Bio/Physical Science electives as 4 credit classes.
*** Students are recommended to take ART 203 unless transferring to Towson University, in which case ART 213 is recommended.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:
`GM` 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

+ For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
EMPLOYMENT INFORMATION
More people are employed in the visual arts than in all of the performing arts and sports industries combined. Approximately 1,250,000 Americans work in the art and design industries, representing a total of one in 111 jobs. Artists who are trained to work on the computer are expected to be in particularly high demand as over 3/4 of jobs in arts-related fields use digital technologies. Art and Design graduates are offered educational opportunities and critical thinking skills that give them the flexibility to use their visual training in many related fields. Opportunities for employment may also be found in arts administration, art criticism, industrial design, theater set design, film and video production, the gaming industry, emerging markets in technology, and public relations, among others. Employment is usually secured by the presentation of a portfolio that shows evidence of appropriate skills and talent.

TRANSFER INFORMATION
HCC graduates have successfully transferred to art schools and universities, both in and out of Maryland. 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. 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.
ART & DESIGN
Photography Track

Award: Associate of Arts Degree
No. of credits required: 64-66
For more information: Contact Prof. Chris Heard, 443-412-2350, cheard@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The Art and Design program offers students an Associate of Arts degree and preparation to transfer with junior status to a B.A. or B.F.A. Art or Design program. This program prepares students with an intensive, hands-on, studio-based curriculum that stresses the development of art making skills and critical thinking. Classes are taught by professional, exhibiting artists who have expertise in their disciplines. This program also provides the community with the opportunity to study for personal enrichment.

The Photography Track is designed to train students in a broad range of photographic applications, including traditional black and white and color photography, digital photography and studio lighting, with an emphasis on technical fundamentals and the development of a personal artistic vision. This track prepares students for continued study in B.A. or B.F.A. programs at 4-year institutions, or for a career in various commercial fields of photography.

PROGRAM GOALS
Upon completion of the Associate of Arts in Art & Design degree students will be able to:
1. Successfully transfer to a four-year institution.
2. Communicate original content using discipline-specific concepts.
3. Create art and design using multiple specialized techniques and processes.
4. Evaluate art and design with an evolved and informed aesthetic judgment.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- **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

* For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

### DEGREE REQUIREMENTS

#### Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
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</tr>
</thead>
<tbody>
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<td>3</td>
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<tr>
<td>ART 111 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Digital Foundations I</td>
<td>3</td>
</tr>
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<td>ENG 101 English Composition</td>
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<td>Physical Education/Fitness Elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
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<th>Credits</th>
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<tbody>
<tr>
<td>PHOT 101 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 131 Digital Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 Fundamentals of 3-D Design</td>
<td>3</td>
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<td>Behavioral/Social Science Elective</td>
<td>3</td>
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<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
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<tr>
<th>Third Semester</th>
<th>Credits</th>
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<tr>
<td>PHOT 102 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 201 Survey of Art History I</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elective</td>
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<tr>
<td>General Education Elective</td>
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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 202 Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 104 Color Photography I</td>
<td>3</td>
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<td>Photography Electives</td>
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<tr>
<td>Biological/Physical Science Elective</td>
<td>4</td>
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<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

* History of Western Civilization I or II are recommended as useful background courses for Survey of Art History I and II.
** Students transferring to Towson University should take both Bio/Physical Science Electives as 4-credit classes.
*** Other than Art

#### # Photography Electives
(Choose two courses)

- PHOT 202 Alternative Photographic Processes | 3
- PHOT 206 Studio Lighting | 3
- PHOT 209 The History of Photography | 3
EMPLOYMENT INFORMATION
According to the U.S. Bureau of Labor Statistics, employment is expected to grow about as fast as the average for all occupations. More people are employed in the visual arts than in all of the performing arts and sports industries combined. Approximately 1,250,000 Americans work in the art and design industries, representing a total of one in 111 jobs. News and commercial photographers are likely to face keen competition. Areas such as Internet publications, portrait photography, law enforcement and scientific and medical research photography should offer the best opportunities.

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.

FIELD TRIP STATEMENT
Courses in this discipline may require field trip(s).

ADDITIONAL INFORMATION
Students who wish to pursue further study in photography may, with instructor permission, enroll in Independent Study.
PHOTOGRAPHY CERTIFICATE

Award: Certificate in Photography
No. of credits required: 19
For more information: Contact Prof. Chris Heard, 443-412-2350, cheard@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The Photography Certificate is 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 various camera, lighting and image-processing equipment, and on the development and application of aesthetics and personal style in the creation of photographic images. Certificate holders can expect competition in the job market from Associate of Arts and Bachelor of Arts graduates.

REQUIRED COURSES

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<th>Number</th>
<th>Title</th>
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<tr>
<td>PHOT 101</td>
<td>Photography I</td>
<td>3</td>
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<tr>
<td>PHOT 102</td>
<td>Photography II</td>
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<tr>
<td>PHOT 104</td>
<td>Color Photography I</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 131</td>
<td>Digital Imaging I</td>
<td>3</td>
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<tr>
<td>PHOT 206</td>
<td>Studio Lighting</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
ASSOCIATE OF SCIENCES DEGREE • OPTION IN ARTS & SCIENCES

BIOLOGY

Award:  Associate of Sciences Degree – Option in Arts & Sciences
No. of credits required:  63-64
For more information:  Contact Dean Deborah Wrobel, 443-412-2240, dwoobel@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

PROGRAM DESCRIPTION
This program offers biology students courses in natural and physical sciences in preparation for a wide array of career opportunities. Biological scientists study the development, characteristics, and life processes of plant, microbial, 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 in medical and industrial settings. A major in the biological sciences is recommended for students interested in pursuing further study in biology, botany, zoology, microbiology, forestry, molecular biology, cell biology, genetics, marine biology, high school biology teacher, and more. This program provides an excellent foundation for studies in pre-professional fields such as pre-medicine, pre-dentistry and pre-veterinary sciences.

PROGRAM GOALS
Upon completion of the Associate of Sciences Degree, Option in Arts and Sciences, Biology, the student will be able to:
1. Explain and apply the fundamental principles of biology.
2. Perform laboratory experiments and projects (collect, report and analyze data) by applying theoretical concepts and the scientific method.
3. Demonstrate safe laboratory skills.
4. Recognize and discuss the ethical issues in the discipline.
5. Locate, identify, evaluate and use scientific information effectively.
6. Apply computational skills in reasoning, estimation, problem-solving, and analysis.
7. Use appropriate grammatical forms in both oral and written formats to effectively communicate ideas and concepts.

EMPLOYMENT INFORMATION
This program provides the first two years of a Bachelor’s degree in biology. Employment for those with a Bachelor’s or Master’s degree in biology is expected to continue to increase due to the increased opportunities in biotechnology research and development. In addition, more biological scientists will be needed to conduct the ever expanding research related to health issues.

TRANSFER INFORMATION
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.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester  Credits
BIO 120  General Biology I .................................4
CHEM 112  General Chemistry II A ..........................4
ENG 101  English Composition ................................3
CIS 102  Introduction to Information Sciences .............3
Behavioral/Social Science Elective ..........................3
Semester Total ..................................................17

Second Semester  Credits
BIO 121  General Biology II ...............................4
CHEM 111  General Chemistry I ............................4
MATH 109  Precalculus Mathematics ........................4
MATH 203  Calculus I  ........................................4
Behavioral/Social Science Elective ..........................3
Physical Education Elective ..................................1
Semester Total ..................................................16

Third Semester  Credits
CHEM 208  Organic Chemistry I ..........................4
PHYS 101  Introductory Physics I ...........................4
MATH 203  Calculus I  ........................................4
MATH 204  Calculus II ....................................6
Biology Elective ...........................................3-4
Arts/Humanities Elective .....................................3
Physical Education/Fitness Elective ..........................1
Semester Total ................................................15-16

Fourth Semester  Credits
CHEM 209  Organic Chemistry II ........................4
PHYS 102  Introductory Physics II ........................4
Biology Elective ...........................................4
Arts/Humanities Elective .....................................3
Semester Total ................................................15

* 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. The following classes do not satisfy the biology elective requirement: BIO 100, BIO 108, BIO 109, BIO 116.
BIOTECHNOLOGY CERTIFICATE

Award: Certificate in Biotechnology
No. of credits required: 35

For more information: Contact Dr. Laurie Host, 443-412-2306, lhost@harford.edu; Dean Deborah Wrobel, 443-412-2240, dwrobel@harford.edu; stem@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The Biotechnology Certificate program prepares students in the techniques and skills needed for entry-level bioscience laboratory work. By stressing the basic principles of the natural and physical sciences, with strong emphasis on biotechnology and analytical techniques and applications, the program prepares students for semiprofessional employment in biotechnology, chemical, and biological laboratories. The certificate also lays the foundation for more advanced education in the sciences, and will allow students with a previous degree in the sciences to obtain the skills necessary for employment in the rapidly-expanding biotechnology sector. The bioscience/biotechnology industry is expected to continue to experience growth and to remain a high priority in Maryland.

PROGRAM GOALS
Upon completion of the Biotechnology Certificate, the student will be able to:
1. Describe and explain concepts in biotechnology and the biomanufacturing process.
2. Practice professional integrity and competency integral to biotechnology research, industry, and ethics.
3. Design, organize, and manage a laboratory notebook including protocols and experimental results.
4. Perform basic laboratory skills essential for following Standard Operating Procedures (SOPs), Good Laboratory Practices (GLPs), and laboratory safety.
5. Collect, analyze and interpret scientific data, using computer technologies and established research and statistical methods.
6. Use and apply the scientific method to develop, organize, execute and interpret experiments in a logical and timely manner.
7. Communicate effectively in oral and written English.
8. Evaluate the effects of biotechnology on society.
9. Illustrate the potential for teamwork by working effectively with others.
10. Employ laboratory methods and techniques required by emerging technologies in the field of biotechnology.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester  Credits
BIO 120  General Biology I  6L .............................................4
CHEM 111  General Chemistry I  6L ..................................4
MATH 216  Introduction to Statistics  6M ..........................12

Second Semester  Credits
BIO 124  Foundations of Biotechnology  ..................3
BIO 125  Laboratory Methods for Biotechnology ..........1
BIO 208  Genetics ..........................................................4
Biotechnology Certificate Electives # ..........................4
Semester Total .................................................................12

Third Semester  Credits
BIO 126  Advanced Techniques in Biotechnology ..........4
BIO 127  Biomanufacturing ............................................3
Biotechnology Certificate Electives # ..........................4
Semester Total .................................................................11

# Biotechnology Certificate Electives
(Choose eight credits)
BIO 205  Microbiology  6L .............................................4
BIO 191  Independent Study: Biology*  or
BIO 192  Independent Study: Biology*  or
BIO 193  Independent Study: Biology*  or
BIO 194  Independent Study: Biology*  ..................1-4
CHEM 112  General Chemistry II A  6L ..................4
BA 210  Business Computer Applications ..................3

* For the Independent Study: Biology course contact STEM division dean for more information.

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

Note: The following codes identify courses which satisfy the General Education Degree Requirements: 0B Behavioral/Social Science  
0E English Composition  
0H Arts/Humanities  
0I Interdisciplinary and Emerging Issues  
0L Biological/Physical Laboratory Science  
0M Mathematics  
0S Biological/Physical Science
ASSOCIATE OF SCIENCES DEGREE

BUSINESS ADMINISTRATION

Award: Associate of Sciences Degree
No. of credits required: 65-67
For more information: Contact Prof. Richard Miller, 443-412-2242, rmiller@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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 extended learning experiences related to Business Administration.

PROGRAM GOALS
Upon successful completion of this program of study students will be able to:
1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Transfer successfully to a four-year institution.

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 is the dual admissions program with University of Maryland are used as criteria for acceptance. One option for 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 extended learning experiences related to Business Administration.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 212 Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>ECON 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111 Introduction to Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109 Precalculus Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elect.</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>17-18</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 210 Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 109 English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 216 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elect.</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Semester Total</td>
<td>17-18</td>
</tr>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BA 205 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 246 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CMST 106 Business &amp; Professional Speech</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>Physical Education/Fitness Elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102 Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>6</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Note: The following codes identify courses which satisfy the General Education Degree Requirements:
- Behavioral/Social Science+ 68
- English Composition 68
- Arts/Humanities+ 68
- Interdisciplinary and Emerging Issues 68
- Biological/Physical Laboratory Science 68
- Mathematics 68
- Biological/Physical Science 58

* For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

* Courses/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.
CERTIFICATE IN BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION LOWER-LEVEL CERTIFICATE

Award: Certificate in Business Administration

No. of credits required: 24

For more information: Contact John Mayhorne, 443-412-2382, jmayhorne@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

The Business Administration Lower-Level Certificate is designed for students who have completed a bachelor’s degree in a field other than business administration. As such, this certificate is intended to provide students with a business administration foundation which will prepare them for many federal government management and administrative positions. Although some of the courses in this certificate may transfer into the A.S. Business Administration and A.A.S. Business Management degrees, the purpose of this certificate is to provide the necessary additional business administration courses which will enable students to meet federal government management and administrative related position requirements.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 109</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 111</td>
<td>Purchasing and Materials Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</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>Total Credits</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

EMPLOYMENT INFORMATION

APG Maryland at the Ready has estimated a net gain of 8,200 positions at Aberdeen Proving Ground and 7,500 – 10,000 new contractor positions off-Post as a result of the BRAC project. While many positions will be in the engineering and scientific fields, a majority of positions will be administrative and management related. Team C4ISR, which is one of the commands relocating to APG as a result of the BRAC initiative, projects employing up to 2,000 new employees by 2011 and continued extensive hiring through 2014. Many of these positions will be in logistics, administrative/business, contracting, administrative assistants and information technology. Employment information from the U.S. Office of Personnel Management suggests that many of these positions will require a bachelor’s degree, including 24 credit hours in business administration.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
CERTIFICATE IN BUSINESS MANAGEMENT

BUSINESS MANAGEMENT CERTIFICATE

Award: Certificate in Business Management
No. of credits required: 24

For more information: Contact Prof. Sherry Massoni, 443-412-2645, smassoni@harford.edu; or Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

The Business Management Administrative Professions Certificate is designed to enable students to obtain knowledge, skills, and competencies in the challenging business field of Administrative Professions. Students completing the certificate in Administrative Professions are able to combine the credits earned to complete an Associate of Applied Science (A.A.S.) Business Management degree to satisfy their individual career goals.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
<td>1</td>
</tr>
<tr>
<td>OS 113</td>
<td>Intermediate Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OS 214</td>
<td>Advanced Keyboarding &amp; Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OS 129</td>
<td>Introduction to Office Procedures and Management</td>
<td>4</td>
</tr>
<tr>
<td>OS 136</td>
<td>Introduction to Bookkeeping: Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>OS 116</td>
<td>Communication Technologies</td>
<td>4</td>
</tr>
<tr>
<td>BA 245</td>
<td>Contemporary Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>24</strong></td>
<td></td>
</tr>
</tbody>
</table>

EMPLOYMENT INFORMATION

According to the Occupational Outlook Handbook, employment is expected to grow about as fast as the average. Opportunities should be best for applicants with extensive knowledge of computer software applications. The Base Realignment and Closure (BRAC) initiative is expected to have a major impact upon administrative professions positions that will be created in the Harford County region. Recent data published in the September 13, 2010 issue of Bloomberg Businessweek noted that administrative professions positions experienced a 34% salary increase in 2009.

The courses listed in the Business Management Administrative Professions Certificate are designed to align with the competencies identified by the International Association of Administrative Professionals (IAAP). According to IAAP’s 2009 Benchmarking survey, 64% of members are working toward post-high school education and 39% of members have an associate’s degree or higher, up from 37% in 2005. Students successfully completing the Administrative Professions Certificate are prepared to pursue certifications recommended by IAAP in Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS).

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
**BUSINESS MANAGEMENT**

**Administrative Professions**

**Award:** Associate of Applied Sciences Degree

**No. of credits required:** 62-63

**For more information:** Contact Prof. Sherry Massoni, 443-412-2643, smassoni@harford.edu; or Career, and Transfer Services, 443-412-2301.

**PROGRAM DESCRIPTION**

The Business Management program is designed to enable students to obtain knowledge, skills, and competencies in the challenging business fields of Marketing Management, Entrepreneurship, Human Resources Management, Administrative Professions, and Agribusiness.

Students have the option to complete certificates in each of these business management career fields initially. Upon successful completion of the certificate, students are able to incorporate the 24 credit hours earned into an Associate’s degree in Business Management to satisfy their individual career goals.

**PROGRAM GOALS**

Upon successful completion of this program of study students will be able to:
1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Demonstrate acquired proficiencies in a business or organizational setting.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OS 100</td>
<td>Keyboarding Basics*</td>
<td>1</td>
</tr>
<tr>
<td>OS 113</td>
<td>Intermediate Keyboarding and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Document Processing*</td>
<td>3</td>
</tr>
<tr>
<td>OS 214</td>
<td>Advanced Keyboarding &amp; Document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Processing*</td>
<td>3</td>
</tr>
<tr>
<td>OS 129</td>
<td>Introduction to Office Procedures</td>
<td></td>
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<tr>
<td></td>
<td>and Management*</td>
<td>4</td>
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<tr>
<td>OS 136</td>
<td>Introduction to Bookkeeping: Quickbooks*</td>
<td>3</td>
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<tr>
<td>OS 116</td>
<td>Communication Technologies*</td>
<td>4</td>
</tr>
<tr>
<td>BA 245</td>
<td>Contemporary Issues in Business*</td>
<td>3</td>
</tr>
<tr>
<td>BA 212</td>
<td>Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>OS 245</td>
<td>End User Technology Solutions</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communication (6H)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition (GE)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 216</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics (6H)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science Elective (6H)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biological/Physical Lab Science Elective (6L)</td>
<td>4</td>
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<tr>
<td></td>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics Elective (GM)**</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>General Elective**</td>
<td>3-4</td>
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<tr>
<td></td>
<td>Physical Education/Fitness Elective</td>
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<tr>
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<tr>
<td><strong>Total Credits</strong></td>
<td>62-63</td>
<td></td>
</tr>
</tbody>
</table>

* Upon successful completion of these 24 credit hours, the student will be able to obtain a Business Management Administrative Professions Certificate.

**EMPLOYMENT INFORMATION**

The Business Management Administrative Professions program prepares students for a business career by providing comprehensive skills for today’s rapidly changing business environment. Employment projections provided by the U.S. Department of Labor and regional workforce development data indicate that opportunities in administrative support professions will continue to increase.

A number of administrative opportunities will be available as additional positions are created through the Base Realignment and Closure (BRAC) program. Employment of administrative assistants is expected to increase as demand for computer proficient employees continues. Recent data suggests that administrative assistant salaries have increased 34% over the past several years.

**Note:** The following codes identify courses which satisfy the General Education Degree Requirements:

- **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

**PENDING MHEC APPROVAL**

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Harford Community College 2011 - 2012 Catalog: Programs of Instruction
CERTIFICATE IN BUSINESS MANAGEMENT

BUSINESS MANAGEMENT CERTIFICATE
Agribusiness

Award: Certificate in Business Management
No. of credits required: 24

For more information: Contact Prof. Richard Miller, 443-412-2264, rmiller@harford.edu; Prof. Sherry Massoni, 443-412-2645, smassoni@harford.edu; Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The Business Management Agribusiness Certificate is designed to enable students to obtain knowledge, skills, and competencies in the challenging field of Agribusiness. Students completing the certificate in Agribusiness are able to combine the credits earned to complete an Associate of Applied Science (A.A.S.) degree to satisfy their individual career goals.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 110</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BA 145</td>
<td>Farm and Agribusiness Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 209</td>
<td>Agricultural Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 205</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 242</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>B 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BA 245</td>
<td>Contemporary Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

EMPLOYMENT INFORMATION
According to the University of Maryland Institute of Applied Agriculture and related employment data, agribusiness accounts for 17% of all jobs in the United States and accounts for nearly one-fifth of the U.S. gross national product. There continues to be a strong demand by agribusiness firms for employees skilled in both management and the agricultural sciences. Students earning degrees in agribusiness may find opportunities in a broad range of careers, from selling farm equipment to merchandising agricultural products. The courses listed in the Business Management Agribusiness Certificate are designed to provide a number of career options for students in agribusiness management, entrepreneurship, and marketing. Since agribusiness involves global issues, a course in international business has been included in the certificate.

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
ASSOCIATE OF APPLIED SCIENCES DEGREE

BUSINESS MANAGEMENT

Agribusiness

Award: Associate of Applied Sciences Degree
No. of credits required: 62-63

For more information: Contact Prof. Richard Miller, 443-412-2264, rmiller@harford.edu; Prof. Sherry Massoni, 443-412-2645, smassoni@harford.edu; Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

The Business Management program is designed to enable students to obtain knowledge, skills, and competencies in the challenging business fields of Marketing Management, Entrepreneurship, Human Resources Management, Administrative Professions, and Agribusiness.

Students have the option to complete certificates in each of these business management career fields initially. Upon successful completion of the certificate, students are able to incorporate the 24 credit hours earned into an Associate’s degree in Business Management to satisfy their individual career goals.

PROGRAM GOALS

Upon successful completion of this program of study students will be able to:
1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Demonstrate acquired proficiencies in a business or organizational setting.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science (6B)
- English Composition (6E)
- Arts/Humanities (6H)
- Interdisciplinary and Emerging Issues (6I)
- Biological/Physical Laboratory Science (6L)
- Mathematics (6M)
- Biological/Physical Science (6S)

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
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<tr>
<td>BA 110</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BA 145</td>
<td>Farm and Agribusiness Management</td>
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<td>BA 209</td>
<td>Agricultural Marketing</td>
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<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
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<tr>
<td>BA 205</td>
<td>Business Law</td>
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<tr>
<td>BA 242</td>
<td>Introduction to International Business</td>
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<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BA 243</td>
<td>Contemporary Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 212</td>
<td>Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>OS 129</td>
<td>Introduction to Office Procedures and Management</td>
<td>4</td>
</tr>
<tr>
<td>OS 136</td>
<td>Introduction to Bookkeeping: Quickbooks</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>ENG 216</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<td>Arts/Humanities Elective</td>
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<tr>
<td>Mathematics Elective</td>
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<td>General Elective</td>
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<tr>
<td>Physical Education/fitness Elective</td>
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<tr>
<td>Physical Education Elective</td>
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<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>62-63</td>
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</tr>
</tbody>
</table>

- Upon successful completion of these 24 credit hours, the student will be able to obtain a Business Management Agribusiness Certificate.

EMPLOYMENT INFORMATION

The Business Management Agribusiness program prepares students for a business career by providing comprehensive business skills and knowledge as it relates to the agribusiness industry. Agricultural business managers are employed by companies that manufacture and market animal and plant products. Employment opportunities in this field are expected to grow at an average rate over the next decade according to the U.S. Department of Labor. Employment positions include sales representatives, farm managers, food production managers and food retailers. In addition, the Harford County Division of Agriculture has launched and sustained a “buy local” advertising campaign to stimulate consumer demand for locally grown fruits, vegetables and grains. Stimulation of consumer demand may result in job creation in agribusiness in Harford County.
Certificate in Business Management

No. of credits required: 24

For more information: Contact Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

Program Description

The Business Management Entrepreneurship Certificate is designed to enable students to obtain knowledge, skills, and competencies in the challenging business field of entrepreneurship and innovation.

Students completing the certificate in Entrepreneurship are able to combine the credits earned to complete an Associate of Applied Science (A.A.S.) degree to satisfy their individual career goals.

Required Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>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 110</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BA 112</td>
<td>Business Innovation Economics</td>
<td>3</td>
</tr>
<tr>
<td>BA 206</td>
<td>Entrepreneurship and Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 205</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>OS 136</td>
<td>Introduction to Bookkeeping: Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BA 245</td>
<td>Contemporary Issues in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 24

Employment Information

An entrepreneur is an individual who undertakes the responsibility of creating and organizing a new business venture to bring an idea, a good, or a service to market. Successful entrepreneurs employ critical business knowledge and skills to create a business and effectively overcome challenges that face their establishment. Consequently, entrepreneurs also assume the risk and accountability associated with establishing a business venture. Statistics demonstrate that even innovative small businesses suffer high risk of failure because of ineffective management decisions.

The purpose of the Business Management Entrepreneurship Certificate is to equip aspiring entrepreneurs with the fundamental business knowledge and skills to create, organize and manage a viable business venture. Small businesses are critical to the economic survival of Harford County and the state of Maryland at large. According to the most recent county census statistics, private nonfarm employment increased 17.5% between 2000 and 2006 with over 69,000 country residents employed by small private firms (http://quickfacts.census.gov/qfd/states/24/24025.html). At the state level, small firms employed 53.3% of the state’s non-farm private labor force in 2004, which was above the national average. Research conducted by the Office of Advocacy estimates that 97.7% of employer firms in Maryland are small businesses (http://www.sba.gov/advo/research).

Certificate Requirements

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
BUSINESS MANAGEMENT
Entrepreneurship

Award: Associate of Applied Sciences Degree
No. of credits required: 62-63

For more information: Contact Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The Business Management program is designed to enable students to obtain knowledge, skills, and competencies in the challenging business fields of Marketing Management, Entrepreneurship, Human Resources Management, Administrative Professions, and Agribusiness.

Students have the option to complete certificates in each of these business management career fields initially. Upon successful completion of the certificate, students are able to incorporate the 24 credit hours earned into an Associate's degree in Business Management to satisfy their individual career goals.

PROGRAM GOALS
Upon successful completion of this program of study students will be able to:
1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Demonstrate acquired proficiencies in a business or organizational setting.

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<td>Contemporary Issues in Business</td>
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</tr>
<tr>
<td>BA 212</td>
<td>Internet Research</td>
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<tr>
<td>OS 116</td>
<td>Communication Technologies</td>
<td>4</td>
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<td>BA 107</td>
<td>Principles of Supervision</td>
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<tr>
<td>BA 219</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<td>ENG 216</td>
<td>Business Communications</td>
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<td>PHIL 221</td>
<td>Business Ethics</td>
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<tr>
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<td>Biological/Physical Lab Science Elective</td>
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<td>Arts/Humanities Elective</td>
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<td>Mathematics Elective</td>
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<td>Physical Education/Fitness Elective</td>
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<tr>
<td>Physical Education Elective</td>
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<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>62-63</td>
<td></td>
</tr>
</tbody>
</table>

* Upon successful completion of these 24 credit hours, the student will be able to obtain a Business Management Entrepreneurship Certificate.

EMPLOYMENT INFORMATION
The Business Management Entrepreneurship program provides aspiring entrepreneurs and small business owners with the fundamental business knowledge and skills to create, organize, and manage a new business venture that is viable.

Statistics show that a majority of small businesses fail in the first year of operation primarily because of ineffective management and undercapitalization. Small businesses are critical to the economic survival of Harford County and the State of Maryland at large. According to the most recent county census statistics, private non-farm employment increased 17.5% between 2000 and 2006 with over 69,000 county residents employed by small private firms (http://quickfacts.census.gov/qfd/states/24/24025.html).

At the state level, small firms employed 53.3 percent of the state’s non-farm private labor force in 2004, which was above the national average. Research conducted by the Office of Advocacy estimates that 97.7% of employer firms in Maryland are small businesses (www.sba.gov/advo/research).
CERTIFICATE IN BUSINESS MANAGEMENT

BUSINESS MANAGEMENT CERTIFICATE
Human Resources

Award: Certificate in Business Management
No. of credits required: 24

For more information: Contact Prof. Richard Miller, 443-412-2264, rmiller@harford.edu; Prof. Sherry Massoni, 443-412-2645, smassoni@harford.edu; Prof. Lauren Donovan, 443-412-2426, ldonovan@barford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
This Business Management Human Resource Certificate is designed to enable students to obtain knowledge, skills, and competencies in the challenging business field of Human Resources.

Students completing the certificate in Human Resources are able to combine the credits earned to complete an Associate of Applied Science (A.A.S.) degree to satisfy their individual career goals.

REQUiRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
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<th>Credits</th>
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<tr>
<td>BA 101</td>
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<tr>
<td>BA 108</td>
<td>Human Resource Management</td>
<td>.........3</td>
</tr>
<tr>
<td>BA 115</td>
<td>Employee Relations</td>
<td>.........3</td>
</tr>
<tr>
<td>BA 116</td>
<td>Employee Training and Development</td>
<td>.........3</td>
</tr>
<tr>
<td>BA 117</td>
<td>Strategic Human Capital Management</td>
<td>.........3</td>
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<tr>
<td>BA 246</td>
<td>Legal Environment of Business  or</td>
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<tr>
<td>BA 205</td>
<td>Business Law</td>
<td>.........3</td>
</tr>
<tr>
<td>BA 109</td>
<td>Principles of Management</td>
<td>.........3</td>
</tr>
<tr>
<td>BA 245</td>
<td>Contemporary Issues in Business</td>
<td>.........3</td>
</tr>
</tbody>
</table>

Total Credits....................................................................24

EMPLOYMENT INFORMATION
The Business Management Human Resources program prepares students for a human resources career by providing comprehensive human resources knowledge for today’s rapidly changing business environment. According to the 2010-2011 Occupational Outlook Handbook, employment is expected to grow much faster than the average for all human resources, training, and labor relations managers and specialists occupations.

The courses listed in the Business Management Human Resources Certificate are designed to align with the competencies identified by the Federal Government Human Resources Graduate School program. This may be very significant as additional human resources positions are created by APG commands through Base Realignment and Closure (BRAC) activities.

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
BUSINESS MANAGEMENT

Human Resources

Award: Associate of Applied Sciences Degree

No. of credits required: 62-63

For more information: Contact Prof. Richard Miller, 443-412-2264, rmiller@harford.edu; Prof. Sherry Massoni, 443-412-2643, smassoni@harford.edu; Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

The Business Management program is designed to enable students to obtain knowledge, skills, and competencies in the challenging business fields of Marketing Management, Entrepreneurship, Human Resources Management, Administrative Professions, and Agribusiness.

Students have the option to complete certificates in each of these business management career fields initially. Upon successful completion of the certificate, students are able to incorporate the 24 credit hours earned into an Associate's degree in Business Management to satisfy their individual career goals.

PROGRAM GOALS

Upon successful completion of this program of study students will be able to:

1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Demonstrate acquired proficiencies in a business or organizational setting.

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<th>Number</th>
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<tr>
<td>BA 101</td>
<td>Introduction to Business *</td>
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</tr>
<tr>
<td>BA 108</td>
<td>Human Resource Management*</td>
<td>3</td>
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<tr>
<td>BA 115</td>
<td>Employee Relations*</td>
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<td>Employee Training and Development*</td>
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<td>Legal Environment of Business*</td>
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<tr>
<td>BA 205</td>
<td>Business Law*</td>
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<tr>
<td>BA 109</td>
<td>Principles of Management*</td>
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<td>BA 245</td>
<td>Contemporary Issues in Business*</td>
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<tr>
<td>Total Credits</td>
<td>62-63</td>
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</tr>
</tbody>
</table>

* Upon successful completion of these 24 credit hours, the student will be able to obtain a Business Management Human Resource Certificate.

EMPLOYMENT INFORMATION

The Business Management Human Resources program prepares students for a human resources career by providing comprehensive human resources knowledge for today’s rapidly changing business environment. According to the 2010-2011 Occupational Outlook Handbook, employment is expected to grow much faster than the average for all human resources, training, and labor relations managers and specialists occupations. Nationally, employment is expected to increase 22% from 2008-2018. Regionally, a number of opportunities will be available as additional human resources positions are created through Base Realignment and Closure (BRAC) activities.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- 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

Pending MHEC Approval
Certificate in Business Management

Award: Certificate in Business Management
No. of credits required: 24

For more information: Contact Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

Program Description
The Business Management Marketing Certificate prepares students for employment in entry level marketing positions. The certificate enables students to obtain knowledge, skills, and competencies in the challenging business field of Marketing.

Students who complete this certificate have the option of incorporating these 24 credits into an Associate of Applied Science (A.A.S.) Business Management degree to satisfy their individual career goals.

Required Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 103</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BA 105</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>BA 203</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 205</td>
<td>Business Law</td>
<td>3</td>
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<tr>
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<tr>
<td>Total Credits</td>
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<td>24</td>
</tr>
</tbody>
</table>

Employment Information
Employment opportunities in the marketing field include professional selling, retail sales and management, advertising, public relations and marketing management. Employment opportunities in the marketing field are projected to grow by 5% over the next few years, according to the Maryland Department of Labor. Students will acquire the fundamental marketing knowledge and technical skills to support small business growth.

Entry level position availability in the field is promising as major retailers are slated to provide the county with more than 1,000 new jobs. Minimum standards and employment competition are higher for supervisory positions in marketing.

Certificate Requirements
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
BUSINESS MANAGEMENT
Marketing

Award: Associate of Applied Sciences Degree
No. of credits required: 62-63

For more information: Contact Prof. Lauren Donovan, 443-412-2426, ldonovan@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The Business Management program is designed to enable students to obtain knowledge, skills, and competencies in the challenging business fields of Marketing Management, Entrepreneurship, Human Resources Management, Administrative Professions, and Agribusiness.

Students have the option to complete certificates in each of these business management career fields initially. Upon successful completion of the certificate, students are able to incorporate the 24 credit hours earned into an Associate’s degree in Business Management to satisfy their individual career goals.

PROGRAM GOALS
Upon successful completion of this program of study students will be able to:
1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Demonstrate acquired proficiencies in a business or organizational setting.

Note: The following codes identify courses which satisfy the General Education Degree 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

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BA 103</td>
<td>Public Relations*</td>
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<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion*</td>
<td>3</td>
</tr>
<tr>
<td>BA 105</td>
<td>Professional Selling*</td>
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<tr>
<td>BA 203</td>
<td>Principles of Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>BA 205</td>
<td>Business Law*</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications*</td>
<td>3</td>
</tr>
<tr>
<td>BA 245</td>
<td>Contemporary Issues in Business*</td>
<td>3</td>
</tr>
<tr>
<td>BA 212</td>
<td>Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>OS 116</td>
<td>Communication Technologies</td>
<td>4</td>
</tr>
<tr>
<td>BA 107</td>
<td>Principles of Supervision</td>
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<tr>
<td>BA 109</td>
<td>Principles of Management</td>
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<td>CMST 105</td>
<td>Interpersonal Communication 6L</td>
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<tr>
<td>ENG 101</td>
<td>English Composition 6E</td>
<td>3</td>
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<tr>
<td>ENG 216</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics 6H</td>
<td>3</td>
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<tr>
<td>Behavioral/Social Science Elective 6B</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elective 6L</td>
<td></td>
<td>4</td>
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<tr>
<td>Arts/Humanities Elective 6H</td>
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<td>3</td>
</tr>
<tr>
<td>Mathematics Elective 6M</td>
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<td>3-4</td>
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<tr>
<td>General Elective</td>
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<td></td>
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<tr>
<td>Physical Education/Fitness Elective</td>
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</tr>
<tr>
<td>Total Credits</td>
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<td>62-63</td>
</tr>
</tbody>
</table>

* Upon successful completion of these 24 credit hours, the student will be able to obtain a Business Management Marketing Certificate.

**EMPLOYMENT INFORMATION**

The Business Management Marketing program provides students with the fundamental knowledge and skills needed for careers in marketing. According to the Occupational Outlook Handbook, overall employment of advertising, marketing, promotions, public relations, and sales managers is expected to increase by 13 percent through 2018. Job growth will be spurred by competition for a growing number of goods and services, both foreign and domestic, and the need to make one’s product or service stand out in the crowd. In addition, as the influence of traditional advertising in newspapers, radio, and network television wanes, marketing professionals are being asked to develop new and different ways to advertise and promote products and services to better reach potential customers.

Employment positions in the marketing field are projected to grow by 5% over the next few years, according to the Maryland Department of Labor. Entry level position availability in the field, particularly in the Harford County region, is promising as major retailers are slated to provide the county with substantial new job growth. Minimum standards and employment competition are higher for supervisory positions in marketing management.
ASSOCIATE OF SCIENCES DEGREE

CHEMISTRY
Chemistry Degree Requiring Calculus Based Physics

Award: Associate of Sciences Degree
No. of credits required: 64-67
For more information: Contact Dean Deborah Wrobel, 443-412-2240, dwrobel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

PROGRAM DESCRIPTION
The chemistry program is designed to prepare students for transfer to a Bachelor’s degree program in general chemistry, forensic chemistry, medicinal chemistry, environmental science/chemistry, and more. 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. They also work in biotechnology, drug development, forensic science, and other areas where a strong foundation in chemistry is essential.

PROGRAM GOALS
Upon successful completion of the Associate of Sciences Degree, Option in Arts and Sciences, Chemistry, the student will be able to:
1. Explain and apply the fundamental principles of chemistry.
2. Perform laboratory experiments and projects (collect, report and analyze data) by applying theoretical concepts and the scientific method.
3. Demonstrate safe laboratory skills.
4. Recognize and discuss the ethical issues in the discipline.
5. Locate, identify, evaluate and use scientific information effectively.
6. Apply computational skills in reasoning, estimation, problem-solving, and analysis.
7. Use appropriate grammatical forms in both oral and written formats to effectively communicate ideas and concepts.

TRANSFER INFORMATION
Options for transfer into four-year programs include medicinal chemistry/pre-pharmacy, general chemistry, forensic chemistry, and more. 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.

EMPLOYMENT INFORMATION
A Bachelor’s degree in chemistry or a related discipline usually is the minimum educational requirement for entry-level chemist jobs. Job growth for chemists will be concentrated in pharmaceutical and medicine manufacturing companies and in professional, scientific, and technical services firms.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Sequence</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CHEM 111 General Chemistry I [6L]</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 101 English Composition [ GE ]</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 203 Calculus I [ GM ]</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science Elective [ GB ]</td>
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<tr>
<td></td>
<td>Physical Education/Fitness Elective</td>
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</tr>
<tr>
<td></td>
<td>Semester Total</td>
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</tr>
<tr>
<td>Second Semester</td>
<td>CHEM 112 General Chemistry II A [ GL ]</td>
<td>4</td>
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<tr>
<td></td>
<td>ENG 109 English Composition: Research Writing</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH 204 Calculus II [ GM ]</td>
<td>4</td>
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<tr>
<td></td>
<td>PHYS 203 General Physics: Mechanics and Particle Dynamics [ GS ]</td>
<td>3</td>
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<td></td>
<td>Arts/Humanities Elective [ GH ]</td>
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<td>Third Semester</td>
<td>BIO 120 General Biology I [ GL ]</td>
<td>4</td>
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<td></td>
<td>CHEM 207 Organic Chemistry I</td>
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<td></td>
<td>MATH 206 Calculus III or CIS 102 Introduction to Information Sciences [ GI ]</td>
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<td></td>
<td>General Education Elective [ GB ]</td>
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<tr>
<td></td>
<td>PHYS 204 General Physics: Vibrations, Waves, Heat, Electricity and Magnetism [ GL ]</td>
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<td>Fourth Semester</td>
<td>CHEM 208 Organic Chemistry II</td>
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<td></td>
<td>PHYS 205 General Physics: Electrodynamics, Light Relativity and Modern Physics [ GL ]</td>
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<td>General Education Elective [ GB ]</td>
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<tr>
<td></td>
<td>CIS 102 Introduction to Information Sciences [ GI ] or General Education Elective [ GB ]</td>
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<td>Arts/Humanities Elective [ GH ]</td>
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<tr>
<td></td>
<td>Behavioral/Social Science Elective [ GB ]</td>
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</tr>
<tr>
<td></td>
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<td>16-18</td>
</tr>
</tbody>
</table>

* CIS 102 must be completed.
CHEMISTRY
Chemistry Degree Requiring Non-Calculus Based Physics

Award: Associate of Sciences Degree
No. of credits required: 63-67
For more information: Contact Dean Deborah Wrobel, 443-412-2240, dwrobel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

PROGRAM DESCRIPTION
The chemistry program is designed to prepare students for transfer to a Bachelor's degree program in general chemistry, forensic chemistry, medicinal chemistry, environmental science/chemistry, and more. 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. They also work in biotechnology, drug development, forensic science, and other areas where a strong foundation in chemistry is essential.

PROGRAM GOALS
Upon successful completion of the Associate of Sciences Degree, Option in Arts and Sciences, Chemistry, the student will be able to:
1. Explain and apply the fundamental principles of chemistry.
2. Perform laboratory experiments and projects (collect, report and analyze data) by applying theoretical concepts and the scientific method.
3. Demonstrate safe laboratory skills.
4. Recognize and discuss the ethical issues in the discipline.
5. Locate, identify, evaluate and use scientific information effectively.
6. Apply computational skills in reasoning, estimation, problem-solving, and analysis.
7. Use appropriate grammatical forms in both oral and written formats to effectively communicate ideas and concepts.

TRANSFER INFORMATION
Options for transfer into four-year programs include medicinal chemistry/pre-pharmacy, general chemistry, forensic chemistry, and more. 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.

EMPLOYMENT INFORMATION
A Bachelor's degree in chemistry or a related discipline usually is the minimum educational requirement for entry-level chemist jobs. Job growth for chemists will be concentrated in pharmaceutical and medicine manufacturing companies and in professional, scientific, and technical services firms.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester  Credits
CHEM 111 General Chemistry I 6L ........................................4
ENG 101 English Composition 6E ........................................3
MATH 109 Precalculus Mathematics 6M .........................................4
Physical Education/Fitness Elective ............................................ 1
Semester Total ...........................................................................15

Second Semester  Credits
CHEM 112 General Chemistry II A 6L ........................................4
ENG 109 English Composition: Research Writing ................3
MATH 203 Calculus I 6M .........................................................4
CIS 102 Introduction to Information Sciences 6L .....................3
Arts/Humanities Elective 6H .........................................................3
Physical Education Elective .......................................................1
Semester Total ...........................................................................18

Third Semester  Credits
BIO 120 General Biology I 6L ....................................................4
CHEM 207 Organic Chemistry I .................................................4
MATH 204 Calculus II 6M .............................................................4
or
General Education Elective 6H, 6L ........................................3-4
PHYS 101 Introductory Physics I 6L ...........................................4
Semester Total ...........................................................................15-16

Fourth Semester  Credits
CHEM 208 Organic Chemistry II ...............................................4
PHYS 102 Introductory Physics II 6L ...........................................4
General Education Elective 6H, 6L, 6M, 6S, 6L ................................3-4
Arts/Humanities Elective 6H .........................................................3
Behavioral/Social Science Elective 6B ........................................3
Semester Total ...........................................................................17-18

Note: The following codes identify courses which satisfy the General Education Degree 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

* For AS, AA, and AAT degrees, 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 course graduation requirements.
**COMPUTER AIDED DESIGN AND DRAFTING (CADD)**

**Award:** Associate of Applied Sciences Degree  
**No. of credits required:** 63  
**For more information:** Contact Steve Johnson, 443-412-2641, sjohnson@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**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. The program prepares students to function as CADD technicians and skilled operators who assist engineers and architects in all design and drawing preparation phases.

**PROGRAM GOALS**
Upon successful completion of the CADD program students will be able to:
1. Create and revise CADD drawings.
2. Choose appropriate tools and techniques to produce effective and well organized CADD drawings.
3. Use industry terminology and standards.
4. Identify opportunities to improve productivity and accuracy and construct appropriate solutions.

**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.

**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>16</td>
</tr>
<tr>
<td>CADD 101 Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102 Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101 Introduction to Engineering Technology</td>
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</tr>
<tr>
<td>MATH 101 College Algebra</td>
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<td>Physical Education/Fitness Elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
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<tr>
<td>Second Semester</td>
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</tr>
<tr>
<td>CADD 102 Intermediate CADD</td>
<td>3</td>
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<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
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<tr>
<td>MATH 103 Trigonometry</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
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</tr>
<tr>
<td>Career Based Elective**</td>
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<td>Physical Education Elective</td>
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<tr>
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<tr>
<td>Third Semester</td>
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<tr>
<td>ENG 209 Technical Writing</td>
<td>3</td>
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<tr>
<td>CADD 252 Customizing AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CADD Elective #</td>
<td>3</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
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<tr>
<td>Fourth Semester</td>
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<tr>
<td>ENGR 203 Engineering Materials</td>
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<tr>
<td>or ID 206 Materials and Finishes</td>
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<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
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<tr>
<td>CADD Electives #</td>
<td>9</td>
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<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

* 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.

**# CADD Electives**  
(Choose four courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 126 Advanced CADD for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>CADD 222 Geometric Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>CADD 230 Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>CADD 260 AutoLISP for AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>CADD 265 Solidworks</td>
<td>3</td>
</tr>
<tr>
<td>CADD 273 Cooperative Education III: Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** The following codes identify courses which satisfy the General Education Degree Requirements:
- **GB** Behavioral/Social Science
- **GE** English Composition
- **GH** Arts/Humanities
- **GI** Interdisciplinary and Emerging Issues
- **GL** Biological/Physical Laboratory Science
- **GM** Mathematics
- **GS** Biological/Physical Science

**TO SATISFY THE DIVERSITY REQUIREMENT:**
Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB), (GH), (GI) course electives from those that also appear on the approved list of diversity course graduation requirements.
COMPUTER AIDED DESIGN AND DRAFTING (CADD) CERTIFICATE

Award: Certificate in Computer Aided Design and Drafting

No. of credits required: 12

For more information: Contact Steve Johnson, 443-412-2641, sjohnson@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

This certificate program is designed to provide students with a solid foundation of Computer Aided Design and Drafting (CADD) through familiarization with the computer, peripheral devices and specialized software. This program prepares students to function as entry-level CADD technicians and operators who assist engineers and architects in all design and drawing preparation phases.

PROGRAM GOALS

Upon successful completion of the CADD certificate, students will be able to:

1. Create and revise CADD drawings.
2. Choose appropriate tools and techniques to produce effective and well organized CADD drawings.
3. Use industry terminology and standards.
4. Identify opportunities to improve productivity and accuracy and construct appropriate solutions.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 101</td>
<td>Introduction to CADD</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ID 125</td>
<td>CADD for Interior Design</td>
</tr>
<tr>
<td>CADD 102</td>
<td>Intermediate CADD</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ID 126</td>
<td>Advanced CADD for Interior Design</td>
</tr>
<tr>
<td>CADD 250</td>
<td>Solid Modeling</td>
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<tr>
<td>or</td>
<td>CADD 252</td>
<td>Customizing AutoCAD</td>
</tr>
<tr>
<td>CADD 265</td>
<td>Solidworks</td>
<td>...3</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>...............................................12</td>
</tr>
</tbody>
</table>

EMPLOYMENT INFORMATION

Conventional drafting practices have given way to the use of CADD. With the number of CADD positions continuing to increase into the future, employment opportunities will continue to grow. These opportunities include, but are not limited to the following: CADD Operator, Design Assistant, Layout or Mechanical Draftsperson, CADD Technician or Engineering technicians. Credits earned in this certificate program are applicable to the Associate of Applied Science degree in CADD.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- 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
**ASSOCIATE OF APPLIED SCIENCES DEGREE**

**COMPUTER INFORMATION SYSTEMS**

*Award:* Associate of Applied Sciences Degree  
*No. of credits required:* 62-67  

*For more information:* Contact Prof. Paul Nesbitt, 443-412-2101, pnesbitt@harford.edu; Prof. AC Chapin, 443-412-2136, achapin@harford.edu; Prof. John Mayhorne, 443-412-2382, jmayhorne@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**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, computer simulation/gaming engineers, software specialists, computer user support specialists, network and Internet specialists.

**PROGRAM GOALS**

Computer Information Systems is a career-oriented program focusing on the use of computers in business. Students who successfully complete the Computer Information Systems degree will:

1. Analyze the use of commercial software applications, hardware, networks, programming, and other technologies in information systems at a level of competence appropriate to joining the workforce.
2. Use, maintain and modify existing information systems.
3. Design and implement new information systems.
4. Demonstrate the skills to work in a business environment including working in teams, project management, and professional and effective communication with a wider audience.

**DEGREE REQUIREMENTS**

*Recommended Course Sequence*

**First Semester**  
Credits  
ACCT 101 Accounting Principles I ....................................3  
CIS 102 Introduction to Information Sciences ..................................3  
ENG 101 English Composition ........................................3  
MATH 101 College Algebra [GM] or  
MATH 109 Precalculus Mathematics [GM] or  
MATH 111 Introduction to Finite Mathematics [GM] or  
MATH 203 Calculus I [GM] or  
MATH 207 Calculus for Business and Economics ............3-4  
Physical Education/Fitness Elective ......................................1  
**Semester Total** ..............................................................13-14

**Second Semester**  
Credits  
ACCT 102 Accounting Principles II ..................................3  
CIS 111 C Programming Language or  
CIS 205 Introduction to Visual Basic.NET Programming ..........4  
CIS 115 Fundamentals of Programming ..................................3  
Biological/Physical Lab Science Elective [GL] ............4  
Software Elective # ............................................................3-4  
**Semester Total** ..............................................................17-18

**Third Semester**  
Credits  
CIS 104 Computer Operating Systems or  
CIS 135 Introduction to Networks ....................................3  
CIS 203 Computer Systems and Procedures ..................3  
CIS 207 Advanced Visual Basic.NET Programming or  
CIS 221 C++ Programming Language ..................................4  
ENG 209 Technical Writing ..............................................3  
Arts/Humanities Elective [HR] ........................................3  
Physical Education Elective ............................................1  
**Semester Total** ..............................................................17

**Fourth Semester**  
Credits  
CIS 273 Cooperative Education: Computer Information Systems or  
CSI/CIS Elective* ......................................................3-4  
CSI/CIS Programming Language Elective ## ..................3-4  
CSI/CIS Elective* ......................................................3-4  
Behavioral/Social Science Elective [HR] .........................3  
General Education Elective [GB] [GI] [GM] [GS] 3  
**Semester Total** ..............................................................15-18

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

**Note:** The following codes identify courses which satisfy the General Education Degree Requirements:

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

**TO SATISFY THE DIVERSITY REQUIREMENT:**

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [GB], [GH], [GI] course electives from those that also appear on the approved list of diversity course graduation requirements.
### Software Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
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</tr>
<tr>
<td>CADD 101</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Microsoft Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to UNIX/Linux</td>
<td>4</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Introduction to PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CIS 114</td>
<td>Introduction to Computer User Support</td>
<td>3</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Microsoft Project: Basic</td>
<td>1</td>
</tr>
<tr>
<td>CIS 117</td>
<td>Microsoft Project: Advanced</td>
<td>1</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 135</td>
<td>Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Introduction to Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 137</td>
<td>Introduction to Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIS 138</td>
<td>Advanced Microsoft Office</td>
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<tr>
<td>ID 125</td>
<td>CADD for Interior Design</td>
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### CSI/CIS Programming Language Electives

<table>
<thead>
<tr>
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</tr>
</thead>
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<tr>
<td>CIS 111</td>
<td>C Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Assembly Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Introduction to Visual Basic.NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 207</td>
<td>Advanced Visual Basic.NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Java Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 215</td>
<td>Advanced Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 217</td>
<td>Introduction to Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 219</td>
<td>Server-Side Web Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 221</td>
<td>C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 225</td>
<td>Introduction to Shell Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSI 131</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CSI 132</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
</tbody>
</table>

### Employment Information

The Occupational Outlook Handbook from the U.S. Department of Labor forecasts that careers in the computer industry are expected to increase faster than average through 2014. The report indicates continuing growth of the computer industry.

A number of opportunities will be available in Harford County as additional Computer Information Systems positions are created through the Base Realignment and Closure (BRAC) program.

### Transfer Information

The CIS program transfers well to four-year colleges, although it is 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.
**Award:** Certificate in Computer Information Systems  
**No. of credits required:** 32-34

**For more information:** Contact Prof. Paul Nesbitt, 443-412-2101, pnesbitt@harford.edu; Mark Dencler, 443-412-2439, mdencler@harford.edu; Prof. AC Chapin, 443-412-2136, achapin@harford.edu; Prof. John Mayhorne, 443-412-2382, jmayhorne@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**PROGRAM DESCRIPTION**
This certificate program is recommended for students 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 utilizing computer software, language, and systems.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
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<tbody>
<tr>
<td><strong>Number</strong></td>
</tr>
<tr>
<td>BA 101</td>
</tr>
<tr>
<td>CIS 102</td>
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<tr>
<td>CIS 104</td>
</tr>
<tr>
<td>CIS 111</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>CIS 205</td>
</tr>
<tr>
<td>CIS 115</td>
</tr>
<tr>
<td>CIS 207</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>CIS 221</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>ENG 209</td>
</tr>
<tr>
<td>CSI/CIS Elective*</td>
</tr>
<tr>
<td>Programming Elective**</td>
</tr>
<tr>
<td>Total Credits</td>
</tr>
</tbody>
</table>

* Any CIS/CSI course(s) may be taken to satisfy the CIS elective.  
** Programming electives include CIS 111, 201, 205, 207, 214, 215, 217, 219, 221, 225, and CSI 131 and 132.

**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. A number of opportunities will be available in Harford County as additional Computer Information Systems positions are created through the Base Realignment and Closure (BRAC) program.

**CERTIFICATE REQUIREMENTS**
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
COMPUTER INFORMATION SYSTEMS CERTIFICATE
Software

Award: Certificate in Computer Information Systems
No. of credits required: 34-36

For more information: Contact Prof. Paul Nesbitt,
443-412-2101, pnesbitt@harford.edu; Mark Dencler,
443-412-2439, mdencler@harford.edu; Prof. AC Chapin,
443-412-2136, achapin@harford.edu; Prof. John Mayhorne,
443-412-2382, jmayhorne@harford.edu; or Advising, Career,
and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
This certificate program is recommended for students 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 utilizing computer software, language, and
systems.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>CIS 102</td>
<td>Introduction 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>Introduction to Visual Basic.NET Programming</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Advanced Microsoft Office</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
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<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
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<tr>
<td>CIS Elective*</td>
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</table>

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

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. A number of opportunities will be available in Harford County as additional Computer Information Systems positions are created through the Base Realignment and Closure (BRAC) program.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

COMPUTER INFORMATION SYSTEMS CERTIFICATE
Unix

Award: Certificate in Computer Information Systems
No. of credits required: 30-32

For more information: Contact Prof. Paul Nesbitt,
443-412-2101, pnesbitt@harford.edu; Mark Dencler,
443-412-2439, mdencler@harford.edu; Prof. AC Chapin,
443-412-2136, achapin@harford.edu; Prof. John Mayhorne,
443-412-2382, jmayhorne@harford.edu; or Advising, Career,
and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
This certificate program is recommended for students 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 utilizing computer software, language, and
systems.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102</td>
<td>Introduction 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>
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<td>CIS Electives*</td>
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<td>3-8</td>
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<tr>
<td>Total Credits</td>
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<td>30-32</td>
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</table>

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

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. A number of opportunities will be available in Harford County as additional Computer Information Systems positions are created through the Base Realignment and Closure (BRAC) program.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.


**COMPUTER SCIENCE**

**Award:** Associate of Sciences Degree  
**No. of credits required:** 65-67  
**For more information:** Contact Prof. Jerome Brown, 443-412-2123, jebrown@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**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.

**PROGRAM GOALS**  
Students who successfully complete the Computer Science Program will:

1. Develop skills and expand their knowledge in computer science through research and self-directed study and communicate their knowledge in speaking and writing.
2. Apply the defining processes of computer science - theory, abstraction, and design - to solve a wide variety of problems.
3. Solve cross discipline problems through the integration of mathematics, traditional sciences and computer science principles.
4. Analyze and evaluate traditional algorithms used for data reorganization and manipulation.
5. Possess the necessary skills for transfer to an accredited four-year institution.

**EMPLOYMENT INFORMATION**  
According to the Occupational Outlook Handbook, 2010-11 Edition, systems software engineers often study computer science or computer information systems. Overall, employment of computer software engineers and computer programmers is projected to increase by 32 percent from 2008-2018. Job prospects should be best for those with a bachelor’s degree and relevant experience. Demand for computer software engineers will increase as computer networking continues to grow. For example, expanding Internet technologies have spurred demand for computer software engineers who can develop Internet, intranet, and World Wide Web applications. Likewise, electronic data-processing systems in business, telecommunications, healthcare, government, and other settings continue to become more sophisticated and complex. Implementing, safeguarding, and updating computer systems and resolving problems will fuel the demand for growing numbers of systems software engineers.

In addition, information security concerns have given rise to new software needs. Concerns over “cyber security” should result in the continued investment in software that protects computer networks and electronic infrastructure. The expansion of this technology over the next 10 years will lead to an increased need for software engineers to design and develop secure applications and systems, and to integrate them into older systems.

**DEGREE REQUIREMENTS**  
**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>6E</td>
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<tr>
<td>MATH 203 Calculus I</td>
<td>GM</td>
</tr>
<tr>
<td>CIS 115 Fundamentals of Programming</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
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<tr>
<td>Biological/Physical Science Elective</td>
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<tr>
<td>Semester Total</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 201 Assembly Programming Language</td>
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<tr>
<td>CSI 131 Computer Science I</td>
<td></td>
</tr>
<tr>
<td>MATH 204 Calculus II</td>
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</tr>
<tr>
<td>Arts/Humanities Elective</td>
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</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
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<td>Semester Total</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 221 C++ Programming Language</td>
<td></td>
</tr>
<tr>
<td>CIS 205 Introduction to Visual Basic.NET Programming</td>
<td></td>
</tr>
<tr>
<td>or CIS Programming Language elective</td>
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</tr>
<tr>
<td>MATH 206 Calculus III</td>
<td>GM</td>
</tr>
<tr>
<td>or MATH 217 Linear Algebra</td>
<td>GM</td>
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<tr>
<td>General Elective</td>
<td>GM</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
<td>GM</td>
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<tr>
<td>Physical Education Elective</td>
<td>GM</td>
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<tr>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSI 132 Computer Science II</td>
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<tr>
<td>CIS 214 Java Programming Language</td>
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<tr>
<td>MATH 210 Discrete Structures</td>
<td>GM</td>
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<tr>
<td>Arts/Humanities Elective</td>
<td>GM</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>GM</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
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</tbody>
</table>

* Electives should be chosen based upon the requirements of the institution to which transfer is planned.

**TRANSFER INFORMATION**  
This program provides the first two years of a BS degree in Computer Science.
CRIMINAL JUSTICE

Award: Associate of Arts Degree – Option in Arts & Sciences
No. of credits required: 63-65
For more information: Contact Dr. Clarence Terrill, 443-412-2315, cterrill@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon completion of the AA or AAS degree criminal justice program, students will be able to:
1. Demonstrate knowledge of the Criminal Justice discipline, including knowledge of police, courts and corrections, and theories of crime and justice.
2. Differentiate between the various components of the criminal justice system, the purposes and objectives of these components, and their roles in the community.
3. Explain individuals’ motivation to commit crime in terms of various criminological theories.
4. Apply the rules of criminal law and criminal procedure to make appropriate decisions identifying criminal offenses, and arresting, searching, interrogating and identifying criminal suspects.

EMPLOYMENT 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.

TRANSFER INFORMATION
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.

ADDITIONAL INFORMATION
Students interested in forensic science as a major should reference the chemistry program in this catalog.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester Credits
CJ 101 Introduction to Criminal Justice ........................3
CJ 104 Procedural Law and Evidence * .........................3
ENG 109 English Composition ..................................3
PS 101 American National Government 6B
or
PS 102 State and Local Government 6B .......................3
SOC 101 Introduction to Sociology ............................3
Physical Education/Fitness Elective ...............................1
Semester Total ..........................................................16

Second Semester Credits
CJ 103 Introduction to Corrections .............................3
CJ 111 Principles of Criminal Law* ............................3
ENG 109 English Composition: Research Writing ............3
PSY 101 General Psychology 6B .................................3
General Elective** ....................................................3
Physical Education Elective .......................................1
Semester Total ..........................................................16

Third Semester Credits
CMST 101 Speech Fundamentals 61
or
CMST 105 Interpersonal Communication 61 B ............3
PHIL 205 Ethics 6H ....................................................3
SOC 102 Social Problems 6B B .................................3
Biological/Physical Lab Science Elective 6L ..................4
Mathematics Elective 6M ..........................................3-4
Semester Total ..........................................................16-17

Fourth Semester Credits
BA 210 Business Computer Applications ........................3
or
CIS 102 Introduction to Information Sciences 61 ............3
CJ 213 Criminology (same course as SOC 213) .............3
Arts/Humanities Elective 6H (not PHIL) .......................3
Biological/Physical Science Elective 6S 6L ...................3-4
General Elective ** ....................................................3
Semester Total ..........................................................15-16

* 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.
** General electives should be chosen based upon the requirements of the institution to which transfer is planned.
CRIMINAL JUSTICE – OPTION IN LEGAL STUDIES

Award: Associate of Applied Sciences Degree – Option in Legal Studies
No. of credits required: 63-64
For more information: Contact Dr. Clarence Terrill, 443-412-2315, cterrill@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon completion of the AA or AAS degree criminal justice program, students will be able to:
1. Demonstrate knowledge of the Criminal Justice discipline, including knowledge of police, courts and corrections, and theories of crime and justice.
2. Differentiate between the various components of the criminal justice system, the purposes and objectives of these components, and their roles in the community.
3. Explain individuals’ motivation to commit crime in terms of various criminological theories.
4. Apply the rules of criminal law and criminal procedure to make appropriate decisions identifying criminal offenses, and arresting, searching, interrogating and identifying criminal suspects.

EMPLOYMENT 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.

TRANSFER INFORMATION
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. Other options include the articulation agreements with the University of Baltimore and the Johns Hopkins School of Education. Students interested in transfer to baccalaureate programs with majors in criminal justice should pursue the A.A. degree option in Criminal Justice.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101</td>
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</tr>
<tr>
<td>ENG 101</td>
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<td>PS 101</td>
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<td>PS 102</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
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<tr>
<td>General Elective</td>
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<td>Physical Education/Fitness Elective</td>
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</tr>
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<td>Semester Total</td>
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</table>

<table>
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<th>Second Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CJ 109</td>
<td>3</td>
</tr>
<tr>
<td>CJ 111</td>
<td>3</td>
</tr>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CMST 105 Interpersonal Communication</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>Semester Total</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>CJ 104 Procedural Law and Evidence**</td>
<td>3</td>
</tr>
<tr>
<td>CJ 201 Police-Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENG 209 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102 Social Problems</td>
<td>3</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BA 210 Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>C 213 Criminology (same course as SOC 213)</td>
<td>3</td>
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<tr>
<td>Arts/Humanities Elective</td>
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<tr>
<td>Program Electives #</td>
<td>6</td>
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<tr>
<td>Physical Education Elective</td>
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<td>Semester Total</td>
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</tbody>
</table>

* CJ 111 (Principles of Criminal Law) is usually offered only in Spring semester.
** CJ 104 (Procedural Law and Evidence) is usually offered only in Fall semester.

# Program Electives
(Choose two courses)

| CJ 103 Introduction to Corrections | 3 |
| C 112 Introduction to Crime Scene Technology | 3 |
| CJ 216 Terrorism | 3 |
| CJ 283 Field Practicum in Criminal Justice | 3 |
| FS 100 Basic Forensic Science | 3 |
DESIGN AND TECHNICAL THEATRE

Award: Associate of Applied Sciences Degree
No. of credits required: 63-64

For more information: Contact Dr. Ben Fisler, 443-412-2644, bfisler@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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 plays, musicals, mime, and children's drama.

PROGRAM GOALS

Upon completion of the Associate of Arts in Performing Arts/Associate of Applied Sciences in Design and Technical Theatre degree students will be able to:
1. Successfully transfer to a four-year institution.
2. Perform specific, marketable skills in theatre.
3. Demonstrate professional standards of behavior.
4. Apply appropriate performance or production skills to a variety of theatrical projects.
5. Use appropriate resources to identify jobs and training opportunities in theatre.

EMPLOYMENT INFORMATION

Graduates of this program, with close professional advising and job networking provided by the faculty, find employment opportunities with performing arts organizations and a variety of businesses and promoters involved in live theatrical and musical performances.

TRANSFER INFORMATION

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.

FIELD TRIP STATEMENT

Courses in this discipline may require field trip(s).
### EARLY CHILDHOOD EDUCATION

**Award:** Associate of Applied Sciences Degree  
**No. of credits required:** 63  
**For more information:** Contact Kimberly Bell, 443-412-2648, kbell@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

### 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.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Early Childhood Education Program.

### PROGRAM GOALS

Upon completion of the Early Childhood AAS Degree Program, students will be able to:

1. Demonstrate professional teaching behavior including effective communication.
2. Design and implement developmentally appropriate curriculum and instruction for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.
5. Perform management tasks necessary to direct a child care center.
6. Summarize past and present practices pertaining to the care and education of young children.

### Career-Based Electives

(Choose three courses)

- CIS 102 Introduction to Information Sciences  
- EDUC 110 Infant and Toddler Development  
- EDUC 113 Introduction to Early Childhood Education  
- EDUC 207 Processes and Acquisition of Reading  
- EDUC 210 Children with Behavioral Challenges  
- EDUC 215 School-Age Child Care  
- ENG 102 English Composition and Literature  
- ENG 109 English Composition: Research Writing  
- ENG 209 Technical Writing  
- ENG 216 Business Communications  
- HTHL 103 Wellness Theory and Applications  
- PSY 105 Human Relations  
- PSY 207 Educational Psychology  
- SOC 101 Introduction to Sociology

### DEGREE REQUIREMENTS

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Career-Based Elective #</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 208 Avenues to Children's Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 108 Classroom Management: Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 Contemporary Mathematics or MATH 101 College Algebra</td>
<td>3</td>
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<tr>
<td>Career-Based Elective #</td>
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</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
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<td><strong>Semester Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 200 Introduction to Child Care Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 201 Field Placement I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 107 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 110 Infant and Toddler Development or EDUC 215 School-Age Child Care</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<table>
<thead>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>EDUC 202 Field Placement II</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 216 Child Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>VPA 201 Visual and Performing Arts Survey</td>
<td>3</td>
</tr>
<tr>
<td>History Elective</td>
<td>3</td>
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<tr>
<td>Career Based Elective #</td>
<td>3</td>
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<tr>
<td><strong>Semester Total</strong></td>
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</table>

* EDUC 103 (The Young Child) and EDUC 104 (Materials and Curriculum in Early Childhood) meet the 90 classroom hours required by the Maryland State Department of Education's Office of Child Care.

### 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.
ELECTRONEURODIAGNOSTIC TECHNOLOGY

Award: Associate of Applied Sciences Degree -
Option in Science Laboratory Technology

No. of credits required: 65-66

For more information: Contact Laura Gianelli Preston, Dean of Nursing and Allied Health Professions, 443-412-2438, lpreston@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301

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.

The student must meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Electroneurodiagnostic Technology program.

NOTE: It is important for students to contact Dean of Nursing and Allied Health Professions, lpreston@harford.edu, as soon as they declare Electroneurodiagnostic Therapy as their major.

PROGRAM GOALS

Upon completion of the Associate of Applied Sciences Degree in Electroneurodiagnostic Technology the graduate will have the knowledge, skills and abilities to:
1. Communicate effectively with patients, family and other health care personnel.
2. Accurately apply recording electrodes and use EEG/EP techniques as indicated by each patient’s specific needs.
3. Document the clinical condition and relevant health history of the patient.
4. Demonstrate the optimal utilization of the equipment maintaining personal and patient electrical safety.
5. Recognize the EEG/EP activity displayed and identify and correct artifacts and instrument faults.
6. Prepare recordings for future storage, with documentation of specific recording conditions.
7. Prepare a descriptive report of recorded activity for the physician.

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester
- AHS 101 Medical Terminology and Ethics ...........................................3
- BIO 203 Anatomy and Physiology I ..................................................4
- ELEC 105 Introduction to Electronics ..................................................4
- ENG 101 English Composition .........................................................3
- OS 100 Keyboarding Basics ............................................................1
- Physical Education/Fitness Elective .....................................................1
- Semester Total .................................................................................16

Second Semester
- AHS 149 Introduction to Electroneurodiagnostics* ....................4
- BIO 204 Anatomy and Physiology II ...............................................4
- CIS 102 Introduction to Information Sciences .................................3
- CMST 105 Interpersonal Communication .........................................3
- Mathematics Elective ........................................................................3
- Semester Total .................................................................................17-18

Third Semester
- AHS 153 Electroencephalographic Practicum I** ........................11
- Behavioral/Social Science Elective ...................................................3
- PSY 101 General Psychology ..........................................................3
- Semester Total .................................................................................17

Fourth Semester
- AHS 153 Electroencephalographic Practicum II** ......................11
- Arts/Humanities Elective .................................................................3
- Physical Education Elective .............................................................1
- Semester Total ...............................................................................15

* Students need permission from the Dean to register for this course. This course requires the student to spend 12 hours/week in a clinical setting.

** Students need permission from the Dean of Nursing and Allied Health Professions to register for these courses. These courses require the student to spend 33 hours/week in a clinical setting.

Students must contact the Dean as soon as possible to ensure placement in the Practicum.

EMPLOYMENT INFORMATION

Employment of electroneurodiagnostic technologists is expected to continue to grow. Recent advances in clinical neurophysiology 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.
ENGINEERING

Award: Associate of Sciences Degree
No. of credits required: 62-67
For more information: Contact Dean Deborah Wrobel, dwrobel@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu

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.

Engineers apply the principles of science and mathematics to develop economical solutions to technical problems. Their work is the link between social needs and commercial applications. In addition to design and development, many engineers work in testing, production, or maintenance.

PROGRAM GOALS
Upon successful completion of the Associate of Sciences, Engineering, degree, the student will be able to:
1. Explain and apply the foundational engineering concepts.
2. Perform laboratory experiments and projects (collect, report and analyze data) by applying theoretical concepts and the scientific method.
3. Demonstrate safe laboratory skills.
4. Recognize and discuss the ethical issues in the discipline.
5. Locate, identify, evaluate and use scientific information effectively.
6. Apply computational skills in reasoning, estimation, problem-solving, and analysis.
7. Use appropriate grammatical skills in both oral and written formats to effectively communicate ideas and concepts.
8. Master the engineering design process by completing a design project and report through teamwork.

# Track Electives
(Choose five courses)**
CHEM 112 General Chemistry II A ... 4
CHEM 207 Organic Chemistry I ....... 4
CHEM 208 Organic Chemistry II ...... 4
CSI 131 Computer Science I ......... 4
ENGR 104 Statics .......................... 3
ENGR 201 Dynamics ..................... 3
ENGR 202 Mechanics of Materials .... 3
ENGR 204 Basic Circuit Analysis ...... 4
ENGR 206 Digital Logic Design ....... 4
ENGR 207 Scientific and Engineering Computation ... 3
ENGR 210 Signals and Systems ......... 4
MATH 210 Discrete Structures .......... 3
PHYS 205 General Physics: Electrodynamics, Light Relativity and Modern Physics 6 ...... 4

TRANSFER INFORMATION
Graduates of this program have transferred to such schools as the University of Maryland, the University of Delaware and The Johns Hopkins University.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>CHEM 135 Chemistry for Engineers* or CHEM 111 General Chemistry I ... 4</td>
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<tr>
<td>ENGR 103 Introduction to Engineering Design .......... 4</td>
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<tr>
<td>ENG 101 English Composition 3</td>
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<tr>
<td>MATH 203 Calculus I 6 ........ 3</td>
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<tr>
<td>Physical Education/Fitness Elective 1</td>
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<td>Semester Total .............. 16-17</td>
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<th>Second Semester</th>
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<tbody>
<tr>
<td>MATH 204 Calculus II 6 .... 4</td>
<td></td>
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<tr>
<td>PHYS 203 General Physics: Mechanics and Particle Dynamics 6 ........ 3</td>
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<tr>
<td>Track Elective #/** ....... 3-4</td>
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<tr>
<td>Behavioral/Social Science Elective 6 .......... 3</td>
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<tr>
<td>Arts/Humanities Elective 6 .......... 3</td>
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<tr>
<td>Semester Total .............. 16-17</td>
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<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>MATH 208 Elementary Differential Equations .......... 3</td>
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<tr>
<td>PHYS 204 General Physics: Vibrations, Waves, Heat, Electricity and Magnetism 6 ........ 4</td>
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<tr>
<td>Track Elective #/** ....... 3-4</td>
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</tr>
<tr>
<td>Behavioral/Social Science Elective 6 .......... 3</td>
<td></td>
</tr>
<tr>
<td>Arts/Humanities Elective 6 .......... 3</td>
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<tr>
<td>Semester Total .............. 16-17</td>
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<tr>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>MATH 206 Calculus III ........ 4</td>
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<tr>
<td>Track Electives #/** ....... 9-12</td>
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<tr>
<td>Physical Education Elective 1</td>
<td></td>
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<tr>
<td>Semester Total .............. 14-17</td>
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</tbody>
</table>

* Choose Chemistry 111 if electing Chemical Engineering or if the transfer institute requires 8 credits of chemistry. If CHEM 111 is chosen, CHEM 112 is suggested to be one of the track electives.
** Track electives are chosen based on the transfer institution and the engineering discipline. The student is encouraged to consult the transfer institution and HCC Advisors to select the track electives.
*** A majority of engineering programs require PHYS 205.

EMPLOYMENT INFORMATION
This program provides the first two years of a bachelor’s 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. Overall job opportunities in engineering are expected to be favorable over the next decade. Starting salaries are significantly higher than those of college graduates in other fields. Engineers are usually specialized and engage in a variety of activities. Engineering specialties include aeronautical, chemical, civil, mechanical, electrical, biomedical, computer hardware, environmental, industrial and more.
ENGINEERING TECHNOLOGY

Award: Associate of Applied Sciences Degree
No. of credits required: 64-65
For more information: Contact David Antol, 443-412-2472, dantol@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon successful completion of this program of study students will be able to:
1. Apply appropriate communications skills to work independently and collaboratively within an organization to promote the goals and objectives of the work unit.
2. Recognize how to facilitate successful completion of technical projects.
3. Demonstrate competency in using technical tools, technology, methods, and processes.
4. Recognize professional and ethical behavior.
5. Apply problem-solving skills to technical problems.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGR 101</td>
<td>Engineering Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 109</td>
<td>LabVIEW Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101</td>
<td>Introduction to Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 102</td>
<td>Blueprint Reading</td>
<td>1</td>
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<tr>
<td>MATH 103</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
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Second Semester
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CADD 101</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 105</td>
<td>Introduction to Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 223</td>
<td>Principles of Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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Third Semester
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 105</td>
<td>Electrical Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 203</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 224</td>
<td>Quality Assurance for Technicians</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Chemistry for Changing Times</td>
<td>4</td>
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<tr>
<td>PHIL Elective</td>
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<td>3</td>
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<tr>
<td>Physical Education Elective</td>
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Fourth Semester
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Business Administration Elective</td>
<td>3</td>
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<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 107</td>
<td>Principles of Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elective</td>
<td>3-4</td>
<td></td>
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<tr>
<td>Behavioral/Social Science Elective</td>
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<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td>15-16</td>
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</tr>
</tbody>
</table>

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. A number of opportunities will be available in Harford County as additional technician and technical positions are created through the Base Realignment and Closure (BRAC) program.
ENGLISH

Award: Associate of Arts Degree – Option in Arts and Sciences

No. of credits required: 63-65

For more information: Contact Dean Hathaway, 443-412-2401, khathaway@harford.edu; or academic advising, 443-412-2301.

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.

PROGRAM GOALS

Upon completion of the English program, students will be able to:

1. Collect, evaluate, use, and document research from a variety of sources for various purposes, including the construction of an argument.
2. Produce presentations and documents that are clear, concise, substantive, and grammatically standard.
3. Recognize, identify, and evaluate major literary techniques, terms, and trends.
4. Demonstrate cultural awareness through writing, speaking, and literary analysis.

# Literature Electives
(Choose four courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>DRAM 203 Survey of World Drama</td>
<td>3</td>
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<tr>
<td>DRAM 204 Survey of Modern Drama</td>
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<tr>
<td>ENG 201 World Literature: 800 B.C. to 1600 A.D.</td>
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<td>ENG 202 World Literature: 1600 A.D. to the Present</td>
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<td>ENG 203 English Literature: Survey of English</td>
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<tr>
<td>ENG 205 American Literature: Colonial Through the Civil War</td>
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<tr>
<td>ENG 206 American Literature: Late 19th and 20th Centuries</td>
<td>3</td>
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<tr>
<td>ENG 214 Great Writers: Lives and Works</td>
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<tr>
<td>ENG 215 Multicultural Literature: The 20th Century</td>
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<tr>
<td>ENG 219 American Women Writers</td>
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<td>ENG 233 African-American Literature</td>
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<td>ENG 234 Ethnic American Literature</td>
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<td>ENG 237 Literature to Film</td>
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<td>ENG 238 Latin American Literature</td>
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<td>RELG 207 Literature and Religious Thought of the Old Testament</td>
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</table>

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CMST 101 Speech Fundamentals</td>
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<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101 History of Western Civilization I</td>
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</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 103 History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
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<td>Arts/Humanities Elective</td>
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Second Semester

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<tbody>
<tr>
<td>ENG 102 English Composition and Literature</td>
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</tr>
<tr>
<td>ENG 109 English Composition: Research Writing</td>
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</tr>
<tr>
<td>HIST 102 History of Western Civilization II</td>
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<tr>
<td>or</td>
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<tr>
<td>HIST 104 History of the United States II</td>
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<td>Humanities Elective*/*</td>
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<tr>
<td>General Elective*</td>
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Third Semester

<table>
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<th>Course</th>
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<tr>
<td>Behavioral/Social Science Elective</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<tr>
<td>General Elective*</td>
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<tr>
<td>Literature Electives</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Biological/Physical Science Elective</td>
<td>3</td>
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<tr>
<td>General Elective*</td>
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</table>

* As advised for transfer.

** Refer to Other Elective Options under Academic Information in the catalog (page 21).

EMPLOYMENT 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.

TRANSFER INFORMATION

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 elective courses.
ENVIRONMENTAL SCIENCE

Award: Associate of Sciences Degree – Option in Arts & Sciences

No. of credits required: 66-67

For more information: Contact Dean Deborah Wrobel, 443-412-2240, dwoobel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; stem@harford.edu.

PROGRAM DESCRIPTION

The A.S. 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. Environmental scientists engage in work to protect the environment, study the properties of underground and surface waters, locate water and energy resources, predict water-related geologic hazards, and offer environmental site assessments and advice on indoor air quality and hazardous-waste site remediation.

PROGRAM GOALS

At the successful completion of the AS Environmental Science degree program, the student will be able to:
1. Describe and apply scientific principles and utilize the mathematical tools that are basic to supporting environmentally related work in science and technology.
2. Explain environmental regulations in relationship to scientific principles and law and the impact of these regulations on business.
3. Comply with the pertinent environmental regulations by understanding the scientific, technical and legal issues involved, and assist in developing environmental monitoring programs.
4. Interpret environmental analysis to provide input to technical and process decisions.
5. Transfer to an environmentally-related curriculum at a four-year institution.

EMPLOYMENT INFORMATION

Federal, State, and local governments employ over half of all environmental scientists. The strongest job growth is expected to be in private-sector consulting firms. Employment for environmental scientists is expected to grow about 10% over the next decade.

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BIO 100 Fundamentals of Biology</td>
<td>6</td>
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<tr>
<td>CHEM 111 General Chemistry I</td>
<td>4</td>
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<tr>
<td>ENG 101 English Composition</td>
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<tr>
<td>ENV 111 Human Ecology</td>
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<td>Arts/Humanities Elective</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 112 General Chemistry II</td>
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</tr>
<tr>
<td>ENV 220 Principles of Environmental Analysis I</td>
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<tr>
<td>MATH 109 Precalculus Mathematics</td>
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<tr>
<td>Arts/Humanities Elective</td>
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<table>
<thead>
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<tbody>
<tr>
<td>CHEM 207 Organic Chemistry I</td>
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<tr>
<td>ENV 202 Environmental Law</td>
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<td>ENV 221 Principles of Environmental Analysis II or BIO 207 General Ecology</td>
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<tr>
<td>PHYS 101 Introductory Physics I</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 216 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102 Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>ENV 225 Environmental Problems - Assessment and Evaluation* or ENV 210 Introduction to Hazardous Waste/Materials Management*</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
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</tr>
<tr>
<td>Semester Total</td>
<td>15-16</td>
</tr>
</tbody>
</table>

* Consult Program Director to ascertain which course(s) best suit individual needs.
ENVIRONMENTAL TECHNOLOGY

Award: Associate of Applied Sciences Degree

No. of credits required: 62-63

For more information: Contact Dean Deborah Wrobel, 443-412-2240, dwoebel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

PROGRAM DESCRIPTION

The A.A.S. degree in Environmental Technology prepares students to immediately integrate into a wide array of jobs in the environmental arena, including air and water quality monitoring, radiologic, sound and biological sampling, and hazardous material handling. Both laboratory and field skills are emphasized, as well as chain-of-custody and other paperwork requirements. The breadth of the program allows graduates to compete in the job market for a variety of technical positions. A broad base of knowledge in the sciences, as well as communications skills are developed by the time the degree is earned.

PROGRAM GOALS

At the completion of the AAS in Environmental Technology degree, the student will be able to:

1. Apply technical skills important in the environmental field to support important scientific and legal principles.
2. Explain and apply sustainable practices to businesses in which they are employed and to their own lives.
3. Provide technical support for established environmental monitoring programs.
4. Provide technical assistance and support in remedial actions at hazardous waste sites.
5. Collect technical data for environmental analysis.
6. Comply with the pertinent environmental regulations by understanding the scientific, technical and legal issues involved and assisting in the development of environmental monitoring programs.
7. Interpret environmental analysis to provide input to technical and process decisions.

EMPLOYMENT INFORMATION

Employment of environmental science technicians should grow about as fast as the average; employers indicate that positions as environmental technicians will be needed to help regulate waste products; to collect air, water, and soil samples for measuring levels of pollutants; to monitor compliance with environmental regulations; and to clean up contaminated sites. Possible positions of employment include field service technician, laboratory technician, remediation technician and hazardous materials technician.

Cooperative Education credits are recommended in this program. Consult with Program Coordinator.

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester Credits
CHEM 111 General Chemistry I (6L)* ..............................................4
CMST 101 Speech Fundamentals (3L) ............................3
ENG 101 English Composition (3E) ........................................3
ENV 111 Human Ecology (6S) ..................................................3
ES 106 Earth Science (3E) ......................................................3
ES 106 Earth Science Laboratory (1L) ............................1
MATH 109 Precalculus Mathematics (6M) .......................4
Semester Total ..............................................................16

Second Semester Credits
CHEM 112 General Chemistry II A (6L)* .............................4
CHEM 204 Analytical Chemistry ........................................4
CMST 101 Speech Fundamentals (3L) ............................3
CMST 101 Speech Fundamentals (3L) ............................3
ENG 209 Technical Writing ............................................3
ENG 210 Introduction to Hazardous Waste/Management (3E) ..............................................3
MATH 216 Introduction to Statistics (6M) .......................4
ENV 274 Cooperative Education IV: Environmental Science or
CHEM 207 Organic Chemistry I ........................................4
or
CHEM 207 Organic Chemistry I ........................................4
CHEM 207 Organic Chemistry I ........................................4
CHEM 207 Organic Chemistry I ........................................4
Semester Total ..............................................................16

Third Semester Credits
ENV 220 Principles of Environmental Analysis I ..................4
ENG 209 Technical Writing ............................................3
ENG 210 Introduction to Hazardous Waste/Management (3E) ..............................................3
MATH 216 Introduction to Statistics (6M) .......................4
ENV 274 Cooperative Education IV: Environmental Science or
CHEM 207 Organic Chemistry I ........................................4
or
CHEM 207 Organic Chemistry I ........................................4
CHEM 207 Organic Chemistry I ........................................4
Semester Total ..............................................................16

Fourth Semester Credits
ENG 209 Technical Writing ............................................3
ENG 210 Introduction to Hazardous Waste/Management Management
or
CIS Elective* ..............................................................3-4
ENV 225 Environmental Problems - Assessment and Evaluation ..............................................4
Arts/Humanities Elective (3H) ........................................3
Physical Education Elective ...........................................1
Semester Total ..............................................................16

* Students planning 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 Division Dean will be required to use the CIS elective option.

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 (6), (6), (6) course electives from those that also appear on the approved list of diversity course graduation requirements.
ENVIRONMENTAL TECHNOLOGY CERTIFICATE

Award: Certificate in Environmental Technology

No. of credits required: 29

For more information: Contact Dean Deborah Wrobel, 443-412-2240, dwrobel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

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. 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. Students must have completed two units of high school algebra, complete MATH 017, or score at the appropriate level on the Math Assessment Exam prior to taking General Chemistry.

PROGRAM GOALS
At the completion of the Environmental Technology Certificate, the student will be able to:
1. Apply technical skills important in the environmental field to both laboratory and field situations.
2. Explain environmental regulations and understand their importance.
3. Exercise established environmental monitoring procedures and laboratory protocols.
4. Provide technical assistance when dealing with hazardous materials.
5. Collect technical data and samples for environmental analysis.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
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<tr>
<td>CHEM 111</td>
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<tr>
<td>ENG 101</td>
<td>English Composition (6)</td>
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<td>ENV 111</td>
<td>Human Ecology (6)</td>
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<td>ENV 202</td>
<td>Environmental Law</td>
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<td>ENV 210</td>
<td>Introduction to Hazardous Waste/Materials Management</td>
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<tr>
<td>ENV 220</td>
<td>Principles of Environmental Analysis I</td>
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<td>ENV 221</td>
<td>Principles of Environmental Analysis II</td>
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<td>ES 105</td>
<td>Earth Science (6)</td>
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<td>Total Credits</td>
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<td>29</td>
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</table>

EMPLOYMENT INFORMATION
Employment of environmental science technicians should grow about as fast as the average; employers indicate that positions as environmental technicians will be needed to help regulate waste products; to collect air, water, and soil samples for measuring levels of pollutants; to monitor compliance with environmental regulations; and to clean up contaminated sites. Possible positions of employment include field service technician, laboratory technician, remediation technician and hazardous materials technician.

TRANSFER INFORMATION
The certificate program is designed so that the student can either complete the Associate of Applied Science degree in Environmental Technology, or complete the Associate of Science degree in Environmental Science and transfer to a bachelor degree program in environmental science.

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
**ASSOCIATE OF ARTS DEGREE**

**GENERAL STUDIES**

**Award:** Associate of Arts Degree  
**No. of credits required:** 62-63  
**For more information:** Contact Advising, Career, and Transfer Services, 443-412-2301.

**PROGRAM DESCRIPTION**

The General Studies program permits students to pursue a structured program that allows them to achieve a balance between the depth of knowledge acquired through specialization in a twelve-credit concentration in a single field of knowledge and breadth of knowledge gained through exploration of various disciplines.

The degree program allows students to tailor their studies for specific requirements for selected transfer institutions. In addition, the degree program provides students an opportunity to prepare for a profession or a career.

The degree program consists of three major components:

1. **Twelve (12) Credit Discipline:** 12 credits must be taken in a single discipline. A discipline is indicated in the Catalog by the prefix to the course number, e.g., PSY or ENG.

2. **General Education Core Requirements:** 33-35 credits must be taken in courses in written and oral communication, mathematics, science, history, humanities, and health and physical education.

3. **General Electives:** 15-17 credits of general electives must be taken to complete the requirements and further explore areas of academic and personal interest.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
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<tr>
<td>CMST 101</td>
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<td>ENG 102</td>
<td>English Composition and Literature</td>
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<td>or ENG 109</td>
<td>English Composition: Research Writing</td>
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<tr>
<td></td>
<td>Arts/Humanities Electives</td>
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<td>Behavioral/Social Science Electives</td>
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<td>Diversity Elective</td>
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<tr>
<td>Health Elective</td>
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<tr>
<td>History Elective</td>
<td>6B</td>
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<td>Mathematics Elective</td>
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<td>Biological/Physical Science Elective</td>
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<tr>
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<td>3-4</td>
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<tr>
<td>General Electives*#/#</td>
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<td>15-17</td>
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<tr>
<td>Total Credits</td>
<td></td>
<td>62-63</td>
</tr>
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</table>

* As advised for transfer or goals.  
** English 101 and physical education electives will not count toward the 12-credit concentration.  
*** Diversity course must be selected from the approved college listing. Please refer to Diversity Course Graduation Requirement in Academic Information.  
# A minimum of 62 credits is required for graduation.

**RECOMMENDED PROCEDURE**

1. Students should meet with an advisor during their first semester to outline a program, which will meet their goals.
2. 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.
3. To change a major, students need to fill out a Change in Academic Intent form.
4. At the completion of 28 credits, any student who wishes to develop a concentration of study that differs from the 12-credit discipline format should consult with an academic advisor. Students must fill out an Exception to Discipline Concentration Form through the Academic Advising Office.
5. Any request for an exception to the 12-credit discipline must be made prior to the semester in which the student plans to graduate.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- **6B** Behavioral/Social Science+  
- **6C** English Composition  
- **6H** Arts/Humanities+  
- **6I** Interdisciplinary and Emerging Issues  
- **6L** Biological/Physical Laboratory Science  
- **6M** Mathematics  
- **6S** Biological/Physical Science  
+ For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
HISTORY

Award: Associate of Arts Degree – Option in Arts & Sciences

No. of credits required: 63-65

For more information: Contact Dr. James Karmel, 443-412-2105, jkarmel@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS

Upon completion of the history program, students will be able to:

1. Demonstrate basic knowledge of the historical discipline, United States history, and world history.
2. Conduct research to find and critically examine varied historical material, including primary and secondary sources.
3. Successful history students will develop coherent and analytical papers, presentations, digital projects and other products using historical sources.
4. Perform successfully in a baccalaureate program.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- 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

For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition (GE)</td>
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<tr>
<td>HIST 101 History of Western Civilization I (GB B) or HIST 103 History of the United States I (GB B)</td>
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<tr>
<td>Biological/Physical Lab Science Elective (GL)</td>
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<tr>
<td>General Electives</td>
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<td>Physical Education/Fitness Elective</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 109 English Composition: Research Writing or ENG 102 English Composition and Literature</td>
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</tr>
<tr>
<td>HIST 102 History of Western Civilization II (GB B) or HIST 104 History of the United States II (GB B)</td>
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</tr>
<tr>
<td>Biological/Physical Science Elective (GS GL)</td>
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<td>General Electives</td>
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<td>Physical Education Elective</td>
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<td>Semester Total</td>
<td>16-17</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Electives (GB)</td>
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<tr>
<td>Arts/Humanities Elective (GH)</td>
<td>3</td>
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<tr>
<td>Mathematics Elective (GM)</td>
<td>3-4</td>
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<tr>
<td>Behavioral/Social Science Elective (GB)</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>History Elective</td>
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<tr>
<td>Arts/Humanities Elective (GH)</td>
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<tr>
<td>Behavioral/Social Science Elective (GB)</td>
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</tr>
<tr>
<td>General Electives</td>
<td>6</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
</tr>
</tbody>
</table>

* Must complete sequence, 101-102 or 103-104.

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. According to the Bureau of Labor Statistics, employment for historians will grow 11% from 2008-2018.

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.
HISTOTECHNOLOGY

Award: Associate of Applied Sciences Degree – Option in Science Laboratory Technology

No. of credits required: 63-65

For more information: Contact Laura Cianelli Preston, Dean of Nursing and Allied Health Professions, 443-412-2438, lpreston@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301

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), 5600 River Rd., Suite 270, Rosemont, IL 60018 Phone: (773) 714-8880, Fax: (773) 714-8886.

The student must meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Histotechnology program.

PROGRAM GOALS

The career component of the histotechnology program prepares students for immediate employment in a histology laboratory. Additionally, upon successful completion of the program, the graduate is eligible to take the histologic technician certification examination administered by the American Society of Clinical Pathologists.

For technical goals, the student will be able to:
1. Demonstrate the ability to read and follow directions.
2. Perform, compute, and interpret laboratory mathematical calculations and graphs.
3. Demonstrate knowledge of the operational principles and components of commonly used laboratory equipment.
4. Apply the principles of fixation, decalcification, dehydration, clearing, and infiltration to the successful processing of tissues.
5. Perform proper embedding and sectioning of processed tissue specimens.
6. Accurately prepare solutions and stains using the concepts of chemistry and mathematics.
7. Demonstrate knowledge of the theory of staining techniques by successfully preparing tissues using routine and special staining procedures.
8. Monitor internal and external quality assurance measures.
9. Organize and present information in written and oral communication.

For professional behavior, the student will be able to:
1. Display an attitude reflecting pride and professionalism in daily laboratory duties.
2. Demonstrate adaptability, integrity, initiative, neatness, maturity, stability, and a desire for excellence.
3. Demonstrate knowledge of the operational principles and components of commonly used laboratory equipment.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 203 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
</tr>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101 Medical Terminology and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 204 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 130 Histology Practicum I</td>
<td>7</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry I</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
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<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Semester Total</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHS 151 Histology Practicum II</td>
<td>7</td>
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<tr>
<td>CHEM 112 General Chemistry II A</td>
<td>4</td>
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<tr>
<td>CHEM 114 General Chemistry II B</td>
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<tr>
<td>ENG 209 Technical Writing</td>
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</tr>
<tr>
<td>Arts/Humanities Elective</td>
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</tr>
<tr>
<td>Semester Total</td>
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</tr>
</tbody>
</table>

* Recommend MATH 101 (College Algebra) or 216 (Introduction to Statistics).
** Students need permission from the Dean of Nursing and Allied Health Professions to register for these courses and must agree to follow all guidelines in the Histotechnology Student Handbook. These courses require the students to spend 21 hours/week in a hospital laboratory setting.

Students must contact the Dean as soon as possible to apply for admission and ensure placement in the Histology Practicum.

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.
**INFORMATION SYSTEMS MANAGEMENT**

**Award:** Associate of Sciences Degree – Option in Business Administration  
**No. of credits required:** 63-65  
**For more information:** Contact Prof. AC Chapin, 443-412-2136, achapin@harford.edu; Prof. John Mayhorne, 443-412-2382, jmayhorne@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**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.

**PROGRAM GOALS**
Information Systems Management is a transfer program focusing on the use of computers in business. Students who successfully complete the Information Systems Management degree will:
1. Analyze the use of commercial software applications, hardware, networks, programming, and other technologies including databases in information systems at a basic level of competence.
2. Use, maintain and modify existing information systems.
3. Design and implement new information systems.
4. Demonstrate the skills to work in a business environment including working in teams, project management, and professional and effective communication with a wider audience.
5. Achieve the necessary level of competence in the subject to continue studying Information Systems at a four-year institution.

Note that these goals are very similar to the CIS Program goals, but at a less advanced level, since instead of taking more advanced computing electives, ISM students will be taking more general education requirement courses and business-related courses.

**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 computer industry and computer related occupations continue to grow.

Homeland Security and Cyber-Security continue to gain increased emphasis for our nation’s security. This degree program provides the foundation for students preparing for these challenging and critical careers.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Recommended Course Sequence</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BA 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102 Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111 Introduction to Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 101 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 109 Precalculus Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BA 109 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115 Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203 Calculus I</td>
<td>3-4</td>
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<tr>
<td>or MATH 207 Calculus for Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 216 Introduction to Statistics</td>
<td>3-4</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
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<tr>
<td>Semester Total</td>
<td>16</td>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ACCT 101 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C Programming Language</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 205 Introduction to Visual Basic.NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elective</td>
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</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ACCT 102 Accounting Principles II</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>4</td>
</tr>
<tr>
<td>or CIS 221 C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>Biological/Physical Science Elective</td>
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</tr>
<tr>
<td>Physical Education Elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>14-15</td>
</tr>
</tbody>
</table>

* Electives should be chosen according to the requirements of the institution to which transfer is planned.

**TRANSFER INFORMATION**
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.
ASSOCIATE OF APPLIED SCIENCES DEGREE

INFORMATION SYSTEMS SECURITY

Award: Associate of Applied Sciences Degree
No. of credits required: 67-68
For more information: Contact Prof. Salum Anyangwe, 443-412-2466, sanyangwe@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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 breeches, 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.

PROGRAM GOALS
Upon successful completion of this program of study students will be able to:
1. Apply software patches to operating systems and applications,
2. Assess a computer system’s security vulnerabilities using appropriate resources,
3. Use standard software tools to detect attempted security breaches of computer systems,
4. Implement computer network security defenses,
5. Sits for CCNA (Cisco Certified Network Administrator) certificate examinations if desired.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business (6) ........................................3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences (6) ........................3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition (6) ...............................................3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics (6) ....................................................3</td>
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<tr>
<td>Mathematics Elective (6) .................................3-4</td>
<td></td>
</tr>
<tr>
<td>Physical Education/Fitness Elective .....................1</td>
<td></td>
</tr>
<tr>
<td>Semester Total ................................................16-17</td>
<td></td>
</tr>
</tbody>
</table>

| Second Semester | |
| CIS 135  | Introduction to Networks ............................................3 |
| CIS 104  | Computer Operating Systems ........................................3 |
| ISS 111  | Cisco 1 .................................................................4 |
| ISS 112  | Cisco 2 .................................................................4 |
| Behavioral/Social Science Elective (6) ..........................3 |
| Semester Total ................................................17 |

| Third Semester | |
| BA 223  | Project Management .................................................3 |
| CIS 211  | MS Windows Server Operating System ............................3 |
| ISS 213  | Cisco 3 .................................................................4 |
| ISS 214  | Cisco 4 .................................................................4 |
| ISS 220  | Strategic Infrastructure Security ................................3 |
| Physical Education Elective ....................................1 |
| Semester Total ................................................18 |

| Fourth Semester | |
| ENG 209  | Technical Writing ....................................................3 |
| CIS 210  | Fundamentals of Network Security ................................3 |
| ISS 221  | Network Defense & Countermeasures ............................3 |
| ISS 222  | Computer Forensics ..................................................3 |
| Biological/Physical Lab Science Elective (6) ..........................4 |
| Semester Total ................................................16 |

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, B, D) course electives from those that also appear on the approved list of diversity course graduation requirements.

EMPLOYMENT INFORMATION
According to the Occupational Outlook Handbook, 2010-11 Edition, computer security specialists plan, coordinate, and maintain an organization’s information security. These workers educate users about computer security, install security software, monitor networks for security breaches, respond to cyber attacks, and, in some cases, gather data and evidence to be used in prosecuting cyber crime. The responsibilities of computer security specialists have increased in recent years as cyber attacks have become more sophisticated. Employment is expected to grow much faster than the average, and job prospects should be excellent. Overall employment may increase by as much as 50% percent from 2008 to 2018. Growth will also be driven by the increasing need for information security. As cyber attacks become more sophisticated, demand will increase for workers with security skills.
CERTIFICATE IN INFORMATION SYSTEMS SECURITY

INFORMATION SYSTEMS SECURITY CERTIFICATE

Award: Certificate in Information Systems Security
No. of credits required: 27

For more information: Contact Prof. Sabum Anyangwe, 443-412-2466, sanyangw@harford.edu; or Advising, Career, and Transfer Services at 443-412-2301.

PROGRAM DESCRIPTION
This program prepares students to enter the high demand field of Information Technology Security. With the increase of viruses and other security breeches, companies need professionals who can protect 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.

REQUSTED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS 102</td>
<td>Introduction 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 135</td>
<td>Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 211</td>
<td>MS Windows Server Operating System</td>
<td>3</td>
</tr>
<tr>
<td>ISS 220</td>
<td>Strategic Infrastructure Security</td>
<td>3</td>
</tr>
<tr>
<td>ISS 221</td>
<td>Network Defense &amp; Countermeasures</td>
<td>3</td>
</tr>
<tr>
<td>ISS 222</td>
<td>Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td>3</td>
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<tr>
<td>Total Credits</td>
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<td>27</td>
</tr>
</tbody>
</table>

Note: Credit by Examination is offered for students who have experience working in the field of information technology. Please contact Sabum Anyangwe for more information.

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. The Information Systems Security field is expected to generate many new jobs over the next decade as firms across all industries place a high priority on safeguarding their data and systems. A number of opportunities will be available as positions are created through the Base Realignment and Closure (BRAC) program.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

Note: The following codes identify courses which satisfy the General Education Degree 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
ASSOCIATE OF APPLIED SCIENCES DEGREE

INTERIOR DESIGN

Award: Associate of Applied Sciences Degree
No. of credits required: 64-65

For more information: Contact Betty Reeves 443-412-2242, breeves@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

The Interior Design program prepares students for 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.

PROGRAM GOALS

Upon completion of the Associate of Applied Science in Interior Design degree students will be able to:
1. Communicate the principles and elements of design using interior design terminology.
2. Create a professional portfolio using current interior design techniques.
3. Apply drafting and CADD skills to space planning and concept design.

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.

FIELD TRIP STATEMENT

Courses in this discipline may require field trips.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science
- English Composition
- Arts/Humanities
- Interdisciplinary and Emerging Issues
- Biological/Physical Laboratory Science
- Mathematics
- Biological/Physical Science

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 203 American Art and Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ID 101 Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 103 History of Furniture and Decorative Arts</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 122 Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 Fundamentals of 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 102 Space Planning and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 118 Design Drawing and Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 125 CADD for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 203 Residential Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 205 Business Practices for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>ID 206 Materials and Finishes</td>
<td>3</td>
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<tr>
<td>ID Elective</td>
<td>1</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 204 Commercial Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 207 Building Systems and Structures</td>
<td>3</td>
</tr>
<tr>
<td>ID 248 Internship in Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 273 Cooperative Education: Interior Design</td>
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<td>ID Elective</td>
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<tr>
<td>General Education Electives</td>
<td>6</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
</tr>
</tbody>
</table>

* Check with transfer institution for appropriate course.

# Behavioral/Social Science Elective
(Choose one course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102 Microeconomics</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 208 American Ethnic History</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (D), (B), (H) course electives from those that also appear on the approved list of diversity course graduation requirements.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science
- English Composition
- Arts/Humanities
- Interdisciplinary and Emerging Issues
- Biological/Physical Laboratory Science
- Mathematics
- Biological/Physical Science

Harford Community College 2011 - 2012 Catalog: Programs of Instruction
CERTIFICATE IN INTERIOR DECORATING

INTERIOR DECORATING CERTIFICATE

Award: Certificate in Interior Decorating  
No. of credits required: 24

For more information: Contact Betty Reeves, 443-412-2242, breeves@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS

Upon completion of the Associate of Applied Science in Interior Design degree students will be able to:
1. Communicate the principles and elements of design using interior design terminology.
2. Create a professional portfolio using current interior design techniques.
3. Apply drafting and CADD skills to space planning and concept design.

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.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

## REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 122</td>
<td>Color Theory</td>
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<tr>
<td>ID 101</td>
<td>Introduction to Interior Design</td>
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<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>
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<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>
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<td></td>
<td><strong>Total Credits</strong></td>
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</table>
ASSOCIATE OF APPLIED SCIENCES DEGREE

MASS COMMUNICATIONS
Advertising and Sales Promotion

Award: Associate of Applied Sciences Degree
No. of credits required: 63-64

For more information: Contact Prof. Wayne Hepler, 443-412-2358, whepler@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon completion of the Associate of Applied Sciences in Mass Communications degree students will be able to:
1. Demonstrate media literacy.
2. Appraise present-day media content, operation, regulation, impact, and implications.
3. Apply current technology to produce or market media content.

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 promotional 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.

FIELD TRIP STATEMENT
Courses in this program may require field trips.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science (6B)
- English Composition (6E)
- Arts/Humanities (6H)
- Interdisciplinary and Emerging Issues (6I)
- Biological/Physical Laboratory Science (6L)
- Mathematics (6M)
- Biological/Physical Science (6S)

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester Credits
BA 104 Advertising and Sales Promotion .........................................3
CIS 102 Introduction to Information Sciences ..................................3
ENG 101 English Composition .......................................................3
MC 101 Introduction to Electronic Media ........................................3
MC 102 Audio Production ............................................................3
Physical Education/Fitness Elective ..............................................1
Semester Total ...........................................................................16

Second Semester Credits
ART 101 Fundamentals of 2-D Design* or BA 105 Professional Selling* ........................................3
BA 101 Introduction to Business ....................................................3
Behavioral/Social Science Elective .............................................3
Arts/Humanities Elective .........................................................3
General Elective** .................................................................3
Semester Total ...........................................................................15

Third Semester Credits
ART 103 Introduction to Graphic Communications* or BA 203 Principles of Marketing* ........................................3
CMST 101 Speech Fundamentals ..................................................3
MC 201 Writing for the Electronic Media .......................................3
Behavioral/Physical Lab Science Elective ....................................4
Behavioral/Social Science Elective .............................................3
Semester Total ...........................................................................16

Fourth Semester Credits
MC 103 Television Studio Production ............................................3
MC 284 Field Project: Advertising and Sales Promotion ........3
Mathematics Elective (6M) .........................................................3
Arts/Humanities Elective .........................................................3
General Elective** .................................................................3
Physical Education Elective ......................................................1
Semester Total ...........................................................................16-17

* Students, through advisement, may elect options toward media sales or 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.
# MASS COMMUNICATIONS
Production and Announcing in the Electronic Media

**Award:** Associate of Applied Sciences Degree  
**No. of credits required:** 63-64  
**For more information:** Contact Prof. Wayne Hepler, 443-412-2358, whepler@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

## PROGRAM DESCRIPTION
The Mass Communications 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, multimedia writing, and on-air performance.

## PROGRAM GOALS
Upon completion of the Associate of Applied Sciences in Mass Communications degree students will be able to:
1. Demonstrate media literacy.
2. Appraise present-day media content, operation, regulation, impact, and implications.
3. Apply current technology to produce or market media content.

## EMPLOYMENT INFORMATION
Electronic media producers, editors, writers and talent are employed by computer, satellite and cable systems as well as television and radio stations. They shoot and edit video, write screenplays and 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 and Final Cut digital video and ProTools digital audio editing systems, as well as Sony, Panasonic, and Cannon 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 access to the remote vehicle and studio of the Harford Cable Network.

## FIELD TRIP STATEMENT
Courses in this program may require field trips.

## DEGREE REQUIREMENTS

### Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Course Description</th>
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<td>CIS 102</td>
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<td>Introduction to Information Sciences</td>
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<tr>
<td>ENG 101</td>
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<td>English Composition</td>
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<td>MC 101</td>
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<td>Introduction to Electronic Media</td>
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<tr>
<td>MC 102</td>
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<td>MC 103</td>
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<td>MC 203</td>
<td>3</td>
<td>Advanced Audio Production</td>
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<td>MC 204</td>
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<td>Video Production and Editing</td>
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<td>Third Semester</td>
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<tr>
<td>MUS 222</td>
<td>3</td>
<td>Popular Music of the United States</td>
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<td>MC 293</td>
<td>3</td>
<td>Independent Audio/Video Project or Introduction to Journal</td>
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<td>MC 105</td>
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<td>Introduction to Journalism or History of Film</td>
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<td>MC 206</td>
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<td>Electronic Media Performance</td>
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<td>Digital Video I</td>
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<tr>
<td>MC 201</td>
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<td>Writing for the Electronic Media</td>
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<td>MC 283</td>
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<td>Field Project: Announcing/Production in Electronic Media</td>
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<td>General Elective*</td>
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<td>Mathematics Elective</td>
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<td>Behavioral/Social Science Elective</td>
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<tr>
<td>Semester Total</td>
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</tbody>
</table>

* Choose General Electives upon advisement and according to personal or career interests or to the requirements of the institution to which transfer is planned.

## Note
The following codes identify courses which satisfy the General Education Degree Requirements:
- **GH** Arts/Humanities  
- **GI** Interdisciplinary and Emerging Issues  
- **GM** Mathematics  
- **GS** Biological/Physical Science  
- **GE** English Composition  
- **GB** Behavioral/Social Science  
- **GE** General Education
CERTIFICATE IN MASS COMMUNICATIONS

MASS COMMUNICATIONS
Advertising and Sales Promotion Certificate

Award: Certificate in Mass Communications
No. of credits required: 30
For more information: Contact Prof. Wayne Hepler, 443-412-2358, whepler@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Electives*</td>
<td>6</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
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<td>MC 103</td>
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</tr>
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<td>MC 201</td>
<td>Writing for the Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 284</td>
<td>Field Project: Advertising and Sales Promotion</td>
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</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>30</td>
</tr>
</tbody>
</table>

* Students, through advisement, may select options leading toward media sales or advertising promotion. Choose from BA 105 and BA 203 or ART 101 and ART 103.

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 promotional 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. Certificate holders may expect to face employment competition.

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

MASS COMMUNICATIONS
Production and Announcing in the Electronic Media Certificate

Award: Certificate in Mass Communications
No. of credits required: 30
For more information: Contact Prof. Wayne Hepler, 443-412-2358, whepler@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

REQUIRED COURSES

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<tr>
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<th>Title</th>
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<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
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<td>CMST 101</td>
<td>Speech Fundamentals</td>
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<tr>
<td></td>
<td>or</td>
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</tr>
<tr>
<td>MC 293</td>
<td>Independent Media Project</td>
<td>3</td>
</tr>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
<td>3</td>
</tr>
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<tr>
<td>MUS 222</td>
<td>Popular Music of the United States</td>
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<td></td>
<td>Total Credits</td>
<td>30</td>
</tr>
</tbody>
</table>

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.

Certificate holders may expect to face employment competition.

CERTIFICATE REQUIREMENTS
Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
**MATHEMATICS**

**Award:** Associate of Sciences Degree – Option in Arts & Sciences

**No. of credits required:** 63-65

**For more information:** Contact Prof. Fary Sami, 443-412-2490, fsami@harford.edu; Dean Deborah Wrobel, 443-412-2240, dwrobel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

**PROGRAM DESCRIPTION**
This program provides a solid background for those who wish to pursue a course of study in mathematics. Mathematicians use mathematical theory, computational techniques, algorithms, and the latest computer technology to solve economic, scientific, engineering, physics, and business problems. They conduct research in fundamental mathematics and use the application of mathematical techniques to solve problems in other fields such as science, actuarial science and risk management.

**PROGRAM GOALS**
Upon successful completion of the Mathematics AS degree, the student will be able to:
1. Explain and apply principles of Mathematics.
2. Perform problem solving and computational skills in the disciplines of Mathematics and others.
3. Demonstrate proficiency in the use of computer technology.
4. Use appropriate grammatical forms in both oral and written formats to communicate ideas and concepts.
5. Identify and evaluate mathematical concepts in terms of ethical, societal, and global implications.

**EMPLOYMENT INFORMATION**
The program in mathematics prepares a student for transfer into a Bachelor’s degree program in pure or applied mathematics. A minimum of a Master's degree in mathematics is required for most prospective mathematicians. The most successful jobseekers will be able to apply mathematical theory to real-world problems and will possess good communication, teamwork, and computer skills. Mathematicians with a strong background in computer science, electrical or mechanical engineering or operations research should have good opportunities in the industry.

**TRANSFER INFORMATION**
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.

**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Courses</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td>CIS 102 Introduction to Information Sciences 61 3</td>
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<td>ENG 101 English Composition 6E 3</td>
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<td>MATH 203 Calculus I 6M 4</td>
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<td>Arts/Humanities Elective 6H 3</td>
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<td>Behavioral/Social Science Elective 6B 3</td>
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<td>Semester Total 61-64 16</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td>CIS 115 Fundamentals of Programming 3</td>
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<td></td>
<td>MATH 204 Calculus II 6M 4</td>
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<td>MATH 210 Discrete Structures 6H 3</td>
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<td>PHYS 203 General Physics: Mechanics and Particle Dynamics 6S 3</td>
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<td><strong>Third Semester</strong></td>
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<td>CIS 111 C Programming Language 4</td>
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<td>MATH 206 Calculus III 6H 4</td>
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<td>CIS 131 Computer Science I 4</td>
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<td>MATH 208 Elementary Differential Equations 6H 3</td>
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<td>PHYS 205 General Physics: Electrodynamics, Light Relativity and Modern Physics 6L 4</td>
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**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

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<th>Credits</th>
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<td>CIS 102 Introduction to Information Sciences 61 3</td>
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<td>ENG 101 English Composition 6E 3</td>
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<td><strong>Third Semester</strong></td>
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<td>MATH 206 Calculus III 6H 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 204 General Physics: Vibrations, Waves, Heat, Electricity and Magnetism 6L 4</td>
</tr>
<tr>
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<td>General Education Elective 6B 6L 6H 6M 6S 3-4</td>
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<tr>
<td></td>
<td></td>
<td>Physical Education/fitness Elective 1</td>
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<tr>
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<td></td>
<td>Semester Total 61-64 16-17</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 131 Computer Science I 4</td>
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<tr>
<td></td>
<td></td>
<td>MATH 217 Linear Algebra 6H 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 208 Elementary Differential Equations 6H 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 205 General Physics: Electrodynamics, Light Relativity and Modern Physics 6L 4</td>
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<tr>
<td></td>
<td></td>
<td>Arts/Humanities Elective 6H 3</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Semester Total 61-64 15-16</td>
</tr>
</tbody>
</table>

**Note:** The following codes identify courses which satisfy the General Education Degree 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

+ For AS, AA, and AAT degrees, 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 [6B], [6H], [6I] course electives from those that also appear on the approved list of diversity course graduation requirements.
MEDICAL ASSISTING

Award: Associate of Applied Sciences Degree  
No. of credits required: 62-66

For more information: Contact Donna Rowan,  
443-412-2389, dorowan@harford.edu, or Advising,  
Career, and Transfer Services, 443-412-2301.

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 medical assistants 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. Students are eligible to sit for AMT National Certification upon graduation from program.

Students may complete the Associate degree in Medical Assisting in four semesters without a summer session, or in 15 months which includes a summer session.

Administrative duties performed by medical assistants include general medical office procedures, scheduling, appointments, medical billing, and coding. Clinical duties include recording medical histories and vital signs, preparing patients for examination and procedures, performing laboratory tests, pharmacology and injection training, and phlebotomy and ECG training.

The student must meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Medical Assisting program.

PROGRAM GOALS

Upon completion of the program, the student will:
1. Perform clinical skills within the scope of practice for a medical assistant: phlebotomy, injections, EKG (electrocardiogram), obtaining lab specimens, and vital signs.
2. Perform executive administrative skills within the scope of practice for a medical assistant including; scheduling, billing and coding.
3. Possess knowledge of legal implications and ethical considerations in an ambulatory healthcare setting.
5. Be eligible to take the RMA (Registered Medical Assistant) Examination through American Medical Technologists for national certification.
6. Have completed 160 hours of unpaid externship in an ambulatory healthcare setting.
7. Demonstrate professionalism and effective communication skills.
8. Qualify to secure an entry level employment position as a medical assistant.

DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester  Credits
AHS 101  Medical Terminology and Ethics ..........................................3
CMST 105  Interpersonal Communication ..................................................3
ENG 101  English Composition .................................................................3
MAS 120  Medical Assisting Fundamentals .................................................3
OS 100  Keyboarding Basics .................................................................1
Biology Requirement # ..........................................................4-8
Semester Total ......................................................................................17-21

Second Semester  Credits
CIS 102  Introduction to Information Sciences ................................................3
MAS 122  Clinical Medical Assistant I* .....................................................3
OS 135  Medical Office Systems ..............................................................3
PSY 101  General Psychology .................................................................3
Mathematics Elective ..............................................................................3
Semester Total ......................................................................................15

Third Semester  Credits
MAS 124  Clinical Medical Assistant II* .....................................................4
MAS 126  Medical Billing .................................................................2
MAS 127  Medical Coding .................................................................3
MAS 200  Laboratory Procedures for Medical Assistant .................3
MAS 202  Pharmacology for the Medical Assistant .........................3
Physical Education/Fitness Elective .......................................................1
Semester Total ......................................................................................16

Fourth Semester  Credits
MAS 210  Medical Assistant Externship** .................................................4
SOC 101  Introduction to Sociology ..........................................................3
Arts/Humanities Elective ........................................................................3
General Elective ......................................................................................3
Physical Education Elective .................................................................1
Semester Total ......................................................................................14

#  Biology Requirement choose BIO 108 & BIO 116 OR BIO 203 & BIO 204
*  Current Provider Level CPR and First Aid certification are required prior to starting this course. PPD status and immunization and health records must be provided prior to orientation to this course.
**  Medical Assisting Externship requires 160 hours of unpaid work experience in a physician’s office or clinical setting.

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 2018 as the health care industry expands because of technological advances in medicine and the growth and aging of the population.
MEDICAL ASSISTING CERTIFICATE

Award: Certificate in Medical Assisting
No. of credits required: 39

For more information: Contact Donna Rowan, 443-412-2389, dorowan@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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. Students are eligible to sit for NHA National Certification upon graduation from program.

Administrative duties performed by medical assistants include general medical office procedures, scheduling, appointments, medical billing, and coding. Clinical duties include recording medical histories and vital signs, preparing patients for examination and procedures, performing laboratory tests, pharmacology and injection training, and phlebotomy and ECG training.

The student must meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Medical Assisting certificate.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science
- Arts/Humanities
- Interdisciplinary and Emerging Issues
- Biological/Physical Laboratory Science
- Mathematics
- Biological/Physical Science

REQUIRES COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<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>3</td>
</tr>
<tr>
<td>BIO 116</td>
<td>Human Body in Health and Disease Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MAS 120</td>
<td>Medical Assisting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MAS 122</td>
<td>Clinical Medical Assistant I**</td>
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<tr>
<td>MAS 124</td>
<td>Clinical Medical Assistant II**</td>
<td>4</td>
</tr>
<tr>
<td>MAS 126</td>
<td>Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>MAS 127</td>
<td>Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>MAS 200</td>
<td>Laboratory Procedures for Medical Assistant</td>
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</tr>
<tr>
<td>MAS 202</td>
<td>Pharmacology for the Medical Assistant</td>
<td>3</td>
</tr>
<tr>
<td>MAS 210</td>
<td>Medical Assistant Externship**</td>
<td>4</td>
</tr>
<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
<td>1</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>
</tr>
</tbody>
</table>

Total Credits: 39

* Students may substitute BIO 203 (Anatomy and Physiology I) (4 credits) and BIO 204 (Anatomy and Physiology II) (4 credits) for BIO 108 (Human Body in Health and Disease) and BIO 116 (Human Body in Health and Disease Lab).

** Current Provider Level CPR and First Aid certification are required prior to starting this course. PPD status and immunization and health records must be provided prior to orientation to this course.

*** Medical Assisting Externship requires 160 hours of unpaid work experience in a physician’s office or clinical setting.

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 2018 as the health care industry expands because of technological advances in medicine and the growth and aging of the population.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
CERTIFICATE IN TECHNICAL/PROFESSIONAL STUDIES

MEDICAL OFFICE ASSISTANT CERTIFICATE

Award: Certificate in Technical/Professional Studies
No. of credits required: 19
For more information: Contact Prof. Sherry Massoni, 443-412-2645, smassoni@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

Students in this program acquire knowledge of medical terminology and office skills for administrative support 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.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101</td>
<td>Medical Terminology and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
<td>1</td>
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<tr>
<td>OS 113</td>
<td>Intermediate Keyboarding and Document</td>
<td>3</td>
</tr>
<tr>
<td>OS 135</td>
<td>Medical Office Systems</td>
<td>3</td>
</tr>
<tr>
<td>OS 214</td>
<td>Advanced Keyboarding &amp; Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OS 235</td>
<td>Medical Transcription</td>
<td>3</td>
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<td></td>
<td>Total Credits</td>
<td>19</td>
</tr>
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</table>

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.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.
# MUSIC

**Award:** Associate of Arts Degree – Option in Arts & Sciences  
**No. of credits required:** 63-65  
**For more information:** Contact Prof. Paul E. Labe, Jr., 443-412-2291, plabe@harford.edu; Dr. Neil Anderson-Himmelspachor, 443-412-2649, nandersonhimmelspachor@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

## 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.

## PROGRAM GOALS

Upon completion of the Associate of Arts in Music degree students will be able to:  
1. Successfully transfer to a four-year institution.  
2. Perform on a major instrument or voice with an evolved and informed aesthetic.  
3. Evaluate historical perspectives of music.  
4. Demonstrate proficiency in theoretical concepts.

## EMPLOYMENT INFORMATION

Music students have several other career options in addition to teaching and performance careers, 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.

## TRANSFER INFORMATION

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.

## FIELD TRIP STATEMENT

Courses in this program may require field trips.

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### DEGREE REQUIREMENTS

#### Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 103 Music Theory I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 115 Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 215 Introduction to Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 201 The Art of Listening I</td>
<td>3</td>
</tr>
<tr>
<td>Applied Music #</td>
<td>1</td>
</tr>
<tr>
<td>Music Ensemble ##</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
<td>1</td>
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<tr>
<td><strong>Semester Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS 104 Music Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 202 The Art of Listening II</td>
<td>3</td>
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<tr>
<td>MUS 179 Applied Music: Keyboard Theory I</td>
<td>1</td>
</tr>
<tr>
<td>Applied Music #</td>
<td>1</td>
</tr>
<tr>
<td>Music Ensemble ##</td>
<td>1</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
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<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16-17</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS 203 Music Theory III</td>
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<td>MUS 279 Applied Music: Keyboard Theory II</td>
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<td>Music Ensemble ##</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<td>Physical Education Elective</td>
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<table>
<thead>
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<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS 204 Music Theory IV</td>
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<tr>
<td>Applied Music #</td>
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<td>Music Ensemble ##</td>
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</tr>
<tr>
<td>MUS 216 World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 222 Popular Music of the United States</td>
<td>3</td>
</tr>
<tr>
<td>or MUS 223 Evolution of Jazz</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
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</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

* 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.  
# Choose from MUS 127-166 or MUS 227-266  
## Choose from MUS 105-114 or MUS 118-121 or MUS 185-188  
### Choose from MUS 205-214 or MUS 218-221 or MUS 285-288

---

Note: The following codes identify courses which satisfy the General Education Degree Requirements:  
- **GB** Behavioral/Social Science+  
- **GE** English Composition  
- **GM** Arts/Humanities+  
- **GI** Interdisciplinary and Emerging Issues  
- **GL** Biological/Physical Laboratory Science  
- **GM** Mathematics  
- **GS** Biological/Physical Science  
  + For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF SCIENCES DEGREE

NURSING

Award: Associate of Sciences Degree
No. of credits required: 70
For more information: Visit http://www.harford.edu/nursing or contact Laura Cianelli Preston, Dean of Nursing and Allied Health Professions, 443-412-2438, lpreston@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
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 or weekend/evening program.

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 are required. Admission to the National Licensure Examination for Registered 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.

The Associate of Sciences Degree Nursing Program is approved by the Maryland Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 - 404-975-5000.

RN ADMISSION REQUIREMENTS
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 February 15 for admission to the summer accelerated and/or weekend/evening class and/or fall class, by October 1 admission to the spring class. Complete and submit HCC enrollment application if not a current student, apply to the Nursing Program, submit all official transcripts from other colleges and official TEAS scores. Applications, official transcripts and official TEAS scores must be received together as a package. Students must have declared a program of study (NURP) in order to have college transcripts evaluated.

Non U.S. citizens applying to the nursing program must complete and submit a paper Application for Enrollment and all other required nursing program application materials by the stated nursing application deadline date. Valid photo identification verifying current immigration status (work card, resident card, or applicable visa) must be presented in person at the time of application submission.

Students with an F-1 visa through another institution must complete and submit the International Application for Enrollment and Financial Capability forms in addition to the paper Application for Enrollment and all other nursing program application materials by the stated nursing application deadline date. Valid I-20 and visa identification verifying current immigration status (work card, resident card, or applicable visa) must be presented in person at the time of application submission.

International transcripts must be official, translated versions evaluated by an accredited evaluation service, when submitted to the Registration and Records Office as part of the nursing application process. All transcripts must be submitted by the stated nursing application deadline date.

If you plan to transfer credit from a college or university outside of the United States, please allow adequate time for requesting, translation and evaluation of academic credentials in order to meet the nursing application deadline. Non U.S. academic credit evaluated by another U.S. college or university will not be accepted.
NURSING (CONT.)

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 203* - Anatomy and Physiology I
      PSY 101 - General Psychology
      AND
   B. Two courses from the following:
      PSY 214* - Human Development Across the Life Span
      BIO 204* - 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. Take the Test of Essential Skills (TEAS).

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

7. Maintain good Academic Standing.

8. Meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Nursing Program.

The program is highly competitive and completion of the admission criteria may not result in admission to the program.

DEGREE REQUIREMENTS

Due to the high demand for this program, most students have completed the following required courses prior to beginning the Nursing Program:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 203 Anatomy and Physiology I</td>
<td>6L*</td>
</tr>
<tr>
<td>BIO 204 Anatomy and Physiology II</td>
<td>6L*</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>6L*</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>PSY 214 Human Development Across the Life Span</td>
<td>6B*</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>6B</td>
</tr>
<tr>
<td>Arts/Humanities electives (6 credits)</td>
<td>6M</td>
</tr>
<tr>
<td>Mathematics elective (6M)</td>
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<tr>
<td>Physical Education/Fitness Elective ***</td>
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</tbody>
</table>

REQUIRED NURSING SEQUENCE

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>NURS 101 Fundamentals of Nursing*</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
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</tr>
<tr>
<td>Second Semester</td>
<td>NURS 105 Medical-Surgical Nursing 1*/#</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>NURS 107 Mental Health Nursing*/#</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NURS 112 Contemporary Issues in Nursing*/#</td>
<td>1</td>
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<tr>
<td></td>
<td>Semester Total</td>
<td>10.5</td>
</tr>
<tr>
<td>Third Semester</td>
<td>NURS 208 Maternal-Child Nursing*/#</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NURS 210 Medical-Surgical Nursing II*/#</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
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</tr>
<tr>
<td>Fourth Semester</td>
<td>NURS 211 Medical-Surgical Nursing III**</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>NURS 212 Leadership in Nursing*/#</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>10</td>
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</tbody>
</table>

PLEASE NOTE: After completion of NURS 105, NURS 107, and NURS 112, students may be eligible for the PN program.

* A grade of C or better must be earned in these courses.
** Registration for Medical-Surgical Nursing III (NURS 211) requires concurrent registration of any remaining courses necessary for graduation.
*** Must select from PE 133, PE 136, PE 137, PE 138, PE 147, PE 169, PE 171, PE 228 or PE 230.
# Represents term courses (seven week). Nursing courses are either full-semester courses or term courses; second and third semester clinical courses may not be taken concurrently.
ASSOCIATE OF SCIENCES DEGREE

NURSING (CONT.)

EMPLOYMENT INFORMATION

The Registered Nurse (RN) 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 highly favorable, with practice opportunities in a variety of health care settings.

TRANSFER INFORMATION

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. There are four Maryland Universities who will award a minimum of 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.

NURSING PROGRESSION

A minimum of four semesters is required to meet clinical nursing course degree requirements for the Associate Degree Program in Nursing once a student is selected to the nursing program. 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.

Students are encouraged to consult with an academic advisor to plan a schedule that will meet program requirements while taking into consideration student capabilities.

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 Dean of Nursing and Allied Health Professions.

Further details regarding Nursing Program progression and other nursing protocols can be found in the Nursing Student Handbook or on www.harford.edu/nursing.

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.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

<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>

+ For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
LICENSED PRACTICAL NURSING CERTIFICATE
Option Only for Students in the RN Program

Award: Practical Nursing Certificate

No. of credits required: 49

For more information: Visit http://www.harford.edu/nursing or contact Laura Cianelli Preston, Dean of Nursing and Allied Health Professions, 443-412-2438, lpreston@harford.edu; the Nursing office, 443-412-2246; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION

The 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 Program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The student must meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Licensed Practical Nursing Certificate Program.

The Practical Nursing Certificate Program is approved by the Maryland Board of Nursing. The Associate of Sciences Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 – 404-975-5000.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 203</td>
<td>Anatomy and Physiology I (6L)*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II (6L)*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition (6E)</td>
<td>4</td>
</tr>
<tr>
<td>NURS 101</td>
<td>Fundamentals of Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>NURS 105</td>
<td>Medical-Surgical Nursing 1*/#</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 107</td>
<td>Mental Health Nursing*/#</td>
<td>4</td>
</tr>
<tr>
<td>NURS 112</td>
<td>Contemporary Issues in Nursing*/#</td>
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</tr>
<tr>
<td>PN 118</td>
<td>Maternal-Child Health for Practical Nursing*/**</td>
<td>4</td>
</tr>
<tr>
<td>PN 121</td>
<td>Medical-Surgical Nursing for Practical Nursing*/**</td>
<td>5</td>
</tr>
<tr>
<td>PN 122</td>
<td>Practical Nursing Issues*/**</td>
<td>1</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology (6B)</td>
<td>3</td>
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<tr>
<td>PSY 214</td>
<td>Human Development Across the Life Span (6B)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology (6B)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective (6M)**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>49</td>
<td></td>
</tr>
</tbody>
</table>

* A grade of C or better must be earned in these courses.
** These classes are offered summer term only.
*** Recommended from admissions requirements.

# Represents term courses. Nursing courses are either full-semester courses or term courses; second and third semester clinical courses may not be taken concurrently.

Students planning to return to the RN program immediately after PN summer session must complete BIO 205 prior to starting the third semester of the nursing program.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses:

ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

EMPLOYMENT INFORMATION

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 favorable growth rate for this occupation. Hospitals, long term care, and other health related facilities employ licensed practical nurses.
**LICENSED PRACTICAL NURSING TO RN**

For more information: Visit [www.harford.edu/nursing](http://www.harford.edu/nursing) or contact the Nursing office, 443-412-2246; or Advising, Career, and Transfer Services, 443-412-2301.

**LPN TO RN ADMISSIONS**

The Licensed Practical Nurse (LPN) to Registered Nurse (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.

**LPN TO RN ADMISSION PROCESS**

LPN graduates of Harford Community College who have been out of the Nursing Program for more than one semester but no more than five years may be eligible to re-enter into the third semester of the Nursing Program. Submit a written request for admission to the Dean of Nursing and Allied Health Professions.

LPN graduates from Harford Community College who did not successfully complete the RN Program must:

- Submit a written request for admission to the Dean of Nursing and Allied Health Professions
- Submit the LPN to RN Admissions Application for the Associate Degree Nursing Program to Records and Registration
- Verify, in writing from employer, that they have been practicing as an LPN for a minimum of one year and 1000 hours
- Provide two (2) letters of reference from an employer.

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. Follow the admission requirements to pursue admission to the LPN to RN Transition Course.

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. Follow the admission requirements to pursue admission to the LPN to RN Transition Course.

**ADMISSION REQUIREMENTS**

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

1. Complete and submit the following to Records and Registration Office by February 15 for fall admission and October 1 for spring admission notification:
   - Application to Harford Community College if not a current student
   - Official transcripts from other colleges attended
2. The Prerequisite Semester, First Semester, and BIO 205 courses must be completed
3. Achieve a minimum grade point average of 2.50 on the courses applicable to the Associate of Sciences Degree Nursing Program.
4. Submit verification of a current Practical Nurse License.
5. Submit satisfactory health evaluation upon acceptance into the Nursing Program.
6. Maintain good Academic Standing
PARALEGAL STUDIES - OPTION IN LEGAL STUDIES

Award: Associate of Applied Sciences Degree – Option in Legal Studies

No. of credits required: 62-64

For more information: Contact Prof. Weston A. Park, 443-412-2434, upark@harford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

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). Paralegals may not provide legal services directly to the public, except as permitted by law.

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.

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.

PROGRAM GOALS

Upon completion of the AAS or Certificate in Paralegal Studies, students will be able to:
1. Apply paralegal skills to assist attorneys and other legal professionals in their daily professional tasks.
2. Decide ethical questions consistent with legal ethics.
3. Employ writing and verbal skills that enable them to perform successfully in the legal profession.
4. Obtain employment as a paralegal.

# Paralegal Studies Electives

(Choose five-seven credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BA 205</td>
<td>Business Law</td>
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</tr>
<tr>
<td>CJ 104</td>
<td>Procedural Law and 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>
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<tr>
<td>PL 202</td>
<td>Bankruptcy and Collections Law</td>
<td>3</td>
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<td>PL 204</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
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<td>PL 233</td>
<td>Probate Practice and Procedure</td>
<td>2</td>
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<tr>
<td>PL 44</td>
<td>Family Law and Litigation</td>
<td>2</td>
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<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure</td>
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<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
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DEGREE REQUIREMENTS

Recommended Course Sequence

First Semester Credits

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>PL 101</td>
<td>Introduction to Law (Same course as PS 106)</td>
<td>3</td>
</tr>
<tr>
<td>PL 110</td>
<td>Technology in the Legal Profession*</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td></td>
<td>3</td>
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<tr>
<td>Paralegal Studies Elective #</td>
<td></td>
<td>3</td>
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<tr>
<td>Physical Education Elective</td>
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Second Semester Credits

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<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
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<td>PL 105</td>
<td>Legal Research</td>
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<tr>
<td>PL 242</td>
<td>Real Estate Transactions</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>American National Government (6H)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>PS 102 State and Local Government (6H)</td>
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<tr>
<td>Mathematics Elective</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
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Third Semester Credits

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<td>CMST 101</td>
<td>Speech Fundamentals</td>
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<tr>
<td>or</td>
<td>CMST 105 Interpersonal Communication (61)</td>
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<td>PL 106</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>PL 203</td>
<td>Contract Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 238</td>
<td>Law Practice and Professional Conduct</td>
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</tr>
<tr>
<td>Biological/Physical Lab Science Elective</td>
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<td>Semester Total</td>
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Fourth Semester Credits

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<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
<td>PL T22</td>
<td>Torts and Insurance</td>
<td>3</td>
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<tr>
<td>PL 124</td>
<td>Civil Litigation and Procedure</td>
<td>3</td>
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<tr>
<td>PL 248</td>
<td>Internship in Paralegal Studies***</td>
<td>3</td>
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<tr>
<td>or</td>
<td>PL 273 Cooperative Education III: Paralegal ***</td>
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<td>Paralegal Studies Electives #</td>
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<td>General Education Elective</td>
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<tr>
<td>Semester Total</td>
<td></td>
<td>14-16</td>
</tr>
</tbody>
</table>

* PL 110 is generally offered in the fall semester, in the evening.

** MATH 102 (Contemporary Mathematics) is recommended.

*** PL 248 and PL 273 require students to spend approximately 135 hours in law office settings during normal business hours.
ASSOCIATE OF APPLIED SCIENCES DEGREE • OPTION IN LEGAL STUDIES

PARALEGAL STUDIES - OPTION IN LEGAL STUDIES (CONT.)

EMPLOYMENT INFORMATION

Upon completion of the program, opportunities for employment include law firms, legal departments of banks and other corporations as well as government agencies. 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 2018. 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.

TRANSFER INFORMATION

Students interested in transfer should consult an academic advisor early in their studies and before selecting elective courses.

ADDITIONAL INFORMATION

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

Note: The following codes identify courses which satisfy the General Education Degree 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

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), (6I) course electives from those that also appear on the approved list of diversity course graduation requirements.
CERTIFICATE IN LEGAL STUDIES

PARALEGAL STUDIES CERTIFICATE

Award: Certificate in Legal Studies

No. of credits required: 35-37

For more information: Contact Prof. Weston A. Park, 443-412-2434, wpark@harford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

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). Paralegals may not provide legal services directly to the public, except as permitted by law.

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.

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.

EMPLOYMENT INFORMATION

Upon completion of the program, opportunities for employment include law firms, legal departments of banks and other corporations as well as government agencies. 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 2018. 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.

CERTIFICATE REQUIREMENTS

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001 or MATH 010. See graduation requirement details in this catalog for further information.

ADDITIONAL INFORMATION

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

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 101</td>
<td>Introduction to Law (Same course as PS 106)</td>
</tr>
<tr>
<td>PL 105</td>
<td>Legal Research</td>
</tr>
<tr>
<td>PL 106</td>
<td>Legal Writing</td>
</tr>
<tr>
<td>PL 110</td>
<td>Technology in the Legal Profession*</td>
</tr>
<tr>
<td>PL 122</td>
<td>Torts and Insurance</td>
</tr>
<tr>
<td>PL 124</td>
<td>Civil Litigation and Procedure</td>
</tr>
<tr>
<td>PL 203</td>
<td>Contract Law</td>
</tr>
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<td>PL 238</td>
<td>Law Practice and Professional Conduct</td>
</tr>
<tr>
<td>PL 242</td>
<td>Real Estate Transactions</td>
</tr>
<tr>
<td>PL 248</td>
<td>Internship in Paralegal Studies** or PL 273 Cooperative Education III: Paralegal**</td>
</tr>
</tbody>
</table>

Paralegal Studies Electives***

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 205</td>
<td>Business Law</td>
</tr>
<tr>
<td>CJ 104</td>
<td>Procedural Law and Evidence</td>
</tr>
<tr>
<td>CJ 111</td>
<td>Principles of Criminal Law</td>
</tr>
<tr>
<td>PL 201</td>
<td>Conflict Analysis and Resolution</td>
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</tr>
<tr>
<td>PL 204</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>PL 233</td>
<td>Probate Practice and Procedure</td>
</tr>
<tr>
<td>PL 244</td>
<td>Family Law and Litigation</td>
</tr>
<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure</td>
</tr>
</tbody>
</table>

Total Credits: 35-37

* PL 110 is generally offered in the fall semester, in the evening.
** PL 248 and PL 273 require students to spend approximately 135 hours in law office settings during normal business hours.
*** 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 Electives

(Choose five-seven credits)***

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 205</td>
<td>Business Law</td>
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<td>CJ 104</td>
<td>Procedural Law and Evidence</td>
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<tr>
<td>CJ 111</td>
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<tr>
<td>PL 201</td>
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<td>PL 204</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>PL 233</td>
<td>Probate Practice and Procedure</td>
</tr>
<tr>
<td>PL 244</td>
<td>Family Law and Litigation</td>
</tr>
<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure</td>
</tr>
</tbody>
</table>
ASSOCIATE OF ARTS DEGREE

PERFORMING ARTS

Award: Associate of Arts Degree
No. of credits required: 63-65
For more information: Contact Dr. Ben Fisler, 443-412-2644, bfisler@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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 plays, musicals, mime, and children’s drama.

PROGRAM GOALS

Upon completion of the Associate of Arts in Performing Arts degree students will be able to:
1. Successfully transfer to a four-year institution.
2. Perform specific, marketable skills in theatre.
3. Demonstrate professional standards of behavior.
4. Apply appropriate performance or production skills to a variety of theatrical projects.
5. Use appropriate resources to identify jobs and training opportunities in theatre.

EMPLOYMENT INFORMATION

Close professional advising and job networking provided by the faculty allows graduates to 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, theme parks, film, television, and commercial promotions.

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.

FIELD TRIP STATEMENT

Courses in this program may require field trips.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<td>THEA 101 Introduction to Theatre</td>
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<tr>
<td>THEA 102 Acting I</td>
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<td>THEA 104 Stagecraft I</td>
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<th>Second Semester</th>
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<tr>
<td>CMST 101 Speech Fundamentals</td>
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<tr>
<td>MC 206 History of Film</td>
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<td>THEA 103 Acting II</td>
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<tr>
<td>THEA 279 Theatre Workshop I</td>
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<td>Mathematics Elective</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>ART 108 Digital Media Culture</td>
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<tr>
<td>DRAM 203 Survey of World Drama</td>
<td>3</td>
</tr>
<tr>
<td>or THEA 106 Script Analysis: From Page to Stage</td>
<td>3</td>
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<tr>
<td>THEA 221 Vocal Performance for the Stage</td>
<td>3</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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<thead>
<tr>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>DRAM 204 Survey of Modern Drama</td>
<td>3</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>
<td>3</td>
</tr>
<tr>
<td>THEA 223 Makeup for the Performer</td>
<td>3</td>
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<tr>
<td>THEA 281 Theatre Workshop III</td>
<td>1</td>
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<td>Biological/Physical Lab Science Elective</td>
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* Subject other than PSY as defined by the course alpha prefix, e.g., SOC, HIST, ANTH.
** THEA 106 Script Analysis is required for students intending to transfer to Towson University.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science+ 6B
- English Composition 6E
- Arts/Humanities+ 6B
- Interdisciplinary and Emerging Issues 6I
- Biological/Physical Laboratory Science 6L
- Mathematics 6M
- Biological/Physical Science 6S

* For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS AND SCIENCES

PHILOSOPHY

**Award:** Associate of Arts Degree – Option in Arts and Sciences

**No. of credits required:** 63-65

**For more information:** Contact Dr. Gary Owens, 443-412-2454, gowens@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

**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.

**PROGRAM GOALS**

Upon successful completion of this program, a student will be able to achieve the following program goals:

1. Describe and explain selected major philosophical issues and questions.
2. Investigate major philosophers’ positions and methods of analysis of major philosophical issues.
3. Construct and design philosophical analyses and criticisms of their own.
4. Assess philosophical arguments using the norms of: clear definition of issues; careful analysis; critical reflection; rational argument; and the impartial pursuit of truth.
5. Apply philosophical thought to other academic disciplines and life outside the class room; apply philosophical skills more widely where appropriate.

**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition [GE]</td>
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</tr>
<tr>
<td>HIST 101 History of Western Civilization I [GB, D]</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 101 Introduction to Philosophy [GH]</td>
<td>3</td>
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<tr>
<td>Behavioral/Social Science Elective [GB]</td>
<td>3</td>
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<tr>
<td>General Elective</td>
<td>3</td>
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<td>Physical Education/Fitness Elective</td>
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<table>
<thead>
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<tbody>
<tr>
<td>ENG 102 English Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102 History of Western Civilization II [GB, D]</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 200 Principles of Logic [GH]</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective [GM]</td>
<td>3-4</td>
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<tr>
<td>Arts/Humanities Elective [GH]</td>
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</tr>
<tr>
<td>Physical Education Elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16-17</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHIL 205 Ethics [GH]</td>
<td>3</td>
</tr>
<tr>
<td>RELG 210 Comparative Religion [GB, D]</td>
<td>3</td>
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<tr>
<td>Behavioral/Social Science Elective [GB]</td>
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<td>Biological/Physical Science Elective [GL]</td>
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<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHIL 250 Philosophy of Religion [GH]</td>
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<tr>
<td>Arts/Humanities Elective [GH]</td>
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<td>Biological/Physical Science Elective [GS, GL]</td>
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<tr>
<td>General Electives</td>
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</table>

**EMPLOYMENT INFORMATION**

A philosophy degree provides an excellent basis on which to build careers in fields of government, law, teaching and theology.

**TRANSFER INFORMATION**

Students should be aware that each transfer institution has unique curricular requirements. Students should consult an academic advisor early in their studies at HCC and before selecting elective courses to facilitate transfer.

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**Note:** The following codes identify courses which satisfy the General Education Degree Requirements:

- [GB] Behavioral/Social Science+
- [GE] English Composition
- [GH] Arts/Humanities+
- [G1] Interdisciplinary and Emerging Issues
- [GL] Biological/Physical Laboratory Science
- [GM] Mathematics
- [GS] Biological/Physical Science

For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF SCIENCES DEGREE • OPTION IN ARTS & SCIENCES

PHYSICS

Award: Associate of Sciences Degree – Option in Arts & Sciences

No. of credits required: 64-65

For more information: Contact Dean Deborah Wrobel, 443-412-2240, durobel@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301 or stem@harford.edu.

PROGRAM DESCRIPTION

The physics program is designed to prepare students for transfer to a Bachelor’s degree in general physics or applied physics. Physicists seek to discover and describe the rules governing natural phenomena at all scales, from the sub-nuclear building blocks to the large-scale structure of the universe. They 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 astrophysics, bio- and medical physics, physics, solid state physics, nuclear physics, acoustical physics, fluid and plasma physics, and education.

PROGRAM GOALS

Upon successful completion of the Associate of Sciences Degree, Option in Arts and Sciences, Physics, the student will be able to:
1. Explain and apply the fundamental principles of physics.
2. Perform laboratory experiments and projects (collect, report and analyze data) by applying theoretical concepts and the scientific method.
3. Demonstrate safe laboratory skills.
4. Recognize and discuss the ethical issues in the discipline.
5. Locate, identify, evaluate and use scientific information effectively.
6. Apply computational skills in reasoning, estimation, problem-solving, and analysis.
7. Use appropriate grammatical forms in both oral and written formats to effectively communicate ideas and concepts.

TRANSFER INFORMATION

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.

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>
</tr>
<tr>
<td>MATH 204 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 208 Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102 Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 201 General Physics: Mechanics and Particle Dynamics</td>
<td>3</td>
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<tr>
<td>Arts/Humanities Elective</td>
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<tr>
<td>Semester Total</td>
<td>16-17</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CHEM 112 General Chemistry II A</td>
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<tr>
<td>or CHEM 114 General Chemistry IIB</td>
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<tr>
<td>CIS 102 Introduction to Information Sciences</td>
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</tr>
<tr>
<td>MATH 204 Calculus II</td>
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<td>PHYS 203 General Physics: Mechanics and Particle Dynamics</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 208 Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 204 General Physics: Vibrations, Waves, Heat, Electricity and Magnetism</td>
<td>4</td>
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<tr>
<td>CIS/CSI Elective</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
<td>3</td>
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<tr>
<td>General Elective</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 206 Calculus III</td>
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</tr>
<tr>
<td>MATH 217 Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 205 General Physics: Electrodynamics, Light Relativity and Modern Physics</td>
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<td>Arts/Humanities Elective</td>
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<td>Physical Education Elective</td>
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<td>Semester Total</td>
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* 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.

EMPLOYMENT INFORMATION

This program provides the first two years of a Bachelor’s degree in physics. Scientific research and development services firms and the Federal Government employ three out of five physicists. Employment opportunities are 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. 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 that involve problem solving using scientific methods.
POLITICAL SCIENCE

Award: Associate of Arts Degree – Option in Arts & Sciences
No. of credits required: 63-65
For more information: Contact Dr. Stephanie Hallock 443-412-2262, shallock@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
This option is designed primarily to prepare students for transfer to baccalaureate programs with majors in Political Science.

PROGRAM GOALS
Upon completion of the AA in Political Science, students will be able to:
1. Analyze current issues/events through historical and contextual lenses.
2. Construct personal political opinions supported with relevant evidence, and express them in cogent and compelling written and oral formats.
3. Evaluate the connection between themselves and the communities in which they live (local, national and global).
4. Participate effectively in the democratic process.
5. Perform successfully in a baccalaureate program.

EMPLOYMENT INFORMATION
The Political Science program prepares students for careers in government, law, urban planning, teaching, foreign service and research.

TRANSFER INFORMATION
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.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition</td>
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<tr>
<td>PS 101 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
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<tr>
<td>PS 102 State and Local Government</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
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<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
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<td>General Elective</td>
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<td>Physical Education Elective</td>
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<tr>
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<tbody>
<tr>
<td>HIST 103 History of the United States I</td>
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</tr>
<tr>
<td>PS 201 Introduction to International Relations</td>
<td>3</td>
</tr>
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<td>Behavioral/Social Science or Language Elective</td>
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<td>Arts/Humanities Elective</td>
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<tr>
<td>Biological/Physical Lab Science Elective</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 104 History of the United States II</td>
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<td>CMST 101 Speech Fundamentals</td>
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<td>Behavioral/Social Science or Language Elective</td>
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<td>Arts/Humanities Elective</td>
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<tr>
<td>General Elective</td>
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Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science+ 6B
- English Composition 6E
- Arts/Humanities+ 6H
- Interdisciplinary and Emerging Issues 6I
- Biological/Physical Laboratory Science 6L
- Mathematics 6M
- Biological/Physical Science 6S

+ For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

POLITICAL SCIENCE
International Relations Track

Award: Associate of Arts Degree – Option in Arts & Sciences
No. of credits required: 63-65

For more information: Contact Dr. Stephanie Hallock, 443-412-2262, shallock@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon completion of the AA in Political Science, students will be able to:
1. Analyze current issues/events through historical and contextual lenses.
2. Construct personal political opinions supported with relevant evidence, and express them in cogent and compelling written and oral formats.
3. Evaluate the connection between themselves and the communities in which they live (local, national and global).
4. Participate effectively in the democratic process.
5. Perform successfully in a baccalaureate program.

EMPLOYMENT 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.

TRANSFER INFORMATION
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.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
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<tr>
<th>First Semester</th>
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<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>
</tr>
<tr>
<td>PS 101 American National Government</td>
<td>3</td>
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<tr>
<td>Biological/Physical Science Elective</td>
<td>3-4</td>
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<tr>
<td>General Elective*</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
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<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ECON 101 Macroeconomics</td>
<td>3</td>
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<tr>
<td>or ECON 102 Microeconomics</td>
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<tr>
<td>ENG 109 English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>PS 201 Introduction to International Relations</td>
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<td>Mathematics Elective</td>
<td>3-4</td>
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<tr>
<td>General Elective*</td>
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<td>Physical Education Elective</td>
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<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>ANTH 102 Introduction to Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>HIST 202 The Twentieth Century World</td>
<td>3</td>
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<td>Biological/Physical Lab Science Elective</td>
<td>4</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PS 203 Comparative Politics and Governments</td>
<td>3</td>
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<tr>
<td>General Elective*</td>
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<tr>
<td>Semester Total</td>
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</table>

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

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science+
- English Composition
- Arts/Humanities+
- Interdisciplinary and Emerging Issues
- Biological/Physical Laboratory Science
- Mathematics
- Biological/Physical Science

* For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
PSYCHOLOGY

Award: Associate of Arts Degree – Option in Arts & Sciences
No. of credits required: 63-65
For more information: Contact Prof. Manolya Bayar, 443-412-2486, mabayar@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

The psychology program is available online. The student may take all courses for the degree online or combination of online and face to face classes. Students who intend to complete all courses online should contact Professor Frederick Mitchell, 443-412-2364, rmitche@harford.edu.

PROGRAM GOALS
Upon completion of the psychology program, students will be able to:
1. Apply basic terminology of the discipline.
   Compare and contrast psychological models of behavior.
2. Evaluate major psychological theories.
3. Explain major research methods and provide examples of when they can be used most effectively.
4. Compose research papers employing appropriate information literacy skills, and using standard writing formats such as APA or MLA.
5. Perform successfully in a baccalaureate program.

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. 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>First Semester</th>
<th>Credits</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>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Biological Lab Science Elective</td>
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<tr>
<td>History Elective</td>
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<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 109 English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Science 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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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
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<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Psychology Elective *</td>
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<td>General Elective **</td>
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<td>General Education Elective</td>
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<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>Arts/Humanities Elective</td>
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<tr>
<td>Psychology Electives**</td>
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<td>General Electives***</td>
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<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Semester Total</td>
<td>16</td>
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</tbody>
</table>

* 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).
**** MATH 216 (Introduction to Statistics) is recommended.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:
- Behavioral/Social Science+
- English Composition
- Arts/Humanities+
- Interdisciplinary and Emerging Issues
- Biological/Physical Laboratory Science
- Mathematics
- Biological/Physical Science
- For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF APPLIED SCIENCES DEGREE

Science Laboratory Technology

Award: Associate of Applied Sciences Degree
No. of credits required: 65

For more information: Contact Dean Deborah Wrobel, 443-412-2240, dwrobel@harford.edu; Advising, Career, and Transfer Services, 443-412-2301; or stem@harford.edu.

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.

Program Goals
Upon completion of the Associate of Applied Sciences Degree, Science Laboratory Technology, the student will be able to:
1. Explain and apply the fundamental principles of biology, chemistry and physics.
2. Demonstrate techniques and skills in routine natural and physical science laboratories procedures.
3. Perform laboratory experiments and projects (collect, report and analyze data) by applying theoretical concepts and the scientific method.
4. Demonstrate safe laboratory skills.
5. Recognize and discuss the ethical issues in the science disciplines.
6. Locate, identify, evaluate and use scientific information effectively.
7. Apply computational skills in reasoning, estimation, problem-solving, and analysis.
8. Use appropriate grammatical forms in both oral and written formats to effectively communicate ideas and concepts.

Employment Information
Working with scientists and engineers, science laboratory technicians conduct research, design, and testing in the design, development, sales, and utilization of various scientific products. Activities involved in the testing of products and processes often include measuring reactions, analyzing results and recording data which will be the basis for decisions and future research. Graduates of the program obtain jobs as laboratory technicians in biological, chemical and other scientific laboratories.

Transfer Information
Although designed to provide the student with technical skills leading directly to employment in the science field, students will also be able to transfer the majority of the credits earned into a four-year program in the sciences.

Degree Requirements
Recommended Course Sequence

First Semester Credits
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 Credits
BIO 205 Microbiology ...............................4
CHEM 204 Analytical Chemistry ...............4
MATH 216 Introduction to Statistics ..........4
Behavioral/Social Science Elective ..........3
Physical Education Elective ....................1
Semester Total ..............................................16

Third Semester Credits
CHEM 112 General Chemistry II A ............4
PHYS 101 Introductory Physics I ..............4
Arts/Humanities Elective .......................4
General Electives** .................................6
Semester Total ..............................................17

Fourth Semester Credits
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

* MATH 109 (Precalculus Mathematics) or equivalent recommended.
** Co-op recommended.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- Behavioral/Social Science+ G6
- English Composition G6
- Arts/Humanities+ G6
- Interdisciplinary and Emerging Issues G6
- Biological/Physical Laboratory Science LM
- Mathematics LM
- Biological/Physical Science LM

* For AS, AA, and AAT degrees, 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 G8. It is recommended that students select one of the 3-credit G6, G6, G6 course electives from those that also appear on the approved list of diversity course graduation requirements.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

SOCIOLGY
General Sociology Track

Award: Associate of Arts Degree – Option in Arts & Sciences
No. of credits required: 63-65
For more information: Contact Dr. Sharon Stowers, 443-412-2059; sstowers@harford.edu; or Jan Brewer, LCSW-C, 443-412-2636, jbrewer@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon completion of the sociology program, students will be able to:
1. Apply basic concepts and theories of the discipline to various social structures.
2. Compose research papers employing appropriate information literacy skills and using standard writing formats such as APA.
3. Identify patterns of human behavior and apply appropriate human constructs through their participation in an experiential learning activity.
4. Perform successfully in a baccalaureate program.

EMPLOYMENT INFORMATION
According to the Bureau of Labor Statistics, positions for sociologists are expected to grow nationally much faster than average through 2018.

# General Sociology Track Electives
(Choose four courses)

ANTH 101 Introduction to Physical Anthropology and Archaeology 3
ANTH 102 Introduction to Cultural Anthropology 3
ANTH 211 The Archaeology of Maryland 3
ART 115 Ceramics I 3
CJ 101 Introduction to Criminal Justice 3
ECON 102 Microeconomics 3
GEOG 101 Physical Geography 3
or
GEOG 103 World Regional Geography 3
PS 101 American National Government 3
or
PS 102 State and Local Government 3
PSY 208 Alcohol/Drugs: Impact on Behavior 3
PSY 212 The Helping Relationship 3
SOC 200 Introduction to Social Work 3
SOC 213 Criminology (same course as CJ 213) 3
SOC 214 Juvenile Delinquency 3

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester

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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SOC 201 Marriage and the Family</td>
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<tr>
<td>CMST 101 Speech Fundamentals</td>
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<tr>
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Fourth Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>General Sociology Track Electives #</td>
<td>6</td>
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<tr>
<td>Arts/Humanities Elective</td>
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<tr>
<td>History Elective **</td>
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** 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.
**** 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.

TRANSFER INFORMATION
Students have options for transfer to many institutions, both in Maryland and across the United States.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

SOCIOLGY
Sociology/Anthropology Track

Award: Associate of Arts Degree – Option in Arts & Sciences

No. of credits required: 63-65

For more information: Contact Dr. Sharon Stowers, 443-412-2059; sstowers@harford.edu; or Jan Brewer, LCSW-C, 443-412-2636, jbrewer@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS

Upon completion of the sociology program, students will be able to:

1. Apply basic concepts and theories of the discipline to various social structures.
2. Compose research papers employing appropriate information literacy skills and using standard writing formats such as APA.
3. Identify patterns of human behavior and apply appropriate human constructs through their participation in an experiential learning activity.
4. Perform successfully in a baccalaureate program.
5. Apply anthropological theories and terminology to discuss the process of human biological and cultural evolution.
6. Use an anthropological perspective to critically evaluate academic and popular writings on cultural diversity and globalization.

EMPLOYMENT INFORMATION

According to the Bureau of Labor Statistics, positions are expected to grow nationally. Employment for anthropologists, especially, is expected to increase faster than average (28%) from 2008-2018.

TRANSFER INFORMATION

Students have options for transfer to many institutions, both in Maryland and across the United States.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>6B</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>Biological/Physical Lab Science Elective</td>
<td>6L</td>
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<tr>
<td>General Elective</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SOC 102 Social Problems</td>
<td>6B</td>
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<tr>
<td>ENG 109 English Composition: Research Writing</td>
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<tr>
<td>ANTH 101 Introduction to Physical Anthropology and Archaeology</td>
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<thead>
<tr>
<th>Third Semester</th>
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<tbody>
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<tr>
<td>CMST 101 Speech Fundamentals</td>
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<td>ANTH 102 Introduction to Cultural Anthropology</td>
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<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Sociology/Anthropology Track Electives</td>
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<td>History Elective</td>
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<tr>
<td>Biological/Physical Science Elective</td>
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* 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.
**** 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 3-5 credits of a foreign language.

# Sociology/Anthropology Track Electives

(Choose two courses)

- ANTH 211 The Archaeology of Maryland
- ART 115 Ceramics I
- GEOG 101 Physical Geography

Note: The following codes identify courses which satisfy the General Education Degree 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
- **6** Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

SOCIOMETRY
Social Work Track

Award: Associate of Arts Degree – Option in Arts & Sciences
No. of credits required: 63-65

For more information: Contact Dr. Sharon Stowers, 443-412-2059; sstowers@harford.edu; or Jan Brewer, LCSW-C, 443-412-2636, jbrewer@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

PROGRAM GOALS
Upon completion of the sociology program, students will be able to:
1. Apply basic concepts and theories of the discipline to various social structures.
2. Compose research papers employing appropriate information literacy skills and using standard writing formats such as APA.
3. Identify patterns of human behavior and apply appropriate human constructs through their participation in an experiential learning activity.
4. Perform successfully in a baccalaureate program.
5. Identify and employ the Council on Social Work Education’s (CSWE) ten core competency standards and practice behaviors for Generalist Social Work practice.

EMPLOYMENT INFORMATION
According to the Bureau of Labor Statistics, positions for sociologists are expected to grow nationally much faster than average through 2018. Employment for social workers, especially, is expected to increase faster than average (16%) 2008-2018.

TRANSFER INFORMATION
Students have options for transfer to many institutions, both in Maryland and across the United States.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>SOC 101  Introduction to Sociology</td>
<td>6B</td>
</tr>
<tr>
<td>ENG 101  English Composition</td>
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<td>General Elective ***</td>
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<td>Semester Total</td>
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<tr>
<td>Second Semester</td>
<td></td>
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<tr>
<td>SOC 102  Social Problems</td>
<td>6B</td>
</tr>
<tr>
<td>ENG 109  English Composition: Research Writing</td>
<td></td>
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<tr>
<td>SOC 200  Introduction to Social Work</td>
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<td>Mathematics Elective</td>
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<td>Semester Total</td>
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<tr>
<td>Third Semester</td>
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<tr>
<td>SOC 201  Marriage and the Family</td>
<td>6B</td>
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<tr>
<td>CMST 101  Speech Fundamentals</td>
<td>6I</td>
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<tr>
<td>SOC 214  Juvenile Delinquency</td>
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<td>Arts/Humanities Elective</td>
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<tr>
<td>ECON 102  Microeconomics</td>
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<td>or</td>
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<td>PS 101  American National Government</td>
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*** History electives should be chosen to satisfy the requirements of the institution to which transfer is planned.
**** 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.

# Social Work Track Electives
(Choose one course)
SOC 213  Criminology (same course as CJ 213) | 3 |
CJ 101  Introduction to Criminal Justice | 3 |
PSY 208  Alcohol/Drugs: Impact on Behavior | 3 |
PSY 212  The Helping Relationship | 3 |
ASSOCIATE OF ARTS IN TEACHING DEGREE

TEACHER EDUCATION

Early Childhood Education

Award: Associate of Arts in Teaching Degree
No. of credits required: 65
For more information: Contact Kimberly Bell, 443-412-2648, kbell@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Teacher Education Program.

PROGRAM GOALS

Upon completion of the Teacher Education AAT Degree Programs, students will be able to
1. Demonstrate professional teaching behavior including effective communication.
2. Discuss the development of education/curriculum and select instructional techniques appropriate for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.

EMPLOYMENT INFORMATION

According to the United States Department of Labor, Bureau of Labor Statistics, nearly two million kindergarten and elementary public school teachers will be needed by 2018. Some school systems (Harford County included) require this degree in order to teach preschool, kindergarten, and or/first grade. In addition, 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.

TRANSFER INFORMATION

This 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 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.

* 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.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 103 The Young Child</td>
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<tr>
<td>EDUC 113 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 131 Concepts in Mathematics II</td>
<td>4</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<td>Physical Education Elective</td>
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<tbody>
<tr>
<td>BIO 100 Fundamentals of Biology</td>
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<tr>
<td>EDUC 104 Materials and Curriculum in Early Childhood</td>
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<td>GEOG 103 World Regional Geography</td>
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<tr>
<td>MATH 211 Introduction to Statistics</td>
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<td>Literature Elective</td>
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<td>Semester Total</td>
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<tr>
<td>CMST 101 Speech Fundamentals</td>
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<tr>
<td>or CMST 105 Interpersonal Communication</td>
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<td>EDUC 107 Introduction to Special Education</td>
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<tr>
<td>HIST 104 History of the United States II</td>
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<tr>
<td>MATH 216 Introduction to Statistics</td>
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<tr>
<td>SCI 105 Physical Science I</td>
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<tr>
<td>SCI 106 Physical Science Course Observations and Investigations</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 207 Processes and Acquisition of Reading</td>
<td>3</td>
</tr>
<tr>
<td>ES 107 Earth and Space Science</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>VPA 201 Visual and Performing Arts Survey</td>
<td>3</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
<td>1</td>
</tr>
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<td>Semester Total</td>
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</table>

# Literature Electives

(Choose one course)

| ENG 201 World Literature: 800 B.C. to 1600 A.D. | 3 |
| ENG 202 World Literature: 1600 A.D. to the Present | 3 |
| ENG 203 English Literature: Survey of English Literature I | 3 |
| ENG 204 English Literature: Survey of English Literature II | 3 |
| ENG 205 American Literature: Colonial Through the Civil War | 3 |
| ENG 206 American Literature: Late 19th and 20th Centuries | 3 |
| ENG 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 |
TEACHER EDUCATION
Elementary Education/ Generic Special Education Pre K - 12

Award: Associate of Arts in Teaching Degree
No. of credits required: 65

For more information: Contact Laura Hutton at 443-412-2093, lhutton@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

PROGRAM DESCRIPTION
The A.A.T. degree program prepares students for transfer into a four-year college or university elementary education program to pursue either certification in elementary education or certification in special education grades pre K-12. 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.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Teacher Education Program.

PROGRAM GOALS
Upon completion of the Teacher Education AAT Degree Programs, students will be able to:
1. Demonstrate professional teaching behavior including effective communication.
2. Discuss the development of education/curriculum and select instructional techniques appropriate for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.

EMPLOYMENT INFORMATION
According to the United States Department of Labor, Bureau of Labor Statistics, nearly 1.6 million elementary and middle school public teachers will be needed by 2018.

TRANSFER INFORMATION
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 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.

* 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.

DEGREE REQUIREMENTS
Recommended Course Sequence

First Semester
EDUC 101 Introduction to Education ........................................3
ENG 101 English Composition [6E] ........................................3
MATH 131 Concepts in Mathematics I ....................................4
PSY 101 General Psychology [6B] ........................................3
SCI 105 Physical Science I [6S] ........................................3
SCI 106 Physical Science Course Observations and Investigations: Matter [6L] ........................................1
Semester Total ..........................................................................17

Second Semester
BIO 100 Fundamentals of Biology [6L] .................................4
HIST 104 History of the United States II [6B B] .......................3
MATH 211 Elements of Geometry [6M] ................................4
PSY 207 Educational Psychology ........................................3
Literature Elective # .............................................................3
Semester Total ........................................................................15

Third Semester
CMST 101 Speech Fundamentals [6L] .................................4
EDUC 107 Introduction to Special Education* .......................3
ES 107 Earth and Space Science ........................................4
MATH 216 Introduction to Statistics [6M] .............................4
Physical Education/Fitness Elective ........................................1
Semester Total ........................................................................16

Fourth Semester
EDUC 207 Processes and Acquisition of Reading ..................3
HLTH 103 Wellness Theory and Applications [6L] ...............3
PSY 202 Child Psychology ....................................................3
SOC 101 Introduction to Sociology [6B] ...............................3
VPA 201 Visual and Performing Arts Survey [6H] ...............3
Physical Education Elective ...................................................1

# Literature Electives
(Choose one course)
ENG 201 World Literature: 800 B.C. to 1600 A.D. [6H B] ............3
ENG 203 English Literature: Survey of English Literature I [6H] ..........................3
ENG 204 English Literature: Survey of English Literature II [6H] .........................3
ENG 205 American Literature: Colonial Through the Civil War [6H B] ............3
ENG 206 American Literature: Late 19th and 20th Centuries [6H B] ............3
ENG 214 Great Writers: Lives and Works [6H] ........................3
ENG 219 American Women Writers [6H B] ..........................3
ENG 233 African-American Literature [6H B] .......................3
ENG 234 Ethnic American Literature [6H B] ..........................3
# TEACHER EDUCATION

## Secondary Education

**Award:** Associate of Arts Degree – Option in Teacher Education  
**No. of credits required:** 63-67  
**For more information:** Contact Prof. Sheila Allen at 443-412-2192, sallen@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

## 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.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Teacher Education Program.

## PROGRAM GOALS

Upon completion of the Teacher Education AAT Degree Programs, students will be able to
1. Demonstrate professional teaching behavior including effective communication.
2. Discuss the development of education/curriculum and select instructional techniques appropriate for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.

## EMPLOYMENT INFORMATION


## TRANSFER INFORMATION

Past graduates of this program have transferred to four-year state colleges and universities in Maryland and to private and public colleges nationwide. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

## DEGREE REQUIREMENTS

### Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>EDUC 101 Introduction to Education</td>
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<tr>
<td>ENG 101 English Composition</td>
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</tr>
<tr>
<td>PSY 101 General Psychology</td>
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<td>Mathematics Elective</td>
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</tr>
<tr>
<td>General Elective</td>
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</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
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</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

| **Second Semester** | |
| PSY 207 Educational Psychology | 3 |
| Behavioral/Social Science Elective | 3 |
| General Education Elective | 6-8 |
| General Elective | 3 |
| Semester Total | 15-17 |

| **Third Semester** | |
| EDUC 107 Introduction to Special Education*** | 3 |
| Behavioral/Social Science Elective | 3 |
| Biological/Physical Science Elective | 3-4 |
| Arts/Humanities Elective** | 3 |
| General Elective | 3 |
| Physical Education Elective | 1 |
| Semester Total | 16-17 |

| **Fourth Semester** | |
| Biological/Physical Lab Science Elective | 4 |
| Arts/Humanities Elective** | 3 |
| General Education Elective | 3 |
| Behavioral/Social Science Elective | 3 |
| General Elective | 3 |
| Semester Total | 16 |

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* 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. Three of the nine Behavioral/Social Science credits do not have to meet general education requirements.  
** General electives are designed for special courses in the area of specialization. See an advisor for appropriate selection.  
*** 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 part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
TEACHER EDUCATION
Secondary Education - Chemistry

Award: Associate of Arts in Teaching
No. of credits required: 63

For more information: Contact Advising, Career, and Transfer Services, 443-412-2301.

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.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Teacher Education Program.

PROGRAM GOALS
Upon completion of the Teacher Education AAT Degree Programs, students will be able to
1. Demonstrate professional teaching behavior including effective communication.
2. Discuss the development of education/curriculum and select instructional techniques appropriate for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.

EMPLOYMENT INFORMATION

TRANSFER INFORMATION
Past graduates of this program have transferred to four-year state colleges and universities in Maryland and to private and public colleges nationwide. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 101 Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHEM 112 General Chemistry II A</td>
<td>4</td>
</tr>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 204 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203 General Physics: Mechanics and Particle Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 207 Educational Psychology</td>
<td>3</td>
</tr>
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<td>Semester Total</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
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<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: Vibrations, Waves, Heat, Electricity and Magnetism</td>
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</tr>
<tr>
<td>Arts/Humanities Elective</td>
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</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>CHEM 208 Organic Chemistry II</td>
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<tr>
<td>PSY 216 Adolescent Psychology</td>
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<tr>
<td>SOC 101 Introduction to Sociology</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>14</td>
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</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.

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<tbody>
<tr>
<td>6B</td>
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<td>6D</td>
<td>English Composition</td>
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<td>6I</td>
<td>Interdisciplinary and Emerging Issues</td>
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<td>6L</td>
<td>Biological/Physical Laboratory Science</td>
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<td>6M</td>
<td>Mathematics</td>
</tr>
<tr>
<td>6S</td>
<td>Biological/Physical Science</td>
</tr>
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</table>

* For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
ASSOCIATE OF ARTS IN TEACHING

TEACHER EDUCATION
Secondary Education - Mathematics

Award: Associate of Arts in Teaching
No. of credits required: 62-63

For more information: Contact Chris Jones at 443-412-2055, cjones@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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. Students should plan to take Praxis I at the completion of 15 credit hours.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Teacher Education Program.

PROGRAM GOALS
Upon completion of the Teacher Education AAT Degree Programs, students will be able to
1. Demonstrate professional teaching behavior including effective communication.
2. Discuss the development of education/curriculum and select instructional techniques appropriate for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.

EMPLOYMENT INFORMATION

TRANSFER INFORMATION
Past graduates of this program have transferred to four-year state colleges and universities in Maryland and to private and public colleges nationwide. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>First Semester</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>EDUC 101 Introduction to Education .......................3</td>
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<td>ENG 101 English Composition .............................3</td>
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<tr>
<td></td>
<td></td>
<td>MATH 203 Calculus I ........................................4</td>
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<td>PSY 101 General Psychology ................................3</td>
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<td></td>
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<td>CMST 101 Speech Fundamentals ..........................3</td>
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<td>or PHYS 101 Introductory Physics I ....................</td>
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<td>or PHYS 203 General Physics: Mechanics and Particle</td>
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<td>or PHYS 204 Calculus III ................................</td>
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<td>CHEM 112 General Chemistry II A ........................</td>
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<td>or PHYS 102 Introductory Physics II ...................</td>
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<td>or PHYS 204 General Physics: Vibrations, Waves, Heat,</td>
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<td>or PHYS 216 Adolescent Psychology ........................</td>
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<td>Arts/Humanities Elective ................................3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester Total ..........................................17</td>
</tr>
</tbody>
</table>

* 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.
*** 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

Award: Associate of Arts in Teaching
No. of credits required: 62
For more information: Contact Advising, Career, and Transfer Services, 443-412-2301.

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.

The student will meet the essential technical standards that include physical abilities and behavioral and professional characteristics necessary for the student to successfully complete the Teacher Education Program.

PROGRAM GOALS
Upon completion of the Teacher Education AAT Degree Programs, students will be able to
1. Demonstrate professional teaching behavior including effective communication.
2. Discuss the development of education/curriculum and select instructional techniques appropriate for a variety of students.
3. Identify influences on development and compare theories of learning.
4. Make decisions in accordance with legal and ethical standards.

EMPLOYMENT INFORMATION

TRANSFER INFORMATION
Past graduates of this program have transferred to four-year state colleges and universities in Maryland and to private and public colleges nationwide. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>CHEM 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 101 Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education/Fitness Elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>17</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>CHEM 112 General Chemistry II A</td>
<td>4</td>
</tr>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 204 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203 General Physics: Mechanics and Particle Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 207 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>18</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>EDUC 107 Introduction to Special Education**</td>
<td>3</td>
</tr>
<tr>
<td>MATH 208 Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 204 General Physics: Vibrations, Waves, Heat, Electricity and Magnetism</td>
<td>4</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>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>PHYS 205 General Physics: Electrodynamics, Light Relativity and Modern Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSY 216 Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>13</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.

Note: The following codes identify courses which satisfy the General Education Degree 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  
+ For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
TEACHER EDUCATION CERTIFICATE

PROFESSIONAL EDUCATION COURSES FOR MARYLAND CERTIFICATION

Award: Teacher Education Certificate

Contact: For more information, contact Prof. Sheila Allen, 443-412-2192, sallen@harford.edu, or Advising, Career, and Transfer Services, 443-412-2301.

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 (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 214 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>
ASSOCIATE OF APPLIED SCIENCES DEGREE

TECHNICAL/PROFESSIONAL STUDIES

Award: Associate of Applied Sciences Degree
No. of credits required: 62-66

For more information: Contact Advising, Career, and Transfer Services, 443-412-2301. Student is required to meet with Faculty Advisor or Academic Division Dean.

PROGRAM DESCRIPTION

This program of study enables students to combine courses from various disciplines to meet employment training and retraining requirements. For example, a student interested in becoming a legal office administrator could take core courses in Office Management coupled with Legal Studies, or for instance, a student interested in administrative and management positions could take core courses in Business Management coupled with Computer Information Systems courses. Electives in Accounting, Computer Information Systems, Business Management and Legal Studies might be appropriate for either of these examples.

In order to graduate with this degree, a student must have an approved written learning plan including concentration area on file in the Advising, Career, and Transfer Services Office. The plan must be developed in collaboration with a Faculty Advisor or an Academic Division Dean and include courses from the four areas listed below. For additional information on developing a learning plan, contact the Advising, Career, and Transfer Services Office at 443-412-2301.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities Elective</td>
<td>6H</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science Elective</td>
<td>6G</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science Elective</td>
<td>6L</td>
<td>4</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>6B 6H 6G 6L 6M 6S</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>6M</td>
<td>3-4</td>
</tr>
<tr>
<td>Technical/Professional Electives</td>
<td></td>
<td>18-20</td>
</tr>
<tr>
<td>Technical/Professional Core Courses</td>
<td></td>
<td>20-21</td>
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<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Physical Education/Fitness Elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>62-66</td>
</tr>
</tbody>
</table>

* Select from at least two disciplines.

EMPLOYMENT INFORMATION

The program prepares students for a career in a rapidly changing work environment that often requires expertise in several areas. Opportunities in the workplace exist for students who possess multi-skills, particularly in high demand as well as emerging technical and professional areas. This program will help educate a workforce required for the population increase and for industry-specific needs such as jobs that result from the Base Realignment and Closure (BRAC).

Note: The following codes identify courses which satisfy the General Education Degree 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

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 course graduation requirements.
Mission

Harford Community College is a dynamic, open-access institution that provides high quality educational experiences for the community. The College promotes lifelong learning, workforce development, and social and cultural enrichment.

Vision

We aspire to make our great College even better.

Values

We at Harford Community College are accountable to our students, the community, and each other, and hold the following values to be fundamental:

Lifelong Learning
We value lifelong learning as the foundation for a better life. We prepare our students to contribute to their community and the world as knowledgeable, creative problem solvers and critical thinkers. We believe that learning should be engaging, stimulating, and enjoyable.

Integrity
We believe that honesty, sincerity, fairness, respect, and trust are the foundation of everything we do.

Excellence
We are creative, flexible, innovative, and passionate in our work and provide leadership in the community. Our highly qualified faculty and staff, and our exceptional programs and services reflect our commitment to excellence.

Diversity
We respect individual points of view, embrace differences, respect intellectual freedom, and promote critical discourse. We are open and inclusive in our attitudes, enrollment policies, and hiring practices.

Communication and Collaboration
We are committed to teamwork, open and effective communication, and building internal and external partnerships.

Service
We believe in helping others, and we provide a safe and supportive environment. We are accessible and responsive to our students, our community, and each other.
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.

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. Prerequisite: 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. 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. 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. 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. Prerequisites: ACCT 101.

ACCT 203 - Tax Accounting I (3 credits)
This course provides an exposure to federal taxation and laws governing partnerships, corporations, and employers and Maryland state tax laws and forms. Time permitting, additional areas and types of taxation will be discussed. Prerequisite: ACCT 203 (ACCT 102 is strongly suggested).

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. Prerequisite: ACCT 203 (ACCT 102 is strongly suggested).

ACCT 205 - Auditing (3 credits)
This course is an introduction to auditing theory and standards. The student will learn the complete audit process including: risk assessment, internal control systems, audit evidence, working papers, quality control, statistical sampling, implications of computer-based systems to the audit process, and the preparation of audit reports. Prerequisite: ACCT 102.

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. Prerequisite: ACCT 102 and one unit of high school algebra or MATH 002 or equivalent.

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. Prerequisite: ACCT 101. Students are expected to perform basic algebraic calculations in this course.

ACCT 210 - Capstone – Certified Bookkeeper Preparation (3 credits)
This course prepares students for the Certified Bookkeepers Certification exam. The student learns and applies accounting theory and practices to all major areas covered by the Certified Bookkeepers exam, including: adjusting entries, error correction, payroll, depreciation, inventory, and internal control and fraud prevention. Prerequisite: ACCT 101; Co-requisite: ACCT 104.

GB GE GH GI GL GM GS
Denotes General Education Course.
For more information see pages 19-22.

D
Denotes Diversity Course.
For more information see page 21.
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. Prerequisite: ACCT 102.

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. Prerequisite: ACCT 211.

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 (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 situations that the allied health professional may encounter. Course includes 45 hours of lecture per semester.

AHS 149 - Introduction to Electroneurodiagnostics (4 credits)
This course is designed for students in the Electroneurodiagnostic (END) Program and requires students to spend 12 hours per week in a clinical setting. The student will learn the basics of taking a patient history and infection control and will be introduced to the terminology and skills needed to become familiar with the equipment that may be used by an END technician. Course includes 180 hours in a clinical setting per semester. Prerequisites: AHS 101, ELEC 105, BIO 103/203, CPR for health care providers; permission of instructor required. Course fee.

AHS 150 - Histology Practicum I (7 credits)
This course involves an individual assignment of 21 hours/week 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. Course includes 315 hours in a clinical setting per semester. Prerequisites: BIO 103/203, 104/204, 205, and AHS 101. Permission of instructor required.

AHS 151 - Histology Practicum II (7 credits)
This course involves an individual assignment of 21 hours/week 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. Course includes 315 hours in a clinical setting per semester. 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 END program. The student spends 33 hours per week in a clinical setting and learns the fundamental techniques necessary to accurately obtain an EEG on a patient. The student also learns how to document the working conditions of the EEG equipment and identify a normal EEG. Course includes 495 hours in a clinical setting per semester. Prerequisite: AHS 149; permission of instructor required. Course fee.

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. Course includes 495 hours in a clinical setting per semester. Prerequisite: Completion of AHS 152 with a minimum grade of C and permission of instructor. Usually offered in spring semester.

AHS 154 - 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. Prerequisites: AHS 150 and 151. Permission of instructor required. Offered in first five weeks of summer session.

AHS 160 - Advanced Histotechnology Practicum (2 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.

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. 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. 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.

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.

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.

Art

ART 101 - Fundamentals of 2-D Design (3 credits)
This course is an introduction to conceptual and formal issues in contemporary art and design and color theory through the hands-on creation of two-dimensional studio projects using a wide variety of media and processes. Course work includes readings, lecture, studio work, and critique for both art majors and non-art majors. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: ART 120 or permission of instructor. Course fee.

ART 106 - Mixed Media (3 credits)
This 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. This course focuses on historical, international and contemporary references. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Course fee.
ART 109 - Sculpture I (3 credits)
This course is an introduction to 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. Course fee.

ART 113 - Painting I (3 credits)
This course is an introduction to basic painting concepts and media using oil and/or acrylic, techniques in preparing canvas or other support, and color theory, particularly as it pertains to color mixing. Working primarily from observation in subjects such as, but not limited to, still-life, landscape, and the figure, students also briefly explore non-objective painting and work from the imagination. Integration of form and content is emphasized. Completion of or co-enrollment in ART 111 is recommended, but not required. Course includes 30 hours of lecture and 30 hours of studio per semester. Course Fee.

ART 115 - Ceramics I (3 credits)
This course provides an opportunity to learn the fundamentals of working with clay. Emphasis is on handbuilding techniques used in creating ceramic forms. The course includes an introduction to glaze formulation and application and various firing processes. Course includes 30 hours of lecture and 30 hours of studio per semester. Course fee.

ART 120 - Digital Foundations I (3 credits)
This course establishes the foundation for all other computer-based classes within the Art & Design 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. Course fee.

ART 160 - Time-Based Media (3 credits)
This course introduces the concepts, theory, and fundamental practices of working with time-based media as an expressive and communicative art form. Students creatively explore sequencing, transformation, and motion through time and space, using images, video, sound, and sequencing, transformation, and motion through time and space, using images, video, sound, and text. This course is taught in the Macintosh Digital Arts Lab using current software. Course includes 30 hours of lecture and 30 hours of lab per semester. 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 trips.

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 trips.

ART 203 - American Art and Architecture (3 credits)
This course is a study of art and architecture in America from the Colonial era to today. Contributions of Americans to world art, the role of art in American life, and the work of outstanding artists and architects are stressed. The recognition of major art works and styles is emphasized. The development of art concepts and techniques is considered. This course may require field trips.

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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: ART 103 or permission of instructor. Course fee.

ART 208 - Digital Foundations II (3 credits)
This course refines the student’s 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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 and form. Through practice and critique, the student will extend his or her range of concept and expression in painting. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. 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 an understanding of the aesthetic differences between various types of printed images. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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, this course emphasizes developing professional work and methods of exhibiting and marketing. Course includes 30 hours of lecture and 30 hours of studio per semester. Prerequisite: ART 221. Course fee.

ART 223 - Painting III (3 credits)
Emphasis is placed on creative initiative, technical experimentation and independent research. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: ART 227. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: ART 107 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisites: ART 101 and ART 103 or permission of instructor.

ART 233 - Portfolio Workshop (3 credits)
This course investigates the professional practice of preparing and creating art portfolios. Students will learn to apply their aesthetic and technical skills to the development of an art portfolio for transfer, the job market, college art school program admissions, or for gallery exhibition and/or grant opportunities. Topics include resume development and an examination of the methods for employment, networking, and opportunities in the arts. This course is taught in the Macintosh Digital Arts Lab using current software. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite(s): ART 120 or permission of instructor. Course fee.

ART 238 - Art and Architecture of the Ancient World (3 credits)
This course is an on-site study of the art and architecture of the ancient world, with focus on Greece and Rome, c. 1300 BCE - 476 CE. Travel in Greece and Italy provides students firsthand experience with the art, architecture, culture, physical remnants and historical legacies of these civilizations. Students examine the art and architecture of these civilizations and the cultural, social and political history that shaped their development and laid the foundation for the creation of the modern western world. Prerequisites: permission of instructor and meets HCC travel requirements. Course fee.
ART 251-258 - Ceramics Workshop I-VIII (1 credit each)
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. Course includes 30 hours of studio per semester. Prerequisite: ART 226 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: ART 160. Course fee.

ART 281-284 - Art and Design Field Project (1-4 credits)
Art and Design 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. 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. Prerequisite: ENG 101 and permission of the instructor. Course fee.

APL 102 - Portfolio Development Seminar (1 credits)
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. 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.

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. Prerequisite: ASTR 151; ASTR 151 may also be taken concurrently. Course fee.

Biology

BIO 099 - Biology for Allied Health (0 credits)
This preparatory course is designed for students who plan to enroll in BIO 203, Anatomy and Physiology I. The course examines fundamental principles in general, organic, nuclear and biochemistry, cell biology and genetics. The development of academic skills required for the study of the sciences is emphasized throughout the course. May not be used to meet the graduation requirements. Prerequisites: High school chemistry or CHEM 010. A qualifying score on the Biology for Allied Health Assessment Test also meets the prerequisite requirements of BIO 203, Anatomy and Physiology. The course meets for a total of 30 lecture hours and 30 laboratory hours per semester. 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. The course meets for a total of 30 lecture hours and 60 laboratory hours per semester. 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. The course meets for a total of 30 lecture hours and 60 laboratory hours per semester. Prerequisite: BIO 120 or permission of instructor. Course fee.

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.

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. 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. The course meets for a total of 45 lecture and 45 laboratory hours per semester. Course fee. Field trips may be required.

BIO 116 - Human Body in Health and Disease Laboratory (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. The course meets for a total of 30 laboratory hours per semester. Co-requisite: BIO 108. Course fee.

BIO 117 - Human Body in Health and Disease (3 credits)
An introduction to biology (cellular/molecular) for the science major. Basic biological principles common to plants and animals, cell structure and function, biochemical processes, heredity, cell reproduction, and gene expression are presented. Laboratory emphasizes open-ended experimental methods of inquiry. The course meets for 45 lecture/discussion hours and 45 laboratory hours per semester. Prerequisite: high school chemistry or CHEM 010. Course fee.

BIO 121 - General Biology II (4 credits)
An introduction to biology (organismic/evolutionary) for the science major. This course emphasizes basic biological principles of evolution, ecology, and behavior. Laboratory emphasizes open-ended experimental methods of inquiry and field studies. The course meets for 45 lecture/discussion hours and 45 laboratory hours per semester. Prerequisite: high school chemistry or CHEM 010, BIO 120 or BIO 100. Course fee.

BIO 124 - Foundations of Biotechnology (3 credits)
This course is designed to introduce students to the concepts of biotechnology. Included are overviews of the history and development of biotechnology, applications of DNA and protein technology in the biomanufacturing and biopharmaceutical industries, bioinformatics, and bioethics. Prerequisites: BIO 120 and qualifying score on math placement or MATH 017 or MATH 018; Prerequisite or co-requisite: CHEM 111.

BIO 125 - Laboratory Methods for Biotechnology (1 credit)
This course allows students to gain practical knowledge of commonly used biotechnology laboratory techniques, including specialized laboratory instruments, preparation of common solutions and reagents, and methodology. The student learns techniques used in laboratory maintenance, equipment calibration, and laboratory safety. This laboratory-based course is designed to accompany Foundations of Biotechnology (BIO 124). The course meets for 45 laboratory hours per semester. Corequisite or prerequisite: BIO 124. Course fee.

BIO 126 - Advanced Techniques in Biotechnology (4 credits)
This course is designed to introduce students to the current methods used in the study and application of nucleic acids and proteins. Topics include an overview of the techniques used to manipulate DNA and RNA in industry and research, protein purification, and production of a biotechnology product. The applications of this technology in agriculture and medicine will be addressed. Laboratory techniques parallel lecture and expand on the topics addressed. Prerequisites: BIO 124 and BIO 125. The course meets for 45 hours of lecture and 45 hours of laboratory per semester. Course fee.

BIO 127 - Biomanufacturing (3 credits)
Discoveries in biotechnology and pharmaceutical companies are being used to manufacture new products to improve health and the treatment of diseases. This course covers the development, manufacturing and testing of biomedical products, including the regulatory protocols which companies must follow. The course includes a survey of proteins and other products currently in production by biotechnology companies. Prerequisite: BIO 124.
BIO 202 - Biodiversity (3 credits)
This course introduces the science major to the diversity, structure and function of organisms and the processes that generate diversity, emphasizing phylogeny and the evolution of major groups of organisms. Prerequisites: BIO 120 and BIO 121.

BIO 203 - Anatomy and Physiology I (4 credits)
This course provides a comprehensive study of the structure and function of the human body. This course focuses on the histology, gross anatomy and physiology of the integumentary, skeletal, muscular, nervous and endocrine systems. Additional topics include special senses and human tissues. Emphasis is placed on the anatomy of the organ systems and the maintenance of homeostasis for optimal functioning of the human organism. This course includes a total of 45 hours of lecture and 45 hours of laboratory. Prerequisite: BIO 099 or qualifying score on Biology for Allied Health Assessment Test. Course fee.

BIO 204 - Anatomy and Physiology II (4 credits)
This course provides a comprehensive study of the structure and function of the human body. The course focuses on the histology, gross anatomy and physiology of the cardiovascular, immune, respiratory, digestive, urinary and reproductive systems. It also provides students with an understanding of the crucial functions of energetics, thermoregulations, fluid, electrolyte and acid-base balance. Emphasis is placed on the physiology of the organ systems and the maintenance of homeostasis for optimal functioning of the human organism. The course includes a total of 45 hours of lecture and 45 hours of laboratory time. Prerequisite: grade of C or better in BIO 103 or BIO 203. Course fee.

BIO 205 - Microbiology (4 credits)
This course is for those students requiring a college level microbiology course. The general characteristics of microorganisms are presented, emphasizing host-parasite relationships, details of morphology and physiology, methods of control and problems of virulence. Consideration is given to the nonpathogenic forms. The laboratory parallels the discussion and provides experience in microbial technique. The course includes a total of 45 hours of lecture and 45 hours of laboratory. Prerequisite: BIO 103/203, or BIO 120 or permission of instructor. Course fee.

BIO 208 - Genetics (4 credits)
This course presents the principles of inheritance in prokaryotic and eukaryotic organisms and the application of these principles to contemporary issues. Major topics include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, and the applications of genetics in biotechnology. Upon completion, students demonstrate a broad understanding of genetics and the principles of heredity. Course meets for 45 hours of lecture and 45 hours of laboratory per semester. Prerequisites: BIO 120 and qualifying score on the math assessment or MATH 017 or MATH 018; prerequisite or co-requisite: CHEM 111.

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. Prerequisites: BIO 104 or 204 or BIO 100, 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.

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.

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.

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.
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.

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.

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.

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, leading 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.

BA 110 - Introduction to Entrepreneurship (3 credits)
This course introduces students to the process of creating, identifying, evaluating and financing an entrepreneurial venture. Students gain insight into the characteristics, attitudes, habits, and behaviors of successful entrepreneurs. Students learn to craft an idea, good or service into a marketable product.

BA 112 - Business Innovation Economics (3 credits)
This course is designed to enable teams of students to successfully complete the facets of technology transfer. Students will be able to proceed through the phases of technology transfer to include identifying, assessing, marketing, and determining licensing opportunities of innovations. Students will examine technology overviews prepared by participating research labs and select one invention to take through the technology transfer cycle.

BA 113 - Introduction to Casino Gaming (3 credits)
This course provides a basic introduction to careers in the field of casino gaming. The course provides students with detailed information about the gaming industry and the socio-economic impact of gaming in the United States. The course includes material that will develop student awareness of problem gambling, its impact, treatment and the gaming industry’s responsible gaming programs.

BA 115 - Employee Relations (3 credits)
This course enables students to identify regulations, practices, and policies in the field of human resources, with particular emphasis on federal human resources management. Students examine Equal Employment Opportunity laws, position management principles, position descriptions, employee benefits, labor/management relations, the Fair Labor Standards Act, and performance management. Prerequisite: None

BA 116 - Employee Training and Development (3 credits)
This course enables students to learn a systematic approach to improving individual and organizational performance. Students study position management in succession planning to support a high-performing organization. Special emphasis is placed upon the importance of employee training and development in the federal government. Prerequisite: None

BA 117 - Strategic Human Capital Management (3 credits)
This introductory course enables students to acquire a foundation in strategic human capital management concepts, principles, and best practices, with particular emphasis on federal human capital management. Students develop skills and use metrics to align human resources goals, budgets, and outcomes with departmental missions.

BA 118 - Strategic Human Capital 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.
BA 203 - Principles of Marketing (3 credits)
Students are introduced to fundamental marketing concepts and techniques related to product, pricing, distribution and promotional strategy. Students explore trends in the marketplace and identify opportunities for creating value for customers through marketing strategy.

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.

BA 206 - Entrepreneurship and Small Business (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 course, students receive an overview of entrepreneurship followed by a comprehensive study of the steps of managing a new small business venture. Course includes 45 lecture hours per semester.

BA 208 - Retail Merchandising (3 credits)
This course is designed to give students interested in becoming a buyer or merchandise manager the background and knowledge necessary to profitably buy merchandise. Emphasis is on the techniques and internal planning that take place within a retail organization in order to present merchandise to the customer. The course is given from the buyer’s point of view with the accent on exercises that reflect real-life situations. Prerequisite: BA 106 or permission of instructor.

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. 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 applications are emphasized. Students develop competence with word processor, data base, spreadsheet, charting, graphics and communication tools in a visually-oriented computing environment. Integration of the tools or packages is emphasized. 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. 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. 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. 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. Prerequisite: BA 101 or permission of instructor.

BA 245 - Contemporary Issues in Business (3 credits)
Contemporary Issues in Business is the capstone course for students completing a business management certificate. This course integrates the principles of business management that students have acquired within their specific certificate concentration. Students complete research, projects, and a portfolio to demonstrate their business competencies. Prerequisite: Twelve (12) credit hours in BA and/or OS courses.

Denotes General Education Course.
For more information see pages 19-22.

Denotes Diversity Course.
For more information see page 21.
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.

BA 271-274 - Cooperative Education I:
Business Administration (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.

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. Prerequisite: qualifying score on the math assessment or MATH 002.

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. The course includes a total of 45 lecture and 30 laboratory hours per semester. Course fee.

CHEM 110 - Chemistry for Engineers (4 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. Prerequisite: qualifying score on the math assessment or MATH 002.

CHEM 110 - 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. Prerequisite: qualifying score on the math assessment or MATH 002.

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. Course includes 45 hours of lecture and 45 hours of laboratory per semester. 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. Course includes 45 hours of lecture and 45 hours of laboratory per semester. Prerequisite: CHEM 111. Course fee.

CHEM 113 - 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 and Allied Health programs. A survey of additional chemical principles, acids, bases and buffers, nuclear chemistry with special emphasis given to organic chemistry, a study of the chemistry of carbon compound---hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, and esters---and the chemistry of the major classes of biologically important compounds. The course meets for a total of 45 lecture and 45 laboratory hours per semester. Prerequisite: CHEM 111. Usually offered in spring semester. Course fee.

CHEM 135 - Chemistry for Engineers (4 credits)
Chemistry for Engineers is a one-semester course, with laboratory, covering general chemistry topics designed specifically for engineering students. Topics include atomic/molecular structure, the periodic table, chemical reactions, chemical bonding, equilibrium, kinetics, thermodynamics, electrochemistry, and gas laws. A mathematical approach will be used throughout the course emphasizing data acquisition and manipulation, uncertainty and significant figures. The course includes an introduction to basic laboratory techniques, obtaining measurements, and safety. This course is for non-chemistry engineering students; science majors need to complete the CHEM 111 - CHEM 112 sequence. This course meets 45 lecture/discussion hours and 45 laboratory hours. Prerequisites: Qualifying score on the math assessment, or MATH 017 or MATH 018 and high school algebra II and trigonometry, or high school precalculus. 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. The course meets for a total of 30 hours of lecture and 60 hours of laboratory per semester. Prerequisite: CHEM 112 or permission of instructor. 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. Course includes 45 hours of lecture and 45 hours of laboratory per semester. Prerequisite: CHEM 112 or permission of instructor. Course fee.

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. Course includes 45 hours of lecture and 45 hours of laboratory per semester. Prerequisite: CHEM 207 or permission of instructor. Course fee.

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.

CMST 105 - Interpersonal Communication (3 credits)
This course explores the basic elements and theories 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.

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.

Computer Aided Design and Drafting

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 CADD environment using AutoCAD software. Course includes 30 lecture hours and 30 lab hours per semester. Prerequisite: CADD 101. Course fee.

CADD 102 - Intermediate CADD (3 credits)
A continuation of Introduction to CADD with main emphasis on using CADD software to produce Advanced 2-D and introductory 3-D drawings. Course includes 30 lecture hours and 30 lab hours per semester. Prerequisite: CADD 101. 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. Course includes 30 lecture hours and 30 lab hours per semester. 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. Course includes 30 lab hours and 30 lecture hours per semester. 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. Course includes 30 lecture hours and 30 lab hours per semester. Prerequisite: CADD 102 or permission of instructor. 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. Course includes 30 lecture hours and 30 lab hours per semester. 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 3-D models to test and explore the various methods of assembling a model in Solidworks. Course includes 30 lecture hours and 30 lab hours per semester. Course fee.

CADD 271-274 - Cooperative Education: Computer Aided Design and Drafting (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.

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. 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. Prerequisites: CIS 102. Course fee.

CIS 106 - Microsoft Office Applications (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. Although the course introduces a basic introduction to the applications, advanced skills are presented throughout the course. Course fee.

CIS 108 - Operating Systems (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. Although the course introduces a basic introduction to the applications, advanced skills are presented throughout the course. Course fee.

CIS 110 - Introduction to UNIX/Linux (4 credits)
This is an introductory course designed for users of UNIX. It is taught using the Linux operating system. The student learns to create, remove, edit and rename files, directories and subdirectories; compose, send, receive and print electronic messages; and compose, edit and format short text files using the UNIX editors. The UNIX shell, kernel and utility programs are covered. Shell programming is introduced. Course fee.

CIS 111 - C Programming Language (4 credits)
This course in computer programming uses the C language. The student learns to define, solve, code, enter, test, debug and document programming problems. Prerequisite: CIS 102 or permission of the instructor. Corequisite: CIS 102 or permission of the instructor. Course fee.

CIS 113 - Introduction to PowerPoint (3 credits)
This course presents the fundamentals of designing, creating, modifying and enhancing computerized presentations using Microsoft PowerPoint. The student examines the various applications for computerized presentations and employs advanced techniques including links to other applications and multimedia elements. 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. 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 pseudo code 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.
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. 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. Prerequisite: CIS 116 or permission of the instructor. Course fee.

CIS 118 - Introduction to Microsoft Access (3 credits)
This course provides an introduction to databases, including database design, creation, joining, tables, forms, reports, labels and queries. The student solves a variety of business problems using database products to design and create database files, locate and edit data, organize and display data, and modify and expand a database. 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. 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. 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. One semester. Prerequisite: CIS 102 or permission of the instructor. Course fee.

CIS 145 - Introduction to Microsoft Excel (3 credits)
This course presents an introduction to Microsoft Excel, including designing structured spreadsheets, building formulas and functions, using spreadsheet publishing techniques, creating charts and a spreadsheet database. Also examined are advanced topics such as integrating Excel with other products and macros. Emphasis is placed on designing structured spreadsheets and developing spreadsheet solutions for a variety of business problems. 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. Prerequisite: CIS 102 or permission of the instructor. 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. 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 and arrays. Prerequisite: CIS 102 or permission of the instructor. Corequisite: CIS 115. 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. Prerequisite: CIS 205 or permission of the instructor. Course fee.

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. Prerequisite: CIS 135 or permission of the instructor. Course fee.

CIS 211 - MS Windows Server Operating System (3 credits)
This course provides an in-depth presentation of the capabilities of MS Windows Server Operating System. Topics include protocol configuration, name resolution, network services, remote access, routing, and security. The course provides a foundation that may be useful for Microsoft Certification, but is not keyed to a particular Microsoft Exam. Prerequisite: CIS 102 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. Prerequisites: CIS 102, CIS 115 and CIS 111 or permission of instructor. Course fee.

CIS 215 - Advanced Java Programming (4 credits)
This course develops advanced concepts in the Java programming language. The student studies programming design and development techniques in object-oriented technology using graphics, exception handling, multithreading and input/output streams. 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, JavaScript, and Perl. Prerequisites: CIS 115 and CIS 136 or permission of instructor. Course fee.

CIS 219 - Server-Side Web Programming (4 credits)
This course introduces the basic principles of developing Server-Side Web programs. Students learn to design, develop, test and debug Web applications using Server-Side technologies. 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. 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. Prerequisite: CIS 110. Corequisite: CIS 115. Course fee.

CIS 254 - 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. Prerequisites: CIS 102 and CIS 106 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.
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 with emphasis on applications for Science, Mathematics and Engineering disciplines. The course provides an introduction to the principles of program design and development using procedural programming techniques. The course will provide an introduction to the following topics: life cycle program development, modularization, simple algorithm analysis, aggregated derived data types and sequential and random file processing. Usually offered in spring semester. **Prerequisite/Corequisite:** MATH 203. **Note:** Computer Science students completing CIS 111 cannot receive credit for CSI 131.

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. Usually offered in fall semester. **Prerequisites:** CSI 131. **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.

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.

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.

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. **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.

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.

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.

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. **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.
CRIMINAL JUSTICE • DRAMA • EARTH SCIENCE • ECONOMICS

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.

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.

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, one hundred laboratory hours. Prerequisite: CJ 101 or permission of instructor.

Drama

DRAM 203 - Survey of World Drama (3 credits)
This course is a chronological and critical study of the development of drama from the early Greeks until the Restoration. Students explore a broad range of dramatic works from around the world. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

DRAM 204 - Survey of Modern Drama (3 credits)
This course is a chronological and critical study of the development of drama from the nineteenth and twentieth centuries. Students explore a broad range of dramatic works from around the world. Prerequisite: minimum of C grade in ENG 101. Usually offered in spring semester.

Earth Science

ES 105 - Earth Science (3 credits)
A survey of the physical earth for nonscience majors is presented with emphasis on the waters and the atmosphere, including principles and concepts of geology; plate tectonics; environmental phenomena; earthquakes, volcanoes, seismic sea waves, landslides, surface processes, earth resources, wastes and hazards. Designed for students who share with the scientist the curiosity, wonder, and interest in the earth and the atmospheric changes.

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. The course meets for a total of 30 laboratory hours per semester. Prerequisite or co-requisite: ES 105. 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. 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. The course meets for a total of 45 lecture hours and 30 laboratory hours per semester. Course fee.

ES 108 - General Meteorology (4 credits)
This introductory course surveys the structure, weather, and climate in our Earth’s atmosphere. Topics include solar energy input and distribution to the Earth; the role of atmospheric moisture in cloud development and precipitation; the development of winds, global circulation, and the motion of air masses and fronts; severe weather processes, and human impact on climate changes. Course work includes laboratory experiences and a collaborative field exercise that includes weather observations. The course meets for a total of 45 lecture hours and 30 laboratory hours per semester. Course fee.

Economics

ECON 101 - Macroeconomics (3 credits)
Macroeconomics is an introduction to economic principles with emphasis on the analysis of aggregate income and employment. Topics include theory of income and employment, role of money and banking system, monetary and fiscal policies, and the problems of economic growth and fluctuations. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107.

ECON 102 - Microeconomics (3 credits)
Microeconomics deals with resource allocation under the price system, price and output determination when markets are characterized by perfect and imperfect competition, and price and employment determination in the resource market. Current problems of poverty, environment, energy and urbanization are analyzed. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107.
ECON 105 - United States Economic History (3 credits)

This course is a history of the U.S. economic development from Colonial times to the present in a world context. Major topics are geography and natural resources, the agrarian age, the factory system, the industrial revolution, and the new post world war society.

ECON 106 - Consumer Economics and Personal Finance (3 credits)

This course studies economic theory as it applies to consumer decision making. Theory will be complemented by practical examples of consumer decisions on investing, saving and budgeting. Use of credit, insurance, housing, career and retirement planning within the decision-making process will be emphasized.

ECON 107 - Introduction to Economics (3 credits)

This course is an introduction to modern macro and microeconomic theory and practice. The micro concepts of supply and demand, cost structure, profit maximization and wage determination make up the first half of the course. The remainder covers macroeconomic problems of unemployment and inflation with theoretical and applied policy solutions: fiscal, monetary and supply-side. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107.

EDUC 101 - Introduction to Education (3 credits)

This course is a survey of the role of education in America. Consideration is given to basic philosophies underlying the requirements of effective learning — teaching situations, developmental aspects of school age children, current trends in education, and the selection of education as a profession. Participants should anticipate spending the equivalent of four days in field placement with a minimum of 30 hours in a public school classroom.

EDUC 103 - The Young Child (3 credits)

This course is designed to provide students with knowledge to meet the needs of the young child from birth to age eight. Emphasis is on the practical aspects of caring for young children, creating environmental settings instrumental in providing optimal development, and developing guidelines for selecting quality child care and educational programs. Readings and discussions on special concerns and current issues in the field of child development are offered. The course is designed to train parents, foster care parents, family and group day care providers, nursery and primary teachers, and others. When taken with EDUC 104, the 90 classroom-hours program required by the Maryland State Department of Education, Office of Child Care, will be met.

EDUC 104 - Materials and Curriculum in Early Childhood (3 credits)

This course is designed for parents, teachers, day care operators, prospective parents or teachers, and others interested in working with children. Through varied instructional materials and activities, students learn various means of stimulating the intellectual, physical, social and emotional development of children through eight years of age. When taken with EDUC 103, the 90 classroom-hours program required by the Maryland State Department of Education, Office of Child Care, will be met.

EDUC 107 - Introduction to Special Education (3 credits)

This course provides a basic overview and understanding of special education programs and their design. Handicapping conditions and their characteristics are explained and discussed. Participants should anticipate spending the equivalent of four days in field placement with a minimum of 30 hours in a public school special education setting. This course meets the requirement of three credits in special education for Maryland teachers seeking new or continuing certification. Prerequisite: EDUC 101 and PSY 207 or permission of instructor.

EDUC 108 - Classroom Management: Early Childhood (3 credits)

This course focuses on the theories and skills necessary for classroom management in an early childhood setting. Students are introduced to specific skills that support classroom management, including problem solving skills, record keeping, and observational and evaluation skills, while emphasizing child development issues. This course is designed for people working with children in daycare centers, nursery schools, prekindergarten, and kindergarten. Prerequisite: PSY 101 or permission of instructor.

EDUC 110 - Infant and Toddler Development (3 credits)

This course is designed to provide an in-depth examination of human development from birth through age three years, exploring the best practices designed to meet the needs of infants and toddlers as related to their physical growth and development, mental health, and human relationships. Attention is given to the family and child's multicultural customs, gender equity and children with special needs, while insuring quality program development and implementation in out-of-home care environments. Content also focuses on the caregiver, the child, and the program provided to meet the learning needs of the infant and toddler.
EDUC 113 - Introduction to Early Childhood Education (3 credits)
This course introduces students to the early childhood profession. It provides a historical perspective as well as current issues and trends in the field. Various roles of the early childhood profession 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.

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. Prerequisite: EDUC 108 or permission of instructor.

EDUC 201 - Field Placement I (3 credits)
The field placement experience requires that the student spend a minimum of 135 hours in a child care setting teaching under the supervision of a site manager and a faculty member. This experience is intended to offer the student hands-on experience teaching classes under supervision in a child care environment. Prerequisite: EDUC 108.

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 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 re-certification and is intended for early childhood, elementary, and special education teachers. Prerequisite: students must be currently teaching or having permission of the Dean of the Educational and Transitional Studies Division. Usually offered as needed.

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. Prerequisite: students must be currently teaching or have permission of the Dean of the Educational and Transitional Studies 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. Usually offered in the fall and spring semesters.

EDUC 208 - Avenues to Children's Literacy (3 credits)
This course is designed to give participants the ability to use criteria consistent with findings of scientific research to select, evaluate, and compare instructional programs and materials (e.g., children’s literature) for teaching reading. Successful students will be proficient in enabling students to read a variety of textual materials and will be prepared to involve school and community members in promoting reading. 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, current daycare workers and future daycare workers only. Three lecture hours per week. Prerequisite: students must be currently teaching or have permission of the Dean of the Educational and Transitional 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. Prerequisite: students must be currently teaching or have permission of the Dean of the Educational and Transitional Studies Division. Usually offered in fall or spring semester.

EDUC 210 - Children with Behavioral Challenges (3 credits)
This course provides a basic overview of the causes and treatments of behavioral difficulties in children and adolescents. Emphasis is placed on interventions that can be implemented by an educator or daycare provider through high school. Attention is given to creating relationships with families and agencies that support the progress of the child. Usually offered during fall semester. Prerequisite: EDUC 103 and PSY 202 or permission of instructor.

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. Prerequisite: Students must be currently teaching or have permission of the Dean of the Educational and Transitional 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. Prerequisite: students must be currently teaching or have permission of the Dean of the Educational and Transitional 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. Prerequisite: students must be currently teaching or have permission of the Dean of the Educational and Transitional 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. Prerequisite: students must be currently teaching or have the permission of the Dean of the Educational and Transitional Studies 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. Prerequisites: EDUC 103 and 104.

EDUC 216 - Child Health, Safety and Nutrition (3 credits)
This course examines the health, safety, and nutritional needs of children in the child care setting. It provides students with information concerning health and nutrition policies, the creation of safe learning environments, the development of lesson plans, and current issues in health, safety, and nutrition. 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. Prerequisite: qualifying score on the Math assessment or MATH 017 or MATH 018. Course fee.

Engineering

ENGR 101 - Engineering Drawing I (2 credits)
The fundamental principles of the graphic language are presented. Students acquire the necessary drafting skills to produce technical drawings. Topics include lettering, geometric construction, sketching, multiview projection, sectional views, auxiliary views, dimensioning and tolerancing. Usually offered in fall semester.

ENGR 103 - Introduction to Engineering Design (4 credits)
This course provides an introduction to engineering and an overview of application of the basic tools and techniques of engineering design and graphic communications. The fundamentals of engineering design, engineering drawing, AutoCAD, Excel spreadsheet, an introduction to MATLAB, and ethics in engineering are presented in this course. Students work on a team to use these tools on a design project with related modules in electrical/mechanical/structural topics. This course meets for 30 lecture hours and 60 laboratory hours. Prerequisites: qualifying score on the math assessment, or MATH 017 or MATH 018 and high school or college trigonometry. Course fee.

ENGR 104 - Statics (3 credits)
Using the vector approach and free body diagrams, this course deals with formulation and application of the laws governing the equilibrium of physical objects under the influence of general forces. The major topics include application of vector diagrams, equilibrium force systems, analysis of frames and trusses, internal forces in beams, friction, centroids, moments of inertia and fluid statics. Prerequisites: ENGR 103 and MATH 203.

ENGR 201 - Dynamics (3 credits)
Students learn to formulate and apply the laws governing the motion of physical objects under the influence of general forces. Topics are Newton's laws of motion; multidimensional motion of particles and rigid bodies; kinematics and kinetics of particles, energy and momentum methods for particles; and mechanical vibrations. Prerequisites: ENGR 104 and PHYS 203.

ENGR 202 - Mechanics of Materials (3 credits)
The fundamentals of strength and deformation of various materials are presented in this course. The main topics covered are axial stress and deformation of bars, strains and generalized Hook's law, torsional stress and deformation in shafts, stress and deformation in beams, compound stresses, pressure vessels, statically indeterminate problems, and columns. Prerequisites: ENGR 104 and MATH 204.

ENGR 203 - Engineering Materials (3 credits)
This course is an introduction to a broad spectrum of engineering materials used in various industries. Emphasis is on the types, properties, production, and application of the materials. The topics include selection of materials, availability, elastic moduli, yield strength and ductility, hardness, fracture, toughness, fatigue, corrosion, deformation, and a CADD design project to incorporate various engineering materials. Usually offered in spring semester.

ENGR 204 - Basic Circuit Analysis (4 credits)
This course is intended for electrical engineering majors. It presents the fundamentals of circuit analysis and introduces the students to basic electronic equipment and measurement techniques, including simulation, construction, and testing of basic analog circuits. Topics include basic circuit elements, such as resistors, capacitors, inductors, sources, transformers, and operational amplifiers; V-I laws for RC elements; response of RC, LC and RLC circuits; steady state analysis of DC and AC circuits. Students apply Ohm's Law and Kirchoff's Laws, apply analysis techniques including phasor, nodal and mesh analysis and Thevenin and Norton's Theorems, and perform transient analysis for first and second-order circuits. This course includes a design project and presentation. This course meets for 45 lecture/discussion hours and 45 laboratory hours. Prerequisites: MATH 204 and co-or prerequisite PHYS 204. Course fee.

ENGR 206 - Digital Logic Design (4 credits)
This course serves as an introduction to the concepts, principles and design elements governing the behavior of digital circuits. Topics include number systems, Boolean algebra, logic functions and gates, decoders and encoders, Karnaugh map, flip-flops, counters and shift registers, arithmetic and logical operations, binary codes and codes circuits, combinational and sequential logic systems and design, state diagrams, memory architecture, and programmable logic devices. This course includes laboratory projects with design elements. This course meets for 45 lecture/discussion and 30 laboratory hours. Prerequisites: ENGR 103 and ENGR 204. Course fee.
ENGR 207 - Scientific and Engineering Computation (3 credits)
This course is an introduction to the fundamental methods of numerical analysis. Topics include roots of equations, matrix algebra and systems, interpolation and curve fitting, error analysis, numerical integration, and numerical methods for ordinary differential equations. Use of a Computer Algebra System is integrated throughout the course. This course meets 30 lecture/discussion and 30 laboratory hours. Prerequisite: MATH 203 and completion of or concurrent enrollment in MATH 204. Course fee.

ENGR 210 - Signals and Systems (4 credits)
This course presents an overview of signals and systems. Topics include continuous-time signals and linear time-invariant systems; singularity functions, differential equations and continuous convolution; Fourier series and Fourier transforms; Laplace transforms, state variables; frequency analysis. Students will apply the application of theory to problems in electrical engineering. This course meets for 60 lecture/discussion hours. Prerequisites: MATH 208, ENGR 204 and ENGR 206.

Engineering Technology

ENGT 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. 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 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 measurement of pressure flow, measurement systems, pumps, valves, filters, controlling pressure, fluid flow, actuators, seals, reservoirs, hoses, pneumatic controllers, and safety protocols. Prerequisite: ENGR 101. Course fee.

ENGT 109 - LabVIEW Fundamentals (3 credits)
This course introduces students to the basics of LabVIEW programming language. LabVIEW is an interactive, graphical programming language that enables users to write sophisticated programs and applications required by the engineering technology field. LabVIEW's graphical programming environment has become an industry standard. Successful completion of this course prepares students for the Certified LabVIEW Associate Developer certification. Course fee.

ENGT 223 - Principles of Mechanics (4 credits)
This course is designed for students in the Engineering Technology Program. The course focuses on establishing a hands-on background in the basic principles of mechanics as applied to an industrial setting. A broad range of tools and techniques are presented which introduce students to industry standard procedures and equipment. Topics include hand tools, fasteners, basic fundamentals of mechanics, lubrication, bearings, seals, gaskets and packing, belt drives, chain drives, gears, couplings, clutches and brakes, and rigging. Prerequisites: ENGT 101 and MATH 103.
ENGT 224 - Quality Assurance for Technicians (2 credits)
Quality Assurance for Technicians teaches basic quality assurance components as they apply to a manufacturing environment. This course introduces the basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining consistent manufacturing standards. Students are introduced to quality tools, basic statistics and control charts, blueprint reading, geometric dimensioning and tolerancing, measurements, problem solving, and system auditing. 
Prerequisites: ENGT 101, ENGT 223, MATH 103. 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.

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.

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. 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. 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. 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 ENG 012 and concentrates on vocabulary, grammar, and mechanics as well as sentence combining and editing skills. May not be used to meet graduation requirements.

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. 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 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. Prerequisites: ENG 012, ENG 018, ENG 060 or a qualifying score on the writing 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. 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. 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 clear and effective research reports, term papers, 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. Prerequisite: minimum of C grade in ENG 101.

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. Prerequisite: 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. Prerequisite: minimum of C grade in ENG 107.

ENG 201 - World Literature: 800 B.C. to 1600 A.D. (3 credits) [GE] [D]
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. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

ENG 202 - World Literature: 1600 A.D. to the Present (3 credits) [GE] [D]
This course examines shifts in values and concerns from the end of the Renaissance to the present. Writers who may be studied include Machiavelli, Moliere, Voltaire, Kafka, Chekhov, Tagore, Xun, and Mahfouz. Prerequisite: minimum grade of C in ENG 101. Usually offered in spring semester.

ENG 203 - English Literature: Survey of English Literature I (3 credits) [GE]
This course is a chronological and critical study of writers, Anglo-Saxon through Neoclassical, and their personal, literary and cultural importance. Prerequisite: minimum of C grade in ENG 101. Usually offered in spring semester.

ENG 204 - English Literature: Survey of English Literature II (3 credits) [GE]
This course is a chronological and critical study of English writers, Romantic to the present, and their personal, literary and cultural importance. Prerequisite: minimum of C grade in ENG 101.

ENG 205 - American Literature: Colonial Through the Civil War (3 credits) [GE] [D]
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. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

ENG 206 - American Literature: Late 19th and 20th Centuries (3 credits) [GE] [D]
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. Prerequisite: minimum of C grade in ENG 101.

ENG 207 - Perspectives in Humanities (3 credits) [GE] [D]
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. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

ENG 208 - Contemporary Humanities (3 credits) [GE] [D]
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. Prerequisite: 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. Prerequisites: minimum of C grade in ENG 101.

GB GE GH GI GL GM GS Denotes General Education Course.
For more information see pages 19-22.

D Denotes Diversity Course.
For more information see page 21.
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. Prerequisite: 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. Prerequisite: minimum of C grade in ENG 101.

ENG 216 - Business Communications (3 credits)
Designed for the student who must communicate effectively in a business environment, this course emphasizes the principles common to written and oral communications. Topics include the nature of the communication process; listening, planning and writing; preparing correspondence, agreements and reports; communicating about employment; records of oral communications; and management of written communications. 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. 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. Prerequisites: 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 fiction and creative nonfiction. Students are responsible for editing the HCC literary magazine Feather and Talon. Prerequisites: minimum of C grade in ENG 107, ENG 113, and ENG 231.

ENG 233 - African-American Literature (3 credits)
This course is a survey of African-American literature from the mid-19th century until the present. Selected works include slave narratives, folklore, fiction, poetry and drama. The works are examined in historical context and in their relationship to the political, social and intellectual milieux in which they were produced. Prerequisite: minimum of C grade in ENG 101.

ENG 234 - Ethnic American Literature (3 credits)
This course emphasizes the critical study of literature written by diverse American authors, including works by African-, Asian-, Hispanic-, European-, Native-Americans and emerging ethnic writers. Prerequisite: minimum of C grade in ENG 101.

ENG 235 - Poetry 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 poetry. Students analyze market trends in order to send out their own work appropriately. Prerequisites: minimum of C grade in ENG 107 and ENG 110.

ENG 236 - Poetry 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 are responsible for editing the HCC literary magazine Feather and Talon. Prerequisites: minimum of C grade in ENG 107, ENG 110, and ENG 235.

ENG 237 - Literature to Film (3 credits)
This course examines the relationship between literary works and their film adaptations within their historical and cultural contexts. Students critically read literary works, view films based on these literary works, and compare and contrast the elements of each artistic form. Prerequisite: minimum of C grade in ENG 101.

ENG 238 - Latin American Literature (3 credits)
This course emphasizes the critical study of English translations of literature written by a variety of Latin American writers, including indigenous, Asian or Afro-Latin voices, from the 19th and 20th centuries. Genres studied include the novel, short story, poetry, testimonial narrative, and historical nonfiction. Readings, films, and discussion provide the cultural and historical context necessary for understanding Latin American literature from Mexico, the Caribbean, Central and South America. Prerequisite: minimum of C grade in ENG 101.
ENVIRONMENTAL SCIENCE

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.

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. This course may require field trips. A reasonable alternative option to the required field trip will be available. The course meets for a total of 30 hours of lecture and 30 hours of laboratory per semester. 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. 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. Course meets for 45 hours of lecture and 45 hours of laboratory per semester. 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 methodologies, 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. Course meets for 30 hours of lecture and 60 hours of laboratory per semester. 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. Course meets for 30 hours of lecture and 60 hours of laboratory per semester. 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. 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. 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. 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. 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. 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. Prerequisite: FR 201 or equivalent, or permission of instructor. Usually offered in spring semester.

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.

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.

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.

GEOG 203 - Map Interpretation (3 credits)
This course introduces maps as effective tools to record and communicate spatial information. Emphasis is on map scale and measurement, referencing systems, map types, and new geotechniques. Topics include earth geometry, geodetic survey, map projections, location and land partitioning systems, map measurement, symbolization, (3D) terrain representation and contour interpretation, thematic maps, and cartogram maps. Geographic exercises requiring geotechnologies, digital cartography, remote sensing, image interpretation, geographic information, global positioning, and interactive Internet mapping are discussed. Prerequisites: GEOG 101 and MATH 017 or MATH 018.

GEOG 204 - Introduction to Geographic Information Systems (3 credits)
This course introduces students to selected computer hardware and software for the storage, retrieval, manipulation, analysis, and display of geographic data. Practical applications of geographic information systems (GIS) are emphasized. This course is not intended to provide students with extensive training in particular GIS software. However, laboratory projects involving student use of Windows-based GIS software on desktop computers and Web-based mapping applications are required and will reinforce important concepts. Prerequisites: GEOG 101 and GEOG 203.

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. 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. 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. **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. **Prerequisites:** GER 201 or equivalent, or permission of instructor. Usually offered in spring semester.

Health

HLTH 101 - Contemporary Health Issues (3 credits)
This course presents an overview of current health issues and problems facing our society. Topics include emergency care and CPR; prevention, recognition and treatment of chronic and communicable disease; aging, marriage and family lifestyles and choices; recognition and treatment of mental disorders; and stress management. The course emphasizes the current objectives published by the U.S. Department of Health.

HLTH 102 - EMC, First Aid, and Safety (3 credits)
This course prepares students to meet the certification requirements from a nationally recognized organization. Topics include first aid, emergency medical care, Cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED) training, safety awareness and accident triage. **Course fee.**

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.

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.

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.

HLTH 106 - Nutrition for Personal Wellness (3 credits)
This class introduces students to practical nutrition information. Emphasis on the role of nutrients in health management, weight control, and disease prevention, as well as behavioral influences on eating habits are discussed. Students assess personal nutritional status, develop individual nutrition plans, and learn positive eating behavior modification strategies.

HLTH 107 - Stress Management (3 credits)
This course examines different stressors and their impact on one’s health. Mental health, stress related illnesses, and healthy and unhealthy choices are discussed. Stress management techniques are emphasized.

History

HIST 101 - History of Western Civilization I (3 credits)
This course is the story of Western Civilization from its foundations in the ancient Near East and the Mediterranean societies through the Middle Ages and the Renaissance to the industrial and colonial world of the mid-eighteenth century. The roles of women, children and the family are noted along with political, economic, religious and other intellectual concerns throughout Europe.

HIST 102 - History of Western Civilization II (3 credits)
This course is the continuation of the saga of European politics, culture and intellectual progression from c.1740 to the recent past. Impact by European nations on the rest of the world and the reverse is noted through examination of nineteenth and twentieth century imperialism, the expansion of science and technology, and social and religious movements.
HIST 103 - History of the United States I (3 credits)
This course is a survey of the political, social, economic and intellectual issues of American history from the early settlements to the era of the Civil War and Reconstruction.

HIST 104 - History of the United States II (3 credits)
This course is a study of the broad cross-currents of American political, cultural, diplomatic and socioeconomic developments from the end of the Civil War to the present, with special reference to America’s role in world leadership, the quest for peace and security, and the social revolution within the United States since 1945.

HIST 109 - World History (3 credits)
This course has a global perspective, examining many different civilizations, cultures and societies around the world, comparing how they dealt with economic, social, political, technological, environmental and other major challenges, and how they organized their lives and interacted with other peoples from the early beginnings of humankind (ca 200,000 BCE) to the age of exploration (ca 1500 CE). **Co-requisite:** Eligibility for ENG 101.

HIST 110 - World History II (3 credits)
This course has a global perspective, examining many different civilizations, cultures and societies around the world, comparing how they dealt with economic, social, political, technological, environmental and other major challenges, and how they organized their lives and interacted with other peoples from the age of exploration (ca 1500 CE) to the present. **Co-requisite:** Eligibility for ENG 101.

HIST 112 - History of Science and Technology (3 credits)
This course is a one-semester survey of the development of science and technology 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.

HIST 115 - Exploring Ancient Civilizations (3 credits)
This course covers the foundations of western civilization from the end of the nomadic Paleolithic era (c. 20,000 BCE) through the rise of civilizations in the Neolithic and Bronze Ages, concluding with the rise and fall of the Roman Empire (476 CE). Students examine the political, social, economic, and technological forces which shaped the development of ancient civilizations, laying the foundation for the creation of the modern western world. Traveling in Greece and Italy provides students first-hand experience with the architecture, culture, physical remnants, and historical legacies of these civilizations. **Course fee. Prerequisites:** permission of instructor and meets HCC travel requirements.

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.

HIST 202 - The Twentieth Century World (3 credits)
This course covers world history since 1900. Topics include the World Wars; the rise of Communism, Fascism and religious fundamentalism; the Cold War; emergence of Third World nations; the United Nations, and other international agencies seeking protection of the disadvantaged. The environment, the women’s movement, the scientific and technical revolution, and the search for peace are also studied.

HIST 203 - History of American Military Policy (3 credits)
This course is a critical analysis and evaluation of the concepts 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.

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.

HIST 207 - African-American History (3 credits)
This course is an assessment and appreciation of the African-American experience from Colonial times to the present. The role of Black Americans in shaping America is stressed.

HIST 208 - American Ethnic History (3 credits)
All Americans are “ethnic” and have some racial, religious, national or cultural roots in at least one other culture. This course examines the American ethnic experience from Colonial times to the present. Students study how various racial and ethnic groups have influenced American social, economic and political development. Students have an opportunity to trace their own family and ethnic heritage.

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.
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.

HIST 220 - History of American Women (3 credits)
This course uses multicultural perspectives to examine the politics, works, family, creativity, and sexuality of American women’s lives from the colonial period to the present. Co-requisite: eligibility for ENG 101.

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. The course presents information on network terminology, fundamentals, media, cabling, Ethernet fundamentals, Transmission Control Protocol/Internet Protocol (TCP/IP), and routing fundamentals. Course includes 45 lecture hours and 30 lab hours per semester. Prerequisite: CIS 102 or permission of the instructor. Course fee.

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.

HD 103 - Career and Life Planning (3 credits)
This course is designed to help 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. 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. Course fee.

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. 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. The 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). Course includes 45 lecture hours and 30 lab hours per semester. Prerequisite: ISS 111 or permission of instructor. Course fee.

ISS 213 - Cisco 3 (4 credits)
This course is the third of four courses leading to Cisco Certified Network Associate (CCNA) designation and provides information on switching basics and intermediate routing. The course focuses on Internet Protocol (IP) addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, and Virtual Local Area Network (VLAN) Trunking Protocol (VTP). Course includes 45 lecture hours and 30 lab hours per semester. Prerequisite: ISS 112 or permission of instructor. Course fee.

ISS 214 - Cisco 4 (4 credits)
This course is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on advanced Internet Protocol (IP) addressing techniques, such as, Network Address Translation (NAT), Port Address Translation (PAT), and Dynamic Host Configuration Protocol (DHCP), Wide Area Network (WAN) technology and terminology, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial-on-Demand routing (DDR), Frame Relay, network management, and introduction to optical networking. Course includes 45 lecture hours and 30 lab hours per semester. Prerequisite: ISS 213 or permission of instructor. Course fee.
ISS 220 - Strategic Infrastructure Security (3 credits)
This course focuses on security-related issues and the essential skills needed to implement security in a network in an enterprise environment, such as risk analysis, security policies, penetration testing techniques, Transfer Control Protocol (TCP), packet analysis, cryptography, operating system (OS) hardening, virus protection, and disaster recovery. Prerequisite: CIS 210 or permission of instructor. Course fee.

ISS 221 - Network Defense & Countermeasures (3 credits)
This course focuses on the architecture for network defense including network attacks and defenses, firewall systems design and configuration, virtual private network (VPN) configuration, designing and configuring intrusion detection systems, intrusion signature, and network security policies and configurations. Prerequisite: ISS 220 or permission of instructor. Course fee.

ISS 222 - Computer Forensics (3 credits)
This course introduces students to computer forensics, the emerging role of the computer forensics examiner, forensic evidence preservation, and legal and ethical foundations. This course provides a comparative study of information technology, evidence analysis, chain of custody, and data retrieval from computer hardware and software applications. Students have hands-on experiences using various computer forensic methods, evidence preservation techniques and documentation. Prerequisites: CIS 210, ISS 111 and ISS 112. Course fee.

Interdisciplinary Studies

IDS 101 - Introduction to Leadership (3 credits) [GI]
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.

IDS 201 - Peace and Conflict: An Interdisciplinary Look (3 credits) [GI] [D]
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. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. Course fee.

ID 103 - History of Furniture and Decorative Arts (3 credits)
Furniture, interiors, architecture, methods and materials from ancient times to the present are studied. Field trips to museums and/or historic homes are included. Students develop their own reference files. This course may require field trips. Course fee.

ID 110 - Kitchen Design (1 credit)
Students gain a basic background in kitchen design including cabinets and appliances. In the design process the client's needs and lifestyle are given high priority, along with budget considerations. This course may require field trips.

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 trips.
**INTERIOR DESIGN**

**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.

**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. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. Course fee.

**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.

**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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. Prerequisites: ID 118 and ID 125, or permission of instructor. Usually offered in fall semester. Course fee.

**ID 204 - Commercial Interiors (3 credits)**
All aspects of commercial and institutional design are studied. Students design effective and creative 2-D and 3-D responses to client programs by focusing on space planning, equipment and furniture selection and arrangement, utilization of color, lighting, fabrics and wall, floor and window treatments. Students practice the skills necessary to communicate design solutions through oral and graphic presentations. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. Prerequisites: ID 118, ID 125 and ID 206, or permission of instructor. Usually offered in spring semester. Course fee.

**ID 205 - Business Practices for Interior Designers (3 credits)**
Students develop knowledge of the professional interior design organizations, codes of ethics, business formation, staffing procedures and the paperwork pertaining to the practice of interior design. Students apply this knowledge while completing one residential and/or one commercial project during the semester, from initial client contact through presentation. Oral and graphic skills are emphasized throughout the course. This course may require field trips. 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. This course may require field trips. 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. This course may require field trips. 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. Prerequisites: ID 118, ID 125 and corequisites ID 203, ID 205 or 206.
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.

MC 102 - Audio Production (3 credits)
This course introduces students to basic techniques of recording, editing, and mixing audio. Instruction covers fundamentals of microphone usage, mixing console operation, and digital recording and editing. Lectures and labs focus on topics such as acoustics, audio in media, equipment demonstrations, and recording techniques. Students work individually and in groups on a range of audio assignments including the production of an audio portfolio. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: MC 102 or permission of instructor. Usually offered in spring semester. Course fee.

MC 105 - Introduction to Journalism (3 credits)
Students study the roles, responsibilities, and effects of print and broadcast journalism from a 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.

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. Course includes 30 hours of lecture and 30 hours of lab per semester. Usually offered in fall semester. Prerequisites: MC 102 and 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: MC 102 or permission of instructor. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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 the viewing of films important to the development of film expression. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips.

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. Course includes 30 hours of lecture and 30 hours of lab per semester. This course may require field trips. Prerequisites: MC 204; or ART 108 and ART 207 or permission of instructor required.

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. 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. 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. Prerequisites: permission of instructor.

MC 293 - Independent Media 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.

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. 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. 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. Graphing calculators are recommended for use in the course. May not be used to meet graduation requirements. 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, exponents and polynomials, rational expressions, roots and radicals, and systems. Graphing calculators are recommended for use in the course. May not be used to meet graduation requirements. Prerequisite: qualifying score on the math assessment or MATH 010.

MATH 019 - 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. Prerequisite: MATH 017 or MATH 018 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 Administration, 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. 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. Prerequisite: qualifying score on the math assessment or MATH 017 or MATH 018.

MATH 101 - College Algebra (3 credits)
This course presents linear, quadratic, logarithmic, polynomial and inverse functions. Additional topics include linear systems and inequalities, complex numbers, and piecewise-defined functions. Emphasis is placed on solving application problems related to business and social sciences. Prerequisites: A qualifying score on the math assessment or MATH 017 or 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. 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, graphs, trigonometric functions of angles and real numbers, degree and radian measure, right triangle applications, identities, inverse functions, analytical trigonometry and trigonometric equations. Prerequisite: qualifying score on the math assessment or MATH 017 OR MATH 018.

MATH 109 - Precalculus Mathematics (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. Prerequisite: MATH 109 or MATH 101 and MATH 103, or equivalent.

MATH 203 - Calculus I (4 credits)
This course is an introduction to calculus with analytic geometry. It includes logarithmic, exponential, inverse, and hyperbolic functions, techniques of integration, improper integrals, infinite series and conic sections. Prerequisite: MATH 203.

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. 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. 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. 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. Prerequisite: MATH 203 or permission of instructor. Usually offered in spring semester.

MATH 211 - Elements of Geometry (4 credits) [GM]
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. Prerequisite: qualifying score on the math assessment placement test or Math 017 or MATH 018.

MATH 216 - Introduction to Statistics (4 credits) [GM]
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. 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. 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 essential clinical skills for a successful career in medical assisting. Course includes 45 hours of lecture per semester. Prerequisite: AHS 101 or permission of instructor.

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 placed on the essential clinical skills for a successful career in medical assisting. Course includes 30 hours of lecture and 30 hours of laboratory per semester. Prerequisites: BIO 108 and BIO 116 OR BIO 103/203 and BIO 104/204, 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. Course includes 45 hours of lecture and 30 hours of laboratory per semester. Prerequisite: MAS 122, Provider Level CPR/First Aid. 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. Course includes 30 hours of lecture per semester. 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 certifications in coding are presented. Course includes 45 hours of lecture per semester. Prerequisite: AHS 101 or permission of instructor. For more information see pages 19-22.

![Denotes General Education Course. For more information see page 21.](image)
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. Course includes 30 hours of lecture and 30 hours of laboratory per semester. 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. Course includes 30 hours of lecture and 30 hours of laboratory per semester. 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 15 additional instructional hours focused on employment and certification preparation. The student integrates and applies knowledge and skills from prerequisite coursework 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. Course includes 15 hours of lecture and 160 hours of externship per semester. Prerequisites: MAS 124, MAS 126, MAS 127, MAS 200, MAS 202, OS 135, Provider Level CPR/First Aid. Offered fall, spring and summer sessions.

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.

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. Course includes 45 hours of lecture and 30 hours of lab per semester. 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 and dictation, rhythmic drills, and the study of musical form. Course includes 45 hours of lecture and 30 hours of lab per semester. 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. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. Prerequisites: permission of instructor and/or an audition.

MUS 107, 108, 207, 208 - A Cappella Singers (1 credit each)
The A Cappella Singers perform unaccompanied vocal music from the Renaissance to the present. Students develop vocal techniques. Participation in concerts, community events, and other appearances, as scheduled, is required. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. 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. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. Prerequisites: permission of instructor and/or an audition.

MUS 111, 112, 211, 212 - Jazz Ensemble (1 credit each)
The HCC Jazz Ensemble performs instrumental jazz from the earliest to contemporary forms. Students develop instrumental techniques and participate in concerts, theater productions and other appearances, as scheduled. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. 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. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. 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. Course includes 15 hours of lecture and 15 hours of lab per semester. 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. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. 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. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. Prerequisite: permission of instructor and/or an audition.

MUS 124, 125, 224, 225 - Vocal Performance Workshop I-IV (1 credit each)
This course provides performance opportunities for students who wish to pursue a music program intended for performance, or other students with musical interest. Students collaboratively learn musical scenes and become comfortable with a professional rehearsal process, culminating in a public performance. The instructor provides feedback to aid students’ development of complete dramatic material. Assigned scenes include selections from the classical, operatic, or musical theater repertoire. Course includes 15 hours of lecture and 15 hours of rehearsal per semester. Prerequisite: permission of instructor and/or an audition.

MUS 127-166; 227-266 - Applied Music (1 credit 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. Course fee.

MUS 167-170; 267-270 - Applied Music: Composition I-VIII (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/practice per week. Prerequisite: permission of instructor. Course fee.

MUS 170-174; 271-274 - Applied Music: Composition I-VIII (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/practice 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, transposition, and scales. Total contact hours per week: 30 minute 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 and MUS 115, or permission of instructor. Course fee.

MUS 185, 186, 285, 286 - Classical Guitar Ensemble I-IV (1 credit each)
This course provides an ensemble experience by giving the guitar student an opportunity to perform in a group environment along with guitarists. Students are exposed to a variety of classical music literature, as well as styles and techniques associated with classical music, with an emphasis on guitar. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. Course fee.

MUS 187, 188, 287, 288 - Chamber Music Ensemble I-IV (1 credit each)
Students participating in this course have the opportunity to play a wide variety of classical music styles in a chamber setting, allowing for a high level of musical interaction within the ensemble. Students gain practice in basic musicianship, intonation, tone, color and sensitivity. Students develop instrumental techniques and participate in concerts, theater productions and other appearances as scheduled. Course includes 15 hours of lecture and 30 hours of rehearsal per semester. 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 - Drum Set/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

GB GE GH GI GL GM GS

Denotes General Education Course.
For more information see pages 19-22.

D

Denotes Diversity Course.
For more information see page 21.
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. This course may require field trips.

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. This course may require field trips.

MUS 203 - Music Theory III (4 credits)
Music Theory III is a study of chromatic harmony highlighting stylistic differences between 18th and 19th century practices. Original composition is encouraged. The course includes sight-singing, dictation, rhythmic drills, and the study of musical forms. Course includes 45 hours of lecture and 30 hours of lab per semester. Prerequisite: MUS 202 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. Course includes 45 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Course fee.

MUS 216 - World Music (3 credits)
World Music has a broad scope within the realm of the music from other cultures, with the emphasis on music from cultures other than Western European. Students consider a variety of works from a variety of cultures a cross the globe by representative performers and composers. This course may require field trips.

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. This course may require field trips.

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. This course may require field trips.

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

NURS 101 - Fundamentals of Nursing (7 credits)
In this course, students utilize the nursing process to contribute to a plan of care to meet the assessed basic health and wellness needs of clients across the life span. Course includes 60 hours of lecture, 45 hours of laboratory, and 67.5 hours in a clinical setting per semester. Prerequisites: admission to the Nursing Program, current CPR Certification for Healthcare Providers, BIO 103/203, ENG 101 and PSY 101. Corequisites: BIO 103/203, ENG 101 and PSY 101. Corequisites: BIO 104/204 & PSY 102/214. Course fee.

NURS 105 - Medical-Surgical Nursing 1 (4.5 credits)
In this course, students utilize the nursing process to contribute to a plan of care to meet the assessed basic health and wellness needs of clients across the life span who have commonly-occurring health issues. Seven weeks. Course includes 28 hours of lecture and 98 hours in a clinical setting per 7-week term. Prerequisites: current CPR Certification for Healthcare Providers, NURS 101, BIO 104/204, PSY 102/214. BIO 205 is a prerequisite for NURS 208 and NURS 210. Course fee.

NURS 107 - Mental Health Nursing (4 credits)
In this course, students utilize the nursing process to apply mental health concepts to clients across the life span who have commonly-occurring mental health issues. Seven weeks. Course includes 28 hours of lecture and 91 hours in a clinical setting per 7-week term. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 101, BIO 104/204, PSY 102/214. BIO 205 is a prerequisite for NURS 208 and NURS 210. Course fee.
NURSING • OFFICE SYSTEMS

NURS 112 - Contemporary Issues in Nursing (1 credit)
In this course, students gain insight into the impact of contemporary issues on professional nursing practice. Students discover how current trends in nursing affect their personal practice as registered nurses and contribute to the overall health care of our nation. Seven weeks. Course includes 15 hours of lecture per 7-week term. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 101, PSY 102/214, BIO 104/204. Co-requisite: NURS 105 or NURS 107.

NURS 208 - Maternal-Child Nursing (5 credits)
In this course, students utilize the nursing process to develop and/or adapt a plan of care to meet the assessed health and wellness needs of maternal, newborn, and pediatric clients. Seven weeks. Course includes 35 hours of lecture and 98 hours in a clinical setting per 7-week term. 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)
In this course, students utilize the nursing process to develop and/or adapt a plan of care to meet the assessed health and wellness needs of clients across the life span who have complex health care issues. Seven weeks. Course includes 28 hours of lecture and 98 hours in a clinical setting per 7-week term. 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)
In this course, students utilize the nursing process to create and coordinate a plan of care for meeting the assessed health and wellness needs of clients across the life span who have multiple and/or complex healthcare issues. Course includes 60 hours of lecture and 225 hours in a clinical setting per semester. 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 in the role of a registered professional nurse. The concepts of leadership and management are presented with corresponding clinical applications in Medical-Surgical Nursing III (NURS 211). Seven weeks. Course includes 15 hours of lecture in a 7-week term. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 208, NURS 210. Co-requisite: NURS 211.

OS 113 - Intermediate Keyboarding and Document Processing (3 credits)
This course emphasizes the development of speed and accuracy with alphabetic, numeric and symbolic keyboarding and proofreading techniques. Assignments are customized to the individual student’s skill level. Students use word processing software as a tool to prepare various business letters, memos, tables and reports. Decision-making skills are used to select document formats. Course projects emphasize the application of written communication skills and the ability to produce quality documents efficiently. Prerequisites: OS 100 or credit by assessment. 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. Course fee.

OS 129 - Introduction to Office Procedures and Management (4 credits)
This course provides students with opportunities to explore various office careers for development of short- and long-term career goals. Key topics include: written and oral business communication skills; international etiquette; records/financial management/office design, space and workplace safety; minute-taking; and an introduction to supervision. Hands-on practice in the use of various filing systems, event planning/travel arrangements as well as case studies and role-playing will provide students with experience in real-world business practices. 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. Course fee.

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. Course fee.

Denotes General Education Course.
For more information see pages 19-22.

Denotes Diversity Course.
For more information see page 21.
OS 136 - Introduction to Bookkeeping: Quickbooks (3 credits)
This course introduces basic bookkeeping concepts and procedures vital to developing and controlling business activities through the use of accounting software. Accounting for payables and receivables, preparing payroll activities and producing financial statements will be major topics of the course. Students will gain proficiency in developing sample databases designed to simulate real-world bookkeeping functions. Prerequisite: Qualifying score on the math assessment or MATH 001. Course fee.

OS 214 - Advanced Keyboarding & Document Processing (3 credits)
This course emphasizes the continued development of speed and accuracy with keyboarding exercises. Assignments are customized to the individual student's skill level. Students use word processing software as a tool to prepare various business documents. Decision-making skills are used to select document formats. Course projects emphasize advanced word processing skills such as advanced tables, merged documents, tracking changes and macros. Prerequisite: OS 113. 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. Prerequisites: AHS 101, ENG 012 or acceptable score on English assessment, and OS 113. 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. Prerequisite: OS 116. Course fee.

Paralegal

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.

PL 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.

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. 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. Prerequisites: ENG 101, PL 105, and PL 110.

PL 110 - Technology in the Legal Profession (3 credits)
This course provides an overview of the application of technology in the legal setting. Students learn the basics of computer hardware and software as well as purchase considerations. A major emphasis is placed on legal word processing and its applications in pleadings and correspondence. Telecommunications, computer assisted legal research, Internet, and other technology utilized in the law office are explored. Credit for prior learning is available. Students are required to take this course prior to PL 106.

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.

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. Prerequisite: PL 101.
PL 124 - Civil Litigation and Procedure (3 credits)
This course focuses on both the procedural and substantive aspects of civil litigation. The student becomes familiar with Maryland and federal court procedure, structure, personnel, pleadings, discovery, and other topics. In addition, students study the issues of jurisdiction and evidence. Emphasis is placed on the typical litigation tasks that paralegals are assigned including drafting pleadings, investigation, preparing witnesses, and reviewing records. \textit{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. \textit{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.

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. \textit{It is recommended that PL 101 be taken prior to or concurrently with this course.}

PL 204 - Constitutional Law (3 credits)
This course covers the basic concepts of American government and civil rights and liberties as seen from the application of the Constitution of the United States. Landmark decisions regarding judicial review, separation of powers, and the freedoms guaranteed and protected by the Bill of Rights are discussed. Questions of balance of constitutional rights to privacy and national security are covered. \textit{Students will be required to spend approximately 133 hours in law office settings during normal business hours. Prerequisite: PL 101, PS 106, PS 101 or HIST 103.}

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.

PL 233 - Probate Practice and Procedure (2 credits)
This course covers the areas of estate planning and probate procedure. The student becomes familiar with the ways an estate can be planned through the use of wills, trusts, and powers of attorney. Medical decisions are discussed through the use of the living will and medical power of attorney. Probate procedure is covered with an emphasis on Maryland procedure. Tax considerations of both estate planning and probate are considered. \textit{Prerequisite: PL 101.}

PL 238 - Law Practice and Professional Conduct (3 credits)
This course covers the fundamentals of law office management and professional conduct. Subjects include basic principles and structure of management, employment opportunities for paralegals, timekeeping and accounting systems, marketing issues, administrative and substantive systems in the law office and law library, employee and client relations, law practice technology, and paralegal and attorney ethics.

PL 242 - Real Estate Transactions (3 credits)
This course covers issues related to the ownership of real property, real estate finance, and the landlord/tenant relationship. Emphasis is on the practical aspects of real estate and landlord/tenant practice, including settlement, title search, recording, zoning, lease drafting, and lease enforcement. \textit{Prerequisite: PL 101.}

PL 244 - Family Law and Litigation (2 credits)
This course covers the rights and responsibilities of parents, children, and spouses in the context of the family. Topics include the traditional areas of divorce, custody, support, and adoption. Newer areas such as pre-nuptial agreements, surrogacy, the legal rights of women, and divorce mediation are also considered. Litigation issues related to all topics will be addressed. \textit{Prerequisites: PL 101 and PL 124.}
PL 245 - 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.

PL 246 - Administrative Law and Procedure (3 credits)
This course provides an overview of the functions and procedures of federal and state administrative law. Special focus is placed on using the Internet and legal research in various state and federal agencies. Topics include the Administrative Procedure Act, rulemaking, hearing procedure, state and federal applications, privacy issues, and the Freedom of Information Act. Prerequisite: PL 124.

PL 247 - Internship in Paralegal Studies (3 credits)
The internship is designed to provide students with experiences typical of those encountered by paralegals in the work setting. Students work 135 hours as interns in law offices, governmental agencies, or the court system and spend 5 hours in the classroom. Prerequisites: PL 101, PL 105, PL 106, PL 124. Permission of the coordinator is required.

PL 248 - Cooperative Education III: Paralegal (3 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisites: PL 101, PL 105, PL 106, PL 124. Permission of the program coordinator is required.

PL 250 - Philosophy of Religion (3 credits)
This introductory course in philosophical ethics encompasses the prominent ethical theories of Western philosophy and considers the application of ethics to modern cases and current situations. This course acquaints students with the major philosophical ethical thinkers in Western philosophy and their ethical theories. It gives students the philosophical perspectives and skills needed to recognize, understand, and apply these theories to contemporary issues in an intelligent and effective way by applying the theories to ethical cases.

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 film camera capable of manual exposure operation is required. Course includes 30 hours of lecture and 30 hours of lab per semester. Course fee.
PHOT 102 - Photography II (3 credits)
Photography II is an advanced course in photographic techniques, styles and aesthetics. The refinement of camera exposure techniques, negative quality and print quality is emphasized. A 35mm film camera capable of manual exposure operation is required. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. 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. Course includes 30 hours of lecture and 60 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: PHOT 101 or permission of instructor. Course fee.

PHOT 131 - Digital Imaging I (3 credits)
Digital Imaging I introduces students to the tools and processes of digital photography within a framework that emphasizes creative practice. Students learn fundamental skills necessary in the creation of digital art, effective workflow management, and approaches to scanning and printing. Coursework includes lecture, studio work, and critique. This course is taught in the Macintosh Digital Arts Lab using current software. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: PHOT 102. Course fee.

PHOT 202 – Alternative Photographic Processes (3 credits)
This course concentrates on the use of alternative processes, analogue and digital, in the creation of photographic images. Emphasis is on the development of a personal, self-expressive style through the use of traditional and non-traditional materials, media, equipment, and presentation strategies. Students taking PHOT 202 cannot receive credit for this course and PHOT 201. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisites: PHOT 101 and 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. Course includes 30 hours of lecture and 60 hours of lab per semester. 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. Course includes 30 hours of lecture and 60 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisites: PHOT 101 and 102. Course fee.

PHOT 206 – Studio Lighting (3 credits)
This advanced course concentrates on the use of studio lighting procedures and equipment in the creation of portraiture and still life images in the studio and on location. Students taking PHOT 206 cannot receive credit for this course and PHOT 205 and/or PHOT 207. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. Course includes 30 hours of lecture and 30 hours of lab per semester. 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. This course may require field trips.

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 portfolio. Course work includes lecture, studio work and critique. This course is taught in the Macintosh Digital Arts Lab using current software. Course includes 30 hours of lecture and 30 hours of lab per semester. Prerequisite: PHOT 131 or permission of instructor. Course fee.

PHOTOGRAPHY • PHYSICAL EDUCATION

PE 101 - Beginning Tennis (1 credit)
The major course focus is development of the basic fundamentals of the forehand, backhand and serve in tennis, with discussion of tennis rules and etiquette.

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.

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. 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.

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.

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.

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. 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. This course cannot be taken for audit. This course satisfies the college’s fitness graduation requirement. 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. This course cannot be taken for audit. Prerequisite: PE 136. This course satisfies the college’s fitness graduation requirement. 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. This course satisfies the college’s fitness graduation requirement.
PE 147 - Mountain Biking (1 credit)
This course offers a basic understanding of the mechanical, physical, and safety aspects of trail riding. Students will have the opportunity to complete regular trail rides at off-campus locations. Students are required to provide their own mountain bike and helmet. Basic biking skills are recommended. This course satisfies the college’s fitness graduation requirement. Course fee.

PE 150 - Aikido I (1 credit)
This course teaches the basic movements of self-defense which do not require great amounts of physical strength. Paired partner practice is used to learn movements that respond to a given attack with a specific defense. Upon completion of twenty-four hours of instruction, the student will have accumulated half the required practice time necessary to qualify for first belt-fifth kyu level of proficiency. Skills taught come under the auspices of the United States Aikido Federation Test requirement guidelines.

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.

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.

PE 155 - Matwork Pilates (1 credit)
This course offers a basic understanding of the concepts of body alignment, centering, breathing, stabilization, mobilization, and balance. Non-impact, total body conditioning mat exercises are performed to develop body awareness, improve posture, increase core strength and stabilization, and improve muscle tone and flexibility.

PE 167 - Scuba Diving and Underwater Safety I (2 credits)
This course is a National Association of Underwater Instructor (NAUI) basic course covering the physics of diving, use of scuba and associated equipment, first aid and safety, underwater physiology and decompression tables. It is the first of two courses to meet NAUI certification requirements. 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. This course satisfies the college’s fitness graduation requirement. 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. This course satisfies the college’s fitness graduation requirement. Course fee.

PE 177 - Beginning Jazz Dance (1 credit)
A study of beginning jazz dance; basic jazz warm-up exercises and isolations, followed by jazz locomotor steps and combinations. A variety of jazz styles will be explored.

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.

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.

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. This course satisfies the college’s fitness graduation requirement.

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. This course satisfies the college’s fitness graduation requirement.
Physical Science

SCI 105 - Physical Science I (3 credits)
Physical Science I is a development of physical science for nonscience majors. Insight into the methods of scientific investigation is stressed. Topics include motion and force, energy and energy transfer, properties of matter, heat, electricity, magnetism, and light. Emphasis is on building process skills and content understanding using a “hands on” inquiry based teaching methodology. Insight into the structure, the beauty and the power of the physical sciences is stressed throughout the course. Course meets AAT (Associate of Arts in Teaching) degree requirements.

SCI 106 - Physical Science Course Observations and Investigations: Matter (1 credit)
An introductory laboratory course in the basic techniques of measurements and analysis of the motion of bodies, heat properties of bodies and the characteristics of waves. Usually offered in fall semester. Prerequisite or co-requisite: SCI 105. SCI 105 may also be taken concurrently. The course meets for a total of 30 laboratory hours per semester. Course fee.

SCI 107 - Physical Science II (3 credits)
Physical Science II is a development of physical science for nonscience majors. Insight into the methods of scientific investigation is stressed with emphasis on the electromagnetic spectrum, nuclear phenomena, the nature of solid matter, and the impact of science, computer and technology on twenty-first century humans. Forces in matter, moving charges, atomic models, crystal structure, chemical reactions and environmental consequences are studied. Usually offered in spring semester.

SCI 108 - Physical Science Course Observations and Investigations: Energy (1 credit)
This is an introductory laboratory course in the basic techniques of measurements and analysis of the electrical properties of bodies and the properties of atoms. Usually offered in spring semester. The course meets for a total of 30 laboratory hours per semester. Prerequisite or co-requisite: SCI 107. Course fee.

SCI 105 - Physical Science I (3 credits)
SCI 106 - Physical Science Course Observations and Investigations: Matter (1 credit)
SCI 107 - Physical Science II (3 credits)
SCI 108 - Physical Science Course Observations and Investigations: Energy (1 credit)

Denotes General Education Course.
For more information see pages 19-22.

Denotes Diversity Course.
For more information see page 21.

Physics

PHYS 100 - Physics Today (3 credits)
This course is a nonmathematical survey of physics particularly appropriate for the nonscience student. The relevant aspects of physics in the interactions between humans, society and the environment are stressed throughout the course to provide an understanding of our world and ourselves. Discussion ranges from the color of dragonflies to nuclear reactors. Matter and energy are studied from the concept of what keeps it all together to what blows it apart.

PHYS 101 - Introductory Physics I (4 credits)
This course is for students requiring noncalculus based physics. It is a presentation of the fundamentals of physics emphasizing mechanics, heat and wave motion. Physics is treated as a living, expanding adventure that can turn you on to a more perceptive view of physical reality. Insight into the structure, the beauty and the importance of physics is achieved by study and discussion of the central ideas and principles of physics and their relation to the everyday environment. Course meets for 45 hours of lecture and 30 hours of laboratory and 15 hours of discussion per semester. Prerequisite: MATH 109 or equivalent (may be taken concurrently). Usually offered in fall semester.

PHYS 102 - Introductory Physics II (4 credits)
This course is for students requiring noncalculus based physics, presenting fundamentals of physics including electromagnetism, relativity, structure of matter, atomic and nuclear physics. Course meets for 45 hours of lecture, 30 hours of laboratory and 15 hours of discussion per semester. Prerequisite: PHYS 101. Usually offered in spring semester.

PHYS 203 - General Physics: Mechanics and Particle Dynamics (3 credits)
This course is the first semester of a calculus-based general physics course sequence. Laws of motion, force and energy; and principles of mechanics, collisions, linear momentum, rotation and gravitation are studied and used for problem solving. Course meets for 45 hours of lecture and 15 hours of discussion/problem solving per semester. Prerequisite: MATH 203. Usually offered in spring semester.

PHYS 204 - General Physics: Vibrations, Waves, Heat, Electricity and Magnetism (4 credits)
This second semester of a calculus-based general physics course sequence covers vibrations, waves and fluids; heat, kinetic theory and thermodynamics; electrostatics, circuits and magnetism. Course meets for 45 hours of lecture, 45 hours of laboratory, and 15 hours of discussion/problem solving per semester. Prerequisites: PHYS 203 and MATH 204. Usually offered in fall semester.
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. Course meets for 45 hours of lecture, 45 hours of laboratory, and 15 hours of discussion/problem solving per semester. 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.

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. Usually offered in the evening.

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.

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.

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. 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.

Practical Nursing

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. Five weeks; summer term only. Course includes 30 hours of lecture and 70 hours in a clinical setting per 5-week summer term. 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. Ten weeks; summer term only. Course includes 50 hours of lecture and 70 hours in a clinical setting per 10-week summer term. 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 credits)
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. Five weeks; summer term only. Course includes 5 hours of lecture per 5-week summer term. Prerequisite: NURS 105, NURS 107, NURS 112. Corequisites: PN 118 and PN 121.
**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.

**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.

**PSY 202 - Child Psychology (3 credits)**
This course studies the developing person from conception through late childhood. 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, mental retardation and giftedness, peer relationships, and moral development. 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. 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. 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. Prerequisite: PSY 101.

**PSY 208 - Alcohol/Drugs: Impact on Behavior (3 credits)**
This course studies the physiological and psychological effects of alcohol and depressants, psychoactive drugs, stimulants and hallucinogens on the user and abuser. Topics include the effects of drugs taken in combination, drug classification, absorption, distribution, metabolism, half-life, tolerance, cross-tolerance and elimination. Prerequisite: PSY 101. Usually offered in spring semester.

**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, prosocial behavior and group conformity. 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. Usually offered in spring semester.

**PSY 212 - The Helping Relationship (3 credits)**
This is an introductory counseling skills course that emphasizes developing skills and techniques to facilitate the helping process, through an understanding of helping theory and the dynamics of the helping relationship. Helper self development will be achieved via in-class exercises and the use of a pseudo-client. Prerequisite: PSY 101 or permission of instructor. Usually offered in fall semester.

**PSY 214 - Human Development Across the Life Span (formerly PSY 102) (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 as the specific environmental contexts in which development occurs. Prerequisite: PSY 101.

**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. Prerequisite: PSY 101. Usually offered in the Spring semester.
Religion

RELG 207 - Literature and Religious Thought of the Old Testament (3 credits)  
This course is a survey and analysis of the literature and religion of the Old Testament within the context of the ancient Near East. The course is an objective academic study and is not faith-based.

RELG 208 - Literature and Religious Thought of the New Testament (3 credits)  
This course is a survey and academic analysis of The New Testament, related early Christian literature, and the historical, archaeological, and cultural contexts that influenced these documents. The course is an objective academic study and is not faith-based.

RELG 210 - Comparative Religion (3 credits)  
This course is a comparative overview of the most prominent living religions. Each religion is approached from the view of the religion’s history, culture, beliefs, rituals, and theologies.

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.

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.

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. 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.

SOC 213 - Criminology (same course as CJ 213) (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. 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.

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. No prerequisite. Usually offered in fall semester.

SPAN 102 - Elementary Spanish II (3 credits)  
This course continues to develop communicative proficiency in Spanish at the elementary level. Students also explore aspects of the Spanish culture. 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. 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. 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. 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. Prerequisite: SPAN 202 or equivalent, or permission of instructor. Usually offered in spring semester.

Theatre

THEA 101 - Introduction to Theatre (3 credits)
This course introduces students to the basic elements of theatrical performance and the components that make up theatre production, including understanding the roles of the actor, director, playwright, and designer. Students explore the varied methods of presentation, concepts, vocabulary, and the range of techniques and experiences involved in a production. Attendance at and critical evaluation of theatrical performances and participation on a performance crew are required.

THEA 102 - Acting I (3 credits)
This course introduces students to basic acting skills, including exercises in characterization, relaxation and concentration, verbal and nonverbal communication, and expression. Students are required to attend or participate in productions. Course includes 30 hours of lecture and 30 hours of studio per semester. This course may require field trips.

THEA 103 - Acting II (3 credits)
This course includes the study of textural analysis, scene study, and the process of developing characterization in different historical styles of performance. Students are required to attend or participate in productions. Course includes 30 hours of lecture and 30 hours of studio per semester. This course may require field trips. Prerequisite: THEA 102.

THEA 104 - Stagecraft I (3 credits)
This course is a practical study of basic technical production with emphasis in scenic construction and lighting techniques. Topics include scenic design, construction, rigging, painting, and the handling of lighting instruments. This course consists of lecture as well as shop hours. Students are required to participate as technical crew in departmental productions. Course includes 30 hours of lecture and 30 hours of studio per semester. Course fee.

THEA 105 - Stagecraft II (3 credits)
This course continues the study of technical production needs of any theatrical production with an emphasis on the supervision of running crews for preparation and performance. This course consists of lecture as well as shop hours. Students are required to participate as technical crew in departmental productions. Course includes 30 hours of lecture and 30 hours of studio per semester. Prerequisite: THEA 104. Course fee.

THEA 106 - Script Analysis: From Page to Stage (3 credits)
This course focuses on the analysis of dramatic texts as plans for public performance. Students practice reading, researching, and planning productions based on a variety of important international plays. Attendance at and critical evaluations of performances and participation in performance projects are required. Course fee.

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.

THEA 202 - Scene Design (3 credits)
This course introduces theater forms and spaces through the various design elements and locales of a scenic environment. Students study the principles and techniques of scenic design as it pertains predominately to the stage, as well as television and film. Course includes 30 hours of lecture and 30 hours of studio per semester. This course may require field trips. Prerequisites: THEA 104. Course fee.

THEA 204 - Costuming (3 credits)
This course introduces the basic principles of costume design and construction. Students explore costume patternning, 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. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. Prerequisites: THEA 102. Course fee.

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 trips. Course includes 30 hours of lecture and 30 hours of studio per semester. 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. Course includes 30 hours of lecture and 30 hours of studio per semester. Prerequisites: THEA 101 and THEA 279. Course fee.

THEA 273 - Cooperative Education III Theatre (3 credits)
The Cooperative Education 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. 37.5 hours per credit (112 hours per 3 credit course). Prerequisites: 12 completed hours in Theatre and permission of instructor.

THEA 279-281 - Theatre Workshop I-III (1-3 credits)
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. Prerequisite: THEA 104.

Visual and Performing Arts

VPA 201 - Visual and Performing Arts Survey (3 credits) [6H]
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 trips.
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<th>Name</th>
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<tr>
<td>Dennis Golladay</td>
<td>President</td>
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<tr>
<td>John L. Cox</td>
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<td>Vice President for Student Development and Institutional Effectiveness</td>
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<td>Avery W. Ward</td>
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<td>Deborah R. Wrobel</td>
<td>Dean, Science, Technology, Engineering, and Mathematics</td>
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<tr>
<td>Carol M. Allen</td>
<td>Director for Library and Information Resources</td>
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<td>Sandra G. Clark</td>
<td>Registrar</td>
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<td>Victor D. Cyran</td>
<td>Director for Business and Industry Training</td>
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<td>Victor H. Dodson</td>
<td>Director for Purchasing</td>
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<td>Denise Dregier</td>
<td>Interim Director for College and Alumni Development</td>
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<td>Nancy M. Dysard</td>
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<tr>
<td>Vacant</td>
<td>Director for eLearning and Instructional Resources</td>
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FACULTY AND ADMINISTRATION

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College and Alumni Development
HARFORD COMMUNITY COLLEGE
ALUMNI & FRIENDS ASSOCIATION

The Harford Community College Alumni & Friends Association maintains and strengthens communication between the College and its alumni and friends. The Association seeks representation from the broad constituency base of Harford Community College, including current students, degree and certificate graduates, nongraduate and transfer members, noncredit and continuing education members and community friends.

The Association sponsors numerous outreach programs throughout the year to help connect alumni and friends with the College. They also host several fund raising events to support the HCC Alumni & Friends Association Scholarship Fund which provides financial assistance to current HCC students and to those who have completed their studies and are continuing with their educational goals. Visit the alumni/friends web pages at www.harford.edu for up-to-date event information and on ways to stay connected with HCC.

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U.S. Army Center for Health Promotion and Preventive Medicine

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Chemist  
J.M. Huber Corporation

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William J. Smith
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. Additionally, students must complete a minimum of 12 college level credits with a minimum 2.5 cumulative GPA since the last semester for which the renewal is requested.

Academic Restriction
An academic status which limits a student to no more than seven credits in a regular semester or in a summer session, whenever a minimum grade average has not been achieved. Advisor approval is required before registering for any course.

Academic Skills Assessments
Assessments in reading, English, and math, 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 6.3 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, winter or 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 on the transferability of an HCC course at a Maryland Public Institution of Higher Education, see recommended transfer programs for a major, and compare how 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 K 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 OwlNet.

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.
GLOSSARY (continued)

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.

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 (GQ GL GH GI 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 (Learning Community)
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.

OwlNet
The College’s web portal allows students to access their email account; receive college announcements and news; and conduct college business, such as registering for classes, requesting transcripts, and making payments.

Part-Time Student
A student registered for less than 12 credits in any given semester.

Physical Education/Physical Education Fitness
There is 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 physical education fitness course.

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.
Program Goals
The specific knowledge, skills, or abilities that students are expected to achieve through the academic program.

Registration
The process by which students officially enroll in their courses. This includes the assessment and collection of tuition and fees.

Schedule Change
Change to a student’s class schedule caused by the student or the College. This change may be a course add or drop, or a change in class meeting time. Schedule adjustments must be processed in the Office of Registration and Records.

Semester
A period of 15 weeks of instruction offered during fall or spring.

Sophomore
A student who has successfully completed a minimum of 28 credit hours applicable to a degree.

STEM
Division of Science, Technology, Engineering and Mathematics.

Technical Standards
Technical standards are non-academic competencies such as interpersonal skills, emotional and physical abilities, and personal and professional requirements that a student must demonstrate for admission to or progression in certificate or degree programs.

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, Registration and Records notifies the student through HCC email to register for the course.

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.
**TELEPHONE DIRECTORY**

**410-836-4000 • 443-412-2000**

All extensions may be reached from an on-campus phone by dialing the 4-digit extension number, or from an off-campus phone by dialing 443-412-followed by the 4-digit extension number.

Aberdeen Hall ................................................................. 2252
Aberdeen Proving Ground (APG) ................................. 410-272-2338
Academic Advising .......................................................... 2301
Administrative Offices ....................................................... 2415
Admissions ........................................................................ 2109
Alumni and Friends Association ................................. 2428
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Bel Air Hall .................................................................... 2271
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Business, Computing and Applied Technology Office .................................................. 2271
Café
  The Globe .................................................................... 2349
  Joppa ......................................................................... 2111
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Cashier ........................................................................... 2208
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  Higher Education and Conference Center, Aberdeen ........................................... 443-360-9200
  Help Line ..................................................................... 2477

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Visual, Performing and Applied Arts Office ......................................................... 2295
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**EMERGENCY NUMBERS**

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Application for Enrollment

APPLICATION PROCEDURES
Complete the application and review the transcript requirements section below. If transcripts are required, submit them with your application to:

HARFORD COMMUNITY COLLEGE
Registration and Records Office
401 Thomas Run Road
Bel Air, Maryland 21015-1698

443-412-2222 • 410-879-8920 ext. 2222 • Fax 443-412-2169
www.harford.edu

TRANSCRIPT REQUIREMENTS
Official high school or GED transcripts are required if:
• you are applying for financial aid. Your academic goal must be an Associate Degree or Certificate.
• you are still enrolled in high school or you have graduated within the last three years and your academic goal is an Associate Degree or Certificate.

Official college transcripts are required if:
• you are applying for veteran’s benefits. Your academic goal must be an Associate Degree or Certificate.
• you want your previous college credits evaluated for transfer to Harford Community College.
• you want to determine if you are exempt from the College’s mathematics and English assessment requirements.

NON U.S. CITIZENS
Students who have official permission to reside in the U.S. are required to present proof of status at time of application. All non-immigrant students seeking admission to HCC must contact the Admissions Office at 443-412-2109. For additional information, refer to the College Catalog.

STUDENTS UNDER AGE OF SIXTEEN
Contact the Coordinator for Admissions, 443-412-2379, for requirements and information.

DEFINITIONS FOR RACE
• White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
• Black or African American: A person having origins in any of the black racial groups of Africa.
• Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
• American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America, including Central America, and who maintains cultural identification through tribal affiliation or community attachment.
• Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

RESIDENCY POLICY
A student residing within Maryland and/or Harford County must have maintained that residence for a period of not less than three months prior to the time of enrollment. Questions regarding residency and tuition classifications should be referred to the Registration and Records Office at 443-412-2222.

ENROLLMENT
Once the College has received your application, an acceptance letter will be mailed to you along with details for assessment, program planning, and registration.

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 characteristics protected by law or policies and practices of Harford Community College. All applicants are accepted, although certain restrictions exist for applicants who are concurrently enrolled in high school, under 16 years old, 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. 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 four weeks may be needed to provide same accommodations. Appointments can be made and questions answered by calling Disability Support Services, 443-412-2602 or 443-412-3414.

Administrators, faculty and staff of HCC are committed to fully implementing enrollment 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.
Application for Enrollment
(Required for Credit Courses Only)

1. Semester and Year to Begin Classes
   □ Winter □ Fall □ Spring □ Summer Year ______

2. SSN
   _______ - _______ - _______

3. Legal Name (as it appears on your Social Security Card)
   Last _______ First _______ Middle Name _______

5. Address
   House/Apt.# and Street
   City _______ State _______ Zip _______

6. County of Residence

7. Military Status (if applicable, check one)
   □ Veteran □ Active Duty □ Military Dependent

8. Primary Phone □ Cell □ Home □ Business

9. Other Phone □ Cell □ Home □ Business

10. In Case of Emergency, Contact:
    Name _______ Emergency Phone _______

11. Gender (check one)
    □ Female □ Male

12. Birth Date
    Month _______ Day _______ Year _______

13. Citizenship (check as appropriate)
    □ U.S. Citizen □ Permanent Resident/Asylee/Refugee
    (must bring in original card)
    □ Non U.S. Citizen
    (must submit copy of immigration document)
    Visa Type _______

14. Ethnicity
    Are you of Hispanic or Latino origin (a person of Cuban,
    Mexican, Puerto Rican, South or Central American, or other
    Spanish culture or origin, regardless of race)? □ Yes □ No

15. Race
    Select one or more of the following categories
    (see definitions).
    □ White (01) □ Black or African American (02)
    □ Asian (03) □ American Indian or Alaska Native (04)
    □ Native Hawaiian or Other Pacific Islander (05)

16. At the time you start HCC classes, will you be a: (check one)
    □ High School Student □ High School Graduate □ College Graduate
    □ GED Recipient □ I do not hold a HS diploma or a GED.

17. High School or GED (circle one)
    210000 Aberdeen 210998 Harford Christian 210239 Patterson Mill
    210230 Bel Air 210231 Harford Technical 219100 Other MD High School*
    210234 C. Milton Wright 210635 Havre de Grace 219200 MD GED
    210497 Edgewood 210233 John Carroll 219300 Out of State/Country High School
    210523 Fallston 210673 Joppstown 219400 Out of State GED
    210865 North Harford 219501 Home Schooled

18. Date or Expected Date of HS or GED Graduation

   _______ _______

* If other MD High School selected, specify school name: ____________________________
19. List Any Other College or University Attended

<table>
<thead>
<tr>
<th>Name of Institution Attended (start with last institution attended)</th>
<th>State of Institution and Year</th>
<th>Degree Earned</th>
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<td></td>
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</table>

20. Admit Type (check one)

- [ ] New (first time college student)
- [ ] Transfer to HCC From Another College
- [ ] Readmit (previously enrolled at HCC but not in the past 2 years)
  Give approximate dates of attendance.
- [ ] Attended Another College (using HCC credits to transfer back to home college)

21. Academic Program Goal (check one)

- [ ] Associate Degree (circle a code below)
- [ ] Certificate (circle a code below)
- [ ] Undeclared – Only taking courses (may not be selected by Financial Aid and VA recipients)
- [ ] Undeclared – Enrolled in another college

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 cause for dismissal from the College.

STUDENT SIGNATURE ___________________________ DATE ___________________________

### ASSOCIATE DEGREE AND CERTIFICATE PROGRAM CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
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<td>GSU</td>
<td>Undecided (AA) (Still deciding on major/career plans)</td>
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<tr>
<td>AGR</td>
<td>Agricultural Business Management/Business Administration (AAS)**</td>
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<tr>
<td>EON</td>
<td>Equine Business Management/Business Administration (AAS)**</td>
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<tr>
<td>GCM</td>
<td>Golf Course Management/Business Administration (AAS)**</td>
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<tr>
<td>LND</td>
<td>Landscape Management/Business Administration (AAS)**</td>
</tr>
<tr>
<td>TGR</td>
<td>Turfgrass Management/Business Administration (AAS)**</td>
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<tr>
<td>CJSJ</td>
<td>Criminal Justice (AA)</td>
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<tr>
<td>LSCJ</td>
<td>Criminal Justice–Legal Studies (AAS)</td>
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<td>HIST</td>
<td>History (AA)</td>
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<td>LSPPL</td>
<td>Paralegal–Legal Studies (AAS)</td>
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<td>PSIR</td>
<td>Political Science–International Relations (AA)</td>
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<td>PSY</td>
<td>Psychology (AA)</td>
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<td>SOCA</td>
<td>Sociology–Anthropology (AA)</td>
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<td>SOCS</td>
<td>Sociology–Social Work (AA)</td>
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<td>BMEC</td>
<td>Business Management–Entrepreneurship Certificate</td>
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<td>BMHC</td>
<td>Business Management–Human Resources Certificate</td>
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<td>BMMC</td>
<td>Business Management–Marketing Certificate</td>
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<td>Computer Science (AS)</td>
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<td>IFSM</td>
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<td>Computer Systems Programming Certificate</td>
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<td>CSSC</td>
<td>Computer Information Systems Software Certificate</td>
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<td>CUXC</td>
<td>Computer Information Systems UNIX Certificate</td>
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<td>ISSC</td>
<td>Information Systems Security Certificate</td>
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<td>ECE</td>
<td>Early Childhood Education (AAS)</td>
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<td>TECH</td>
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<td>TSC</td>
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<td>GS</td>
<td>General Studies (AA) (Have decided on transfer/career plans) Technical/Professional Studies (AAS)**</td>
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<td>BMAB</td>
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<td>ACTC</td>
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<td>Business Administrative Certificate</td>
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<td>BMPC</td>
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<td>BMEC</td>
<td>Business Management–Entrepreneurship Certificate</td>
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<td>Business Management–Human Resources Certificate</td>
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<td>BMMMK</td>
<td>Business Management–Marketing (AAS)</td>
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<td>Electroneurodiagnostic Technology (AAS)*</td>
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<td>HSTT</td>
<td>Histotechnology (AAS)*</td>
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<td>MAS</td>
<td>Medical Assisting (AAS)*</td>
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<td>NURP</td>
<td>Nursing (AAS)*</td>
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<td>MASC</td>
<td>Medical Assisting Certificate*</td>
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<td>Environmental Technology (AAS)</td>
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<td>PHYS</td>
<td>Physics (AS)</td>
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<tr>
<td>SLT</td>
<td>Science Laboratory Technology (AAS)*</td>
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<tr>
<td>BTEC</td>
<td>Biotechnology Certificate</td>
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<tr>
<td>EVTC</td>
<td>Environmental Technology Certificate</td>
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<tr>
<td>CADD</td>
<td>Computer Aided Design and Drafting (AAS)</td>
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<td>ENGT</td>
<td>Engineering Tech (AAS)</td>
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<td>Art and Design Graphic Design (AA)</td>
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<td>Art and Design Photography (AA)</td>
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<td>Design and Technical Theatre (AAS)</td>
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<td>Interior Design (AAS)</td>
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<td>Mass Communications–Advertising Sales Promotion (AAS)</td>
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<td>Music (AA)</td>
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<td>Performing Arts (AA)</td>
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<td>Art and Design Photography Certificate</td>
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<td>IDC</td>
<td>Interior Decorating Certificate</td>
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<td>MCAC</td>
<td>Mass Communications–Advertising Sales Promotion Certificate</td>
</tr>
<tr>
<td>MCBC</td>
<td>Mass Communications–Production/Announcing in the Electronic Media Certificate</td>
</tr>
</tbody>
</table>

* Health Workforce Shortage Program
** Statewide Program
# Application for Enrollment

(Required for Credit Courses Only)

## 1. Semester and Year to Begin Classes
- [ ] Winter
- [ ] Fall
- [ ] Spring
- [ ] Summer

Year _____

## 2. SSN

- [ ] - [ ] - [ ]

## 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>
</table>

## 5. Address

- House/Apt.# and Street ____________________________
- City ____________________________
- State ____________
- Zip ____________

## 6. County of Residence

__________________________

## 7. Military Status (if applicable, check one)

- [ ] Veteran
- [ ] Active Duty
- [ ] Military Dependent

## 8. Primary Phone

- [ ] Cell
- [ ] Home
- [ ] Business

## 9. Other Phone

- [ ] Cell
- [ ] Home
- [ ] Business

## 10. In Case of Emergency, Contact:

- Name ____________________________
- Emergency Phone ____________________________

## 11. Gender (check one)

- [ ] Female
- [ ] Male

## 12. Birth Date

- Month ____________
- Day ____________
- Year ____________

## 13. Citizenship (check as appropriate)

- [ ] U.S. Citizen
- [ ] Permanent Resident/Asylee/Refugee
  (must bring in original card)
- [ ] Non U.S. Citizen
  (must submit copy of immigration document)
  Visa Type ____________________________

## 14. Ethnicity

Are you of Hispanic or Latino origin (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

- [ ] Yes
- [ ] No

## 15. Race

Select one or more of the following categories

(see definitions).

- [ ] White (01)
- [ ] Black or African American (02)
- [ ] Asian (03)
- [ ] American Indian or Alaska Native (04)
- [ ] Native Hawaiian or Other Pacific Islander (05)

## 16. At the time you start HCC classes, will you be a: (check one)

- [ ] High School Student
- [ ] High School Graduate
- [ ] College Graduate
- [ ] GED Recipient
- [ ] I do not hold a HS diploma or a GED

## 17. High School or GED (circle one)

<table>
<thead>
<tr>
<th>Code</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>School Name</th>
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<td>Aberdeen</td>
<td>210998</td>
<td>Harford</td>
<td>210239</td>
<td>Patterson Mill</td>
</tr>
<tr>
<td>210230</td>
<td>Bel Air</td>
<td>210231</td>
<td>Harford</td>
<td>219100</td>
<td>Other MD High School*</td>
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<td>210234</td>
<td>C. Milton Wright</td>
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<td>Havre de Grace</td>
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<td>Edgewood</td>
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<td>John Carroll</td>
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* If other MD High School selected, specify school name:

## 18. Date or Expected Date of HS or GED Graduation

Month ____________ Year ____________
19. List Any Other College or University Attended

<table>
<thead>
<tr>
<th>Name of Institution Attended (start with last institution attended)</th>
<th>State of Institution and Year</th>
<th>Degree Earned</th>
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<tbody>
<tr>
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</table>

20. Admit Type (check one)

- New (first time college student)
- Transfer to HCC From Another College
- Readmit (previously enrolled at HCC but not in the past 2 years)

Give approximate dates of attendance. _____________________

- Attended Another College (using HCC credits to transfer back to home college)

21. Academic Program Goal (check one)

- Associate Degree (circle a code below)
- Certificate (circle a code below)

- Undeclared – Only taking courses (may not be selected by Financial Aid and VA recipients)
- Undeclared – Enrolled at another college

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 _____________

ASSOCIATE DEGREE AND CERTIFICATE PROGRAM CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
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<tbody>
<tr>
<td>BMGC</td>
<td>Business Management--Agribusiness Certificate</td>
</tr>
<tr>
<td>BMEC</td>
<td>Business Management--Entrepreneurship Certificate</td>
</tr>
<tr>
<td>BMHC</td>
<td>Business Management--Human Resources Certificate</td>
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<tr>
<td>BMME</td>
<td>Business Management--Marketing Certificate</td>
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<tr>
<td>CPAC</td>
<td>CPA Exam Qualification Certificate</td>
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<tr>
<td>CIS</td>
<td>Computer Information Systems (AAS)</td>
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<tr>
<td>CSCI</td>
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<tr>
<td>IFSM</td>
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<td>CSSC</td>
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<td>ECE</td>
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<tr>
<td>ETEC</td>
<td>Teacher Education Chemistry (AAT)</td>
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<tr>
<td>EEGC</td>
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<tr>
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<tr>
<td>EPHS</td>
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<tr>
<td>ESES</td>
<td>Teacher Education Secondary (AA)</td>
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<tr>
<td>TSEP</td>
<td>Elementary Education/General Education PreK-12 (AAT)</td>
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<tr>
<td>GDTS</td>
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<tr>
<td>TPSP</td>
<td>Technical/Professional Studies (AAS)**</td>
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<td>PHIL</td>
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<td>Nursing and Allied Health</td>
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<tr>
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<td>MAS</td>
<td>Medical Assisting (AAS)*</td>
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<td>Nursing (AS)*</td>
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<td>SCIE</td>
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<td>TECH</td>
<td>Technology</td>
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<tr>
<td>ENGT</td>
<td>Engineering Tech (AAS)</td>
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<tr>
<td>CADC</td>
<td>Computer Aided Design and Drafting Certificate</td>
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<tr>
<td>VISU</td>
<td>Visual, Performing and Applied Arts</td>
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<td>ARTD</td>
<td>Art and Design Digital Arts (AA)</td>
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<td>ARTF</td>
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<td>ARTG</td>
<td>Art and Design Graphic Design (AA)</td>
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<tr>
<td>ARTP</td>
<td>Art and Design Photography (AA)</td>
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<td>DTTD</td>
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<tr>
<td>ID</td>
<td>Interior Design (AAS)</td>
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<tr>
<td>MCAD</td>
<td>Mass Communications--Advertising Sales Promotion (AAS)</td>
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<tr>
<td>MCB</td>
<td>Mass Communications--Production/Announcing in the Electronic Media (AAS)</td>
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<tr>
<td>MUS</td>
<td>Music (AA)</td>
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<td>MCBC</td>
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<tr>
<td>*</td>
<td>Health Workforce Shortage Program</td>
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<td>**</td>
<td>Statewide Program</td>
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