



Frederick Community College

ACADEMIC CATALOG



2018-2019



Frederick Community College

2018-2019 Academic Catalog

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Services Phone List

Service Area	Location	Number
Academic Advising	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2471
Academic Departments:		
Allied Health & Wellness	Linganore Hall, L-101A	301.846.2605
Building Trades	Monroe Center, 200 Monroe Avenue	240.629.7902
Communications, Humanities & Arts	Visual & Performing Arts Center, F-143	301.846.2512
Computing & Business Technology	Catoctin Hall, C-220	301.846.2505
Emergency Management	Conference Center, E-building	301.624.2854
English	Student Center, H-243	301.846.2600
Hospitality, Culinary & Tourism Institute	Monroe Center, 200 Monroe Avenue	301.846.2404
Mathematics	Braddock Hall, B-228	301.846.2530
Nursing	Linganore Hall, L-114	301.846.2524
Science	Catoctin Hall, C-118	301.846.2510
Social Sciences	Student Center, H-242	301.846.2507
Admissions	Welcome Center, Jefferson Hall, first floor	301.624.2716
Admissions & Academic Policy Appeals (AAPC)	Welcome Center, Jefferson Hall, first floor	301.846.2653
Adult Education/ESL/GED	Annapolis Hall, A-106	240.629.7962
Advisors	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2471
Allied Health Academy	Adult Services, Annapolis Hall, A-103	301.846.2483
Alumni Association	Institutional Advancement Office, Annapolis Hall, A-202	301.846.2438
Anne-Lynn Gross Breast Cancer Resource Center	Adult Services, Annapolis Hall, A-103	301.846.2483
Application for Admission	Welcome Center, Jefferson Hall, first floor	301.624.2716
ARTSYS	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2594
Athletics	Athletics Center, D-115	301.846.2500
Bess & Frank Gladhill Learning Commons	Linganore Hall, L-226	301.846.2444
Books	Bookstore, Student Center, H-117	301.846.2463
Box Office (JBK Theater)	Visual & Performing Arts Center, Theater Lobby	301.846.2514
Bus Schedule (Frederick City)	Adult Services, Annapolis Hall, first floor	301.846.2483
Career Planning Services	Counseling & Advising Office	301.846.2594
Cashier (Student Accounts Office)	Jefferson Hall, J-120	301.846.2456
Center for Student Engagement	Student Center, H-101	301.624.2793
Center for Teaching & Learning	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2521
Chief Development Officer	Annapolis Hall, A-202	301.846.2479
Chief of Operations	Annapolis Hall, A-204C	301.846.2674
Children's Center	Children's Center, building M on the campus map	301.846.2612
CLEP Tests	Testing Center, Linganore Hall, L-104	301.846.2522
Co-curricular Events	Center for Student Engagement, Student Center, H-101	301.846.2489
College Catalogs (Other Colleges)	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2594
Continuing Education & Workforce Development Programs		
Adult Education/ESL/GED	Annapolis Hall, A-106	240.629.7962
Business & Technology	Monroe Center, 200 Monroe Avenue	301.846.2682
Business Solutions	Monroe Center, 200 Monroe Avenue	240.629.7982
Trades & Vocational Training	Monroe Center, 200 Monroe Avenue	240.629.7902
Emergency Management	Conference Center, E-building	240.629.7970
Healthcare Careers	Monroe Center, 200 Monroe Avenue	240.629.7904
Homeschool Enrichment	Conference Center, E-117	301.846.2661
Hospitality, Culinary & Tourism Institute	Monroe Center, 200 Monroe Avenue	301.846.2404
Institute for Learning in Retirement	Conference Center, E-118A	301.624.2732
Kids & Teens on Campus	Conference Center, E-117	301.624.2727
Motorcycle Programs	Conference Center, E-116	301.846.2423
Personal Enrichment Programs	Conference Center, E-115	301.624.2727
CEWD Registration Office	Jefferson Hall, first floor	301.624.2888

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Copiers	Gladhill Learning Commons (L-226) & Bookstore (H-117)	
Deferred Tuition Payment Plan	Student Accounts Office, Jefferson Hall, J-120	301.846.2456
Developmental Education: English	English Department, Student Center, H-226	301.846.2633
Developmental Education: Mathematics	Mathematics Department, Braddock Hall, B-230	240.629.7835
Developmental Education: Science	Science Department, Catoctin Hall, C-113	301.846.2537
Dining Services	Student Center, H-115G	301.846.2466
Distributed Learning	Center for Teaching & Learning, Linganore Hall, L-204	301.846.2401
Diversity, Equity, and Inclusion	Annapolis Hall, A-107F	301.624.2711
Dream Act	Welcome Center/Admissions, Jefferson Hall, J-102	301.624.2716
Dual Enrollment	Linganore Hall, L-103	301.624.2893
Emergency (College Closing)		301.846.2400
English as a Second Language Courses	Annapolis Hall, A-106	240.629.7962
Faculty Professional Development	Center for Teaching & Learning, Gladhill Learning Commons, Linganore Hall, L-226	301.846.2521
FCC Foundation, Inc.	Annapolis Hall, A-200A	301.846.2438
FEMA Transcripts		301.624.2854
Financial Aid Information	Financial Aid Office, Jefferson Hall, J-301	301.846.2480
Financial Assistance & Services for Single Parents, Displaced Homemakers & Public Housing Residents	Adult Services, Annapolis Hall, A-103	301.846.2483
General Information	Welcome Center, Jefferson Hall, J-102	301.846.2400
Graduation/Certificate Applications	Welcome Center, Jefferson Hall, J-102	301.846.2431
Complaint (Non-Grade)	Jefferson Hall, J-319	301.846.2469
Complaint (Course Grade)	Varies based on instructor location	
Information Technology Service Desk	Gambrill Hall, G-122	301.846.2509
Honors College	Student Center, H-245	301.846.2535
Honors Lounge	Student Center, H-247	301.846.2680
Honors Student Association	Student Center, H-245	301.846.2535
Human Resources	Gambrill Hall, G-223	240.629.7854
ID Cards for Students	Welcome Center, Jefferson Hall, J-102	240.629.7934
Institutional Advancement	Annapolis Hall, A-202	301.846.2438
International Education	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2521
International Student Application	Welcome Center/Admissions, Jefferson Hall, J-102	301.846.2434
Internships	Internship Education Office, Braddock Hall, B-218	301.624.2724
Jack B. Kussmaul Theater	Visual & Performing Arts Center Lobby	301.846.2513
Job Search Assistance	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2594
Learning Center: Macintosh Computers	Visual & Performing Arts Center, F-107	301.624.2873
Learning Center: Tutoring and Writing Center	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2619
Learning Center: STEM	Braddock Hall, B-212	240.629.7839
Library	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2444
Lost and Found	Security Office, Student Center, H-116	301.846.2601
Macintosh Computer Lab	Visual & Performing Arts Center, F-107	301.624.2873
Mary Condon Hodgson Art Gallery	Visual & Performing Arts Center Lobby	301.846.2513
Multicultural Student Services	Student Center, H-103	301.846.2531
Office of Adult Services	Annapolis Hall, A-103	301.846.2483
Parking Permits	Welcome Center, Jefferson Hall, J-102	240.629.7934
Parking/Traffic Information	Security Office, Student Center, H-116	301.846.2453
Phi Theta Kappa	Student Center, H-101	301.846.2489
Placement Testing	Testing Center, Linganore Hall, L-104	301.846.2522
President of the College	President's Suite, Annapolis Hall, A-200	301.846.2442
Prior Learning Assessment	Braddock Hall, B-221	301.846.2587
Project Forward Step	Adult Services, Annapolis Hall, A-103	301.846.2483
Refunds	Student Accounts Office, Jefferson Hall, J-120	301.846.2456
Registration	Welcome Center, Jefferson Hall, J-102	301.846.2431

Residency Classification	Welcome Center/Admissions, Jefferson Hall, J-102	301.846.2434
Scholarship Information	Financial Aid Office, Jefferson Hall, J-301	301.846.2480
Security	Security Office, Student Center, H-116	301.846.2453
Service Learning	Student Center, H-101	301.846.2540
Services for Students with Disabilities	Services for Students with Disabilities Office, Annapolis Hall, A-105	301.846.2408
Sign Language Interpreters	Deaf & Hard of Hearing Services, Annapolis Hall, A-105	301.846.2476
STEM Learning Center	Braddock Hall, B-212	240.629.7839
Student Accounts Office (Cashier)	Jefferson Hall, J-120	301.846.2456
Student Activities	Center for Student Engagement, Student Center, H-101C	301.846.2488
Student Employment (on campus)	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2594
Student Government	Center for Student Engagement, Student Center, H-106	301.846.2650
Student Engagement	Center for Student Engagement, Student Center, H-101	301.624.2793
Student Loans	Financial Aid Office, Jefferson Hall, J-301	301.846.2480
Student Publications:		
College Newspaper (FCC Commuter)	Newspaper Advisor, Student Center, H-106C	301.846.2640
Student Publications:		
Literary Magazine (Tuscarora Review)	English Department, Student Center, H-243	301.846.2600
Student Tech Services	Gambrill Hall, G-118	301.846.2509
Studio Black Box Theater	Visual & Performing Arts Center, F-142	301.846.2515
Study Skills Workshops	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2619
Testing	Testing Center, Linganore Hall, L-104	301.846.2522
Title IX	Gambrill Hall, G-224	301.846.2436
Transcript Services (outgoing)	Welcome Center, Jefferson Hall, first floor	301.846.2653
Transfer Planning Services	Counseling & Advising Office, Jefferson Hall, J-201	301.846.2594
Transfer Evaluations	Welcome Center, Jefferson Hall, first floor	301.846.2595
Tuition Payments	Student Accounts Office, Jefferson Hall, J-120	301.846.2456
Tuition Refund Committee	Welcome Center, Jefferson Hall, first floor	301.846.2431
Tutoring and Writing Center	Gladhill Learning Commons, Linganore Hall, L-226	301.846.2619
Veteran Services	Veterans Center, Annapolis Hall, A-109	301.624.2836
Vice President of Finance and Human Resources	Gambrill Hall, G-230	301.846.2458
Provost/Vice President for Academic Affairs	Academic Affairs, Annapolis Hall, A-102	301.846.2491
Vice President for Continuing Education & Workforce Development	Conference Center, E-120	301.624.2708
Vice President for Learning Support	Learning Support, Jefferson Hall, J-319	301.846.2469
Work Study Information	Financial Aid Office, Jefferson Hall, J-301	301.846.2480

The College

FCC offers associate of arts, associate of arts in teaching, associate of science, and associate of applied science degrees, as well as certificates and letters of recognition in career programs. The Carnegie Classification for the College is Associate's - High Transfer-High Traditional.

A History

Founded in 1957, Frederick Community College has grown from 77 students to more than 16,000 students registered each year in credit and Continuing Education (non-credit) programs. Started as an evening school, FCC moved from Frederick High School to a facility on North Market Street, and finally, in 1970, to its permanent home on Opossumtown Pike.

Today's beautiful campus is a community asset that serves students of all ages and backgrounds. The College is committed to meeting the needs of all students and maintaining high-quality instruction at an affordable cost. FCC awards associate of arts, associate of arts in teaching, associate of applied science, and associate of science degrees and certificates of accomplishment in more than 50 fields of study. Many students select transfer programs that allow them to continue on to a four-year college for a bachelor's degree. The College offers an array of career-oriented programs that prepare students for immediate entry into the workforce. The Continuing Education/Workforce Development programs offer non-credit courses in business, computers, real estate, and general interest, as well as contract training for business and industry.

The average age of FCC students is 25; about 67 percent attend part time, and 71 percent plan to transfer to a four-year school. The College understands the special scheduling and counseling needs of adult part-time student and offers convenient evening, weekend, and online classes.

The Campus

The development of our 97-acre campus mirrors the growth of our student population. The most recent building renovation and update was the Monroe Center which was completed in October 2017. Completed in January 2016 was the opening of the Gladhill Learning Commons in Linganore Hall. The new flexible research and learning space offers academic support services, study spaces, and technology in order to promote collaboration and inspire academic excellence.

Additions and renovations to Braddock and Catocin halls were completed in 2015, providing state-of-the-art science and computer labs, upgraded classrooms geared toward collaborative learning, and study, tutoring, and lounge areas where students can get support from faculty and other students.

Other campus highlights include the Visual & Performing Arts Center, which has an art gallery, a 400-seat theater, and a small studio theater for more intimate productions; and our Student Center, where students can find the Cougar Grille, the Center for Student Engagement, and the bookstore, as well as student lounges and classrooms.

Visit www.frederick.edu or stop by the campus to learn how FCC can help you reach your academic and career goals.

Mission, Vision & Goals

Mission Statement

With teaching and learning as our primary focus, FCC prepares an increasingly diverse student body to complete their goals of workforce preparation, transfer, career development, and personal enrichment with quality, innovative lifelong learning. In traditional and alternative learning environments, we anticipate and respond to the needs of our local, regional, and global communities.

Vision

We transform individuals and communities through learning.

Values

Learning: Lifelong acquisition of knowledge and skills

Innovation: Creative thinking and approaches that enhance learning and support continuous improvement

Diversity: Visible and invisible human differences that affect the success of students, staff, and members of the community

Excellence: Upholding high academic standards by providing a quality educational environment

Community: Encouraging the engagement of all internal and external stakeholders through communication and collaboration

Integrity: Fair and ethical standards in all policies, procedures, and practices

Strategic Goals & Objectives

Enhance student persistence, success, and completion through collaborative and effective support systems

Strategic Objectives:

- Create a unified culture of persistence, success, and completion.
- Develop and implement comprehensive orientation and mentoring programs.
- Expand student access to and utilization of support services.

- Develop and implement pathways for credit and non-credit students to easily navigate transition points.
- Enhance communication strategies for students, faculty, and staff.

Promote excellence in the design, delivery, and support of student learning.

Strategic Objectives:

- Expand innovative instruction to increase student engagement and meet the demands of changing populations.
- Design and support professional development that enhances student learning.
- Develop and implement quality delivery standards and assessment protocols for each modality of instruction.
- Increase student engagement by promoting the importance of co-curricular and extra-curricular events.
- Expand systematic program review and assessment to all areas of College operations.

Ensure fair and ethical standards in all policies, practices, and procedures throughout the College Community

Strategic Objectives:

- Increase diversity of student and employee base
- Infuse global perspectives into programs and services
- Enhance an inclusive climate for students and employees
- Develop and implement policies and procedures that enable efficient access for all students

Prepare for the future through effective planning, resource development, and continuous institutional improvement that is aligned with the College mission

Strategic Objectives:

- Establish priorities and identify current and anticipated resources.
- Secure innovative and creative revenue sources through entrepreneurial efforts.
- Design a systematic plan to align staffing needs with strategic priorities.

Enhance access, support, and opportunities that meet the needs of diverse and changing populations

Strategic Objectives:

- Improve student recruitment efforts and employment practices to build the diversity and inclusiveness of our College.
- Create targeted programs for emerging populations that address their specific needs and enhance student learning.
- Implement strategies to increase and engage diverse and emerging populations.
- Expand community outreach to secure resources for student support.

Expand the leadership capacity of all employees through professional development to meet the challenges and opportunities for our College

Strategic Objectives:

- Develop a plan that ensures continuity of campus operation.
- Develop a systematic plan to provide opportunities for career growth.
- Create professional development opportunities that improve job skills, leadership capabilities, and employee productivity.
- Develop a sustainable program to mentor employees and acknowledge their contributions to the operation of the College.

Clearly articulate a governance structure that is transparent and outlines roles, responsibilities, and accountability for decision making.

Strategic Objectives:

- Ensure that all job descriptions are current and representative of employees' responsibilities.
- Maintain current organizational charts and make them accessible.
- Develop a component for new employee orientation to ensure they understand their roles and responsibilities in the governance structure.

Articulate career pathways for continuing education and credit students which enhance their ability to secure employment.

Strategic Objectives:

- Align programs with current and future jobs.
- Develop and implement a credit for prior learning structure which includes non-credit pathways.

Increase access, affordability, and student goal completion

Strategic Objectives:

- Enhance the college readiness of FCPS students by collaborating on early assessment, professional development, and the development of effective transition courses in Math and English.
- Enhance collaborative efforts between local high schools and FCC to develop early college access through dual enrollment initiatives.
- Improve the access, retention, and goal completion for adult learners.
- Implement strategies that reduce the time to goal completion and make FCC more affordable.

Community Outreach

Office of Institutional Advancement and the FCC Foundation, Inc.

The FCC Foundation, Inc., is a 501(c)(3) not-for-profit foundation which exists to promote, augment, and further the educational purposes and programs of Frederick Community College and to provide financial aid for eligible students. The Foundation

manages more than \$12.8 million in assets.

Funds are invested with the University System of Maryland Foundation. The Foundation is governed by a 20-member Board of Directors. This group of College ambassadors remains committed to continuing the tradition of providing outstanding private support for priority needs of the College. Contributions to the Foundation are tax deductible as charitable donations subject to IRS regulations.

The Foundation welcomes gifts of cash, securities, and bequests including planned giving arrangements. Employer-matched giving programs are also encouraged. Online giving is available on the Foundation Web page at www.frederick.edu/foundation. Current financial statements will be provided upon request. For more information, please contact the Foundation Office at 301.846.2438 or foundation@frederick.edu.

- Deborah W. Powell, Executive Director
301.846.2479 or dpowell@frederick.edu
- Michael Thornton, Scholarship Program Manager
301.624.2851 or mthornton@frederick.edu
- Laura Scafide, Administrative Associate II
301.846.2438 or lscafide@frederick.edu

Alumni Association

Membership in the FCC Alumni Association offers former FCC students an opportunity to network with classmates, honor distinguished and outstanding alumni, and help the College provide scholarship support through various fundraising activities. The association sponsors events and activities that are open to students and members of the community. These activities raise funds for scholarships and financial aid and give the association an opportunity to represent FCC in the community. Contact the Foundation Office at 301.846.2438 or alumni@frederick.edu.

Jack B. Kussmaul Theater

The Jack B. Kussmaul Theater, located in the Visual & Performing Arts Center, offers quality musical and theatrical performances, lectures, and educational programs for the College and community. The 409-seat theater features a three-section mezzanine and orchestra seating. Support areas for the 1,800-square-foot stage include a box office and green room with male and female dressing areas. The Jack B. Kussmaul Theater is available for rental. For additional information, call 301.846.2513.

The Mary Condon Hodgson Art Gallery

The Mary Condon Hodgson Art Gallery, located in the lobby of the theater, exhibits a variety of works monthly from national and regional artists as well as FCC students and faculty. For additional information, call 301.846.2513.

Conference Center

The 14,000-square foot Conference Center provides meeting space for workshops or training sessions for area businesses and organizations. It includes classrooms, meeting space, and breakout rooms, as well as catering with formal sit-down or buffet service. For more information, call 301.846.2671.

The Children's Center

The Carl and Norma Miller Children's Center offers year-round full- and part-time care to children of FCC students, staff, and faculty, as well as the community. The center is committed to a developmentally-appropriate program for children ages six weeks and older. Staffed by professional early childhood educators, the center serves as a model child care center and provides student teaching experience for FCC students in early childhood education and related fields. Summer programs offer fun and excitement throughout the summer months for elementary-aged children. For more information about the center, call 301.846.2612.

Student parents whose children have been accepted at the FCC Children's Center may apply for Children's Center grants to assist with the cost of child care. Grant applications are available at the FCC Children's Center, the Office of Adult Services and the Financial Aid office. Deadlines for submitting applications are July 15 for the fall semester, December 1 for spring semester, and April 30 for the summer semester. Applications are also available online on the FCC website at www.frederick.edu.

Use of Facilities by Outside Groups

College facilities may be rented by the community for civic, educational, cultural, and community recreational purposes consistent with policies and procedures established by the College. Campus facilities may be used by non-college groups when not being used by the College or for college-sponsored activities.

The Facilities Planning Office is responsible for processing and approving all public and community use facility requests, except the JBK Theater. A request must be submitted to Facility@frederick.edu using the Public & Community Request for Use of Facilities form on the College website at least four weeks in advance for best consideration. The Facilities Planning Office will respond to the request within three workdays of receipt of a complete request.

The Arts Center Director is responsible for scheduling all events in the JBK Theater in cooperation and collaboration with the Facilities Planning Office. To request the use of space for a public or community event in the JBK Theater, contact the Arts Center Director at WPointexter@frederick.edu.

For additional information, view the Use of Facilities Policy and Procedure available at www.frederick.edu.

Admission to the College

Admissions Policy and Procedures

I. Philosophy and Purpose

Frederick Community College (“FCC” or the “College”) is an open admissions College committed to lifelong learning, that provides access to postsecondary education. A student may be admitted to the College without being admitted to a specific credit or continuing education program. The College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs and employment.

Admission to the College does not guarantee admission to all programs of study and courses. A high school diploma is not required to participate in credit or continuing education courses or programs. However, a high school diploma or GED may be required to qualify for federal financial aid; and, there may be additional eligibility requirements for credit degree, certificate, and letter of recognition programs. Admission to a specific program of study shall be in accordance with the requirements and procedures established for the specific program of study as adopted by the College. Admission to a specific program of study will be granted based on verifiably accurate application materials, which may include the application for admission, academic transcripts, test data, and other appropriate educational information or credentials, and/or where required, evidence of physical exams, background checks or test results. First-time college students who apply for admission into degree programs are required to be assessed for reading, writing, computer literacy, and mathematics proficiency prior to initial registration. Based on assessment scores, students will be placed in the appropriate level of developmental or college-level mathematics or English course(s).

Admission to the College may be denied or revoked for those persons whom the College considers to be a potential danger to the safety, security, and educational environment of the College. Such decisions will be made on a case-by-case basis with individuals being afforded due process, which includes notification and explanation of the decision and an opportunity to respond.

II. Definitions for the Purpose of this Policy and Procedures

The College reserves the right to define the classification of each student at the College. The College categorizes students for the purpose of local, state, and/or federal reporting requirements and regulations.

A. Application Categories for Credit Students

Individuals applying to FCC for a credit course or courses must select one of the following:

1. The category **“New”** refers to a student who is attending FCC for the first time, and who never applied or registered for a credit course at FCC, except as a Dual Enrollment student.
2. The category **“Transfer”** refers to a student who has attended another institution of higher learning after high school graduation or equivalency, and who seeks to receive credit for prior coursework completed at previous institutions.
3. The category **“Re-Admit”** refers to a student who has attended credit courses at FCC previously, but not within the last two years (four fall and spring semesters – exclusive of the summer sessions), who seeks to reenroll.
4. The category **“Courses of Interest (Non-FCC Degree Seeking)”** refers to a student who seeks to take courses listed as credit in the FCC catalog for personal knowledge or professional development as opposed to the fulfillment of FCC degree requirements. A student can take Courses of Interest at FCC for personal enrichment or for visiting students who have the intention to transfer the credits to another college. The student should have written authorization from the home institution to ensure transferability of credits. Courses of Interest students are not eligible for Federal Financial Aid.
5. **“Dual Enrollment”** refers to a current high school student who seeks to earn College credit. Dual Enrollment students are not eligible for Federal Financial Aid.
 - a. **“Open Campus”** refers to a high school student who takes a College course(s) on College Premises or through the College Distributed Learning Program. The course(s) may be during or outside the regular school day
 - b. **“High School Based”** refers to a high school student who takes an FCC course that is taught at their local high school.
6. **“Gifted & Talented”** refers to a student under the age of 16 years, who has been identified as having exceptional academic or fine arts talent in selected college courses. The student must be at least 12 years of age and have completed the seventh grade or equivalent education. Gifted & Talented students are not eligible for Federal Financial Aid.

B. Admission Status

1. **“Prospective Student”** refers to an individual who has become a part of the College recruitment database who has been assigned an FCC student identification number
2. **“Applicant”** refers to an individual who has an assigned FCC student identification number and who has submitted a College application for credit enrollment.
3. **“Registrant”** refers to an individual who has an assigned FCC student identification number, who has submitted a College application for credit enrollment or a student profile for continuing education, and who has registered for a course or courses.
4. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
5. **“Enrolled Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangements for payment of tuition and/or fees, and whose participation in a class has been verified.

C. Credit Level

1. **“Full-time Student”** refers to a student who enrolls in coursework of twelve (12) credit hours or more during the fall or spring semesters, or who is enrolled for a total of twelve (12) credit hours cumulatively for the summer sessions.
2. **“Part-time Student”** refers to a student who enrolls in coursework of less than twelve (12) credit hours during the fall or spring semesters, or who is enrolled for a total of less than twelve (12) credits cumulatively for the summer sessions.
3. **“Visiting Student”** refers to a student who is enrolled at another higher education institution who is taking courses at FCC to transfer back to their home institution.

D. Program Type

1. **“Degree Programs”** refer to Career and Transfer programs that lead to an associate degree. Degree Programs are generally 60 credits, unless otherwise specified.
2. **“Certificate Programs”** refer to a sequence of specific credit courses resulting in a formal award of completion of up to 36 credits.

3. **“Letter of Recognition”** refers to an award for the completion of a series of specific credit courses comprised of six to 11 credits.

4. **“Industry-Based Certifications”** refers to an independent third-party credential that is industry-accepted and results from a process whereby an individual’s knowledge and/or skill in a particular area is verified against a set of predetermined standards. Many credit and continuing education courses and programs prepare students for industry certifications that support or enable employment.

5. **“Continuing Education”**

Continuing Education (CE) includes non-credit short-term courses, programs, or organized learning experiences which enhance personal or professional goals.

a. **“Workforce Development Programs”**

– Short term non-credit instruction for entering an occupation, gaining industry-based certification, or engaging in professional development.

b. **“Personal Enrichment Programs”**

– Instructional programs that are designed to support lifelong learning and personal interest. Special programs are designed for people in retirement and for youth.

c. **“Youth Programs”**

– Kids on Campus (KOC) & Teens on Campus (TOC): These programs are open to any youth between ages four through 15 years of age. There are some prerequisites.

d. **“Adult Basic Education Program”**

– Programs include basic reading and math skills, as well as High School completion programs for adults. High School completion students must have been officially withdrawn from the secondary school system. The High School Diploma credential is awarded by the State of Maryland for successful completion of the GED Test or the National External Diploma Program.

e. **“English as a Second Language (ESL) Program”**

– This program is open to students who are 16 years old or older, who are non-native English speakers seeking to improve their language skills. There are three levels of ESL that include both credit and continuing education options.

i. **“Basic ESL”** – Free classes for students who need to learn basic English for life and work.

ii. **“Targeted ESL”** – Fee-based classes for students who have intermediate or higher level English proficiency. Courses focus on specific English skill development, to include oral, reading, writing, and grammar. Courses are designed to transition students from basic English to higher level English.

iii. **“Academic ESL”** – Tuition-based classes for students with high intermediate proficiency in English. Courses focus on developing academic English proficiency to prepare students for the rigor of degree programs and/or professional communication.

E. **“Degree plan”** refers to the plan that is developed in consultation with an academic advisor, required for all new students seeking a degree. The degree plan does not include developmental coursework that may be part of the student’s academic pathway.

F. **“College premises”** means buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.

G. **“Workdays”** means Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

III. Enrollment Requirements and Steps for Credit Students

A. Requirements

To comply with the Maryland College and Career Readiness Act of 2013 and the College Academic Assessment and Placement Policy and Procedures, the College requires that:

- Upon entering the College, all new students, unless otherwise exempted, are required to complete the prerequisite placement test(s) for any course(s) in which they intend to register. However, the College recommends that all mathematics, reading, writing and skills placement tests be taken upon entering to support the development of the degree plan.
- Upon entering the College, all new students who are seeking a degree, must file a degree plan that is developed in consultation with an academic advisor.
- Upon reaching 24 credits, all new students must have completed developmental courses and the first college-level English and Math courses required by their degree plan

B. Enrollment Steps for Credit Students

1. **Application for Admission** – A complete application for admission is required for enrollment in credit courses. A student can apply by completing and submitting an application for admission either online via www.frederick.edu or in-person. Applications for admission are accepted year round.
2. **Residency** – A student’s legal residence is determined at the time he/she applies to the College. The burden of proof of residency is to be upon the student, and he/she will be required to certify by signature to the accuracy of the information provided on the College application (see Residency Policy and Procedures).

3. **Official Documentation** – A student may need to submit a copy of his/her high school and/or college transcript(s), ACT and/or SAT scores, Advanced Placement scores, military transcripts, CLEP scores, and/or transcripts from American Council on Education (ACE) recognized organizations to receive credit.

4. **Placement Assessment** – Unless otherwise exempted, upon entering the College, all new students are required to complete the prerequisite placement test(s) for any course(s) in which they intend to register. A student who does not achieve the required assessment scores for reading, writing, or mathematics must successfully complete appropriate developmental coursework prior to entering the specific curriculum.

5. **Academic Advising Session** – A student is required to consult with an academic advisor to assess any developmental requirements, develop a degree plan, select courses for registration, and establish the pathway to his/her academic goal(s).

6. **myFCC E-mail Account Activation** – A student will need to activate his/her myFCC E-mail account by going to the myFCC Student Portal (<http://myfcc.frederick.edu/>).

7. **Registration for Courses** – A student will need to complete the registration process by registering for a course(s) in person or online through PeopleSoft Campus Solutions (<https://cs.frederick.edu/>).

8. **Financial Aid** – If seeking financial aid, a student will need to complete the Federal Application for Student Aid (FAFSA) (<https://fafsa.ed.gov/>) for the school year they plan to attend and list FCC in Step 6 of the FAFSA (School Code 002071).

9. **FCC Foundation Scholarships** – If seeking FCC Foundation scholarships, students will need to apply through the College online scholarship application system. (<https://frederick.academicworks.com/>)

10. **Payment Process** – A student is required to make payment arrangements and/or pay his/her bill within the established timeframe, in order to avoid being dropped from a course or courses for non-payment. A student who is receiving financial aid will have his/her aid credited to his/her account, but will be responsible for paying any remaining charges.

11. **Attendance in Class** – A student must attend class to ensure full academic instruction is received. Students not attending class may lose federal financial aid.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. A prospective student who has registered previously in only continuing education courses must apply as a "New Student" in order to participate in credit courses. A dual enrollment student previously enrolled in a course(s) while in high school, who is planning to attend FCC after high school graduation, must re-apply as a "New Student" in order to participate in credit courses.

IV. Enrollment Requirements and Steps for Continuing Education Students

A. Requirements

To be a Continuing Education Student at FCC, students must complete either a Continuing Education Student Profile using Lumens or a Continuing Education Registration form. Becoming a Continuing Education student does not admit the student for credit instruction. Students must follow the Enrollment Requirements and Steps for Credit Students in Section III.

Some programs are designed for specific age ranges, and have restricted access for registration based on birth date.

Some courses require prerequisites or pre-testing, and are noted in the Continuing Education schedule of classes.

B. Enrollment Steps for Continuing Education Students

1. Open Enrollment Courses – Most courses are eligible for online registration through the Lumens online registration system (www.frederick.edu/QuickEnroll). Completion of the Lumens online Student Profile results in admission to FCC as a Continuing Education student. Students may also register in person to submit the registration form needed. Tuition and fees are due at the time of registration.

Courses which require prerequisites or pre-testing are noted in the Continuing Education schedule of classes. These courses or programs require that a student submit the documents needed for registration in person.

ESL students must complete an English assessment and may need to attend an orientation to be placed in the appropriate level of class. ESL students should see Section V.C. of this Policy and Procedures for complete instructions.

2. Contract Courses – Students receiving instruction under contract with an employer or other external partner will be enrolled as CE or Credit students. Students will be required to complete an online registration through Lumens or complete a registration form prior to the beginning of class. Some contract courses may require prerequisites. There are no fees or tuition charged to the student for contract courses.
3. Adult Education – Students must attend an orientation to gain access to Adult Education. Orientation dates are published for each term in the CE schedule of classes – Assessments are required to determine appropriate class placement. Once class placement is determined, students must complete a CE Registration form to become a CE student registered in a course. All courses are free to the student, except for the National External Diploma Program..

V. Additional Requirements and Steps for Enrollment for Specific Students

A. Transfer Students

A student may be enrolled with advanced standing. The transfer of credits will be considered on the basis of applicability to the student's chosen program of study.

FCC adheres to the general education and transfer policies of the Maryland Higher Education Commission. For a student transferring from a University of Maryland System college or university, all applicable general education coursework with a grade of "D" or higher will be accepted in transfer, with the exception of EN101 which requires a grade of "C" or better. For non-general education coursework, grades of "D" will be accepted only if the calculated grade point average for the entire block of non-general education courses is 2.00 or higher. For a student transferring from outside the University of Maryland system, grades of "D" will be accepted only if the cumulative grade point average is 2.00 or higher, with the exception of EN101 which requires a grade of "C" or better. Please note that some FCC programs of study require a grade of "C" or better in all (or some) courses.

The following sources may be considered as accepted forms of transfer: 1) collegelevel coursework at accredited institutions as listed in "Accredited Institutions of Postsecondary Education" published by the American Council on Education or an institution accredited by an agency recognized by the U. S. Department of Education; 2) credential assessment or credit by examination (e.g., CLEP, Advanced Placement, Dantes, FCC departmental exam); 3) credit received in an evaluation of military education and/or training; 4) credit received in an evaluation of educational programs at non-collegiate organizations approved by the American Council on Education; 5) credit received through high school or other articulation agreements.

To be considered for advanced standing, a student must:

1. Complete the College admissions procedures.
2. Arrange for the previous institution(s) attended to send an official transcript or provide an official copy in an unopened, sealed envelope (see <http://www.frederick.edu/credit-admissions/incoming-transfer-students.aspx>).
3. Arrange an appointment with a College academic advisor to plan his/her program of study.
4. Complete at least 25% of degree, certificate, or letter of recognition credits at FCC.

All transcripts received are the property of the College and cannot be released to the student. Transcripts will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency. A student who experiences extreme hardship in obtaining official copies of his/her transcripts may petition the College Registrar for assistance by completing a third-party release form. These documents will be available only to an individual involved in the admissions and/or advising process. Transfer students with no placement test scores or official transcripts will take the standard entry assessments test(s).

International students considering transfer must follow the procedures for Nonimmigrant (F-1) Students and Students with Other Visas, in addition to the requirements set forth in this section.

B. Non-immigrant (F-1) Students and Students with 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. A prospective student must meet academic and College admission requirements, and the requirements for the certificate of eligibility (I-20 Form) prior to applying for the F-1 Student Visa. International students studying at FCC must be pursuing a full course of study (12 credits per semester) toward an associate degree other than an Allied Health (Nursing) field, Bioprocessing Technology, Emergency Management, or English as a Second Language. A student must:

1. Submit a completed application for admission to FCC with a local (Maryland) sponsor's address and student's address from their home country.
2. Submit an official high school (secondary school) transcript evaluation in English. The accepted evaluator is World Education Services (www.wes.org) or any member of the National Collegiate Evaluation Services (NACES).

3. Submit I-134 Affidavit of Support - a statement of financial resources including the amount and source of support for the prospective student. The College is unable to provide scholarship assistance to international students. The estimated minimum cost of tuition, fees, books, health and living expenses per year is \$23,000. Students attending the College on the F Visa will be classified as out-of-state residents for tuition purposes while at FCC.
4. Submit the Test of English as a Foreign Language (TOEFL) scores directly to the Admissions Office. Minimum acceptable score is 500 on the paper-based test, 173 on the computer-based test or 61 on the Internet-based test (IBT).
5. Submit all application materials and required documents by June 1 for the subsequent fall semester and October 15 for the subsequent spring semester.

Once the student has been approved for the F-1 Visa and arrives on campus, he/she must complete the College placement tests as appropriate. Referral to take the test will be given to the student at the time he/she arrives on campus.

International students with other types of visas may also be eligible to attend the College. In addition to meeting the standard admissions procedures of the College, the student must present proof of immigration status and type.

C. English as a Second Language (ESL) Students

An ESL student must:

1. Complete and submit an application for admission.
2. Take the Level of English Proficiency (LOEP) placement test in the Testing Center (allow three hours for testing) and obtain a copy of the LOEP exam results.
3. Obtain minimum placement scores on the LOEP placement test to enroll in Academic ESL courses. Students whose scores fall below the established minimum will be limited to enrollment in Basic or Targeted Continuing Education ESL courses until such time that they are able to demonstrate proficiency required for enrollment in Academic ESL courses.
 - a. If the minimum score for Academic placement is achieved, students should arrange to meet with an academic advisor. Continue with the Admissions Policy and Procedures Section III.B.5 to complete the registration process.
 - b. If the minimum score for Academic ESL placement has not been met, students must arrange to meet with the ESL program manager. The ESL program manager will assist students in determining which Continuing Education ESL program is appropriate for them and help them complete the registration process.

Note: The ESL program manager can assist credit and continuing education students with academic decision-making at any time. If a student is not sure which courses to take or has questions about their study plan, meeting with the ESL program manager is recommended.

 4. A student is required to make payment arrangements and/or pay his/her bill within the established timeframe.

D. Registered Sex Offender

FCC requires registered sex offenders (registrants) to self-disclose their status and receive approval from the College to register for courses by following the steps articulated below in this procedure. In accordance with Maryland law, registrants are required to register with the designated law enforcement agency in the jurisdiction where school enrollment is sought. If a registrant changes jurisdictions, he/she must re-register in the new jurisdiction's designated law enforcement agency and identify the address of the new school they plan to attend. The College will review the Maryland Sex Offender Registry on a regular basis to identify students who do not self-disclose and suspend any registration until the conditions of this procedure are met. Per the FCC Admissions Policy, admission to the College may be denied or revoked for those persons whom the College considers to be a potential danger to the safety, security, and educational environment of the College. Such decisions will be made on a case-by-case basis with individuals being afforded notification and explanation of the decision and an opportunity to respond.

Before a sex offender registrant is allowed to come on College premises, he/she is required to request and obtain permission to be on College premises by scheduling a meeting with the Vice President for Learning Support or the Vice President for Continuing Education and Workforce Development, or their designee, to disclose his/her status.

1. Prior to completing the registration process, the prospective student must schedule a meeting and request permission to register each semester.
2. The Vice President for Learning Support or the Vice President for Continuing Education and Workforce Development, or their designee will discuss the procedure and assess the conviction(s) and circumstances which led to the individual being a Sex Offender Registrant.

3. The Vice President for Learning Support or the Vice President for Continuing Education and Workforce Development, or their designee will contact the assigned probation officer, when applicable, and the jurisdiction's Sex Offender Registrar to update the individual's status related to any violations.
4. The Vice President for Learning Support or the Vice President for Continuing Education and Workforce Development, or their designee may research criminal records, information from other jurisdiction(s), or information from prior schools attended pertaining to the registrant.
5. The Vice President for Learning Support or the Vice President for Continuing Education and Workforce Development, or their designee will render a decision and notify the registrant of that decision in writing within five workdays of the initial meeting. A registrant that is authorized to maintain his/her enrollment will be required to sign a "Conditions of Admission and Enrollment" agreement, and present the letter of admission approval to his/her Sex Offender Registrar and Probation Officer, when applicable. In such cases where admission is denied or revoked, the written response to the registrant will afford notification, give an explanation of the decision, and provide an opportunity to respond.

The Maryland Department of Public Safety and Correctional Services maintain the Maryland Sex Offender Registry, which provides information about sex offender registrants to the public. The Registry is located on the web at <http://www.dpscs.state.md.us/>.

VI. Selective Admission Programs

Admittance into Selective Admission curriculums is on a competitive basis, and there are program-specific entrance requirements beyond those required for admission to the College. Many of the courses are open only to students officially accepted into the Program. *Admission to FCC does not guarantee entry into a Selective Admission program.*

The Health Professions programs listed below have limited enrollment capacity and rigorous academic standards. All applicants must meet the following additional requirements.

- Be eligible for admission to FCC (submit separate FCC admission application).
- Meet prerequisite requirements for the specific program.
- Meet minimum grade point average requirement.
- Meet all legal requirements and/or standards imposed by recognized professional societies and by the institution or agency where the clinical practice is to occur (e.g., drug screening and background check).

- Understand that participation in certain clinical courses (e.g., those courses involving hospital practice) may require the passing of appropriate health examinations (e.g., TB test).

A. Associate Degree Nursing

Enrollment in the associate degree nursing (ADN) program and certificate is limited by the availability of staff and facilities. To be considered for admission, a student must:

1. Complete and submit a College application for admission and provide proof of residency.
2. Complete and submit a separate application for the ADN to the Department of Nursing by February 1st preceding the expected the fall semester entrance and September 15th for the expected spring semester entrance. Applications are available online at www.frederick.edu/nursing. Residents of Frederick County are given priority consideration for admission.
3. Register and complete the Test of Essential Academic Skills Version 5 (TEAS V) before the application deadline. Information on TEAS Version 5 may be found at www.frederick.edu/nursing.
4. Submit official transcripts from all previously attended colleges and universities to the Welcome Center by the deadline.
5. Complete FCC assessment testing unless otherwise exempted.
6. Arrange for an appointment with the allied health and nursing advisor (required).

To be included in the pool of applicants for admission to the clinical portion of the nursing program (ADN), students must complete all required prerequisite coursework, and BI103, BI 104, and BI 120 by the end of the semester in which they are applying and send all official college transcripts from other colleges and universities to the Welcome Center by the deadline.

A point system is used to select candidates for admission to the clinical portion of FCC nursing programs (ADN and LPN-to-ADN Transition). Each program has its own separate pool of applicants, and students may apply only to one program in any given semester. Points are assigned for non-clinical courses completed, residency, a math aptitude test, cumulative grade point average (GPA) and grades in the prerequisite science courses. Any non-science course(s) being repeated must be completed by the end of the January term in order to count in the GPA calculation for the day option or summer session for the evening/weekend option. If a student is completing a prerequisite science course during the application semester, the midterm course grade will be applied to the point scale (including transfer courses). Students will be allowed to repeat any prerequisite science course one time only, including withdrawals, audits, and transfer credits. Repeats before fall 2012 are not counted in the repeat limit. All science prerequisites must be completed within five years of application.

The students with the highest point total will be conditionally accepted into the ADN program. Students with equal point totals will be ordered by GPA from highest to lowest. If an accepted student declines his/her seat in the program or fails to meet the spring or summer course requirements, the next eligible student with the highest score is offered admission to the program.

Once grades have been posted in May for day option and January for evening/weekend option, transcripts for those accepted conditionally will again be evaluated. Any student who dropped a course or failed to earn a "C" or better will be re-evaluated. If, after re-evaluation, a student's new point total falls below the cut-off score for the ADN program, he/she will not be eligible for admittance into the program and the next qualified candidate will be admitted.

Students not gaining admittance to the ADN program and wishing to be considered for the next entering class must re-apply and will compete within the general applicant pool. A student who fails NU 101 and wants to return to the program will be offered the opportunity to join the pool of applicants for the following year.

B. Nuclear Medicine Technology (NM)

To be considered for admission into the Nuclear Medicine Technology program, a student must:

1. Complete and submit a College application for admission and provide proof of residency.
2. Submit a Nuclear Medicine Technology application to the Department of Allied Health and Wellness by the posted deadline April 1 for fall admission.
3. Successfully complete the eight core courses within two attempts of each course (EN 101, BI 103, BI 104, CH 101, PY 101, MA 130, MA 206 and MDA 108) by August prior to the program start date.*
4. Earn at least a "C" in all prerequisite coursework within two attempts of each course.** A minimum overall GPA of 2.00 is required for previous core prerequisite college work. Competitive GPAs for accepted applicants are typically much higher than the minimum requirements.
5. Have all official transcripts from colleges/universities sent to the Welcome Center by the April 1st deadline.
6. Document at least four hours of shadowing/observation in nuclear medicine technology, prior to or concurrent with application.*** Additional shadowing (40-50 hrs.) is recommended for applicants who have no prior health care work experience. This experience can be arranged by contacting a convenient institutional imaging or therapy department. Documentation must be submitted to the department of Allied Health and Wellness by April 1st.

7. Submit a 1-2 page paper discussing your shadowing experience. All papers must be typed; double spaced, printed and stapled, and must include student name and FCC Student ID number. Papers not meeting these criteria will not be accepted or reviewed. Papers are due by April 1st. Please see rubric for grading guide.

The selection process is based on a point system. The points will only be assigned to those students that have applied to FCC and also completed and submitted the Application for Nuclear Medicine Technology to the Allied Health and Wellness Department.

Admission decisions are based on the successful completion of course requirements; college grade point averages from the eight core prerequisites; and assessment of motivation, knowledge of the discipline(s) and personal qualities appropriate for the profession and for successful completion of the program.

The students with the highest point total will be accepted conditionally into the Nuclear Medicine Program and will be informed of their status on or before May 1st. Students with equal point values will be ordered by GPA from highest to lowest. Students not gaining admittance to the Nuclear Medicine Program and wishing to be considered for the next year must reapply.

*Acceptance is contingent upon earning grades of "C" or better in any prerequisites being completed in the spring and summer sessions.

**Two attempts include transfer credits.

*** This is only a recommendation. It is not mandated for program admission

C. Respiratory Care (RC)

To be considered for admission into the Respiratory Care program, a student must:

1. Complete and submit a College application for admission and provide proof of residency.
2. Submit a Respiratory Care application to the Department of Allied Health and Wellness by June 1.
3. Complete all required prerequisite coursework prior to applying to the program.
4. Achieve a "C" or higher in "all" prerequisite courses applied toward the RC program requirements. The prerequisite courses are: EN 101, PS 101, BI 103, BI 104, BI 120, CMSP 105, PE/Health Elective, and a general education Mathematics Elective.
5. Complete Anatomy & Physiology I (BI 103) with a "C" or better prior to applying to the program.
6. Be in good academic standing (no academic alert, no academic probation).
7. Have a GPA of at least 2.0.

8. Have all official transcripts from other colleges/universities sent to the Welcome Center by June 1.
9. Apply for admission to FCC.
10. Meet with the allied health advisor.

Points will be assigned only to those students who have returned the "Student Application for the Respiratory Care Clinical Class" and met the above criteria. The point value for non-clinical courses completed and residency are shown on the "Criteria for Admission to the Respiratory Care Program" sheet.

The students with the highest point total will be accepted conditionally into the clinical portion of the program and will be informed of their status by June 30. Students with equal point totals will be ordered by GPA from highest to lowest (GPA calculated only from courses listed on "criteria for admissions"). If an accepted student declines their seat in the program, the next eligible student with the highest score is offered admission to the program.

D. Surgical Technology (ST)

Enrollment in the Surgical Technology program is limited to 20 students in each of two starting dates, fall and spring. To be considered for admission into the Surgical Technology program, a student must:

1. Complete and submit an FCC application for admission and submit proof of residency if required.
2. Complete and submit a Surgical Technology application to the Department of Allied Health and Wellness. List surgical technology as your major. This application may be completed online. All applications will be reviewed and seats will be offered according to the point scale and application date. Although applications will be reviewed at any time, first consideration is given to students who submit an application by the first consideration date for the fall or spring classes. Refer to the online application (<http://www.frederick.edu/degreescertificates/surgical-technology.aspx>).
3. Provide evidence of minimum skill levels in the areas of reading, writing, math, and allied health science for an application to be considered. Students may meet these requirements by taking the placement assessments and meeting the minimum skill levels or by taking appropriate developmental coursework in these subjects.
4. Achieve a "C" or higher in all prerequisite courses and any other course a student plans to apply toward the ST program requirements. The minimum prerequisite courses are: BI 103, BI 104, medical terminology, and a communications course.

A point system is used to determine selection to the program. Points will be assigned only to those students who have returned the Application for Admission to the Surgical Technology Class.

When there are more qualified applicants than there are seats in the program, those with the highest points will be offered seats first. Other qualified applicants will be offered seats as they become available.

It is highly recommended that you participate in the job shadowing experience. Those with documented job shadowing will be given priority. Refer to the online documents for this opportunity (<http://www.frederick.edu/degrees-certificates/downloads/jobshadowing.aspx>).

VII. Special Admission Programs

The following programs have conditions which must be met in order for the individual applying for admission to be categorized and admitted to the credit courses and program.

A. Police Science Program

The Maryland State Police (MSP) Associate of Applied Science Degree in Police Science is presented to trooper candidates through a partnership between FCC and the MSP. This program has been created to assist MSP in its effort to develop a highly professional police force. The Police Science program for MSP is open to any trooper candidate employed by the Maryland Department of State Police and accepted to the MSP Academy. This program integrates general education coursework with major components of the criminal justice process learned while attending the Police Academy.

All of the tuition, fees, and books are paid in full by the MSP. Veterans are eligible for VA benefits while enrolled in the Academy and during the time they take FCC general education courses.

The on-campus Associate of Applied Science Police Science Program is open to students separate from the Maryland State Police program. To be considered for admission into the on-campus Police Science Program, a student must:

1. Be a sworn and currently employed Maryland law enforcement official who has graduated from a Maryland police academy which has been certified by the Maryland Police and Correctional Training Commissions (MPCTC) (or officials who have completed Comparative Compliance Training for Maryland).
2. Be enrolled in the Police Science Degree Program at FCC.
3. Present a current copy of his/her Certification and Training Standards Compliance Card from the MPCTC.

Retired law enforcement officials are not eligible.

Additional information about this program may be located at <http://mdsp.maryland.gov/Careers/Pages/StateTrooper.aspx>

B. Honors College

Honors College is an enrichment program that can be incorporated into most transfer degree programs at FCC. Students who graduate from the Honors College, complete an honors independent study project, present at a conference, or earn service or leadership certificates gain a competitive advantage when applying for admission to selective four-year colleges and transfer scholarships.

Membership in the Honors College is by invitation or self-nomination. Students automatically qualify with the following test scores: SAT = 1650 overall with at least 550 on verbal, or ACT = Reading 21+, or FCC placement exams = Honors level reading (103) and proficient college-level writing. A writing sample may be requested. However, applicants with strong academic records (3.5 GPA) or faculty recommendations are encouraged to apply. We also offer an Open Campus membership for high school or home school students with a 3.5 GPA and a completed Honors College recommendation form. To apply, complete the Honors College Application and Honors Goal Survey, which are available in the Honors Office (H245) and at <http://www.frederick.edu>, and submit as directed on the forms.

C. Advanced Credit/Dual Enrollment Programs

Students 16 years of age and older may enroll in college courses while concurrently enrolled in high school or home schooled. Students dually enrolled are subject to the same assessment and placement policies and procedures as other students. All Open Campus and High School Based students must also meet with a guidance counselor at their high school prior to registration. Dual Enrollment courses can be used for high school graduation credit as well as college credit if granted permission to do so by the school system. Students must contact their high school guidance office for further information.

D. Gifted and Talented Students Under 16 Years of Age

The Gifted and Talented program provides an opportunity for students under age 16 who have been identified as having exceptional academic or fine arts talent to enroll in selected College courses. Students must be at least 12 years of age and have completed the seventh grade or equivalent education. Students must demonstrate exceptional academic or fine arts talent and be deemed able to adhere to College standards of behavior. In addition to submitting the standard application for admission, students must submit documentation to enable an appropriate admission decision, which may include, but not be limited to, an official high school transcript, letters of recommendation, samples of student work, and evidence of meeting criteria of exceptional academic or fine arts talent as described below.

1. Exceptional Academic Talent

Students must meet the appropriate placement score or exemption for the courses in which they intend to register as outlined in the College Academic Assessment and Placement Policy and Procedures.

2. Exceptional Fine Arts Talent

In lieu of meeting the criteria for exceptional academic talent, students applying for courses in the fine arts (studio art, studio music, theater performance) may present a recommendation from a professionally qualified individual or entity as having outstanding abilities which qualify them for advanced study in that area. The College reserves the right to determine whether or not it will recognize an individual or professional entity as meeting this criterion. Additionally, the student may be asked to audition or to present a portfolio of work.

Students must submit an application for admission and complete an interview with an academic advisor prior to completing the admissions process.

Students interested in taking courses other than fine arts must meet the appropriate placement score or exemption for the courses in which they intend to register as outlined in the College Academic Assessment and Placement Policy and Procedures.

Students enrolled under the Gifted and Talented program will be limited to a maximum of two courses per semester, with continuance at the College based upon satisfactory performance in the previous semester.

Admissions decisions for students applying for the fine arts courses on the basis of a professional recommendation will be made in conjunction with the program manager or department chair for that area. Students approved for admission under this criterion may only enroll in those courses related to their particular talent.

Failure to comply with any portion of this process will result in denial of admission. All required documents must be submitted, and all evaluation results in place, no less than two weeks prior to the start of the semester for which the student seeks enrollment.

E. Home School Students

Students who are home schooled and are 16 or older follow the Enrollment Requirements and Steps for Credit or Continuing Education Students of this Policy and Procedures. Home schooled students under the age of 16 must follow the Special Admission procedures for Gifted and Talented students unless enrolling in a Continuing Education Home School Enrichment course designed for specific age groups.

F. Students Without a High School Diploma

Persons without a high school diploma who are 17 years old or older, and who demonstrate college readiness through placement testing are eligible for admission and to register for credit and continuing education courses.

Students without a high school diploma have limited access to financial aid. Students should meet with a financial aid counselor or advisor to get information about financial aid. Students should also visit the Office of Adult Education to get information about how to earn a high school diploma while concurrently studying at FCC.

VIII. Mid-Maryland Allied Healthcare Education Consortium

The Mid-Maryland Allied Healthcare Education Consortium (MMAHEC) is a state approved consortium designed to increase the number of allied health professionals in critical shortage areas. The agreement is to share specific allied health programs between FCC, Howard Community College, and Carroll Community College. Regardless of county of residence, students completing credit programs in the MMAHEC must apply to and be registered in the college granting the program's certificate or degree. Students must be residents of Howard, Carroll, or Frederick counties to be eligible for these programs. Applications for MMAHEC programs are available on the respective consortium school websites during application periods. Applicants to these programs must meet with an allied health advisor at their home school to submit their application materials. Programs offered through the MMAHEC require that the student apply for and register at the institution that grants the degree or certificate.

Students will need to take the placement tests at their home institution to determine eligibility for all courses and prerequisites for courses. Developmental coursework may be required and must be completed, in full, at the home institution. When prerequisite requirements are complete and students are considered ready for clinical or program courses, students will need to apply to the sponsoring institution directly.

The College's official version of the Residency Policy & Procedures is on its website (www.frederick.edu) and may be revised annually.

Required Orientation, Advising & Registration

Required Orientation, Advising & Registration (ROAR)

All new students planning to attend FCC for their first college experience will participate in the ROAR program. Students must have applied to the College and completed their placement assessment (or submitted testing exemptions) before they can schedule a ROAR appointment.

Three steps to ROAR:

- An online orientation featuring videos with our current FCC students telling you exactly what you need to know about attending college,
- An on-campus meeting with an Academic Advisor to help you develop your academic and career plan; and
- A registration lab where you'll learn how to enroll yourself into classes

For more information on ROAR, please visit <http://www.frederick.edu/admissions-landing/new-student-orientation.aspx>.

Special Programs of Study

Associate Degree Nursing

Enrollment in the clinical portion of the associate degree nursing (ADN) program is limited by the availability of staff and facilities. To be considered for admission, students must:

- Complete and submit an application for admission and provide proof of residency.
- Complete and submit an application for the ADN clinicals by February 1 preceding expected fall semester entrance and September 15 for expected spring semester entrance. Clinical applications are available online at www.frederick.edu/nursing. Residents of Frederick County are given priority consideration for admission.
- Register and complete the Test of Essential Academic Skills (ATI TEAS) before application deadline. Information on ATI TEAS may be found at www.frederick.edu/nursing.
- Submit official transcripts from all previously attended colleges and universities to the Welcome Center.
- Complete FCC's assessment testing unless otherwise exempted.
- Arrange for an appointment with the allied health advisor (recommended).
- To be included in the pool of applicants for admission to the clinical portion of the nursing program (ADN), students must complete all required developmental coursework, complete BI 103, BI 104, and BI 120 by the end of the semester in which they are applying and send all official college transcripts from other colleges and universities to the Welcome Center by January 25 for day option and September 15 for evening/weekend option.

viii. A point system is used to select candidates for admission to the clinical portion of FCC's nursing programs (ADN and Transition-to-RN Program). Each program has its own separate pool of applicants, and students may apply only to one program in any given semester. Points are assigned for non-clinical courses completed, residency, a math aptitude test, cumulative grade point average (GPA) and grades in the prerequisite science courses. Any course(s) being repeated must be completed by the end of the January term in order to count in the GPA calculation for the day option or summer semester for the evening/weekend option. If a student is completing a prerequisite science course during the application semester, the midterm course grade will be applied to the point scale (including transfer courses). Students will be allowed to repeat any pre-requisite science course one time only, including withdrawals, audits, and transfer credits. All science prerequisites must be completed within 5 years of application.

ix. The students with the highest point total are offered admission to the clinical portion of the ADN program. Students with equal point totals will be ordered by GPA from highest to lowest. If an accepted student declines his/her seat in the program or fails to meet the spring or summer course requirements, the next eligible student with the highest score is offered admission to the program.

For information on the Criteria for Admission for the Transition-to-RN Program, contact the Allied Health and Nursing Advisor, 240.629.7935 or the Director of Nursing Education, 301.846.2607.

	Possible Points
BI 103 (Anatomy & Physiology) • 8 points for A, 7 points for B, 6 points for C • midterm grades are counted for courses in progress • course must have been completed within 5 years of the application deadline	8
BI 104 (Anatomy & Physiology) • 8 points for A, 7 points for B, 6 points for C • midterm grades are counted for courses in progress • course must have been completed within 5 years of the application deadline	8
BI 120 or BI 203 (Microbiology) • 8 points for A, 7 points for B, 6 points for C • midterm grades are counted for courses in progress • course must have been completed within 5 years of the application deadline	8
Math Aptitude Test • 95% - 100%: 2 points, 90%: 1 point	2
Cumulative GPA (including transfer credits) • 3.500 or higher: 2 points • 3.000 - 3.490: 1 point	2
Prerequisites completed or in progress: • EN 101	1
• Mathematics General Education course	1
• PS 101	1
• SO 101	1
• ED/PS 208 (Human Growth & Development)	1
• Arts General Education course	1
• Humanities General Education course	1
• Speech course: CMSP 103 or CMSP 105 or CMSP 107	1
Frederick County Resident • 3 points	3
TOTAL POSSIBLE POINTS:	39

NOTE: BI 103/104/120 may each be repeated only once, including withdrawals, audits, and transfer credits. Students repeating any of these courses more than the allowed number of attempts will not be awarded any points for the applicable course, regardless of grades earned.

All sciences must be completed with a grade of "C" or better within 5 years of the application deadline.

x. Once grades have been posted in May for day option and January for evening/weekend option, transcripts for those accepted conditionally will again be evaluated. Any student who dropped a course or failed to earn a "C" or better will be re-evaluated. If, after re-evaluation, a student's new point total falls below the cut-off score for the ADN clinical class, he/she will not be eligible for the clinical portion of the program and the next qualified candidate will be admitted.

x. A student who fails NU 101 and wants to return to a future clinical class will be offered the opportunity to join the pool of applicants for the following year.

Respiratory Care (RC)

To be included in the pool of applicants for admission to the clinical portion of the respiratory care program, a student must request consideration through the Allied Health and Wellness Department by June 1. In addition, you must:

- i. Complete all required developmental coursework prior to applying to the program.
- ii. Complete Anatomy & Physiology I (BI 103) with a "C" or better prior to applying to the program.
- iii. Be in good academic standing (no academic alert, no academic probation).
- iv. Have a GPA of at least 2.000.
- v. Have all official transcripts from other colleges/ universities sent to the Welcome Center by June 1.
- vi. Apply for admission to Frederick Community College.
- vii. Meet with the allied health advisor.

Points will be assigned only to those students who have returned the "Student Application for the Respiratory Care Clinical Class" and met the above criteria. The point value for non-clinical courses completed and residency are shown on the "Criteria for Admission to the Respiratory Care Program" sheet.

The students with the highest point total will be accepted conditionally into the clinical portion of the program and will be informed of their status by June 30.

Criteria for Admission to the Respiratory Care Program

Course	Points
EN 101	1
PS 101	1
BI 103 2 points if passed first time course is taken, 1 point if passed second time course is taken, 0 points if passed on three or more attempts. Only "C" grade or better is accepted as passing for Respiratory Care program.	2
BI 104 2 points if passed first time course is taken, 1 point if passed second time course is taken, 0 points if passed on three or more attempts. Only "C" grade or better is accepted as passing for Respiratory Care program.	2
BI 120	2
Mathematics Elective	2
CMSP 105	1
PE/Health Elective	1
GPA: 3.000 or higher	1
Job Shadow (observe a therapist)	1
*Residency – Frederick County, Carroll County or Howard County	1
TOTAL	15

* Residents of Carroll and Howard Counties are awarded the same point for residency as Frederick County residents, as part of the Mid-Maryland Allied Healthcare Consortium Agreement.

Surgical Technology (ST)

Enrollment in the clinical portion of the program is limited to 20 students in each of two starting dates, fall and spring. To be considered, you must:

- i. Complete and submit a FCC application for admission and submit proof of residency if required.
- ii. Complete an online application for the ST program. All applications will be reviewed and seats will be offered according to the point scale and application date. First consideration is given to those students who submit an application by the first consideration date for the fall or spring classes. Refer to the online application.
- iii. Minimum skill levels in the areas of reading, writing, math, and allied health science are necessary for an application to be considered. Students may meet these requirements by taking the placement assessments and meeting the minimum skill levels or by taking appropriate developmental course work in these subjects.
- iv. Students must achieve a "C" or higher in any class they plan to apply toward ST program requirements.
- v. A point system is used to determine selection to the program. Points will be assigned only to those students who have returned the Application for Admission to the Surgical Technology Class.
- vi. When there are more qualified applicants than there are seats in the program, those with the highest points will be offered seats first. Other qualified applicants will be offered seats as they become available. It is highly recommended that you participate in the job shadowing experience. Those with documented job shadowing will be given priority.

Criteria for Student Selection into the Surgical Technology Class

	Possible Points
BI 103 (Anatomy & Physiology) 4 credits* 4 points. Course completed. Limit of one repeat to receive points.	4
BI 104 (Anatomy & Physiology) 4 credits* 4 points. May be in progress at time of application. Limit of one repeat to receive points.	4
Medical Terminology Course: 1/3 credits* (MDA 108/MDA 109)	1
Communications course: CMSP 103 or 105 or 107* 3 credits	1
Previous degree completion 2	2
Cumulative Science GPA (including transfer credits) • 3 points for 3.500 or higher • 2 points for 3.000 - 3.490	3
Surgical Technology listed as applicant's major field of study.	3
All original transfer transcripts received and read by the FCC Registrar prior to deadline for each course to be applied to the ST program.	3
Job shadowing reflection received prior to the application deadline date.	3
Frederick County Resident. Included are Howard and Carroll Consortium transfer students.	1
TOTAL POSSIBLE POINTS	25

* These courses must be completed with a C grade or higher, and are prerequisite to any of the surgical technology courses. All original transfer transcripts must be read by the FCC Registrar before the fall or spring programs begin.

Academic Assessment and Placement Policy and Procedures

I. Philosophy and Scope

Frederick Community College ("FCC" or the "College") is committed to supporting student success by ensuring appropriate course placement using a series of computerbased assessment tests that measure individuals' reading, writing, and math skills. Minimum placement scores, known as cut scores, are established through statewide agreements. These scores are used to determine college-readiness and placement into specific courses, including developmental and college-level courses. Credit courses have prerequisites that include expectations of college-readiness as reflected in the placement scores and/or other pre-established expectations. This policy and procedures outlines placement test requirements, guidelines for placement, and exemptions and exceptions to required placement testing.

II. Definitions for the Purpose of this Policy and Procedures

- A. **"Certificate-Seeking"** refers to a category of individuals who have declared an intent to follow a sequence of specific credit courses resulting in a formal award of completion of up to 36 credits.
- B. **"Courses of Interest"** refers to a category of individuals who seek to take courses listed as credit in the FCC Academic Catalog for personal knowledge or professional development as opposed to the fulfillment of FCC program requirements.
- C. **"Degree-Seeking"** refers to a category of individuals who have declared an intent to follow a prescribed curriculum in a career or transfer program that leads to an associate degree, which is generally sixty (60) credits, unless otherwise specified.
- D. **"Developmental Courses"** are courses that prepare students for college-level coursework in reading, writing, English as a Second Language (ESL), and math. Developmental education includes multiple course sequences with students progressing as skills are developed. Students are assigned to developmental courses based on their placement test scores..
- E. **"Enrollment"** is the status achieved when an individual has registered for classes and has either paid or made arrangements for payment of tuition and/or fees.
- F. **"Full-time Enrollment"** refers to a student enrolled in twelve (12) or more credits during the fall or spring semesters, or in a total of twelve (12) credit hours cumulatively for the summer session.
- G. **"Readmitted Students"** refers to individuals who have attended FCC but not within the past two years.

H. **"Transfer student"** refers to an individual who has attended another institution of higher learning after high school graduation or equivalency, and who seeks to receive credit for prior coursework completed at previous institutions.

III. Placement Testing Requirements

- A. After applying to the College, placement tests are required for:
 - 1. Individuals who are first-time college students who are seeking a degree or certificate whether they enroll full-time or part-time.
 - 2. Individuals planning to take their first English or mathematics course.
 - 3. Currently enrolled students seeking a degree/certificate, whether enrolled fulltime or part-time, who have not been tested in the past or whose placement scores and/or exemptions have expired.
 - 4. Transfer or readmitted individuals who have not completed a college-level math and/or English course.
 - 5. Individuals who are designated as Courses of Interest students and wish to enroll in courses with prerequisites of reading, writing, ESL, or mathematics.
 - 6. Individuals who change their designation from Courses of Interest to certificate or degree-seeking.
- B. Upon completion of all required placement tests, individuals are required to consult with an advisor to develop a degree or certificate plan for completion, including course selection. Individuals will choose courses based on their placement scores and their individual career and college goals.
- C. Placement tests are not required for individuals as noted under Section VI "Exceptions and Exemptions to Required Placement Testing."

IV. Placement Guidelines

- A. Unless otherwise indicated, placement scores are determined using Accuplacer academic assessments.
- B. Placement scores will be valid for two years after the date of taking the placement tests.
- C. Minimum placements scores, also known as cut scores, have been determined for college-readiness in reading, writing, and mathematics.
- D. Non-native English speakers and some world English speakers will take the Level of English Proficiency (LOEP) test to determine reading and writing placement scores.
- E. Individuals with documented disabilities as verified by the Services for Students with Disabilities Office will receive reasonable accommodations while completing the required placement tests.

- F. Unless outlined in the exemptions and exceptions, high school grades alone do not determine placement.
- G. Individuals are permitted to retest only one time per assessment, no sooner than twenty-four (24) hours after the initial test.
- H. Students who are continuously enrolled will not be permitted to retest once enrolled in their developmental course requirements.
- I. Readmitted students must either retest or complete the developmental requirements as stipulated in the academic catalog.
- J. Individuals who demonstrate college-readiness as stipulated in the exemptions and exceptions section of this policy and procedure will be eligible to enroll in the appropriate credit-level courses according to their specific college-readiness scores.

V. Prerequisites

The FCC Academic Catalog designates courses with prerequisites and/or corequisites. Prerequisites are expectations that must be completed before enrollment in a course is allowed. Corequisites are courses that can be taken concurrently.

VI. Exceptions and Exemptions to Required Placement Testing

- A. Individuals who transfer from accredited institutions of higher education who present unofficial transcripts indicating successful completion (2.00 GPA or higher) of the equivalent of at least twelve (12) college credits will be exempted from the reading placement test if six (6) credits are general education courses.
- B. Individuals will be exempted from the reading and writing placement tests if they provide evidence of successfully completing:
 - 1. The equivalent of FCC course EN101 at an accredited U.S. institution or credit through DSST, or CLEP.
 - 2. The Advanced Placement (AP) test with a score of 3 or higher in English Language and Composition or English Literature and Composition. AP test scores are valid for five years.
 - 3. The International Baccalaureate (IB) exams with a grade of four (4) or above in one or more of the following exams: Language A Literature SL or HL, and/or Language A: Language & Literature SL or HL. IB test scores are valid for five years.
 - 4. English 10 or 11 PARCC score of Level 4 or 5. This score is valid for one year after an individual's date of high school graduation.
 - 5. The GED English Reasoning Through Language Arts test with a score of 165 or higher. GED scores are valid for one year.
- C. Individuals will be exempted from the math placement tests if they provide evidence of successfully completing:

1. A general education math course, at the level of college algebra or higher, at an accredited U.S. institution or credit through DSST or CLEP.
 2. The Advanced Placement (AP) test with a score of 3 or higher in Calculus AB, Calculus BC, or Statistics. AP test scores are valid for five years.
 3. The International Baccalaureate (IB) exams with a grade of 4 or above on one or more of the following exams: Mathematical Studies, Mathematics SL or HL and/or Further Math. IB test scores are valid for 5 years.
 4. Algebra II PARCC score of Level 4 or 5. This score is valid for one year after an individual's date of high school graduation.
 5. The GED Mathematical Reasoning test with a score of 165 or higher. GED scores are valid for one year.
- D. Individuals from Frederick County Public School (FCPS) who successfully completed the following math courses are exempt from taking the math placement tests. This exemption is valid for one year after the individual's date of graduation from high school.
1. Algebra II with an A or B during their junior or senior year are eligible to enroll in an appropriate college-level, credit-bearing math course.
 2. Intermediate Transitional Algebra with an A or B and earn the designated score on an FCC-approved college-readiness exam are eligible to enroll in a college-level, non-STEM, credit-bearing math course.
 3. Pre-Calculus or higher level math course with an A, B, or C are eligible to enroll in the equivalent college-level credit bearing course.
 4. Designated transition math modules and earn the designated score on an FCC-approved college-readiness exam are eligible to enroll in a collegelevel, non-STEM, credit-bearing math course.
- E. Individuals from Frederick County Public School (FCPS) who successfully completed English 12 with a reading comprehension Lexile score of 1050 or higher on the HMH **Reading Inventory**, 80% or better on **Vocabulary in Context** assessments, and 80% or better on the **Performance Product Portfolio**; and earn a final grade of A or B will be exempted from the reading and writing placement tests. They will be deemed college-ready in reading and writing and will be eligible to enroll in English 101. This exemption is valid for one year after the individual's date of graduation from high school.
- F. Individuals who have provided a copy of their SAT/ACT scores that meet the exemption criteria set by Maryland Community College placement guidelines will be exempted from individual placement tests. SAT and ACT scores are valid for five years.
1. Individuals with an SAT Mathematics score of 530 or above are exempted from math placement testing.
 2. Individuals with an ACT Mathematics score of 21 or above are exempted from math placement testing.
 3. Individuals with an SAT Evidence-based Reading & Writing score of 480 or a Critical Reading score of 500 or above are exempted from reading and writing placement testing.
 4. Individuals with an ACT reading score of 21 or greater average on the English Test & Reading Test scores are exempt from the reading and writing placement testing.
- G. Individuals who provide an official copy of the TOEFL (Test of English as a Foreign Language) score transcript and who score a 575 or higher on the paperbased test, a 233 or higher on the computer-based test, or a score of 90 or higher on the internet-based test are exempted from the reading, writing, and ESL placement tests. TOEFL scores are valid for two years.
- H. Individuals who provide a copy of their official Accuplacer or alternative placement test score(s), and meet the placement criteria that exempts them from developmental reading, writing and/or mathematics will also be exempt from the corresponding FCC placement tests. These scores are valid for two years. The Associate Vice President for the Center for Teaching and Learning or his/her designee will evaluate the scores and assign course placement(s) based on FCC standards.
- I. Individuals who have provided an unofficial transcript indicating satisfactory completion (at a C or better) of the highest-level developmental course work in reading, writing, or mathematics at another Maryland community college or accredited Maryland four-year college/university are exempted from corresponding placement tests. Reading and writing placement exemptions do not apply to ESL course work.
- J. Visiting students from other institutions who present a "Permission to Enroll" form will have prerequisites waived for the courses certified by the sending institutions. No placement exemption will be entered.
- K. Individuals who have provided an official transcript indicating they have been awarded an associate, bachelor's, or higher degree from an accredited U.S. institution will be exempted from placement testing.
- L. Students who have successfully completed an FCC-approved academic intervention will be permitted one additional retest for a total of 3 test attempts.
- M. Individuals who are otherwise exempted by the Associate Vice President for the Center for Teaching and Learning or his/her designee.
- N. Individuals enrolled in Frederick County Public Schools or another school with a dual enrollment agreement with the College who wish to participate in dual enrollment or open campus may take the placement tests twice. Within six months of graduation from their K-12 institution, individuals may be granted the opportunity to retake the placement test a third time, with an unofficial transcript or report card indicating successful completion of grade 12 English and/or math, and their placement testing records can be verified by the Testing Center.

The official version of the College Academic Assessment and Placement Policy and Procedures is on its website (www.frederick.edu) and may be revised annually.

Student Information

FCC considers the following to be essential elements of a student record:

- Legal name
- Permanent address
- Birth date
- County and state of legal residence
- Phone number

Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act as amended. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student, except when prior written consent is not required by the act or the implementing regulations. A complete text of the college's compliance procedures is available upon request from the Welcome Center.

Change of Student Information

Students who change their address during the year are responsible for completing a "Change of Address" form in the Welcome Center or at www.frederick.edu. Proof of residence will be required.

Students who change their name during the year must fill out a change of name form in the Welcome Center and provide documentation (list of appropriate documents available in the Welcome Center).

Ways to Earn Credit at FCC

Standard Format Classes

Most day classes are offered in a twice-a-week format, e.g., MW, TTh, for 1.25 hours each. Some day classes are offered in 2.5 hour blocks for one day only (e.g., F, 8:00-10:30 a.m.). Evening classes are generally offered in 2.5 hour blocks; times vary.

Non-Standard/Accelerated Format Classes

Some classes are offered in an accelerated format, from two to eight weeks in length. These classes will meet for up to four hours at a time. Many accelerated format classes also require outside-of-class online assignments or group meetings.

Course Blackboard Requirements

All course sections require access to Blackboard at <https://frederick.blackboard.com>. Students are expected to be able to access Blackboard via the internet using personal, public, or available college computers. Online course work will be required for some web-enhanced classes. Consult the instructor regarding expectations for participation in the course website. Course websites may host learning resources including required reading and assessments. Blackboard access is also required to complete course evaluations. Google Chrome is the preferred browser.

Distance Learning Opportunities

Students who find it difficult to attend courses on campus may consider distance-learning options offered by the college. These include FCC on the Web and Maryland Online.

FCC hybrid and online options—Frederick Community College offers two types of courses over the Internet: online courses and hybrid courses. Hybrid courses require the student to attend class sessions on campus, online courses do not.

Online courses are taught entirely over the Internet. The student typically accesses a course website to participate in discussions and to find assignments and other materials for the course. A textbook may be required. Communication with the instructor is mostly by e-mail and/or telephone. Varying from course to course, tests and exams are online. All online courses require at least one proctored assessment at the FCC Testing Center or another appropriate testing facility.

Hybrid courses are Internet courses with a number of mandatory class sessions on campus. The student typically accesses a course website to find assignments and other materials for the course. The student goes to regular class sessions on campus to participate in discussions or labs, for example. A textbook may be required. Communication with the instructor includes e-mail. Varying from course to course, tests and exams are both online and on campus.

Both online and hybrid courses are taught on Blackboard™ and require the student to have off-campus Internet access with an Internet browser such as Google Chrome or Mozilla Firefox. Some classes also require CD-ROM capability. Students must have an e-mail address.

Maryland Online—Maryland Online is a statewide consortium dedicated to championing distance learning in Maryland. Through collaboration among Maryland community colleges, colleges, and universities, Maryland Online gives students access to statewide articulated courses, certificates, and degree programs offered via distance education. Maryland Online enhances the quality and availability of higher education for the citizens and employers of Maryland and for students worldwide. Go to www.marylandonline.org for more information.

International Education

The College provides opportunities for faculty, staff, and students to enhance their cultural competence and building their global awareness by providing on and off campus learning experiences, including credit and non-credit international travel experiences. FCC is a part of the state-wide Maryland Community College International Education Consortium (MCCIEC) which offers short-term credit and Continuing Education trips. Check out the www.mcciec.org website to learn more details about these short-term options. For information on all international education choices, consult the college website.

Prior Learning Assessment

College-Level Examination Program/ DANTES Subject Standardized Tests

CLEP and/or DSST are national credit-by-examination programs providing individuals the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. FCC administers CLEP and DSST examinations to current and prospective students by appointment. Additional information can be obtained by contacting the Testing Center, 301.846.2522; the Counseling & Advising Office, 301.846.2471; or the transfer evaluator, 301.846.2595, at FCC.

FCC also offers CLEP/DSST exams that are not accepted by FCC but may be elsewhere. **See chart on page 18.**

Test	Score	Credits	Course Equivalency
Art of the Western World	48	3	AR 105
Introduction to World Religions	48	3	PH 204
Business Ethics and Society	417	3	PH 208
Fundamentals of College Algebra	400	3	MA 103
Financial Accounting	47	6	ACCT 100 & 101

Advanced Placement Examinations

These subject matter exams sponsored by the Educational Testing Service are generally administered through high schools at the culmination of AP course offerings. The program provides a practical way for high school students to receive advanced standing credit in college for college-level courses completed in high schools. Applicants for admission who have taken AP examinations should have an official copy of their scores sent to the FCC Welcome Center in Jefferson Hall. **See chart on page 18.**

Portfolio Development

The portfolio development process allows students an opportunity to demonstrate college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. Compiled in notebook format, the portfolio reflects student-generated evidence of learning that satisfies a specific FCC course. Following development, the portfolio is submitted to the college for credit review by the faculty. Students pay an assessment fee for the portfolio to be reviewed. No more than 15 credits may be earned through portfolio assessment. For additional information, call 301.846.2587.

Institutional Departmental Exams

If no CLEP exam is available for the subject in which a student is knowledgeable or skilled, students may contact the Registrar at FCC to discuss the possibility for credit for the course by examination. A credit by examination may be taken only once. If the student passes a credit by examination with a grade of "C" or better, he/she will earn the stipulated number of credits for the course. A student's transcript will show credit for the specific courses that were taken on a credit-by-examination basis. No grade will be recorded, but credits may be counted toward degree requirements. Students pay an assessment fee for the exam to be scored prior to taking the exam. If a student is enrolled in a class for which he/she subsequently requests a departmental examination, no refund for the course is available. No more than 15 credits may be earned through departmental examinations. Forms are available in the departments.

Independent Study

The independent study program permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development. Independent study honors classes are listed in the schedule of classes each semester.

Students interested in non-honors independent study classes can apply by obtaining an independent study application from the vice president for learning or appropriate department chair and contacting a faculty member who is willing to supervise the independent study. Completed independent study forms must be submitted to the Welcome Center. Details are available from the vice president for learning at 301.846.2490. Students must follow the add/drop dates in the schedule of classes.

CLEP Exams

General Examinations	Score Needed	Credits	Course Equivalent
College Mathematics	50	3	MA 103
Humanities	50	6	AR 105, EN 205
Social Sciences/History	50	6	SO 101, HI 101
Subject Examinations	Score Needed	Credits	Course Equivalent
Business			
Financial Accounting	50	6	ACCT 100, 101
Information Systems & Computer Applications	50	3	CIS 101
Intro Business Law	50	3	BU 211
Principles of Management	50	3	BU 227
Principles of Marketing	50	3	BU 225
Composition & Literature			
American Literature	50	6	EN 203, 204
College Composition	50	3	EN 101
Foreign Languages			
French, Level 1	50	6	LF 101, 102
French, Level 2	62	12	LF 101, 102, 201, 202
German, Level 1	50	6	LG 101, 102
German, Level 2	63	12	LG 101, 102, 201, 202
Spanish, Level 1	50	6	LS 101, 102
Spanish, Level 2	66	12	LS 101, 102, 201, 202
History & Social Sciences			
American Government	50	3	PI 104
Human Growth Dev.	50	3	ED/PS 208
Intro Educational Psychology	50	3	ED 202
Introductory Psychology	50	3	PS 101
Introductory Sociology	50	3	SO 101
Macroeconomics	50	3	EC 201
Microeconomics	50	3	EC 202
US History I: Early Colonization-1877	50	3	HI 201
US History II: 1865 to the Present	50	3	HI 202
Western Civilization I: Ancient Near East-1648	50	3	HI 101
Western Civilization II: 1648-Present	50	3	HI 102
Science & Mathematics			
Calculus	64	4	MA 201
Precalculus	61	4	MA 111

Advanced Placement Exams

Test	Score	FCC Credit
Art–History	3 or better	AR 104 (3)
Art–Studio	3 or better	Possible credit for AR 101 or AR 106 (program manager determines whether or not credit can be awarded)
Biology	3 4 or better 5 or better	BI 100 (4) BI 101 (4) BI 101 (4) & BI 102 (4)
Calculus AB	4 or better	MA 210 (4)
Calculus BC	4 or better	MA 210, 211 (8)
Chemistry	3 or better 5 or better	CH 101 (4) CH 101 (4), CH 102 (4)
Computer Science A	3 or better	CIS 106 (3)
Computer Science AB	4 or better	CIS 201 & CIS 202 (6)
Economics–Macro	3 or better	EC 201 (3)
Economics–Micro	3 or better	EC 202 (3)
English–Lang/Comp	3 4 or better	placement into EN 101 (0) EN 101 (3)
English–Lit/Comp	3 4 or better	placement into EN 101 (0) EN 102 (3)
Environmental Science	4 or better	BI 202 (3)
French–Language	3 or better	LF 101, 102 (6)
German–Language	3 or better	LG 101, 102 (6)
Government & Politics US	4 or better	PI 104 (3)
History–European	4 or better	HI 102 (3)
History–US	4 or better 5 or better	HI 201 or HI 202 (3) HI 201 (3) & HI 202 (3)
Italian–Language & Culture	3 or better	LI 101 (3) and LI 102 (3)
Latin	3 or better	LL 101 (3) and LL 102 (3)
Music Theory	3 or better 4 or better	MU 103 (3) Music majors: credit determined by program manager
Music Listening & Literature	3 or better	MU 101 (3)
Physics 1	4 or better	PY 201 (4)
Physics 2	4 or better	PY 202 (4)
Physics B	4 or better	PY 201, 202 (8)
Physics C Mechanics	4 or better	PY 203 (4)
Physics C Electricity & Magnetism	4 or better	PY 204 (4)
Psychology	3 or better	PS 101 (3)
Spanish–Language	3 or better	LS 101, 102 (6)
Statistics	3 or better	MA 206 (3)

International Baccalaureate (IB)

FCC will evaluate International Baccalaureate (IB) subject examinations with scores of 5, 6, or 7. Students must have official results sent to the FCC Welcome Center in Jefferson Hall. Students may be awarded up to 30 credits toward the associate degree, but those planning to transfer need to consult with potential transfer institutions regarding each institution's policy on required scores and credits awarded. To request an official candidate score report be sent to FCC, see the International Baccalaureate website at <http://www.ibo.org>.

Military Training and Service

FCC will evaluate Military Training and Service and award credit where applicable. The Community College of the Air Force (CCAF) and Joint Services Transcripts (JST) are issued to Air Force (CCAF), Army, Coast Guard, Marine Corps, and Navy (JST) personnel and documents their military training, experience and service. Some military education and/or training may be eligible for credit.

The American Council on Education (ACE)

ACE offers a Credit Recommendation Services and is a resource that connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal course evaluations acquired outside the traditional classroom setting. Credit may be granted for educational programs that have been completed successfully at non-college institutions and applied to students program of study. ACE also evaluates military training and experience.

The National College Credit Recommendation Service (NCCRS)

Evaluates training and education programs offered outside of the traditional college classroom setting provided by industry, state and federal government employers, professional organizations and other agencies and translates them into college credit.

Certificate & Licensure Evaluations

FCC accepts many industry-standard certificates and licensures for college credit. Specific programs have certificate and licensure evaluation opportunities for credit awards. Please contact your Program Manager for additional information.

IB Exam	FCC Course Equivalent/ Credits Awarded
IB English (HL)	5+ = EN 102 5+ and Completion of full-diploma option = EN 101 & EN 102
IB Math (HL)	5+ = MA 206 (3) and MA 210 (4); Placement into MA 211
IB Math (SL)	5+ = MA 111 (4); Placement into MA 201 or MA 210
IB Math Studies	5+ = MA 103 (3)
IB Biology (HL)	6+ = BI 101 & BI 102
IB Biology (SL)	6+ = BI 100
IB Chemistry	5 = CH 101; 6+ = CH 101 and CH 102
IB Physics (SL)	No credit
IB History of the Americas	5= HI 201 or HI 202; 6+ = HI 201 & HI 202
IB History of Europe	5+ = HI 102
IB Economics (SL)	6+ = EC 201 & EC 202
IB Spanish	5+ = LS 101 and LS 102
IB French	5+ = LF 101 and LF 102
IB Latin	5+ = LL 101 and LL 102
IB Music	Determined by program manager
IB Art	5+ = AR 104
IB Computer Science	5+ = CIS 106
Full IB Diploma (Indicates successful completion of the Theory of Knowledge course and the Extended Essay)	EN 101

Internship

The internship program allows students to gain work experience as well as earn academic credit for structured learning that occurs through full- or part-time employment related to their academic majors.

To be eligible, students must have met the following guidelines:

1. Be enrolled in an eligible FCC program
2. Have a minimum 2.0 grade point average
3. Be approaching their last 15 credits in their college program

4. Requirements: Internship credits can be earned through either part- or full-time employment in a position directly related to the student's major. Part-time employment (paid or unpaid) is normally carried on concurrently with full- or part-time school enrollment. Hours of employment may vary, according to type of position. Full-time employment under the internship program is normally carried out while attending school part time. A written assignment is completed based on work experiences. A faculty member, selected by the program manager or department chair, will approve the assignment, assist with the development of student outcome goals, maintain contact with the work site, and assign a grade at the end of the semester. Grades are based on the student's completion of outcome goals, work experience evaluation and the employer's evaluations.

Articulation Agreements

Air Force Reserve Officer Training Corps (AFROTC)

FCC is a Crosstown Partner with the Air Force ROTC unit at University of Maryland College Park. Air Force ROTC is a college program that allows students to earn their degree while training to become an Air Force officer. AFROTC offers challenges and benefits unique among student organizations and training programs on a college campus. Students receive invaluable leadership training, are involved in community events, and visit active-duty Air Force bases as part of the program. Additionally, all course materials and uniform items needed for the AFROTC courses are provided at no cost, and students can compete for scholarships to help pay tuition. Most importantly, the program can lead to an exciting career in the U.S. Air Force. For more information, visit www.afrotc.umd.edu, send an e-mail to afrotc330@umd.edu, or call the UMCP campus at 301.314.3242 or contact Marsha Mason-Sowell at FCC, mmason-sowell@frederick.edu or 301.846.2475.

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FCC recognizes the value of AFROTC courses. As a Crosstown Partner with the University of Maryland College Park's AFROTC unit, FCC will accept credit for the following AFROTC courses completed in UMCP's AFROTC program.

UMCP Course	FCC Courses	Credits
ARSC 100	General Elective Credit	1
ARSC 101	General Elective Credit	1
ARSC 200	General Elective Credit	1
ARSC 201	General Elective Credit	1

In addition, FCC will award credit for the following AFROTC courses that do not have a corresponding UMCP course number.

AFROTC Course	FCC Courses	Credits
ARSC 059 (if taken as a single course)	PE 126 – Fitness and Conditioning	1
ARSC 059 (if taken three times)	PE 154 – Fitness for Living	3

FCC/CCPS Agreement

Frederick Community College and Carroll County Public Schools have an articulation agreement that awards college credit for selected Carroll County Public Schools coursework. To receive credit for these courses, students must have earned a specific grade as designated in the various agreements. The CCPS graduate must initiate the request for credit within two years of his or her graduation from high school. Students must submit an official high school transcript. Additional information is available from the FCC Welcome Center or from Carroll County high school guidance offices.

FCC/FCPS Agreement

Frederick Community College and Frederick County Public Schools have an articulation agreement that awards college credit for selected Frederick County Public Schools coursework. To receive credit for these courses, students must have earned a specific grade as designated in the various agreements. The FCPS graduate must initiate the request for credit within two years of his or her graduation from high school. Students must submit an official high school transcript. Additional information is available from the FCC Welcome Center or from Frederick County high school counseling offices.

Federal Emergency Management Agency (FEMA) Courses

FCC evaluates and grants academic credit for eligible FEMA IS courses. Courses developed by FEMA are available to be completed online for Continuing Education units (CEUs). Upon successful completion of a course, students can convert their CEUs to academic credit at a cost of \$88 per credit hour (subject to change).

Students wishing to pursue a Letter of Recognition, Certificate, or A.A.S. in Emergency Management from Frederick Community College are required to complete additional courses called modules. Modules are instructor-led experiences to validate student's knowledge, earn letter grades, and GPA. Modules occur in the online environment, during five-week periods, according to the academic calendar. See the FCC website at www.frederick.edu/fema for more information. Also see the Emergency Management academic program offerings, pages 67-69.

L'Academie de Cuisine

Frederick Community College signed a state orchestrated teach-out agreement for the L'Academie de Cuisine which recently closed. The agreement allows students who successfully completed clock hours at L'Academie de Cuisine to be granted advanced credit at FCC.

For further information please contact Elizabeth DeRose, Institute Manager, Hospitality, Culinary, and Tourism at 301.846.2404.

Maryland State Department of Education

Frederick Community College and the Maryland State Department of Education have an articulation agreement that awards college credit for course EM 101-Disaster, Crisis and Emergency Management to Maryland Public High School students who successfully complete the CTE in Homeland Security & Emergency Preparedness. Students must submit an official high school transcript. Additional information is available from the FCC Welcome Center or the student's high school guidance office.

Transferring In Courses

Credit may be granted for coursework completed at accredited colleges and universities. Transfer courses must apply to the student's program of study. (See transfer students, page 37 for requirements.)

USM/College & University Credit

For students transferring from any University System of Maryland (USM) college, all applicable general education coursework with a grade of "D" or above will be accepted in transfer. For non-general education coursework from a USM college, grades of "D" will be accepted only if the calculated GPA for the block of non-general education transfer courses is 2.000 or higher. Grades of "D," however, will not be accepted for any course within a program of study that requires a grade of "C" or higher. A grade of "D" can be used fulfill a prerequisite unless the prerequisite requires a grade of "C" or higher.

Other College Credit

For students transferring from outside of the University System of Maryland, grades of "D" will be accepted only if the cumulative grade point average from that institution is 2.000 or higher. Grades of "D," however, will not be accepted for any course within a program of study that requires a "C" or higher. A grade of "D" can be used to fulfill a prerequisite unless the prerequisite requires a grade of "C" or higher.

Foreign College and University Credit

Credit may be granted for coursework completed at foreign colleges and universities based upon evaluation by credentialing services. The college recommends the use of WES (World Education Services) for credentialing but does accept evaluations from other credentialing services provided that the credentialing service is a member of the National Association of Credentialing Evaluation Services (NACES).

ITT Technical Institute

In order to serve the students impacted by the closure of ITT Educational Services, Inc., which had locations in Hanover, Maryland and Owings Mills, Maryland, Frederick Community College entered into a State Orchestrated Transfer Agreement with MHEC to accept ITT credits earned before the loss of accreditation. Specifically the College articulates credits from the Business Management and Accounting programs.

Training in Non-collegiate Institutions and Organizations

Credit may be granted for educational programs which apply to the student's program which have been successfully completed at non-collegiate organizations such as government agencies, corporations and businesses. Non-collegiate courses must be described in A Guide to Education Programs in Non-Collegiate Organizations, compiled by the Commission of Education Credit of the American Council on Education (ACE) or the University of the State of New York (PONS). Official transcripts or supporting documentation for such courses must be submitted to the Welcome Center at Frederick Community College. No more than 45 credits may be earned through training from non-collegiate institutions and organizations.

Military Education & Training

Credits may be granted for a variety of formal military vocational, and educational programs. Programs must be described with credit recommendations in the American Council on Education's (ACE) Guide to the Evaluation of Educational Experience in The Armed Services. Official Community College of the Air Force transcripts, JST, DD214, DD295, or other military transcripts must be submitted to the Welcome Center. No more than 45 credits may be earned through military training and education.

Defense Activity for Nontraditional Educational Support

DSST is a testing program available to military personnel and civilians. Further information regarding DSST is available at FCC, military education centers or the University of Maryland University College. Information regarding required scores and credits awarded is available at the FCC Welcome Center. Official score transcripts should be submitted to the FCC Welcome Center.

Transfer Agreements

In an effort to best meet the educational needs of our students, Frederick Community College has worked to create partnerships and articulation agreements with many two- and four-year colleges and universities in Maryland and surrounding areas.

Frostburg State University

Criminal Justice

In addition to the system-wide articulation with Frostburg State University and other Maryland State universities, Frederick Community College and Frostburg have established a collaborative program. The program is designed to enable students with the A.A. in criminal justice to smoothly transition to the Bachelor of Technical and Professional Studies degree in criminal justice at Frostburg. For more information, contact the Counseling & Advising Office at 301.846.2471, or the program coordinator at FSU.

Dual Admission

Frederick Community College has entered into an agreement with Frostburg State University which will allow students to complete their associate's degree at FCC while maintaining dual admission to FSU. While enrolled at FCC, Dual Admission students will have access to services at FSU including academic advising, along with the use of library resources and other on-campus facilities at FSU and the University System of Maryland Center in Hagerstown. An application for dual admission can be obtained at the Welcome Center. For more information, contact the Counseling & Advising Office at 301.846.2471.

Nursing

The purpose of this agreement is to enhance and maintain the relationship between FCC students and FSU by offering dual enrollment to FSU. Students who have been accepted to FCC's Nursing Program or who have completed the Associate Degree in Nursing at FCC and have an unencumbered RN license in the United States or are qualified to complete their state RN licensure exam and have completed the majority of prerequisite course work and general education requirements are eligible for dual enrollment. For further information contact Jennifer McAninley, Allied Health & Nursing Advisor at FCC, 240.629.7935.

Goucher College

In an effort to enhance and maintain the relationship between FCC and Goucher College, transfer students from FCC's Honors College program are guaranteed admission into Goucher College during the fall semester or spring semester after completing a degree or earning 60 credits at FCC and earned a 3.5 cumulative grade point average. Additionally, Goucher College will also consider waiving the application fee, consideration for transfer merit scholarship, and an additional \$2,000 scholarship if the student is a Phi Theta Kappa member.

Hood College

Frederick Community College maintains a Memorandum of Understanding (MOU) with Hood College which provides FCC students with financial incentives when transferring to Hood College. These incentives include scholarships for students who earn at least 15 credits and the possibility to earn a Phi Theta Kappa Honors Society scholarship.

Honors Program

Frederick Community College maintains a Memorandum of Understanding (MOU) with Hood College for students enrolled in the FCC Honors Program. The purpose of this MOU is to acknowledge the scholastic accomplishments of FCC Honors students and to facilitate a seamless transition from the FCC Honors Program to the Hood College Honors Program. Interested students should contact the FCC Honors Program Coordinator for further information.

Computer Science

Frederick Community College maintains an articulation agreement with Hood College for students completing their degree at FCC in Computer Science. The purpose of this agreement between Hood College and Frederick Community College is to allow students having completed the Associate of Science in Computer Science, as outlined in the agreement, to transition smoothly into the B.S. in Computer Science at Hood College. Students will matriculate at junior standing. A maximum of 62 credit hours from FCC will be allowed toward fulfillment of the 124 credit hours required for baccalaureate completion. All courses meeting general education requirements at FCC will transfer to Hood College as general education.

Maryland Area College Music Association (MACM)

The Maryland Area College Music Association (MACM) includes representatives from two- and four-year institutions in the state of Maryland concerned with facilitating the transfer of music students between institutions. In support of that mission, MACM has developed an articulation agreement between the institutions to facilitate transfer of credit in Music Theory/Musicianship at the lower-division level to programs at the four-year institutions. For further information, contact the program manager for Music at 301.846.2566.

Maryland Council of Deans and Directors of Nursing Programs (MCDDNP)

The Maryland Council of Deans and Directors of Nursing Programs (MCDDNP) agreement was signed between public and some private institutions in the state of Maryland. The agreement is designed to minimize barriers to educational advancement for nurses, thereby encouraging nurses to reach their highest possible level of education. Specifically, the agreement is designed to allow for transfer of credits for students who complete a nursing program and receive their RN licenses, as well as, an LPN to RN articulation of credits. For more further information contact the Director of Nursing Education, Vanessa Lovato, at 301.846.2607.

McDaniel College Honors Program

Frederick Community College maintains a Memorandum of Understanding (MOU) with McDaniel College for students enrolled in the FCC Honors Program. The purpose of this MOU is to acknowledge the scholastic accomplishments of FCC Honors students and to facilitate a seamless transition from the FCC Honors Program to the McDaniel College Honors Program. Interested students should contact the FCC Honors Program Coordinator for further information.

Mid-Maryland Healthcare Consortium

In an effort to facilitate the pursuit of careers in healthcare, Frederick Community College (FCC), Carroll Community College (CCC) and Howard Community College (HCC) formed this partnership to allow residents in the three counties to enroll in selected healthcare programs at any of these colleges at in-county tuition rates. The consortium can benefit FCC students interested in enrolling in the following credit programs:

Carroll Community College

- Physical Therapy Assistant
- Health Information Technology

Frederick Community College

- Bioprocessing Technology
- Nuclear Medicine
- Respiratory Care
- Surgical Technology

Howard Community College

- Cardiovascular Technology
- Emergency Medical Services Programs

Mount St. Mary's University

Art/Music

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Arts and Humanities program to a B.A. in Fine Arts/Music at Mount St. Mary's University. Students earning an A.A. in General Studies or Arts & Humanities and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Communication

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Arts and Humanities program to a B.A. in Communications at Mount St. Mary's University. Students earning an A.A. in General Studies or Arts and Humanities and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Criminal Justice - General Studies

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Social Science program to a B.A. in Criminal Justice at Mount St. Mary's University. Students earning an A.A. in General Studies or Social Sciences and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Criminal Justice - Police Science

Frederick Community College and Mount St. Mary's University are committed to providing students with the seamless articulation of FCC coursework leading toward completion of the bachelor's degree at MSMU. In support of that commitment, FCC and MSMU maintain an articulation agreement for FCC graduates of the A.A.S. in Police Science. A maximum of 75 credit hours from FCC will be allowed toward fulfillment of the 120 hours required for baccalaureate completion. All courses meeting general education requirements at FCC will transfer to MSMU as general education. For further information, contact Robin Shusko, program manager, Police Science, 301.846.2673.

Cybersecurity

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's Cybersecurity program to the B.S. in Cybersecurity program at Mount St. Mary's University. Students earning an A.A.S. degree in Cybersecurity and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. Further, students who obtained an A.A.S. in Cybersecurity from FCC and who enrolled in the Biology program at Mt. St. Mary's University can apply up to 24 transfer credits to required components of the major. For more information contact James Hatch at 301.624.2769.

English

Frederick Community College and Mount St. Mary's are committed to facilitating smooth transition from FCC's General Studies or Arts & Humanities program to a B.A. in English at Mount St. Mary's. Students earning an A.A. in General Studies or Arts & Humanities and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

History

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Social Science program to a B.A. in History at Mount St. Mary's University. Students earning an A.A. in General Studies or Social Sciences and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Philosophy

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Arts and Humanities program to a B.A. in Philosophy at Mount St. Mary's University. Students earning an A.A. in General Studies or Arts and Humanities and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Political Science

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Social Science program to a B.A. in Political Science at Mount St. Mary's University. Students earning an A.A. in General Studies or Social Sciences and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Psychology

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's Psychology program to the B.S. in Psychology program at Mount St. Mary's University. Students earning an A.A. degree in Psychology and meeting GPA requirements will be able to transfer up to 60 credits to Mount St. Mary's. For further information contact the Counseling & Advising Office at 301.846.2471.

STEM (Area of Concentration biology)

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's STEM (Biology area of concentration) program to the B.S. in Biology program at Mount St. Mary's University. Students earning an A.S. degree in STEM (Biology area of concentration) and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. Further, students who obtained an A.S. degree in STEM (Biology area of concentration) from FCC and who enrolled in the Biology program at Mt. St. Mary's University can apply up to 32 transfer credits to required components of the major. For further information contact Marc Frankenberry at 301.846.2606.

Theology

Frederick Community College and Mount St. Mary's are committed to facilitating a smooth transition from FCC's General Studies or Arts and Humanities program to a B.A. in Theology at Mount St. Mary's University. Students earning an A.A. in General Studies or Arts and Humanities and meeting GPA requirements will be able to transfer up to 60 credits (the maximum allowable) to Mt. St. Mary's University. For more information contact the Counseling & Advising Office at 301.846.2471.

Pennsylvania College of Technology Construction Management

Frederick Community College maintains an articulation agreement with Pennsylvania College of Technology which will accept FCC graduates in the Construction Management and Supervision program into the Construction Management major at PCT. Students must meet the minimum grade requirement of "C" or higher in listed general education courses and students must maintain an overall GPA of 2.000 or higher. For more information, contact the Counseling & Advising Office at 301.846.2471.

Salisbury University Honors College

Frederick Community College maintains a Memorandum of Understanding (MOU) with Salisbury University for students enrolled in the FCC Honors Program. The purpose of this MOU is to acknowledge the scholastic accomplishments of FCC Honors students and to facilitate a seamless transition from the FCC Honors Program to the Thomas E. Bellavance Honors Program of the Honors College at Salisbury University. Interested students should contact the FCC Honors Program Coordinator for further information.

Shenandoah University

Students having completed their Associate degree with a minimum GPA of 2.5 will be given priority consideration for admission to Shenandoah University. For more information, contact the Counseling & Advising Office at 301.846.2471.

Shepherd University Dual Admission

Frederick Community College has a dual admission agreement with Shepherd. Students enrolled in the dual admission program will be guaranteed admission to Shepherd with a cumulative FCC GPA of 2.800 or higher and at least 30 FCC college credits. Students will also receive a tuition discount when they continue their studies at Shepherd if they meet these dual admission requirements. For more information about how to enroll in this program, contact the Counseling & Advising Office at 301.846.2471, or the Admissions Office at Shepherd at 304.876.5212, www.shepherd.edu/admweb/apply/FCC.

Shippensburg University Dual Admission

Frederick Community College has a dual admission agreement with Shippensburg. Students may complete one application to be admitted to both institutions. Students enrolled under dual admission also receive a significant tuition reduction when they continue their study at Shippensburg. For more information, contact Shippensburg at 800.822.8208 or e-mail at ad-miss@ship.edu.

St. Mary's College of Maryland

Guaranteed Admission

The Guaranteed Admission Transfer Agreement is designed to facilitate FCC students' ease of transfer to St. Mary's College of Maryland (SMCM). FCC students graduating with a minimum cumulative grade-point average (GPA) of 3.000 and meet the criteria outlined in the agreement are guaranteed admission to SMCM. For further information, contact the Counseling & Advising Office at 301.846.2471.

Honors College

Frederick Community College maintains a Memorandum of Understanding (MOU) with St. Mary's College for students enrolled in FCC Honors Program. The purpose of this agreement is to acknowledge the scholastic accomplishments of FCC honors students by accepting up to 70 credits to facilitate seamless transition. Interested students should contact the FCC Honors Program Coordinator for further information.

Stevenson University

Human Services

Frederick Community College maintains an articulation agreement with Stevenson University for graduates of the Human Services A.A. Addictions track to smoothly transition to the B.S. in Human Services at Stevenson University.

Nursing

Frederick Community College maintains an articulation agreement with Stevenson University for graduates of the Pre-Health Professions program at FCC transferring to the traditional Nursing Program at Stevenson University. A maximum of 70 credit hours from FCC will be allowed toward fulfillment of the 125 credit hours required for baccalaureate completion. Only courses in which the students earn a grade of "C" or better are eligible for transfer. Students must maintain a cumulative GPA of 3.000 or higher in all prior college course work.

Stratford University Culinary Management

Stratford University and Frederick Community College have established an articulation agreement for students graduating with the Culinary Arts & Supervision A.A.S. degree who wish to transfer into the B.A. degree in Culinary Management at Stratford. This agreement provides a seamless transfer of FCC courses to Stratford University. Students must maintain an overall "C" average in order to transfer to Stratford. For further information, contact the Culinary Arts & Supervision Program Manager.

Towson University

Allied Health Technical and Professional Studies

In addition to the system-wide articulation with Towson University and other Maryland State colleges, Frederick Community College and Towson have established memorandums of understanding for students completing Allied Health programs. These collaborative programs are designed to enable students with an A.A.S. in any of our Allied Health programs to smoothly transition to the Bachelor of Technical and Professional Studies degree at Towson.

For more information, contact the Counseling & Advising Office at 301.846.2471, or the program coordinator at Towson.

Nursing

The purpose of this agreement is to enhance and maintain the relationship between FCC students and TSU by offering dual enrollment to TSU. Students who have been accepted to FCC's Nursing Program or who have completed the Associate Degree in Nursing at FCC and have an unencumbered RN license in the United States or are qualified to complete their state RN licensure exam and have completed the majority of prerequisite course work and general education requirements are eligible for dual enrollment. For further information contact Jennifer McAninley, Allied Health & Nursing Advisor at FCC, 240.629.7935.

Electronic Media and Film

Students completing the A.A. in Digital Media Design may transfer into Towson University's Electronic Media and Film: Film/Video/Digital Media Concentration with junior status. For more information, contact the Counseling & Advising Office at 301.846.2471, or the program coordinator at Towson.

Honors

Frederick Community College maintains a Memorandum of Understanding (MOU) with Towson University for students enrolled in the FCC Honors Program. The purpose of this MOU is to acknowledge the scholastic accomplishments of FCC Honors students and to facilitate a seamless transition from the FCC Honors Program to the Honors College at Towson University. Interested students should contact the FCC Honors Program Coordinator for further information.

Universities at Hagerstown

The Universities at Hagerstown follow a new model in education that was originally created through the Universities at Shady Grove. Various degree programs are offered at a location accessible to students in the Western Maryland region. Students seeking to complete a bachelor's degree after attending Frederick Community College will find bachelor's degree programs offered by a number of Maryland State colleges at the Universities at Hagerstown. For more information, visit the website at www.hagerstown.usmd.edu.

Universities at Shady Grove

The Universities at Shady Grove is a new model in education, offering a variety of degree programs in an accessible Montgomery County location. Students seeking to complete a bachelor's degree after attending Frederick Community College will find bachelor's degree programs offered by a number of Maryland State colleges at Universities at Shady Grove. For more information, visit the website at www.shadygrove.umd.edu.

University of Baltimore Health Systems Management

Frederick Community College maintains an articulation agreement with the University of Baltimore which allows graduates of FCC A.A.S. programs in Nuclear Medicine, Respiratory Care and Surgical Technology to transfer into the University of Baltimore Bachelor of Science in Health Systems Management. For more information, contact the Counseling & Advising Office at 301.846.2471.

University of Maryland at Baltimore Nursing

The purpose of this agreement is to enhance and maintain the relationship between FCC students and the University of Maryland School of Nursing (UMSON) by offering dual admission to UMSON. Students who have been accepted to the FCC Nursing Program or who have completed the Associate Degree in Nursing at FCC and have an unencumbered RN license in the United States or are qualified to complete their state RN licensure exam and have completed the majority of prerequisite course work and general education requirements are eligible for dual enrollment. For further information contact Jennifer McAninley, Allied Health & Nursing Advisor at 240.629.7935.

University of Maryland College Park

Transfer Advantage Program

The Maryland Transfer Advantage Program (MTAP) guarantees admission to the University of Maryland at College Park or a University of Maryland, College Park program at the Universities at Shady Grove (USG) within one year of completion of the Associate degree or, in the case of College Park, completion of 30 credits of coursework (15 credits of which must be completed at FCC) with a minimum 3.0 GPA. MTAP students may also be eligible for a 25% course-tuition-scholarship for one UMD course per term. For more information, contact the Counseling & Advising Office at 301.846.2471.

University of Maryland College Park at Shady Grove

Public Health Science

FCC students who earn the A.A. in General Studies or the A.S. in STEM, following the prescribed curriculum as outlined in the course matrix, will be able to pursue the third and fourth years of the Bachelor of Science Degree in Public Health Sciences from University of Maryland College Park at the Universities at Shady Grove. For more information, contact the Counseling & Advising Office at 301.846.2471.

Communications

FCC Students who earn their Associates degree, following the prescribed curriculum as outlined in the course matrix for communications, will be able to pursue the third and fourth years of the Bachelor of Arts in Communications from the University of Maryland College Park at the Universities at Shady Grove. For more information, contact the Counseling & Advising Office at 301.846.2471.

Business Administration

FCC students who earn the A.A. in Business Administration following the prescribed curriculum as outlines in the course matrix, will be able to pursue the third and fourth years of the Bachelors of Sciences in Accounting, International Business, Marketing, or Management from the University of Maryland College Park at the Universities at Shady rove. For more information, contact the Counseling & Advising Office at 301.846.2471.

Criminal Justice

FCC Students who earn the A.A. in Criminal Justice, following the prescribed curriculum as outlined in the course matrix, will be able to pursue the third and fourth years of the Bachelor of Arts in Criminology and Criminal Justice from the University of Maryland College Park at the Universities at Shady Grove. For more information, contact the Counseling & Advising Office at 301.846.2471.

Biological Sciences

FCC Students who earn the A.S. in STEM, following the prescribed curriculum as outlined in the course matrix, will be able to pursue the third and fourth years of the Bachelor of Science in Biological Sciences from the University of Maryland College Park at the Universities at Shady Grove. For more information, contact the Counseling & Advising Office at 301.846.2471.

University of Maryland Eastern Shore Construction Management

Frederick Community College maintains an articulation agreement with the University of Maryland Eastern Shore for graduates of the Construction Management & Supervision A.A.S. degree wishing to pursue the third and fourth years of the Bachelor of Science Degree in Construction Management Technology from UMES at the Universities at Shady Grove. Students will complete their coursework through a combination of on-campus and distance education course offerings. For further information, contact Michael Leonard, Program Manager Construction Management, 240.629.7927.

UMUC Alliance

Frederick Community College and University of Maryland University College have formed an alliance that offers dual admission to both institutions. The alliance allows for a seamless education from associate's to bachelor's degrees in majors like computer science, information systems management, bioprocessing, business administration, police science, paralegal, history, and psychology. Once students complete the Alliance application, they are admitted to both FCC and UMUC. Alliance students have the benefit of full library privileges and other resources at both institutions. For more information, contact the Counseling & Advising Office at 301.846.2471 or visit the UMUC website at www.umuc.edu. Under Community Colleges, click on Maryland Community Colleges and then go to Frederick Community College Information.

University System of Maryland

The state of Maryland has a unique computerized articulation system, called ARTSYS, which outlines individual course equivalencies and recommended transfer programs for every two-year and four-year institution within the University System of Maryland (which includes UMBC, UMCP, Frostburg, Towson, Salisbury, and others). Articulation information for some private colleges like Hood and McDaniel is also accessible through ARTSYS. Students can access ARTSYS at <http://artweb.usmd.edu>. For additional transfer information, students can visit the Maryland Transfer website at <http://mdtransfer.edu>. Students are encouraged to meet with a counselor regarding their transfer plans. Contact the Counseling & Advising Office at 301.846.2471 for an appointment.

West Virginia University

In an effort to enhance and maintain the relationship between Frederick Community College and West Virginia University, transfer students with a grade point average of at least 2.0 from FCC are guaranteed admission to West Virginia University. For more information contact the Counseling & Advising Office at 301.846.2471.

Wilson College

In an attempt to create more diverse opportunities for our transferring students, Frederick Community College has entered into an agreement with Wilson College in Chambersburg, Pennsylvania. This agreement supports an effort to provide equal access to admission, registration, and financial aid at Wilson College for FCC graduates. This agreement also proposes the development of articulated programs of study for ease of transfer, which will recognize the general education requirements completed at FCC. For more information, contact the Office of Admission in the College for Women at 800.421.8402 or the College for Continuing Education at 800.421.4796.

Online Education Transfer Institutions

American Public University System Nursing

This agreement facilitates the transfer of Frederick Community College students who graduate with an Associate of Science degree in Nursing to the Bachelor of Science degree in Nursing at American Public University System (APUS). Students must have earned the grade of C or higher in all courses set forth in the Degree Completion Plan included in this agreement. For more information, contact the Counseling & Advising Office at 301.846.2471.

American Public University System Emergency Management

This agreement facilitates the transfer of Frederick Community College students who graduate with an Associate of Applied Science degree in Emergency Management to the Bachelor of Arts degree in Emergency and Disaster Management at American Public University System (APUS). Students must have earned the grade of C or higher in all courses set forth in the Degree Completion Plan included in this agreement. For more information contact Sam Lombardo, Program Manager, Emergency Management, at 240.629.7952.

Ashford University

Ashford University (AU) and Frederick Community College (FCC) have established an articulation agreement to enable FCC students who transfer to Ashford University to carry with them the credit they have already earned for as much relevant study as possible. Students who transfer to AU and have earned an associate's degree with a 2.000 cumulative GPA or higher are accepted as fulfilling all General Education and competency requirements of an Ashford University Bachelor's program. For more information, contact the Counseling & Advising Office at 301.846.2471.

Capella University

Upon successful completion of A.A., A.S. or A.A.S. degree requirements in specific programs at FCC, students will be provisionally accepted into specific Capella upper division bachelor's programs under the following conditions: 2.000 GPA on a 4.000 scale; satisfy the General Education requirements as stated in the Capella University catalog and otherwise fulfill Capella's education requirements. FCC graduates, alumni, faculty and staff will receive a 10% tuition discount at Capella University. Students should contact the Counseling & Advising Office at 301.846.2471 for further information.

Kansas Wesleyan University

This agreement facilitates the transfer of Frederick Community College students who graduate with an Emergency Management Associate of Applied Science degree in the Track I program who wish to transition to Kansas Wesleyan University into the Bachelor of Science in Emergency Management. Frederick Community College students must graduate with at least a 2.000 GPA. For more information, contact Sam Lombardo, Program Manager, Emergency Management, 240.629.7952.

Johns Hopkins University

This agreement facilitates the transfer of Frederick Community College students who graduate with an Emergency Management Associate of Applied Science degree who wish to transition to Johns Hopkins University into the Bachelor of Science in Organizational Leadership. For more information, contact Sam Lombardo, Program Manager, Emergency Management, 240.629.7952.

George Washington University School of Medicine and Health Sciences

Frederick Community College (FCC) maintains an articulation agreement with George Washington University School of Medicine and Health Sciences for students completing their Associates degree and wishing to transfer into one of the Bachelor of Health Science programs at George Washington. Students are guaranteed admission if they meet the criteria set forth in the agreement. For further information, contact the Counseling & Advising Office at 301.846.2471.

Chamberlain College of Nursing

Frederick Community College (FCC) maintains an articulation agreement with Chamberlain College of Nursing to provide a seamless transfer for graduates with an Associate Degree in Nursing and RN licensure who wish to pursue their BSN online through Chamberlain College. For further information, contact the Counseling & Advising Office at 301.846.2471

Charter Oak State College Public Safety Administration

Charter Oak State College (COSC) is primarily an online college located in New Britain, Connecticut. Frederick Community College (FCC) has an articulation agreement with COSC for FCC's Emergency Management Track I program. FCC students graduating in the A.A.S. Emergency Management Track I program can transfer into the COSC Public Safety Administration concentration. For more information, contact Sam Lombardo, Program Manager, Emergency Management, 240.629.7952.

Drexel University Nursing

Frederick Community College and Drexel University have established a letter of understanding enabling students completing their Nursing A.S. program to smoothly transition to the RN-BSN program offered through the Drexel E-Learning institute. Students should contact the Counseling & Advising Office at 301.846.2471 for further information.

Kaplan University

Kaplan University offers online delivery of courses for students wishing to complete their B.A. degree while attending Frederick Community College (FCC). Students may concurrently take courses at FCC and Kaplan University. Students having completed certificate programs will be eligible for a course-by-course review for transfer of credits to Kaplan University. Students having completed an associate's degree program (A.A., A.A.S., and A.S.) consisting of a minimum of 60 semester hours will be eligible for a block transfer of up to 60 semester hours and acceptance into Kaplan's "advanced start" baccalaureate option.

To be eligible for application to an advanced start bachelor's program, a student must be an associate degree graduate or must submit a letter from the Frederick Community College Registrar indicating that the student is in good standing, the expected date of graduation, the associate's degree expected to be earned, and the program/major. Upon graduation, the student must submit proof of having been awarded an associate's degree.

Northwestern State University of Louisiana Emergency Management

Frederick Community College (FCC) maintains an articulation agreement with Northwestern State University of Louisiana (NSU) for graduates of the Emergency Management Track I program at FCC who wish to transition into the B.S. in Unified Public Safety Administration's concentration in Emergency Management at NSU. A maximum of 62 credit hours from FCC will transfer to NSU. Students must maintain a 2.000 GPA in order to transfer. For more information, contact Sam Lombardo, Program Manager, Emergency Management, 240.629.7952.

Strayer University

The mission of Strayer University is primarily to serve adult students interested in completing their B.A. degree through evening, weekend and online delivery of courses. Frederick Community College (FCC) maintains an articulation agreement with Strayer University. Students completing an A.A. or A.S. at FCC will be considered to have met all lower division general education requirements at Strayer University. The maximum number of transfer credits accepted by Strayer is 84. For more information, contact the Counseling & Advising Office at 301.846.2471.

University of Maryland University College

The University of Maryland University College offers a number of online degree programs for students completing their A.A., A.S. or A.A.S. degree requirements in specific programs at Frederick Community College. UMUC offers academic programs in the following areas through distance education: Business and Management, Cyber Security, Education and Teaching, Healthcare and Science, Information Technology and Computer Science, Liberal Arts and Communications, and Public Safety. For more information, contact the Counseling & Advising Office at 301.846.2471.

University of Phoenix

University of Phoenix is best known for its online delivery of courses. Students can earn their degree via the Internet. FCC has an articulation agreement with the University of Phoenix that guarantees acceptance of FCC coursework toward completion of the bachelor's degree. For more information, contact the Counseling & Advising Office at 301.846.2471 or visit the University of Phoenix website at www.uophx.edu/maryland.

Tuition & Fees

Tuition rates are subject to change. *The information below shows the current tuition and fee rates for the 2018/2019 academic year. The rates are subject to change and will be posted on the website once they are approved. To view tuition rates, visit www.frederick.edu/tuition.

**2018-2019
Credit Tuition and Fees Chart**

Credits	In-County	Out-of-County	Out-of-State
1	\$149.64	\$293.64	\$388.64
2	\$299.28	\$587.28	\$777.28
3	\$448.92	\$880.92	\$1,165.92
4	\$598.56	\$1,174.56	\$1,554.56
5	\$748.20	\$1,468.20	\$1,943.20
6	\$897.84	\$1,761.84	\$2,331.84
7	\$1,047.48	\$2,055.48	\$2,720.48
8	\$1,197.12	\$2,349.12	\$3,109.12
9	\$1,346.76	\$2,642.76	\$3,497.76
10	\$1,496.40	\$2,936.40	\$3,886.40
11	\$1,646.04	\$3,229.04	\$4,275.04
12	\$1,795.68	\$3,522.68	\$4,664.68
13	\$1,945.32	\$3,816.32	\$5,054.32
14	\$2,094.96	\$4,110.96	\$5,443.96
15	\$2,244.60	\$4,404.60	\$5,833.60
16	\$2,394.24	\$4,698.24	\$6,223.24

* Tuition and fees rates are subject to change.

Tuition and fees*

In-County per credit hour \$122
 Out-of-County per credit hour \$266
 Out-of-State per credit hour \$361

Consolidated Service Fee (\$24.40):

Every student taking a credit course will be required to pay a consolidated service fee per credit hour. The consolidated service fee supports costs associated with registration, transcripts, commencement, various instructional and support services, technology costs, capital expenditures including capital improvements, parking, maintenance and repair of College equipment/ systems, and safety and security needs.

Student Activity Fee (\$3.24): The Student Activity Fee is a fee charged to all credit students each academic term. The revenue generated goes into a special account administered by the Student Government Association to fund social, recreational, and cultural events, campus clubs and student organizations, authorized student travel and service trips, and annual signature student events such as New Student Convocation, Success Week, Welcome Week, and Wellness Events. The fee is charged on a credit hour basis for up to a maximum of 10 credit hours.

Fees**

- Credit by Portfolio Assessment (per credit hour) 50% of tuition
- Credit by Institutional Departmental Exam (per credit hour) 50% of tuition
- Applied Music fee (per class) \$490
- Building Trades \$71.40
- Culinary Arts (per class) \$121
Please refer to the specific HOS course. Some courses require a chef uniform and basic knife or pastry set.
- FEMA Fee (per credit hour) \$88
- Module Fee (per module) \$100
- Welding \$100
- Physical Education Fees
Please refer to the specific PE course for fees that may be payable to the site where the class meets.
- Surgical Technology Fees
Please refer to the specific ST course for fees that may be required.

** In special cases, the College may charge additional fees. Some classes may charge additional fees for equipment or materials.

Students are responsible for the purchase of textbooks and other materials for each class. The average cost is about \$150 per course.

In special cases the college may charge additional fees. These fees will be printed in the academic schedule each semester.

Explanation of Student Tuition & Fee Charges

Tuition and fees partially cover the cost of a student's education. While students contribute a substantial amount toward the cost of attendance at FCC through the tuition and fee charges listed above, the majority of funding for a student's education is provided by Frederick County and the State of Maryland.

Tuition

Tuition charges are the primary source of student revenue and partially offset the cost of instruction at FCC. Tuition is charged based on each credit hour. Out-of-county and out-of-state students are charged higher tuition rates per credit hour to offset state and county funding provided.

Special Fees for Recreation, Skiing & Other Courses

The college charges special fees for courses that require significant out-of-classroom experiences which generate additional expenses. The skiing course requires skis and lift tickets. Please refer to the specific PE course for other fees that may be payable directly to the site where the class meets. Some courses may require field trips which may also incur minimal fees.

Continuing Education & Workforce Development (non-credit) Tuition

Continuing Education courses are individually priced. Refer to the current Continuing Education class schedule for tuition and fees for each class.

Out-of-County fee per course \$5.00
 Out-of-State fee per course \$10.00
 One-time per year Registration fee \$8.00

Books and Supplies

Students are responsible for getting required texts and/or materials for courses. The average cost per course to purchase books is about \$150.

Book and course material information is available on the Bookstore's website, bookstore.frederick.edu.

Books and other course materials can be purchased, and sometimes rented, in the Bookstore. Books can also be ordered and paid for through the Bookstore's web site to be shipped to you or held for pick up in the store.

With the student's approval, books and supplies can be charged at the FCC Bookstore against available financial aid. Financial aid awards do not, however, automatically cover the costs of books and supplies.

A textbook payment plan is available. Students who are using the tuition payment plan are automatically eligible to use the textbook payment plan. Others can follow a quick and simple application process.

Schedule of Payments

All tuition charges and fees must be paid by the scheduled due date. Acceptable payment methods include cash, check, money order, credit cards (Discover, Visa, MasterCard, and American Express). FCC also participates in a deferred tuition payment plan for fall, spring, and summer semesters.

Checks and money orders should be made payable to Frederick Community College. They should include the student's name and I.D.

Financial Responsibility

Students are individually responsible for payment of tuition, fees and all other charges at FCC. If the college does not receive payment from third parties, students will be billed directly for all charges and are expected to pay.

Stopping payment on checks written to FCC to cover tuition and fees does not relieve students of their responsibility to pay for incurred charges. Students must follow the designated procedure for withdrawing from classes and obtaining tuition refunds. Outstanding financial balances must be paid before future registration is permitted, grades are released, or enrollment certifications, diplomas or transcripts are issued.

Tuition Payment Requirements

Tuition and fees payment deadlines are listed in the schedule of classes. Failure to make a payment by the applicable deadline could result in being dropped from all classes. During peak registration, refunds may be delayed until after the add/drop period. Please ensure that your account is paid in full by the applicable deadlines. View your account online at www.frederick.edu or at the Student Accounts Office. Please note it is the responsibility of the student to drop/change classes and not the responsibility of the college.

Deferred Tuition Payment Plan

The college offers a payment plan to assist students with tuition. The plan is called Nelnet, and for a minimal fee, tuition costs will be paid automatically in monthly installments from either a checking account or credit card. Students who enroll early benefit from more installments. Students are required to sign up online at www.frederick.edu. For more information, contact the Student Accounts Office.

FCC's Deferred Tuition Payment Plan is available for some Continuing Education courses. For more information, call 301.846.2456.

Tuition Sponsorship by a Third Party

Students are responsible for all tuition and fees. If a third party such as, but not limited to, a federal, state, or municipal government agency or employer agrees to pay tuition and fees, students are not relieved of their primary responsibility. In the event that such a party fails to honor its agreement, Frederick Community College reserves the right to bill students directly.

Tuition and Fees Policy and Procedure

I. Philosophy and Scope

Frederick Community College ("FCC" or the "College") is committed to providing an affordable, quality educational experience. The College adheres to fair and equitable practices consistent with state laws and regulations when establishing tuition, fees, and refund procedures.

This Policy and Procedures establishes criteria for tuition and fees.

II. Definitions for the Purpose of this Policy and Procedures

- A. **"Deferred Payment Plan"** refers to an agreement between a student and a third-party vendor which allows for the payment of tuition and fees to be made in monthly installments.
- B. **"Drop Zone"** refers to specific dates throughout the credit registration cycle when students are dropped for non-payment of tuition and fees. Students must have paid tuition and fees in full, have enough financial aid to cover tuition/fees, or be enrolled in the deferred payment plan to avoid the drop zone.
- C. **"Financial Obligation"** refers to outstanding charges owed to the College.
- D. **"Residency"** refers to a student's domicile at the time of application. (See related Residency Policy and Procedures).
- E. **"Workdays"** refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

III. Tuition and Fees

A. Credit Classes

Credit tuition rates are approved annually by the Board of Trustees. Rates are based on one of the following three residency classifications: in-county, out-of-county, or outof-state. Tuition rates for credit classes are listed in the Credit Schedule, in the Academic Catalog, and on the College website at www.frederick.edu. Tuition for credit classes is assessed on a per credit hour basis. Students are also charged a consolidated service fee and a student activity fee. Fee rates are approved annually by the Board of Trustees. Fee rates for credit classes are listed in the Credit Schedule, in the Academic Catalog, and on the College website at www.frederick.edu.

Some credit classes may require the purchase of additional materials or fees associated with the class.

All tuition and fees for credit classes must be paid each session by the deadlines established in the Credit Schedule. Exceptions are: amounts awarded by financial aid; reimbursement approved and submitted by a third party; and enrollment in the deferred payment plan.

If full payment is not made by the established deadline, class(es) will be dropped to reconcile student accounts. Students should check their myFCC email account for updated student account information.

Outstanding financial obligations must be paid before future registration in any credit or continuing education and workforce development (CEWD) classes is permitted, or diplomas/transcripts are issued.

B. Non-Credit Continuing Education and Workforce Development

The tuition and class fees for non-credit CEWD classes are set and approved on a per class basis by the Vice President for CEWD and/or program Executive Director(s). Students should check the online registration system (<https://frederick.edu/QuickEnroll>) for the most current rates or check the CEWD Class Schedule. The College reserves the right to adjust the tuition and fees without prior notification.

A non-refundable non-credit CEWD registration fee is charged annually for all students.

Out-of-county residents will be charged an additional tuition fee of \$5 per class. Outof-state residents will be charged an additional tuition fee of \$10 per class.

IV. Payment Methods

A. Credit Classes

Students may pay in person by cash, check, all major credit cards, debit cards (used as credit only) at the Student Accounts Office located in Jefferson Hall. Students may also make payments or enroll in the deferred payment plan online through the myFCC Student Portal (Peoplesoft), which can be accessed via cs.frederick.edu. Students will need to log into FCC Peoplesoft account and select campus finances/make a payment.

For a minimal fee, the deferred payment plan allows students to pay their tuition and fees in monthly installments. Payments will automatically be charged to either a checking/savings account or major credit card. The deferred payment plan is not available for Jan-term.

See the Credit Schedule for specific payment information and deadlines.

B. Non-Credit Continuing Education & Workforce Development

Full payment for non-credit CEWD class(es) is required at the time of registration.

There are two ways to register and pay for non-credit CEWD classes. Students who register online must make full payment at the time of registration using a major credit card (<https://frederick.edu/QuickEnroll>). Students who register in person must make full payment by cash, check, major credit card, or debit card (used as credit only) at the CEWD Registration Office (Building E). Specific classes may be eligible for the deferred payment plan. See class details for registration guidelines in the CEWD Class Schedule.

V. Tuition Waivers and Tuition Adjustment

Tuition waivers must be requested in person (with the exception of senior citizens) and may be granted to certain individuals in accordance with state law and state regulations. Fees other than tuition must be paid in full prior to the payment deadline.

A. Persons 60 years or Older

Credit Classes:

Maryland residents 60 years or older may be eligible for an automatic tuition waiver. To qualify for the tuition waiver, students must wait to enroll until the specified date listed in the Credit Schedule, which is approximately three weeks prior to the start of the term, and be at least 60 years of age by the day the class begins.

Students will be responsible for all fees associated with the class and must pay in full by the specific due dates, failure to pay in full will result in being dropped from class(es). See the Credit Schedule for the eligible registration date and payment information and deadlines.

CEWD Classes:

All Maryland students 60 years or older receive a waiver of non-credit CEWD class tuition for eligible classes as specified in the CEWD Class Schedule. This includes only classes that are eligible for state aid, based on Section 16-305 of the Education Article, Annotated Code of Maryland. Students 60 years or older are required to pay all fees associated with classes at the time of registration.

B. SSI or SSDI Waiver

Any resident of the State who is out of the work force by reason of total and permanent disability who enrolls in a class that has at least 10 regularly enrolled students is exempt from payment of tuition as defined in Section 16-106, Education Article, Annotated Code of Maryland.

An individual shall obtain certification of his/her total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management annually.

Students who receive SSI or SSDI benefits as a dependent or survivor of a disabled beneficiary do not qualify for this waiver.

This waiver will cover up to 12 credits per semester if the student is enrolled in classes as part of a degree or certificate program designed to lead to employment, or six (6) credits per semester for a student not enrolled in a degree or certificate program.

Eligible students must request the waiver every time they enroll and file an annual Free Application for Federal Student Aid (FAFSA) www.fafsa.gov. The tuition waiver covers only the class tuition, if not covered by a federal Pell Grant.

Tuition waivers are applied when the class is FTE eligible and has a workforce intent. If the CEWD, non-credit class is FTE eligible, qualified students are eligible for a tuition waiver. Waivers are considered class by class as designated in the CEWD schedule. No class fees, books or supplies are covered by the waiver and must be paid by the individual if not covered by Financial Aid or other sources of assistance. Students who are only enrolling in CEWD, non-credit classes do not need to apply for federal financial aid.

C. Members of the Armed Forces

Please refer to the Residency Policy and Procedures for definitions and residency classifications.

D. Maryland National Guard

Members of the Maryland National Guard who are certified by the Maryland Adjutant General to have at least 24 months remaining to serve or have agreed in writing to serve for a minimum of 24 months are entitled to a waiver of 50% of the in-county tuition charged for classes offered by the College, regardless of class size, location and number of semester hours the students are taking. Eligible students shall be charged in-county tuition rates, regardless of their place of residency. The waiver does not apply to fees. Students must present a letter from the Maryland National Guard proving membership and length of service remaining.

Members of the Maryland National Guard who joined or subsequently served to provide a Critical Military Occupational Skill or who serve as a member of the Air Force Critical Specialty Code are charged in-county tuition regardless of their place of residence.

E. Health Manpower Shortage

The Maryland Higher Education Commission designates certain Maryland public community college programs as Health Manpower Shortage Programs. Students who are Maryland residents may enroll in a designated Health Manpower Shortage Program at any Maryland public community college in the State at in-county tuition and fees regardless of their county of residence based upon funding.

F. Mid-Maryland Allied Healthcare Education Consortium

Frederick, Carroll, and Howard Community Colleges participate in the Mid-Maryland Allied Healthcare Education Consortium. The Consortium allows residents of all three counties to enroll in eligible clinical coursework at any of the three colleges at in-county tuition rates.

G. Statewide Instructional Programs

Certain programs offered at community colleges throughout Maryland are designated by the Maryland Higher Education Commission as statewide. Maryland residents may enroll in these specialized programs and receive all, or a portion of, the difference in tuition between the in-county and out-of-county tuition costs if a similar program does not exist in their county of residence.

H. Out-of-County/Out-of-State Students Employed by Business Entities in Maryland

Out-of-county or out-of-state students employed by entities within Frederick County that offer an employee tuition reimbursement program may be eligible for in-county tuition, regardless of the student's legal domicile. The student must provide verification of participation by the employer in the tuition reimbursement program and of current employment from the Human Resources Office of their employer.

An employer doing business in Maryland may enter into an agreement with the College whereby their eligible employees who participate in workforce training at FCC may be eligible for in-state tuition rates.

I. Foster Care Recipients

Individuals who meet the following criteria are eligible to apply for the Maryland Tuition Waiver for Foster Care Recipients. Eligible individuals are exempt from paying tuition and mandatory fees. To be eligible, students must:

1. Complete and file a Free Application for Federal Student Aid (FAFSA) each year for which they are seeking a tuition waiver.
2. Have been placed in an out-of-home placement by the Maryland Department of Human Resources and either:
 - a. Reside in an out-of-home placement on the individual's eighteenth birthday, or
 - b. Reside in an out-of-home placement on their 13th birthday and was placed into guardianship or adopted out of an out-of-home placement after their 13th birthday; or
 - c. Be the younger sibling of a child who meets the qualifications stated in either a. or b. above and was placed into guardianship or adopted concurrently out of an out-of-home placement by the same guardianship or adoptive family; or

d. Resided in an out-of-home placement in the state for at least one (1) year on or after the individual's 13th birthday and returned to live with the individual's parents after the out-of-home placement ended

3. Enroll in a certificate/license credit and/or noncredit vocational program or as a degree-seeking student on or before age 25.
4. Maintain satisfactory academic progress standards to remain eligible for the program.

J. Unaccompanied Homeless Youth

The Maryland Tuition Waiver for Unaccompanied Homeless Youth is available to unaccompanied homeless youth. Eligible individuals are exempt from paying tuition and mandatory fees. To be eligible, students must:

1. Be declared as an unaccompanied homeless youth who is not in the physical custody of a parent or guardian and be a homeless child or youth as defined by the McKinney-Vento Homeless Assistant Act.
2. Complete and file a Free Application for Federal Student Aid (FAFSA) each year for which they are seeking a tuition waiver.
3. Enroll in a credit or non-credit vocational certificate program or as a degree-seeking student on or before age 25.
4. Maintain satisfactory academic progress standards to remain eligible for the program.

K. Maryland Dream Act, Delayed Action Child Arrival (DACA) and Temporary Protected Status (TPS)

Students who are in the category of "Deferred Action Childhood Arrivals" (DACA), or "Temporary Protected Status" (TPS) are eligible to establish in-state/in-county residency for tuition purposes. Please refer to the Residency Policy and Procedures.

In-county residency status for eligible "International/Foreign National Students" must meet the same three (3) months requirements and proof of residency documents as all other students.

L. Eligible FCC Employees

Some FCC employees and their family members are eligible for tuition waivers. Please refer to the Employee Handbook for detailed information.

VI. Financial Obligations

Students are individually responsible for the payment of tuition, fees and all other charges at FCC. If a third party such as, but not limited to, a federal, state, or municipal governmental agency or employer agrees to pay tuition and fees, students are not relieved of their primary responsibility. In the event that such a party fails to honor its agreement, the College reserves the right to bill students directly.

CEWD students must address all outstanding financial obligations to the College prior to registering for either credit or CEWD classes. CEWD students registering through the online registration system (<https://frederick.edu/QuickEnroll>) will be notified of an outstanding financial obligation and will be required to discuss repayment options with the Student Accounts office located in Jefferson hall, and to receive permission to register.

Credit students with an unpaid balance of \$250 or less on their student account will be allowed to register for classes if the student settles the balance on the student account one workday prior to start date of the session in which they wish to enroll for the next semester. Failure to pay in full by agreed date will result in the student being dropped from all classes for which they were allowed to register.

Students with an unpaid balance greater than \$250 must either pay the balance on the student account or enter into an installment plan prior to the current session start date for which they wish to register. The installment plan must be in effect at least one workday prior to the session start date for which they wish to register with at least one installment payment made.

When students have an outstanding financial obligation to the College, the procedure will be:

- A. A financial obligation indicator is placed on the student's account at 30 days past due. Past due notices are sent to the address on record with the College.
- B. Accounts greater than 120 days past due will be sent to a collection agency and will be assessed a 17% collection fee.
- C. Once past due accounts have been sent to a collection agency the students must, at that time, satisfy the debt with the agency and not FCC.
- D. Once the outstanding financial obligation is paid in full, all financial obligation indicators will be removed and any negative impact to student accounts will be lifted.

In the event financial aid is awarded and later removed, causing a balance to be reinstated, the collection process will begin with a first past due notice. Transcripts and diplomas are withheld, and the student will be blocked from enrollment until all obligations are satisfied.

VII. Tuition and Fees Refund

A. Credit Classes

To obtain a refund of tuition and fees students must first withdraw from classes based on the published dates available in the Credit Schedule. Refunds are either at 100%, 50%, or withdrawal without a refund. Refunds will automatically be calculated from the date of the withdrawal. Refunds are based on sessions, each session has its own distinct timeline. Refer to the Academic Calendar within the Credit Schedule for the specific last day for 100% and last day for 50% refund dates for each session. All withdrawals from class(es) that are initiated prior to the class beginning, will be granted 100% tuition and fees refund.

Refunds will be processed as follows:

1. No cash refunds will be issued.
2. Payments made by cash/check will be refunded through a third party vendor (BankMobile) to a designated bank account preference. For students under 18 or 60+ check refunds will be issued to the student.
3. Credit card refunds will go back to the original credit card used to pay if within 60 days of the original payment. After 60 days refunds will be processed through a third party vendor BankMobile to a designated bank account preference declared by the student. For students under 18 or 60+ check refunds will be issued to the student, not the credit card holder.
4. Financial Aid will be disbursed to the students account. Once tuition, fees and books have been paid to the College any remaining funds will be processed within 14 days through a third party vendor (BankMobile) to a designated bank account preference. For students under 18 or 60+ check refunds will be issued to the student.
5. When the student is withdrawn due to disciplinary action after the refund period, the College makes no refund of any kind. Financial consequences related to interim suspensions, suspensions, or expulsions are the responsibility of the student (Code of Student Conduct). For other student withdrawals, students may follow the Appeal for Tuition and Fees Refund/Tuition Refund Committee (Section VIII) portion of this policy.

B. Non-Credit Continuing Education Workforce Development Classes

All students will be refunded 100% of class tuition and fees if a class is cancelled by the College. Students may choose to transfer their funds toward an alternate class. Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least one workday before the beginning date of the class, with the exception of the Summer Kids on Campus/Teens on Campus classes which require students to drop by close of business the Monday prior to the start date of the class being dropped.

Some classes have a longer period within which a drop request must be made prior to the class start date. Those classes with a requirement to drop earlier than two (2) days before the class start in order to receive a refund, will provide the drop period in the class information and/or refund policy at <https://Frederick.edu/QuickEnroll>.

Students electing to drop a class can do so by completing the CEWD Drop/Transfer form (CEWD Drop/Transfer Form). This form must be submitted to the CEWD Registration Office located in the FCC Conference Center, Building E, by e-mail to CERequest@frederick.edu, or by fax at 301-624-2749. Drop or transfer requests received outside of the full refund period for which a refund or transfer is being requested must be sent in writing to the VP for CEWD, and be accompanied by documentation supporting the student's request. The College reserves the right to approve or disapprove full or partial refund requests that are submitted outside of the full refund period. Students will be withdrawn from classes for which such a request is approved. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances.

Classes co-listed with credit will follow the credit refund schedule and procedure.

C. Students Receiving Title IV Funding

Students awarded Title IV financial aid funds must earn their aid by attending classes. When students completely withdraw from classes or stop attending during a semester and/or term, the College must follow rules established by the federal government to determine the amount of financial aid earned. The amount of Title IV aid that must be returned to the federal programs is determined by the federal formula for Return of Title IV funds as specified in the Higher Education Act of 1998 (34 CFR668).

The calculation is based on the documented withdrawal date of the student. For students who unofficially withdraw from a semester and/or term and earn all "F" grades, faculty provide the last date of attendance that is used in the calculation.

When students receive more Title IV funds than they have earned, the unearned portion must be returned to the Federal program. When students have not received all of their earned Title IV funds, they may still receive disbursements of this aid.

Funds must be returned to the Title IV Programs in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant
6. Iraq/Afghanistan Service Grant

Students may obtain a sample copy of the Return of Title IV Funds worksheet with sample calculations from the Financial Aid Office.

VIII. Appeal for Credit Tuition and Fees Refund/ Tuition Refund Committee

For extenuating circumstances where the student withdraws from a credit class after the normal refund period, the College may grant a partial refund of tuition and fees after the student submits an appeal to the Tuition Refund Committee (TRC). With required documentation, extenuating circumstances have included the following:

- Medical reasons dated and certified by a physician;
- Job transfer dated and certified by the employer;
- Job schedule (shift) change which causes a conflict with the student's class schedule, dated and certified by the employer; or
- Military transfer or deployment dated and certified by documentation (copy of orders) from the military unit.

To be eligible for consideration the student must:

- A. Officially withdraw from the class(es).
- B. Obtain supportive evidence and documentation to support appeal.
- C. Complete and submit the Student Appeal for Tuition Refund Form, along with supportive evidence and documentation to the Welcome Center, on the first floor of Jefferson Hall or electronically to StudentAppeals@frederick.edu.

Students must make the request for a refund prior to the end of the academic year in which they took the class. The academic year starts with the summer term and continues through the spring semester.

Lack of attendance in a class does not absolve a student from the financial obligations and costs associated with that class. Students who are enrolled in a class(es) but who have never attended the class(es) due to extenuating circumstances, will still need to submit a formal request for refund to the Tuition Refund Committee.

Residency Policy and Procedures

I. Philosophy and Purpose

The determination of residency or domicile for tuition purposes is governed by the Frederick Community College Board of Trustees in accordance with Maryland State law. For the purpose of establishing differential tuition, the following procedure applies to both full and part-time students.

A student's legal residence is determined at the time he/she applies to the College. The burden of proof of residency is to be upon the student, and he/she will be required to certify by signature to the accuracy of the information provided on the College application.

Students will be considered in-county, out-of-county, or out-of-state for tuition calculation. Students whose legal residence is outside the county or the State of Maryland pay a higher tuition rate than those whose legal residence is within the county, unless they are eligible for a waiver or reduction in tuition. (See related Tuition and Fees Policy and Procedures.)

II. Definitions for the Purpose of this Policy and Procedures

- A. **"Domicile"** means the permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely; or the permanent place of abode of any person or persons contributing more than ½ of the student's financial support during the most recently completed year. Only one domicile may be maintained by a student.
- B. **"Maryland resident"** means an individual who has maintained a domicile in Maryland for at least three (3) months before becoming an enrolled student.
- C. **"Enrolled student"** means an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees, and whose participation in a class has been verified.
- D. In-County:
 1. **"Non-dependent Maryland resident students"** are considered to be in-county residents if, at the time of their application, they are domiciled in Frederick County for three (3) consecutive months prior to application.

2. **"Dependent Maryland resident students"** are defined as an unmarried individual claimed by parent(s) or guardian(s) as an income tax exemption in the previous taxable year and are considered to be "in-county" residents if, at the time of their application, their parent(s) or guardian(s) are domiciled in Frederick County for three (3) consecutive months prior to application.

E. Out-of-County:

1. **"Non-dependent Maryland resident students"** are considered to be out-of-county residents in the State of Maryland if, at the time of their application, they are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

2. **"Dependent Maryland resident students"** are considered to be out-of-county residents in the State of Maryland if, at the time of their application, their parent(s) or guardian(s) are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

F. Out-of-State:

1. **"Non-dependent students"** are considered to be residents of another state if, at the time of their application, they are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.

2. **"Dependent students"** are considered to be residents of another state if, at the time of their application, their parent(s) or guardian(s) are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.

E. **Out-of-County:**

1. **"Non-dependent Maryland resident students"** are considered to be out-of-county residents in the State of Maryland if, at the time of their application, they are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

2. **"Dependent Maryland resident students"** are considered to be out-of-county residents in the State of Maryland if, at the time of their application, their parent(s) or guardian(s) are domiciled in another county in the State of Maryland, or if they have lived in Frederick County less than three months.

F. **Out-of-State:**

1. **"Non-dependent students"** are considered to be residents of another state if, at the time of their application, they are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.

2. **"Dependent students"** are considered to be residents of another state if, at the time of their application, their parent(s) or guardian(s) are domiciled outside of the State of Maryland, or if they have lived in Frederick County less than three months.

G. **Military personnel and their dependents:**

1. Who are stationed, living, or domiciled in Maryland, and their spouses and dependents, who are entering the College for the first time, are considered residents of Frederick County. If the armed services member moves out of the state, the dependents and spouse may maintain in-county residence as long as they stay continuously enrolled in courses at the College.

2. Who have relocated to Maryland as a result of the Base Realignment and Closure process (BRAC), will be granted a waiver of the three (3) months residency requirement. The employee or his/her dependent must present a letter from an employer on company letterhead, confirming that their relocation to Maryland and/or Frederick County was a result of the BRAC process. For purposes of tuition rates, eligible employees and dependents will be treated as in-county residents if they locate in Frederick County; they will be treated as out-of-county but in-state residents if they locate outside of Frederick County but within Maryland.

H. **Veterans and their dependents**

1. Veterans and their dependents using the Post-9/11 G.I. Bill, Montgomery G.I. Bill or the Marine Gunnery Sergeant John David Fry Scholarship shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes.

a. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, and enrolls in the College within three years of discharge or release from a period of active duty service of 90 days or more will be granted in-county tuition (regardless of his/her formal State of residence).

b. A dependent using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) and enrolls in the College within three of the transferor's discharge or release from a period of active duty service of 90 days or more will be granted in-county tuition (regardless of his/her formal State of residence).

c. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the College. The person so described must have enrolled in the College prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38, United States Code.

d. A dependent using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) will be granted in-county tuition (regardless of his/her formal State of residence).

e. A dependent using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) while the transferor is a member of the uniformed service who is serving on active duty will be granted in-county tuition (regardless of his/her formal State of residence).

2. Veterans and their dependents (not using Chapter 30 or Chapter 33 benefits or the Marine Gunnery Sergeant John David Fry Scholarship) who are stationed, living, or domiciled in Maryland who are entering the College for the first time, are considered residents of Frederick County. If the veteran moves out of the state, the dependents and spouse may maintain in-county residence as long as they stay continuously enrolled in courses at the College.

III. International and Foreign National Students

- A. A foreign national lawfully eligible for study in the United States may be considered a resident for tuition purposes if he/she meets the domicile requirements stated in this procedure. A foreign national lawfully admitted to the United States on a visa type with a corresponding "date-certain" authorized stay may not be considered a resident for tuition purposes. A foreign national lawfully eligible for study in the United States on certain visa types with an indeterminate authorized stay may be considered as a Maryland resident for tuition purposes, if the domicile requirements of this procedure have been satisfied.
- B. The following visa status types determine residency as indicated:

Visa		
A	Diplomats, family, staff	In-County
B	Temporary visitor	See (c) below
C	Aliens in transit	Out-of-State
E	Treaty trader-Taiwan only	In-County
F	Student and dependents	Out-of-State
G	Representative of a world organization	In-County
H1 or H4	Temporary worker and dependents	In-County
H2 or H3	Other specialty workers	Out-of-State
I	Foreign media/journalist	In-County
J	Exchange visitor, Au pair, scholar	Out-of-State
K	Fiancé of U.S. citizen/Frederick County resident	In-County
L	Intra-company transferee	In-County
M	Foreign vocational student, dependents	Out-of-State
R	Religious worker	In-County
TN	Professionals under NAFTA agreement	Out-of-state
V	Spouse or child of permanent resident	In-County
Permanent Resident; Green Card; Refugee, Asylee		In-County

- C. Individuals in "B Temporary Visitor Status" are not allowed to engage in a course of study leading to a degree or academic certificate. In certain cases, B visa holders can participate in courses which are recreational and do not lead to a degree. Out-of-state tuition rates will apply.
- D. Students who are in the category of "Deferred Action Childhood Arrivals" (DACA), or "Temporary Protected Status" (TPS) are eligible to establish in-state/in-county residency for tuition purposes.
- E. In-county residency status for eligible "International/Foreign National Students" must meet the same three (3) months requirements and proof of residency documents as all other students.
- F. An individual's immigration status may not preclude award of MD residency under this policy if the individual has the legal capacity to establish domicile in Maryland.

IV. Dream Act

- A. Students who have met the eligibility requirements outlined in the Maryland Dream Act will be granted the opportunity to receive in-county tuition. The student must present an affidavit to the Admissions Office stating that he/she will file an application to become a permanent resident within 30 days of becoming eligible to do so.
- B. Students who live in Frederick County or in Maryland, and qualify for in-county or in-state tuition, as outlined by the Maryland Dream Act, will remain undocumented immigrants. U.S. residency status is processed, determined and completed by the U.S. government.

V. Proof of Residency

In accordance with Maryland State and Federal Law, any of the following factors will be considered to be proof of legal residency:

- A. Substantially uninterrupted physical presence, including the months when the student is not in attendance at the college, as evidenced by ownership or rental of living quarters in which the student resides. (12-month lease or mortgage)
- B. Payment of Maryland state and local income taxes. (MD 502 Tax Form)
- C. Registration to vote in Frederick County and/or the state. (Voters Registration Card)
- D. Registration of a motor vehicle in the state, with a local address specified, if the person owns such a vehicle. (Motor Vehicle Registration Card)
- E. Possession of a valid Maryland driver's license, with a local address specified, if the person is licensed anywhere to drive a motor vehicle, or a valid Maryland MVA-issued ID. (Driver's license or MVA issued ID card)

- F. Active duty military personnel, honorably discharged veterans, spouses and dependents who reside, are stationed, or domiciled in Maryland are exempt from the 3-month requirement and are considered in-county once proof is shown. (Military orders, letter from Education Officer, DD214 and any of the residency factors listed above).

VI. Reclassification of Residency

- A. Students requesting reduced tuition rate based on a change in residency must submit proof of actual address change as defined in Section V to the Admissions Office and complete the "Change of Address" form available either online at www.frederick.edu or in the Admissions Office in Jefferson Hall, Suite 101. The proof of residency and "Change of Address" form must be submitted in one of the following ways:
 1. in-person to the Admissions Office in Jefferson Hall, Room 101,
 2. online through personal "myFCC" email account to admissions@frederick.edu
 3. by fax (240-629-7896), or
 4. via U.S. postal mail.
- B. Request for change in residency classification must be submitted prior to the "last day to add" for the first session for which the student is enrolled in order to be changed for that session. Residency is not retroactive. A student who changes his/her residency during a semester and provides proof after the "last day to add" will have their residency adjusted for the following semester.
- C. In order to comply with USPS regulations regarding bulk and pre-sort mailings, the College verifies current addresses of students with the National Change of Address (NCOA) listing every 90 days. If there has been a change of address, the student will be notified by email and tuition will be adjusted for the following semester as follows:
 1. A student moving to a higher tuition rate based on their residency will have their residency automatically changed to reflect their new residency status.
 2. A student moving to a lower tuition rate based on their residency will bear the burden of proof of the new residency status.

The College's official version of the Residency Policy & Procedures is on its website (www.frederick.edu) and may be revised annually.

In-county Tuition Rate for Employees of Frederick County Business & Industry

FCC offers an agreement that allows employees of Frederick County businesses to take classes at in-county tuition rates. For details, please call the Student Accounts Office at 301.846.2456.

Health Manpower Shortage Programs

The Maryland Higher Education Commission designates certain Maryland public community college programs as Health Manpower Shortage Programs. Students who are Maryland residents may attend a designated Health Manpower Shortage Program at any Maryland public community college in the State at in-county tuition and fees regardless of their county of residence based upon funding.

Students must self identify each term at the Student Accounts Office in order to obtain the in-county tuition rate.

** Programs subject to change without notice. Programs may be pulled from or added to the list as directed by MHEC at any time.*

Allegany College of Maryland

Certificates

- Basic Medical Transcription
- In-Home Nursing Assistant
- Medical Coding
- Medical Lab Technology-Biotechnology
- Nursing Assistant/Geriatric Aide
- Phlebotomy/EKG Technician
- Practical Nursing
- Pharmacy Technician

Associates

- Dental Hygiene
- Human Services
- Medical Assistant
- Medical Laboratory Tech
- Nursing (RN)
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Radiologic Technology
- Respiratory Therapist
- Therapeutic Massage

Anne Arundel Community College

Certificates

- EMT/Intermediate
- EMT/Paramedic
- Human Services
- Practical Nursing
- Medical Assisting
- Medical Coding
- Pharmacy Technician
- Physician Assistant
- Therapeutic Massage

Associates

- EMT/Paramedic
- Human Services
- Medical Assisting
- Medical Laboratory Technician
- Nursing (RN)
- Physical Therapy Assistant
- Radiologic Technology
- Therapeutic Massage

Baltimore City Community College

Certificates

- Coding Specialist (Medical)
- EMT/Basic

- EMT/Intermediate
- EMT/Paramedic
- Practical Nursing

Associates

- Dental Hygiene
- Emergency Medical Service
- Health Information Technology
- Nursing (RN)
- Physical Therapist Assistant
- Respiratory Care

Carroll Community College

Certificates

- Advanced Certificate in Health Information Technology
- Core Certificate in Health Information Technology
- Licensed Practical Nursing

Associates

- Health Information Technology
- Nursing (RN)
- Physical Therapist Assistant

Cecil Community College

Certificates

- Emergency Medical Tech-Paramedic
- Licensed Practical Nurse

Associates

- EMT-Paramedic
- Nursing (RN)
- Physical Therapist Assistant

Chesapeake College

Certificates

- Emergency Medical Services
- EMT-Paramedic
- Licensed Practical Nursing
- Surgical Technology

Associates

- Emergency Medical Services
- Human Services
- Nursing (RN)
- Physical Therapist Assistant
- Radiologic Sciences

College of Southern Maryland

Certificates

- Emergency Medical Services
- EMT-Paramedic
- Human Services
- Human Services: Mental Health Technician
- Practical Nursing
- Medical Assisting
- Medical Coding Specialist

Associates

- Emergency Medical Services
- Human Services
- Massage Therapy
- Medical Laboratory Technician
- Nursing (RN)
- Physical Therapy Assistant

Community College of Baltimore County

Certificates

- Chemical Dependency Counseling
- Emergency Medical Tech
- Mental Health

- Occupational Safety & Health Technology
- Physician Assistant
- Practical Nursing

Associates

- Chemical Dependency Counseling
- Dental Hygiene
- Emergency Medical Tech
- Health Informatics & Information Technology
- Medical Laboratory Technology
- Medical Office Assistant
- Mental Health
- Nursing (RN)
- Occupational Safety & Health Technology
- Occupational Therapy Assistant
- Radiography
- Radiation Therapy
- Respiratory Care Therapy
- Veterinary Tech

Frederick Community College

Certificates

- Medical Assistant
- Nuclear Medicine Technology

Associates

- Nuclear Medicine Technology
- Nursing
- Respiratory Care

Hagerstown Community College

Certificates

- EMT/Paramedic
- Medical Assistant
- Medical Coding & Reimbursement Specialist
- Medical Transcription
- Paramedic Emergency Services: EMT-I to EMT-P Bridge
- Practical Nursing

Associates

- Medical Assistant
- Nursing (RN)
- Paramedic Emergency Services
- Radiography

Harford Community College

Certificates

- Medical Assisting
- Practical Nursing

Associates

- Electroneurodiagnostic Tech
- Medical Assisting
- Nursing (RN)
- Science Lab Tech

Howard Community College

Certificates

- Advanced Cardiovascular Imaging & Intervention
- Biomedical Eng
- Cardiovascular Tech
- EMT/Paramedic
- Licensed Practical Nursing
- Photonics Technology

Associates

- Biomedical Eng
- Cardiovascular Tech

- EMT/Paramedic
- Nursing (RN)
- Photonics Technology
- Radiologic Technology

Montgomery College

Certificates

- Diagnostic Medical Sonography
- Polysomnography Technology
- Surgical Technology

Associates

- Diagnostic Medical Sonography
- Health Information Management
- Mental Health Associate
- Nursing (RN)
- Physical Therapy Assistant
- Radiologic Technology
- Surgical Technologist

Prince George's Community College

Certificates

- Emergency Medical Technician-Intermediate
- EMT-Paramedic
- Health Information Technology
- Nuclear Medicine Tech
- Nursing (LPN)

Associates

- EMT/Paramedic
- Health Information Management
- Nuclear Medicine Tech
- Nursing (RN)
- Radiography (X-Ray) Technologist
- Respiratory Therapy

Wor-Wic Community College

Certificates

- Emergency Medical Services
- Practical Nursing

Associates

- Emergency Medical Services
- Nursing (RN)
- Radiologic Technologist

Maryland National Guard

- Any member of the Maryland National Guard who is certified by the Maryland Adjunct General to have at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months is entitled to a waiver of 50% of the tuition charged for classes offered by the college, regardless of class size, location, and number of semester hours the student is taking. Eligible students shall be charged in-county, in-state rates, regardless of their place of resident. The waiver does not apply to fees. Students must present a letter from the Maryland National Guard proving membership and length of service remaining.
- Members of the Maryland National Guard who joined or subsequently served to provide a critical military occupational skill or who serve as a member of the Air Force Critical Specialty Code are charged in-county tuition regardless of their place of residence. (Maryland SB 373)

Military Perel

Notwithstanding any other provisions of this policy, effective April 2004, the following are exempt from paying non-resident (out-of-county or out-of-state) tuition:

- An active duty member of the United States Armed Forces, if the active duty member is stationed in the State, resides in this State, or is domiciled in this State.
- A spouse or financially-dependent child of an active duty member who remains continuously enrolled at this institution after the active duty member no longer meets these eligibility provisions.
- An honorably-discharged veteran of the United States Armed Forces, if the veteran provides documentation within 1 year after the veteran's discharge that he/she attended a public or private secondary school in this State for at least three years and graduated from a public or private secondary school in this State and received the equivalent of a high school diploma in this State.

Mid-Maryland Healthcare Consortium

For details regarding this waiver, refer to the information under Transfer Agreements on page 21.

Tuition Waiver for Persons 60 Years Old and Above

According to Maryland law, senior citizens may receive a waiver of course tuition on a space-available basis in most classes.

- Credit courses: Senior citizens may enroll tuition-free three weeks prior to the start of the semester; specific dates are published in the schedule of classes. Senior citizens are required to pay all fees associated with classes. Those eligible for waivers who agree to pay full tuition and fees may register at any time during the registration period. Refunds will not be granted to seniors paying full tuition who then drop and later add the same course under the tuition-free benefit provision.
- Non-credit (continuing education) courses: Senior citizens may enroll tuition free for any non-credit class that is listed as eligible for senior registration in the schedule of classes. This includes only courses that are eligible for state aid, based on Section 16:305, Annotated Code of Maryland. Enrollment may occur at any time within the normal registration cycle. Senior citizens are required to pay all fees associated with classes.

Statewide Instructional Programs

Certain programs offered at community colleges throughout Maryland are designated by the Maryland Higher Education as statewide. Maryland residents may enroll in these specialized programs and receive all or a portion of the difference in tuition between the in-county and out-of-county tuition costs if a similar program does not exist in their county of residence.

Students interested in these programs should contact the appropriate college directly.

Colleges may delete programs from the statewide designation at their discretion.

Programs subject to change without notice.

Allegany College Of Maryland

Certificates

- Automotive Tech
- Professional Golf Management
- Tree Care Technology

Associates

- Automotive Tech
- Culinary Arts
- Forest Tech
- Hospitality Management

Anne Arundel Community College

Certificates

- Alternative & Sustainable Energy Systems
- Hotel/Restaurant Management
- Intelligence Analytics
- Paralegal Studies
- Special Education Support
- Transportation, Logistics & Cargo Security

Associates

- Homeland Security Management
- Hotel/Restaurant Management
- Paralegal Studies

Cecil College

Certificates

- Government Contracting
- Transport & Logistics-Commercial Transportation
- Transport & Logistics-Government Logistics
- Transport & Logistics-Materials Management
- Visual Communications

Associates

- Government Contracting
- Supply Chain Management
- Transport & Logistics-Government Logistics
- Visual Communications

College Of Southern Maryland

Certificates

- Commercial Vehicle Operator
- Security Management

Associates

- Nuclear Engineering Technology: Electrical
- Nuclear Engineering Technology: Instrument & Control
- Nuclear Engineering Technology: Mechanical

Community College Of Baltimore County

Certificates

- Advanced Geospatial Applications
- Air Traffic Control
- Auto Air Conditioning/Heating Specialist
- Automotive Brake & Suspension Specialist
- Automotive Drive Train Specialist
- Auto Electrical & Electronic Specialist
- Automotive Engine Specialist
- Automotive Master Technician
- Automotive Service Attendant
- Auto Technology
- Aviation Management
- Child And Youth Care Practitioner
- Construction Craft Professional
- Construction Management
- Flight Attendant
- Flight Training
- Greenhouse Production
- International Tourism
- Interpreter Preparation
- Introduction To Geospatial Applications
- Labor Studies
- Landscape Design and Installation
- Mortuary Science
- Printing Management Tech
- Tourism Diversity
- Tourism Sales And Marketing
- Travel Management
- Turf and Landscape Maintenance

Associates

- Automotive Technology
- Automotive Technology-Collision Repair
- Aviation Management
- Construction Craft Professional
- Construction Management
- Geospatial Applications
- Interpreter Preparation
- Mortuary Science
- Recreation, Parks and Tourism
- Survey Technology
- Sustainable Horticulture

Frederick Community College

Associates

- Emergency Management

Garrett College

Certificates

- Juvenile Justice
- Natural Resources and Wildlife Tech

Associates

- Adventure Sports Management
- Juvenile Justice
- Natural Resources and Wildlife Tech

Hagerstown Community College

Certificates

- Altern. Energy Tech: Geotherm Energy Install/Srvce
- Altern. Energy Tech: Solar/Wind Energy Install/Srvce
- Facilities Maintenance Technology
- Industrial Technology

Associates

- Alternative Energy Technology
- Digital Instrumentation & Process Control
- Industrial Technology

Harford Community College

Associates

- High Performance Manufacturing
- Technical/Professional Studies

Montgomery College-All Campuses

Certificates

- Fire & Arson Investigation Certificate
- Fire Prevention Technology
- Fire Protection Technology
- Technical Writing

Associates

- Fire & Emergency Services Management
- Fire Prevention Technology
- Fire Protection Technology
- Graphic Design (AFA)
- Studio Art (AFA)

Prince George's Community College

Certificates

- Theatre & Entertainment

Wor-Wic Community College

Certificates

- Criminal Justice
- Hotel-Motel-Restaurant Management

Associates

- Criminal Justice
- Hotel-Motel-Restaurant Management

Financial Aid

Frederick Community College works to ensure that all students have equal access to financial assistance that will help them attend college. FCC participates in a wide range of federal, state and local financial aid programs that includes grants, loans, employment, and scholarships (see chart, page 40).

Eligibility Criteria

Financial Need—Financial need is the difference between educational expenses at FCC and the amount expected from students and/or their families. The college uses the FAFSA to determine the amount of financial need.

Citizenship—Students must be United States citizens, nationals, or permanent residents of the United States.

Academic Program—Students must be enrolled in or accepted for enrollment in a state-approved degree or certificate program. For most types of financial aid, students must enroll in and attend at least six credit hours or more per semester. Some financial aid awards have different minimum enrollments. Some students with exceptional financial need who are enrolled in less than six credit hours may receive Pell Grants.

Enrollment Status—Awards are adjusted for full-time (at least 12 credit hours), three-quarter-time (9-11 credit hours) or half-time (6-8 hours) enrollment after the refund period. Students may receive financial aid for developmental classes and these courses will be considered in determining a student's enrollment status. (See the academic schedule for the credit hour equivalent assigned to developmental classes.)

High School Diploma/GED—Effective July 1, 2012, federal financial aid applicants must have a high school diploma or GED, or have completed an approved home school program.

How to Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) each year that you plan to attend college. This form is completed online at www.fafsa.gov. The school code for Frederick Community College is 002071 and must be listed on the FAFSA to process student applicant data.

Reapplying: Students must reapply each academic year to continue receiving financial aid. Each year's information is based on the previous year's federal tax returns.

Verification

Some students are selected to provide verification documentation of information submitted on the FAFSA. Students whose applications are selected for verification must provide copies of requested information in order for financial aid to be awarded.

When to Apply/Reapply

The deadline to apply for Maryland State Scholarships is March 1. A student must complete the FAFSA form prior to March 1 to be eligible for State Scholarships. Students who miss this priority deadline should still file a FAFSA as soon as possible after March 1, but they may only be considered for federal and institutional aid. To have your financial aid application processed prior to the tuition bill due date students must complete the FAFSA and submit all requested documentation to the FCC financial aid office at least 30 days prior to payment due date.

Applications submitted after these dates will be processed as quickly as possible, but financial aid awards may not be processed in time for the payment due date.

Transfer Students

Mid-year transfer students planning to attend FCC in the spring semester who received a Pell Grant in the fall semester must add Frederick Community College on their FAFSA. Check with the financial aid office to find out what additional documents are required.

Transfer students who have a Direct Student Loan at another college in the fall semester and plan to attend FCC the following spring semester must cancel the loan at the prior college and reapply through FCC. Official academic transcripts should also be sent to FCC for credit evaluation from any previously attended institutions.

Recipients of a Maryland State Scholarship should check with the Maryland State Scholarship Administration to see if that award can be transferred to FCC and, if so, to calculate the amount of the award.

Students should have prior coursework evaluated for possible transfer credit.

Financial Aid Eligibility: Satisfactory Academic Progress

Federal regulations require that students make satisfactory progress toward completion of a degree or certificate to receive financial aid. Students must attend their classes, complete all classes in which they enroll, and obtain passing grades (usually a 'C' or better). Students must successfully complete a minimum percentage of credit hours each semester. Withdrawing from a class after the semester has begun can affect current financial aid and future eligibility. A description of satisfactory progress requirements is available in the financial aid office. Students must meet the following completion rate and minimum grade point averages (all coursework on the transcript is included, not just the semester(s) financial aid is received)

Total Credits Attempted	Minimum Cumulative GPA	Completion Rate (of total attempted)
0-24	2.000	50%
25-45	2.000	60%
46 & above	2.000	70%

Financial aid recipients are required to attend classes on a regular basis. Failure to attend classes can result in a reduction or cancellation of financial aid awards. Financial aid is canceled for classes a student is enrolled in but never attends. A student cannot receive financial aid for courses that are audited or courses that are repeated more than once for a higher grade.

Typical Expenses used to Determine Financial Need

The following estimated budgets are used when calculating the need of average full-time in-county students (13 credits per semester) for the full academic year. Budgets for other categories of students can be obtained from the financial aid office.

2015-2016	Living at Home	Living Away from Home
Estimated Tuition & Fees	\$3,632	\$3,632
Books & Supplies	1,200	1,200
Room & Board	4,050	8,100
Transportation	1,800	1,800
Personal	1,000	1,000
Total	\$11,682	\$15,732

Financial Aid Appeals Process

Students who feel that their financial aid application was not given proper consideration or who have been suspended from financial aid eligibility due to lack of satisfactory academic progress may appeal the decision. The appeal form must be submitted to the financial aid director. All appeals are reviewed by a financial aid committee.

Veterans Services

The Frederick Community College Veteran Services office offers academic and support services for Veterans enrolling into classes at FCC. We strive to provide a respectful and inclusive link for our returning veterans to become successful in civilian and college life. Our focus is on wellness and helping guide veterans to adapt the skills they developed from military training and combat experience to the classroom. We provide a "One-Stop-Shop" where veterans and families can get all needed information and assistance in one place.

Department Overview

Frederick Community College (FCC) is approved by the Maryland Higher Education Commission (MHEC) for the training of eligible veterans, their dependents, and active duty personnel. FCC may certify enrollment to the United States Department of Veterans Affairs (VA) for approved programs of study. All veterans except for Chapter 31 and Post 9/11 Chapter 33 are responsible for paying tuition and fees by specified deadlines.

If you are unsure which type of VA education benefit you qualify for, you may contact the VA Call Center by phone at 1.888.442.4551 or visit the VA website at www.gibill.va.gov. You will need to provide your social security number (or that of your sponsor, if applying for benefits under a parent or spouse) when you make the call.

If you have a question about Go Army Ed/Tuition Assistance, National Guard Waiver, or MyCAA, please contact the Welcome Center at 301.846.2431 for the appropriate procedure.

Applying for Veterans Education Benefits

To apply for education benefits at FCC, students must first apply for admission to FCC, choose an approved program, and complete the Veterans Online Application (VONAPP). If students attended any other institution prior to FCC, they should review the Transfer Student requirements (below).

The student should then schedule an appointment with a Veteran Services advisor by calling 301.624.2836 or by stopping by A109.

The VA will only pay for courses required by the student's current approved program of study. Please refer to the college catalog for courses required under each program. If the student enrolls in non-approved courses, he/she is responsible for payment of the tuition and fees on their own.

- The VA does not currently pay for any continuing education courses or Federal Emergency Management (FEM) courses at FCC.
- The VA also does not pay for audited courses.
- The VA does pay for a repeated course IF the student received an unsuccessful grade on the previous attempt and the repeat is required for graduation from FCC.
- The VA does pay for courses designated as remedial, online, practicum, clinical, independent study, and internship/externship.

If a student ceases attendance in a course, does not officially withdraw and receives a failing grade, the student may be required to repay some or all of the education benefits that he/she received for that course.

The U.S. Department of Veterans Affairs requires that students who receive VA educational benefits must meet the standards of satisfactory progress as defined by the college. Students who fail to make satisfactory academic progress may lose their approval to receive VA educational benefits.

A student who must withdraw due to mitigating circumstances should contact the FCC VA Certifying Official immediately. The student shall be responsible for any charges that the VA does not cover.

Students receiving education benefits through Chapter 30, 1606 or 1607 will not receive their monthly payment until they have certified their enrollment via Web Automated Verification of Enrollment (WAVE). This must be done monthly.

Transfer Students

Students who have attended other institutions of higher education prior to attending FCC must complete the following steps.

- Apply for admission to FCC.
- Choose an approved program of study.
- Have official copies of all prior college transcripts submitted to the Welcome Center for evaluation.
- Schedule an appointment with a Veteran Services advisor by calling 301.624.2836 or stopping by A109.
- Complete the VA Student Questionnaire.
- Completed VA Form 22-1995 or VA Form 22-5495.
- Register for classes.

Guest Students

Students who are attending FCC as their host institution to obtain credit for a degree program at their primary institution must complete the following steps.

- Apply for admission to FCC.
- Complete the Guest Student Declaration of Intent.
- Schedule an appointment with a Veteran Services advisor by calling 301.624.2836 or stopping by A109.

Evaluation of Military Credit

All veterans must have their official military transcripts submitted to the Welcome Center for evaluation of transferable credit. FCC will accept up to 45 credits in military and other transfer credit toward an FCC program of study. Links to the branches of service transcript request procedures can be found at www.frederick.edu/veterans.

Education Benefit Chapters

- Chapter 30 – Montgomery GI Bill (Active Duty)
- Chapter 31 – Vocational Rehabilitation
- Chapter 33 – Post 9/11 GI Bill
- Chapter 35 – Survivors' and Dependents' Educational Assistance Program (DEA)
- Chapter 1606 – Montgomery GI Bill (Selected Reserve)

Scholarships

The Frederick Community College Foundation, Inc. sponsors a number of need- and merit-based scholarships. To apply for the FCC Foundation Scholarships, complete an application online at www.frederick.edu/scholarships. Please check for the deadlines online at www.frederick.edu. For applications or information on additional scholarships, call 301.846.2480 or visit the financial aid office.

A limited number of scholarships are available for Continuing Education students pursuing specific courses of study, see page 148.

Special Scholarships for 2017 High School Graduates:

Frederick Singles Scholarship

This scholarship is awarded to one Frederick County high school senior who is the child of a single parent. Eligibility is based on financial need and academic achievement. Recipients must attend FCC immediately following their graduation from high school. The amount of the award varies. This is a nonrenewable, two-semester award. Nominations must be made by high school guidance counselors to the FCC scholarship committee no later than April 15.

Ambassador Scholarship

Each year approximately 25 Frederick County high school seniors are awarded the FCC Ambassador Scholarship for maintaining a 3.5 grade point average through grades 9-12. It is awarded to students who attend the fall term following their graduation from high school.

Full-time students receive \$350 per semester renewable for up to three additional semesters at variable amounts, depending on maintenance of at least a 3.0 grade point average and participation in the Ambassador Program.

Application Procedures:

- Complete a form and return it to the Admissions Office at Frederick Community College.
- Request the guidance office to send a copy of your current transcript to the Admissions Office.
- Request the guidance office to send a copy of your final high school transcript if the first submission did not include your last semester's grades.

Conditions:

- Qualifying students must be graduates of a Frederick County high school or home school graduate and must enroll at FCC the fall semester following their June graduation.
- Scholarships will be awarded to qualified students based upon date of receipt of transcripts and completed form.
- Recipients must have a 3.5 grade point average at the point of application and at the time of graduation from high school.
- Recipient must earn a minimum 3.0 grade point average (including passing any developmental coursework) at FCC.
- Ambassador Scholars will be required to complete at least fifteen hours of volunteering for admissions events per semester as an Ambassador while attending FCC.
- Scholarships will be renewable for up to three additional semesters based upon grade point average and ambassador participation.

The Routzahn Scholarship Endowment Fund

Each year one senior in each of the public high schools in Frederick County is awarded The Routzahn Scholarship Endowment Fund. Students who choose to attend Frederick Community College in the fall semester immediately following their high school graduation, and who plan to major in a business-related curriculum, may apply. Each high school may develop its own criteria for eligibility which may include, but not necessarily be limited to, grade point average, standardized test scores, teacher recommendation and essay.

The amount of the award is \$250 per semester. The scholarship is renewable for a maximum of four semesters of full-time attendance provided a grade point average of 2.5 is maintained in each semester. The total award to any recipient may not exceed \$1,000.

Application Procedures:

- Complete an application form and return it to the high school guidance office. Forms are available in the high school guidance office and the FCC Welcome Center.
- Contact the guidance office for the specific requirement for their school.
- Applications should be submitted by April 15.

Conditions:

- Qualifying students must be June 2014 graduates of a Frederick County public high school and must enroll at FCC the fall semester following their June graduation.
- Scholarships can be awarded to one student from each of the public high schools.
- Recipients must plan to major in a business-related curriculum at FCC.
- Recipients must maintain a 2.5 grade point average at FCC in order to qualify for renewal.

Student Consumer Rights and Responsibilities

The Higher Education Opportunity Act as amended in 2008 requires postsecondary educational institutions to disseminate relevant, candid information on student financial aid programs available at the college. This information can be found at www.frederick.edu/current-students/required-communications/student-right-to-know-grievance.aspx. These rights and responsibilities may be found in The Student Guide (U.S. Department of Education) which is available in the financial aid office. All financial aid awards are for one academic year. It is the student's responsibility to reapply each year.

Effects of Withdrawing or Not Attending Class

Students who received financial aid funds must attend classes in order to receive these funds. Students receiving Federal financial aid funds who officially withdraw or stop attending classes are subject to a Return of Title IV calculation to determine

the percentage of financial aid funds that have been earned for that semester. If a student does not begin attendance in a class, all financial aid funds for that class are canceled. Examples of these calculations can be obtained from the Financial Aid Office, Jefferson Hall. It is important for students to understand that if a student does not attend or withdraws from a class, a student can lose financial aid which has already been disbursed and may lead to an overpayment or outstanding tuition charges for the semester. Students cannot receive financial aid funds for classes that are audited or for classes never attended.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Please note, if you are enrolled in a class that is not a 15-week session class, contact the financial aid office prior to the withdraw for an explanation of the impact of withdraw on eligibility of financial aid funds.

Refunds are allocated in the following order:

1. Unsubsidized Direct Federal Stafford Loans
2. Subsidized Direct Federal Stafford Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants
5. Federal Supplemental Opportunity Grants

Financial Aid Chart

TYPE OF AID	SOURCE	AWARD AMOUNTS	WHO IS ELIGIBLE TO APPLY *	HOW TO APPLY
Grants				
Federal Pell Grant	Federal government	Annual award may range from \$602 to \$5,730 as determined by a Federal formula. Based on financial need.	Students enrolled at least half time (6 credit hours/semester) in a degree or certificate program at FCC. Some students with exceptional financial need may receive only Pell Grants for less than half-time enrollment.	Complete the Free Application for Federal Student Aid (FAFSA). Students must reapply each academic year.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal government	Award may range from \$100–\$200 per semester. Based on financial need according to a federal formula.	Same as Pell Grant program. Priority must be given to the neediest Pell Grant recipients. Must be enrolled at least half time.	Same as Pell Grant program.
FCC Grant	FCC	Average \$300 per semester. Based on financial need.	Same as Pell Grant program. Must be enrolled at least half time.	Same as Pell Grant program.
Maryland Part-time Grant	State of Maryland through FCC	Average \$300 per semester. Based on financial need.	Maryland residents. Students enrolled for 6–11 credit hours in an associate's degree program.	Same as Pell Grant program.
Scholarships				
Maryland State Scholarships	State of Maryland	Variable. Refer to state scholarship brochure.	Maryland residents enrolled in a degree or certificate program. Refer to state scholarship brochure.	Complete the Free Application for Federal Student Aid (FAFSA). Apply by March 1. Additional state applications may be required.
FCC Scholarships	FCC Foundation	Variable. Application available online at www.frederick.edu/scholarships	Based on criteria of scholarship.	Complete the FCC Scholarship Application online at www.frederick.edu/scholarships . Students must reapply each semester. Deadlines posted online.
Loans				
Federal Direct Stafford Loan	Federal government	\$5,500 maximum for dependent freshmen; \$9,500 maximum for independent freshmen; \$6,500 for dependent sophomores; \$10,500 maximum for independent sophomores. Note: Amounts are requested by the student and are subject to approval by the financial aid office.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC.	Complete the Free Application for Federal Student Aid (FAFSA). Follow steps to apply for a loan at www.frederick.edu under financial aid section.
Federal Direct Parent Loan for Undergraduate Students (FPLUS)	Federal government	Annual loan limit is the student's cost of education minus any estimated financial aid received.	Parents of dependent students. Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC.	FCC PLUS Loan Request Form. Parents must reapply each year. Complete the Free Application for Federal Student Aid (FAFSA). Follow steps to apply for a loan at www.frederick.edu under financial aid section.
Employment				
Federal College Work Study (FCWS)	Federal government through FCC	Variable. Based on financial need. A variety of jobs are available on campus.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC.	Same as Pell Grant program. Also must complete an FCC student employment application.
Student Assistant Program	FCC	Variable. Awards are not based on financial need. Priority is given to applicants with higher financial need.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC.	Same as FCWS program.

* Financial Aid is not typically available for Continuing Education students. A limited number of scholarships are available for Continuing Education students pursuing specific courses of study, see page 148.

Academic Departments

There are nine academic departments at Frederick Community College within Arts & Sciences and Career Programs. There are also several academic programs offered by Continuing Education & Workforce Development (CEWD). Each department has a department chair and/or program manager(s) responsible for academic matters within that department. Following is a list of credit programs of study offered by the various departments.

Arts & Sciences

Associate Vice President for Academic Affairs/Dean of Arts & Sciences: Dr. Brian Stipelman

Communications, Humanities & Arts

Chair: Dr. Kathy Brooks (301.846.2635)

- American Sign Language Studies (ASLS) Certificate
- Arts & Humanities A.A. Degree
- Art Area of Concentration
- Audio Production Certificate
- Audio Production Technology Area of Concentration
- Communications (Speech) Area of Concentration
- Computer Graphics Certificate
- Film & Video Production Area of Concentration
- Film & Video Production Certificate
- Graphic Design Area of Concentration
- Music Area of Concentration
- Sign Language Interpreter Preparatory Program A.A.S. Degree
- Sign Language Interpreter Preparatory Program Certificate
- Theatre Area of Concentration

English

Chair: Frederick Cope (301.846.2584)

- English Area of Concentration

Mathematics

Chair: Gary Hull (301.846.2576)

- Mathematics Area of Concentration

Science

Chair: Dr. Marc Frankenberry (301.846.2606)

- Biology Area of Concentration
- Bioprocessing Technology A.A.S. Degree
- Bioprocessing Technology Certificate
- Bioprocessing Technology Letter of Recognition
- Chemistry Area of Concentration
- Engineering Area of Concentration
- STEM: Science, Technology, Engineering, and Mathematics A.S. Degree

Social Sciences

Chair: Dr. Michael Powell (301.846.2571)

- Addictions Counseling Area of Concentration
- Addictions Counseling Certificate
- Child Care Preschool and School Age Teacher Training Certificate
- Child Care Preschool Teacher Letter of Recognition
- Civil War Studies Certificate
- Corrections Certificate
- Criminal Justice Area of Concentration
- Early Childhood Development A.A.S. Degree
- Early Childhood Development Certificate
- Early Childhood Education/Early Childhood Special Education A.A.T. Degree
- Education Area of Concentration
- Elementary Education/Elementary Special Education A.A.T. Degree
- English Education A.A.T. Degree
- History Area of Concentration
- Human Services Area of Concentration
- Mathematics Education A.A.T. Degree
- Psychology Area of Concentration
- Social Sciences A.A. Degree
- Sociology Area of Concentration
- Spanish Education A.A.T. Degree

Honors College

Honors Coordinator: Dr. Bruce Thompson (301.846.2535)

- Honors Notation on Transcript

Career Programs

Associate Vice President for Academic Affairs/Dean of Career Programs: Dr. Alanka Brown

Allied Health & Wellness

Chair: Jan Sholes (301.846.2503)

- Computed Tomography Certification Certificate
- Fitness/Personal Trainer Certificate
- Health and Exercise Sciences Area of Concentration
- Healthcare Practice Management Certificate
- Medical Assistant A.A.S. Degree
- Medical Assistant Certificate
- Medical Scribe Letter of Recognition
- Nuclear Medicine Technology A.A.S. Degree
- Nuclear Medicine Technology Certificate
- Physical Education, Coaching Letter of Recognition
- Pre-Health Professions Area of Concentration
- Respiratory Care A.A.S. Degree
- Surgical Technology A.A.S. Degree
- Surgical Technology Certificate

Computing & Business Technology

Chair: Dr. Karen Wilson (301.624.2848)

- Accounting A.A.S. Degree
- Accounting Letter of Recognition
- Architectural Computer Aided Design Certificate
- Business Accounting Certificate
- Business Administration A.A. Degree
- Business Basics Letter of Recognition
- Business Management A.A.S. Degree
- Business Management Certificate
- Computer Aided Design Operator Certificate
- Computer Aided Design Technology Area of Concentration
- Computer Animation Certificate
- Computer Science A.S. Degree
- Computer Science Studies Certificate
- Computer Studies Certificate
- Computer Support Specialist Certificate
- Computerized Accounting Certificate
- Construction Management & Supervision Certificate
- Construction Management Technology Area of Concentration
- CPA Exam Qualification Certificate
- Cybersecurity Area of Concentration
- Data Science Area of Concentration
- Database Administration Letter of Recognition

- Entrepreneurship and Small Business Start-Up Certificate
- Game and Simulation Development A.A.S. Degree
- Game Programming Certificate
- Healthcare Information Technology Certificate
- Healthcare Practice Management Certificate
- Information Security and Assurance Certificate
- Information Systems Management Area of Concentration
- Information Technology Specialist Area of Concentration
- Network Engineer Certificate
- Network Engineering Area of Concentration
- Paralegal A.A.S. Degree
- Paralegal Certificate
- Project Management Certificate
- Radio Frequency Technician Letter of Recognition
- Software Engineering Area of Concentration
- Software Specialist Certificate
- STEM Technology A.A.S. Degree

Nursing

Chair: Vanessa Lovato (301.846.2524)

- Nursing A.S. Degree

Public Safety

Program Manager: Robin Shusko (301.846.2673)

- Fire Service Administration A.A.S. Degree
- Police Science A.A.S. Degree

CEWD Academic Programs

Trades & Vocational Training

Program Manager: Chuck LoSchiavo (240.629.7902)

- Building Trades Technology Certificate (Track 1: HVAC, Track 2: Welding, Track 3: Electrical)
- Electrical Letter of Recognition
- HVAC Letter of Recognition
- Welding Letter of Recognition

Emergency Management

Program Manager: Sam Lombardo (240.629.7952)

- Emergency Management Certificate
- Emergency Management Letter of Recognition
- Emergency Management Track I: FEMA Independent Study A.A.S. Degree
- Emergency Management Track II: Residency Program A.A.S. Degree

Hospitality, Culinary and Tourism Institute (HCTI)

Program Manager: Elizabeth DeRose (301.846.2404)

- Culinary Arts and Supervision A.A.S. Degree
- Culinary Skills, Career Certificate
- Culinary Skills Letter of Recognition
- Hospitality Management A.A.S. Degree
- Hospitality Management, Career Certificate
- Hospitality Management Letter of Recognition

Continuing Education & Workforce Development (CEWD)

Workforce Development

Patricia Meyer (240.629.7905)

Business & Careers

Kathi Groover (301.846.2682)

- Accounting, Bookkeeping & Finance
- Business
- Professional Development
- Project Management
- Real Estate

Certification & Licensure

Kathi Groover (301.846.2682)

- Child Care Career Preparation
- Child Care Professional Development
- Real Estate PreLicensure
- Real Estate Professional Development

Computers & Technology

Kathi Groover (301.846.2682)

- Computer & Software Applications
- IT Certification Preparation
- Makerspace
- MS Office Suite Workshops
- Programming and Web Development
- Tech Connect, Grant- funded training

Trades & Vocational Training

Chuck LoSchiavo (240.629.7902)

- Automotive Technology
- Electrical
- HVAC
- Industry Test Prep
- Professional Development
- Safety
- Welding

Healthcare Careers & Wellness

Danielle Stoffer (240.629.7904)

- Certified Nursing Assistant (CNA/GNA)
- Continuing Professional Development
- CPR & First Aid
- Dental Assisting & Dental Radiography
- Medical Billing & Coding
- Patient Care Technician
- Personal Training
- Phlebotomy Technician
- Sterile Processing
- Veterinary Assistant

Hospitality, Culinary and Tourism Institute (HCTI)

Elizabeth DeRose (301.846.2404)

- Culinary Skills
- Hospitality Management

Emergency Management

Kathy Francis (240.629.7804)

Sam Lombardo (240.629.7952)

- Conferences and Workshops

Lifelong Learning

Kimberly Duncan (301.624.7961)

Adult Education

Angel Marshall (240.629.7927)

- Adult Basic Education
- English as a Second Language, Beginning through Advanced
- External Diploma Program (EDP)
- Family Literacy
- GED® Test
- Pre-Diploma

Institute for Learning in Retirement (ILR)

Kelli Ackiewicz (301.624.2732)

- Arts & Music
- Computers & Technology
- Health & Fitness
- History, Cultures & Current Issues
- Hobbies & Languages
- Learning on Locations
- Life Planning & Finances
- Literature, Theater & Writing
- Philosophy, Religion & Exploration
- Science & Nature

Personal Enrichment

Taylor Smith (301.624.2820)

- Culinary Connection
- Creative Arts
- Foreign Languages & ASL
- Great Outdoors
- Health & Nutrition
- History & Cultures
- Hullabaloo
- Motorcycle Safety
- Photography
- Private Music Instruction & Ensembles
- Writer's Institute

Youth Programs

Karen Freeman (301.846.2427)

- Arts, Music & Culinary Delights
- Health, Fitness & Safety
- Homeschool Enrichment
- Kids and Teens on Campus
- LEGO®, Technology, Robotics & MORE!
- Science, Math & STEM
- Study Skills & Test Preparation

Degree Requirements

Description of Degrees

Pages 48-103 contain information regarding programs of study offered by FCC. This information describes both transfer programs and career programs.

Frederick Community College awards an associate's degree to those students who complete a prescribed curriculum with a 2.000 grade point average or better.

Transfer programs are designed to prepare students to transfer to a baccalaureate-granting institution. Students completing the described programs will ordinarily be received as juniors at receiving colleges. Transfer programs are designated with the word transfer following the program title, (e.g. History–Transfer). The associate of arts (A.A.) degree, the associate of science (A.S.) degree, or the associate of arts in teaching (A.A.T.) degree is awarded upon the completion of transfer programs.

Career programs are designed for those students who wish to seek employment in a specific career immediately upon completion of coursework that leads to an associate's degree. Although the majority of the coursework will transfer to other institutions, these programs are oriented toward employment in entry-level positions. Career programs are designated with the word career following the program title (e.g., Accounting Program–Career). The associate of applied science (A.A.S.) degree is awarded upon the completion of most career programs.

The Certificate is awarded to those students who complete a prescribed curriculum of specialized training with a 2.000 grade point average or better.

Program Requirements

Associate of Arts (A.A.) Degree & Associate of Science (A.S.) Degree

To be eligible to receive the associate of arts or associate of science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 31 credit hours of general education courses that will include the following: English 101 (grade of 'C' or better); arts, humanities and communications (one course from each discipline) 9 credits; social & behavioral sciences (one course each from two disciplines)–6 credits; biological & physical sciences (two courses, one of which must be a laboratory course)–7/8 credits; mathematics–3/4 credits; and an additional general education elective course–3 credits which may be selected from any General Education category. For the complete list of general education courses see pages 46-47.

4. Complete one course designated as a course in cultural competence. Complete a minimum of nine credits at the 200 level. For the complete list of cultural competence courses see page 47.

5. Complete a health or physical education course (1/3 credits).
6. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a 2.000 grade point average for all designated major courses).
7. Complete at least 15 semester hours of academic credit at FCC.
8. Complete a graduation application and submit to the Welcome Center.

Diplomas are issued four times a year: August, December, January, and May. The official commencement ceremony is held annually in May.

Associate of Arts in Teaching (A.A.T.) Degree

To be eligible to receive the associate of arts in teaching degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 31 credit hours of general education courses that will include the following: English 101 (grade of 'C' or better); arts, humanities and communications (one course from each discipline) 9 credits; social & behavioral sciences (one course each from two disciplines)–6 credits; biological & physical sciences (two courses, one of which must be a laboratory course)–7/8 credits; mathematics–3/4 credits and an additional general education elective course. For a complete list of general education courses see pages 46-47.

4. Complete one course designated as a course in cultural competence. For the complete list of cultural competence courses see page 47.
5. Complete a health or physical education course (1/3 credits).
6. Obtain a minimum grade point average of 2.750 and earn a 'C' or better in all courses used to satisfy the A.A.T. program of study.
7. Complete at least 15 semester hours of academic credit at FCC.
8. Students must also provide the Welcome Center with an official copy of acceptable scores on one of the following state approved standardized tests: SAT, ACT, GRE or PRAXIS CORE.
9. Complete a graduation application and submit to the Welcome Center.

Diplomas are issued four times a year: August, December, January, and May. The official commencement ceremony is held annually in May.

Associate of Applied Science (A.A.S.) Degree

To be eligible to receive the associate of applied science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 20 credit hours of general education courses that will include at least one three- or four-credit course from each of the following areas: English 101 (grade of 'C' or better); arts, humanities & communications; social & behavioral sciences; biological & physical sciences; and mathematics. For the complete list of general education courses, see pages 46-47.
4. Complete one course designated as a course in cultural competence. See page 47 for the complete list of designated cultural competence courses.

5. Complete a health or physical education course (1/3 credits).
6. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a 2.000 grade point average for all designated major courses).
7. Complete at least 15 semester hours of academic credit at FCC.
8. Complete a graduation application and submit to the Welcome Center.

Diplomas are issued four times a year: August, December, January, and May. The official commencement ceremony is held annually in May.

Certificate Requirements

To be eligible to receive the certificate, students must:

1. Complete a prescribed curriculum approved by the college.
2. Obtain a minimum grade point average of 2.000.
3. Complete at least 25% of the Certificate credit at FCC.
4. Complete a graduation application and submit it to the Welcome Center.

Diplomas are issued four times a year: August, December, January, and May. The official commencement ceremony is held annually in May.

Letter of Recognition (LOR)

To be eligible to receive a letter of recognition, students must:

- a. Complete a prescribed curriculum of at least six (6) credits as approved by the College.
- b. No course substitutions are allowed.
- c. Obtain a minimum grade point average of 2.000 in the courses required by the Letter of Recognition.
- d. Complete at least 25% of the LOR credits at FCC.
- e. Complete an application for graduation and submit to the Welcome Center.

Letters of recognition are issued four times a year: August, December, January, and May. Letter of recognition recipients do not take part in commencement ceremonies, unless they have also completed a degree or certificate.

Completion Note for Degree and Certificate Programs

All associate degree programs require minimum coursework of 60 semester credit hours. Because of many factors (student work schedules, class scheduling problems, required developmental work, certain prerequisites, etc.) the average full-time student may take somewhat longer to complete a degree program. However, almost all associate degree transfer programs are designed to allow full-time students to complete all requirements over a period of two calendar years. Certificates and letters of recognition require substantially fewer semester credit hours and are normally completed in less time than associate degree programs. Due to insufficient enrollment, certain courses in career programs may not be offered every year. In order not to delay graduation, students may consult with the appropriate department chair and identify substitutes for such courses.

Gainful Employment Program Information

Frederick Community College prepares students to meet the challenges of a diverse, global society through quality, accessible, innovative, lifelong learning. In addition to preparing students for transfer to four-year institutions and offering personal enrichment, FCC offers degrees, certificates and programs for workforce preparation to enhance the quality of life and economic vitality of our region.

As you consider the wide array of educational opportunities available to you at the college, we invite you to learn more about the employment outlook for the career(s) that interest you. Please visit our Gainful Employment Web page at www.frederick.edu/gainfulemployment where you will find information including how long each program generally takes to complete, the approximate cost, the number of students who complete the program on time, and the median amount of loans borrowed by student's in the program. Additionally, contact information is provided for each Gainful Employment program.

This information is provided in compliance with the U.S. Department of Education Gainful Employment Programs Disclosure regulations.

General Education CORE

The general education CORE is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. The general education CORE is designed to introduce undergraduates to the fundamental knowledge, skills and values which are essential to the study of academic disciplines, to the pursuit of life-long learning and to the development of educated members of the community and the world. The complete list of general education goals is listed below.

For programs awarding the associate of arts (A.A.) degree, the associate of science (A.S.) degree, or the associate of arts in teaching (A.A.T.) degree, the general education CORE consists of at least 31 credit hours which must include the following:

- English Composition 101 one course (3 credits)
- Students must earn a grade of C or better in EN 101.
- Arts, Humanities & Communications three courses, one selected from each area (9 credits)
- Social & Behavioral Sciences two courses, selected from different disciplines (6 credits)
- Biological & Physical Science two courses, one of which must be a lab science (7-8 credits)
- Mathematics one course (3-4 credits)
- Interdisciplinary & Emerging Issues (optional)

For programs awarding the associate of applied science (A.A.S.) degree, the general education CORE consists of at least 20 credit hours which must include the following:

- English Composition 101—one course (3 credits)
- Students must earn a grade of C or better in EN 101
- Arts, Humanities & Communications—one course (3 credits)
- Social & Behavioral Sciences—one course (3 credits)
- Biological & Physical Sciences—one course (3-4 credits)
- Mathematics—one course (3-4 credits)

Students in the associate of arts in teaching (A.A.T.) program should complete the approved general education courses listed in the A.A.T. program of study.

General Education Goals

- I. Students will demonstrate college-level communications skills.
- II. Students will demonstrate critical thinking skills.
- III. Students will demonstrate the capacity for systems thinking about ways in which individuals, groups, institutions, and societies interrelate.
- IV. Students will demonstrate quantitative problem solving.
- V. Students will apply scientific reasoning.
- VI. Students will demonstrate technological competence.
- VII. Students will interpret and apply academic, professional, and civic ethics.
- VIII. Students will be able to make informed critical responses to the visual, performing and literary arts and to the human values expressed in all art forms.

IX. Students will evaluate personal wellness to make critically informed lifestyle choices reflecting an understanding of wellness.

X. Students will demonstrate cultural competence.

CORE Courses

All General Education courses listed on this page may be taken in the Honors format, when offered, and designated with an 'H' (e.g., MA 103H) in the class schedule.

1. Arts & Humanities

Arts

Music

MU 101—Introduction to Music History & Appreciation (3)

MU 103—Fundamentals of Music (3)

‡ MU 108—Survey of World Music (3)

MU 109—History of American Popular Music (3)

Theatre

THR 101—Introduction to Theatre (3)

Visual Arts

AR 100—Introduction to the Creative Arts (3)

AR 101—Two Dimensional Art and Design (3)

‡ AR 103—The History of Art: Non-Western

‡ AR 104—The History of Art: Prehistoric to Early Renaissance

‡ AR 105—The History of Art: Renaissance to Modern

AR 106—Drawing I (3)

AR 113—Pottery I (3)

CMM 101—Introduction to Electronic Media (3)

CMM 103—Introduction to Film (3)

CMM 105—Basic Darkroom to Digital Photography (3)

Communications

CMSP 101—Introduction to Communication Studies (3)

CMSP 103—Speech Fundamentals (3)

‡ CMSP 105—Small Group Communication (3)

CMSP 107—Career Communications (3)

CMSP 109—Basic Conflict Mediation (3)

EN 102—English Composition & Literature (3) *

‡ EN/CMM 241—Journalism Publication Practicum (3) ▼

Humanities

English

EN 102—English Composition & Literature (3) *

EN 201—British Literature Anglo-Saxon Period through the Eighteenth Century (3)

EN 202—British Literature Eighteenth Century through the Present (3)

EN 203—American Literature Pre-Colonial through the Civil War Periods (3)

EN 204—American Literature Civil War Period through the Present (3)

‡ EN 205—World Literature through 1650 C.E. (3)

‡ EN 206—World Literature 1650 C.E. through the Present (3)

EN 214—The Poem (3)

EN 215—Technical Writing (3)

EN 216—The Short Story (3)

EN 223—Classical Mythology (3)

EN 226—Film as Literature (3)

‡ EN 227—Literature: Multicultural Perspectives (3)

‡ EN 230—African American Literature (3)

EN 231—English Language Studies (3)

‡ EN/CMM 241—Journalism Publication Practicum (3) ▼

Humanities

HU 104—Introduction to Digital Humanities (3)

‡ HU 105—Cultural Studies: Latin America

‡ HU 107—Cultural Studies: Asia

HU 201—Humanities I (3)

HU 202—Humanities II (3)

HU 206—Media and Human Values (3)

‡ HU 210—The Language of Hip Hop (3)

Languages

American Sign Language

ASLS 102—American Sign Language I (3)

ASLS 103—American Sign Language II (3)

ASLS 202—American Sign Language III (3)

ASLS 203—American Sign Language IV (3)

Arabic

LAR 101—Introductory Arabic I (3)

LAR 102—Introductory Arabic II (3)

Chinese

LC 101—Introduction Chinese I (4)

French

LF 101—Introductory French I (3)

LF 102—Introductory French II (3)

‡ LF 201—Intermediate French I (3)

‡ LF 202—Intermediate French II (3)

German

LG 101—Introductory German I (3)

LG 102—Introductory German II (3)

LG 201—Intermediate German I (3)

LG 202—Intermediate German II (3)

Italian

LI 101—Introductory Italian I (3)

LI 102—Introductory Italian II (3)

LI 201—Intermediate Italian I (3)

Latin

LL 101—Introductory Latin I (3)

LL 102—Introductory Latin II (3)

LL 201—Intermediate Latin I (3)

LL 202—Intermediate Latin II (3)

Russian

LR 101—Introductory Russian I (3)

LR 102—Introductory Russian II (3)

LR 201—Intermediate Russian I (3)

Spanish

LS 101—Introductory Spanish I (3)

LS 102—Introductory Spanish II (3)

‡ LS 201—Intermediate Spanish I (3)

‡ LS 202—Intermediate Spanish II (3)

Spanish Conversation

‡ LS 211—Spanish Conversation I (3)

Philosophy

PH 101–Introductory Philosophy (3)
 PH 204–World Religions (3)
 PH 205–Ethics (3)
 PH 206–Logic (3)
 PH 207–Biomedical Ethics (3)
 PH 208–Business Ethics (3)
 PH 210–Ethics and Film (3)

2. English

EN 101–English Composition (3)

3. Interdisciplinary & Emerging Issues**Computer Literacy**

CIS 101–Information Systems and Technology (3)
 CIS 106–Object Design & Programming (3)

Wellness

HE 102–Nutrition in a Changing World (3)
 HE 201–Stress Management (3)
 HE 204–Health Education (3)
 PE 154–Fitness for Living (3)

Emerging Issues

‡ ACE 101–Academic Engagement Seminar (3)
 ACE 140–Introduction to Leadership (3)
 ‡ ACE 250–Global Scholar Experience
 ‡ ASLS 106–Intro to Deaf Community and History (3)
 ‡ BU 281–Global Awareness/Work Environment (3)
 EM 101–Disaster, Crisis and Emergency Management (3)

4. Mathematics

MA 103/MA 103A–Foundations of Mathematics (3)
 MA 105–Fundamental Concepts of Mathematics (4)
 MA 111–Precalculus (4)
 MA 130/MA 130S–College Algebra (3)
 MA 201–Applied Calculus (3)
 BU/MA 205–Business Statistics (3)
 MA 206/MA 206A–Elementary Statistics (3)
 MA 207–Elementary Statistics with Probability (4)
 MA 210–Calculus I (4)
 MA 211–Calculus II (4)

5. Biological & Physical Sciences

BI 100–Fundamental Concepts of Biology (4)
 BI 101–Principles of Biology I (4)
 BI 102–Principles of Biology II (4)
 BI 103–Anatomy & Physiology (4)
 BI 104–Anatomy & Physiology (4)
 BI 107–Human Biology (4)
 BI 117–Study of the Human Body (3)
 BI 120–Microbiology for Allied Health (4)
 BI 130–Forensic Biology (4)
 BI 140–Biotechnology and Society (3)
 BI 201–General Ecology (4)
 BI 202–Human Ecology (3)
 CH 100–Chemistry & Society (4)
 CH 101–General Chemistry (4)
 CH 102–General Chemistry (4)
 PC 103–Survey of Physical Science (3)
 PC 104–The Water Planet: Intro. to Oceanography (3)
 PC 105–Survey of Meteorology (3)
 PC 106–Introduction to Meteorology (4)
 PC 107–Introductory Astronomy (4)

PC 108–Historical Geology (4)
 PC 109–Physical Geology (4)
 PC 114–Introduction to Physical Science (4)
 PC 115–Introduction to Earth Systems Science (4)
 PC 121–Energy and Society (3)
 PY 101–Survey of Physics (3)
 PY 201–Fundamentals of Physics (4)
 PY 202–Fundamentals of Physics (4)
 PY 203–Introductory Physics I (4)
 PY 204–Introductory Physics II (4)

6. Social & Behavioral Sciences**Anthropology**

‡ AN 101–Introduction to Anthropology (3)

Economics

EC 201–Principles of Economics (Macro) (3)
 EC 202–Principles of Economics (Micro) (3)

Education

ED 102–Schools & Society (3)
 ED/PS 208–Human Growth & Development (3)

Geography

GG 101–Elements of Geography (3)
 ‡ GG 102–Cultural Geography (3)
 ‡ GG 201–Urban Social Geography (3)

History

HI 101–History of Western Civilization (3)
 HI 102–History of Western Civilization (3)
 ‡ HI 121–World History I (3)
 HI 201–History of the United States (3)
 HI 202–History of the United States (3)
 ‡ HI 217–African-American History (3)
 HI 220–World War II (3)
 HI 221–The Sixties (3)

Human Services

‡ HS 102–Human Relations (3)

Political Science

PI 104–American Government: National (3)

Psychology

PS 101–General Psychology (3)
 PS 202–Social Psychology (3)

Sociology

SO 101–Introduction to Sociology (3)
 ‡ SO 102–Social Problems (3)
 ‡ SO 210–Ethnic Diversity (3)
 ‡ SO 212–Gender and Society (3)

* EN 102 can be taken to satisfy either the General Education requirement in Communications or in Humanities, but not both.

▼ EN/CMM 241 can be taken to satisfy either the General Education requirement in Communications or in Humanities, but not both.

‡ Course satisfies Cultural Competence Requirement

Cultural Competence Requirement

Developing cultural competence is essential for living and working in a diverse democratic society. As part of the College degree requirements, students must complete a class that is designated a cultural competence course. Cultural competence courses expose students to the knowledge and skills necessary to participate effectively in dynamic, evolving multicultural contexts. Students will not be required to take an additional course for graduation; rather, courses can double-count to fulfill an existing general education requirement as well as the cultural competence requirement. Following is a list of courses that will fulfill the cultural competence requirement.

ACE 101–Academic Engagement Seminar
 ACE 250–Global Scholar Experience
 AN 101–Introduction to Anthropology
 AN 103–Introduction to Archaeology
 AR 103–The History of Art: Non-Western
 AR 104–The History of Art: Prehistoric to Early Renaissance
 AR 105–Survey of Art II
 ASLS 106–Introduction to Deaf Community and History
 BU 281–Global Awareness/Work Environment
 CMSP 105–Small Group Communication
 ED 203–Foundations of Special Education
 EM 203–Social Impacts of Disaster
 EN 205–World Literature through 1650 C.E.
 EN 206–World Literature 1650 C.E. through the Present
 EN 227–Literature: Multicultural Perspectives
 EN 230–African American Literature
 EN/CMM 241–Journalism Publication Practicum
 FEM 221–Religious and Cultural Literacy and Competency
 GG 102–Cultural Geography
 GG 201–Urban Social Geography
 HE 130–Tai Chi: A Cultural Perspective
 HI 121–World History I
 HI 217–African-American History
 HOS 240–International and American Regional Cuisine
 HS 102–Human Relations
 HU 105–Cultural Studies: Latin America
 HU 107–Cultural Studies: Asia
 HU 210–The Language of Hip Hop
 LA 100–Introduction to Law
 LF 201–Intermediate French I
 LF 202–Intermediate French II
 LS 201–Intermediate Spanish I
 LS 202–Intermediate Spanish II
 LS 211–Spanish Conversation
 MU 108–Survey of World Music
 NU 101–Introduction to Clinical Nursing
 PH 204–World Religions
 PH 210–Ethics and Film
 SO 102–Social Problems
 SO 210–Ethnic Diversity
 SO 212–Gender and Society
 ST 101–Introduction to Surgical Technology

Credit Programs of Study

Accounting

A.A.S. Degree (Career)

Designed to prepare students for immediate employment in the accounting field in an entry-level professional position. Students will gain an in-depth knowledge of accounting principles and procedures and apply them to business situations. Students will also use application software to solve business and accounting problems. A grade of "C" or better must be earned in the following courses: ACCT 100, ACCT 101, ACCT 201, ACCT 202, ACCT 233 and ACCT 111. (Transfer students should follow the business administration program.)

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (BU/MA 205 recommended) ..	3
Social & Behavioral Sciences	
HS 102 Human Relations (satisfies cultural competence requirement)	3
Arts & Humanities	
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
CIS 101 Information Systems and Technology	3
General Education Elective	
EC 201 Principles of Economics (Macro) or	
PH 208 Business Ethics	3
PE/Health Requirement	1

Departmental Requirements	
ACCT 100 Business Accounting	3
ACCT 101 Principles of Accounting I	3
ACCT 102 Principles of Accounting II	3
ACCT 111 Computerized Accounting	3
ACCT 201 Intermediate Accounting I	4
ACCT 202 Intermediate of Accounting II	4
ACCT 203 Managerial Cost Accounting	3
ACCT 233 Applied Accounting	3
ACCT 117 Payroll Accounting or	
ACCT 205 Federal Income Tax Accounting or	
ACCT 216 Governmental and Not-For-Profit Accounting	3
BU 103 Introduction to Business	3
BU 273 Business Communications	3
CIS 111E Spreadsheets	3

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Accounting Transfer Note:

Students planning to transfer and complete a Bachelor's degree in Accounting are advised to follow the FCC Business Administration Transfer AA degree requirements due to course transfer acceptance requirements at most transfer institutions (except at schools as noted below). FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Accounting and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- University of Maryland University College, Main campus & Universities at Shady Grove/Hagerstown—B.S. Accounting (Business Administration minor)
- Capella University - B.S. Business, Business Administration

Business Accounting

Certificate (Career)

Prepares students working in the accounting field for career advancement opportunities. Students will gain an in-depth knowledge of accounting principles and procedures and apply them to business situations. Students will also use application software to solve business and accounting problems. A grade of "C" or better must be earned in the following courses: ACCT 100, ACCT 101, ACCT 201, ACCT 202, ACCT 233 and ACCT 111.

Course	Credits
Departmental Requirements	
ACCT 100 Business Accounting	3
ACCT 101 Principles of Accounting I	3
ACCT 102 Principles of Accounting II	3
ACCT 111 Computerized Accounting	3
ACCT 201 Intermediate Accounting I	4
ACCT 202 Intermediate of Accounting II	4
ACCT 203 Managerial Cost Accounting	3
ACCT 233 Applied Accounting	3
ACCT 117 Payroll Accounting or	
ACCT 205 Federal Income Tax Accounting or	
ACCT 216 Governmental and Not-For-Profit Accounting	3
BU 103 Introduction to Business	3
BU 273 Business Communications	3
CIS 101 Information Systems and Technology	3
CIS 111E Spreadsheets	3
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Computerized Accounting

Certificate (Career)

Prepares students for immediate employment in the accounting field in a support position. Students will learn how to apply accounting concepts in a computerized environment to assist the business with their record keeping requirements. A grade of "C" or better must be earned in the following courses: ACCT 100, ACCT 101, ACCT 111.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
ACCT 100 Business Accounting.....	3
ACCT 101 Principles of Accounting I.....	3
ACCT 102 Principles of Accounting II.....	3
ACCT 111 Computerized Accounting.....	3
ACCT 117 Payroll Accounting or	
ACCT 205 Federal Income Tax Accounting or	
ACCT 216 Governmental and Not-For-Profit Accounting.....	3
BU 273 Business Communications.....	3
CIS 101 Information Systems and Technology.....	3
CIS 111E Spreadsheets.....	3
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Accounting

Letter Of Recognition (Career)

Provides students with basic accounting and computer skills including recording transactions using generally accepted accounting principles, preparing financial statements, and using a computerized accounting system.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
ACCT 100 Business Accounting.....	3
CIS 101 Information Systems and Technology.....	3
ACCT 111 Computerized Accounting.....	3
	9

CPA Exam Qualification

Certificate

The state of Maryland requires candidates for the Uniform CPA examination to have completed 150 college credits and obtained a bachelors degree in any area of study. As part of the 150 credit hour requirement, candidates must complete specific courses in accounting, business related subjects, and ethics as described in state regulations. This certificate is designed for students who have a baccalaureate degree and need to complete the additional course requirements to sit for the CPA exam in Maryland.

<i>Course</i>	<i>Credits</i>
Requirements	
I. Accounting and Ethics Education - 32 credit hours	
ACCT 100 Business Accounting.....	3
ACCT 101 Principles of Accounting I.....	3
ACCT 102 Principles of Accounting II.....	3
ACCT 201 Intermediate Accounting I.....	4
ACCT 202 Intermediate Accounting II.....	4
ACCT 203 Managerial Cost Accounting.....	3
ACCT 205 Federal Income Tax Accounting.....	3
ACCT 206 Federal Taxation: Corporations and Partnerships or	
ACCT 216 Governmental and Not-For-Profit Accounting.....	3
ACCT 214 Auditing.....	3
PH 208 Business Ethics or	
PH 205 Ethics.....	3
	32

II. Business Related Education - 21 credit hours required from five of the following eight groups

Group 1: Statistics

MA 206/MA 206 A Elementary Statistics or	
BU/MA 205 Business Statistics.....	3

Group 2: Economics

EC 201 Principles of Economics.....	3
EC 202 Principles of Economics.....	3

Group 3: Corporation or Business Finance

BU 213 Principles of Finance.....	3
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Group 4: Management

BU 227 Principles of Management.....	3
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Group 5: U.S. Business Law

BU 211 Business Law I.....	3
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Group 6: Marketing

BU 225 Marketing.....	3
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Group 7: Business Communication

BU 273 Business Communications.....	3
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Group 8: Computer Information Systems

CIS 101 Information Systems and Technology.....	3
	21
	53

American Sign Language Studies

Certificate (Career)

Introduces students to the history, community, and culture of the Deaf. Students work towards gaining fluency and mastery of American Sign Language by acquiring foundational skills, vocabulary, acceptance, and knowledge of the Deaf community and by gaining an understanding of this unique non-verbal language. Students gain confidence by becoming involved in the Deaf Community through coursework and service learning hours.

By obtaining a certificate in American Sign Language (ASL) Studies, students have a strong foundation to further their studies in ASL discourse, interpreting, and education of the Deaf, or other related fields. This certificate also provides individuals with the skills they need to work with the Deaf community and Deaf individuals more effectively. This certificate can be used to meet the elective requirements of the AA degree in general studies as well as the A.A.S. degree in Sign Language Interpreter Preparatory Program.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
ASLS 100 American Sign Language Fingerspelling and Numbering.....	3
ASLS 101 Visual Gestural Communication.....	3
ASLS 102 American Sign Language I.....	3
ASLS 103 American Sign Language II.....	3
ASLS 106 Introduction to Deaf Community and History.....	3
ASLS 202 American Sign Language III.....	3
ASLS 203 American Sign Language IV.....	3
ASLS 206 American Deaf Culture.....	3
INTR 103 Internship.....	3
	27

Arts & Humanities

A.A. Degree (Transfer)

The study of Arts and Humanities is the study of how human beings understand, express, and experience themselves and their culture. It includes language, literature, writing, art, theater, music, communications, digital media, and philosophy. Through the study of these disciplines, we learn how to think critically, independently, and imaginatively, how to understand the complexity of the world we live in and imagine a better one, and how to communicate effectively the variety of human experiences that define our individual and interconnected lives. The Associate of Arts in Arts & Humanities introduces students to a broad array of the Arts and Humanities, and prepares students to transfer to four-year institutions in Arts and Humanities disciplines. Some students will choose an approved Area of Concentration, while others will explore the Arts and Humanities more generally.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (Gen Ed course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (Gen Ed course list)	6
Arts & Humanities	
Three Gen Ed courses, one selected from each area: Arts, Humanities, & Communications	9
Biological & Physical Sciences	
Two courses, one of which must be a lab science (Gen Ed course list) ..	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1
Electives	28

Take a minimum of 15 credits of Arts & Humanities electives from any of the disciplines listed below. At least 6 credits must be in the same discipline. It is imperative that students consult with an advisor before registering to maximize transfer of coursework.

- Art (AR)
- American Sign Language Studies (ASLS)
- Communications - Speech (CMSP)
- Film & Video/Graphic Design (CMM)
- English Literature (EN)
- Humanities (HU)
- Interdisciplinary (ID)
- World Languages (LAR, LC, LF, LG, LI, LL, LR, LS)
- Music (MU)
- Philosophy (PH)
- Theater (THR)

- Students majoring in the Associate of Arts in Arts & Humanities without an Area of Concentration should follow the curriculum outlined above and will have 13 unrestricted elective credits.
- Students majoring in an Area of Concentration will follow the curriculum for their major (Art; Communications (Speech); English; Film & Video Production; Graphic Design; Music; Theatre).

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Art

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Enables the student to explore and develop areas of concentration which may lead to an associate in arts degree, transfer to a four-year college program, or to pursue individual artistic directions.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
AR 101 Two Dimensional Art and Design	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ...	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses

AR 102 Three Dimensional Art and Design	3
Choose two of the following	
(satisfies cultural competence requirement):	6
AR 103 The History of Art: Non-Western or	
AR 104 The History of Art: Prehistoric to Early Renaissance or	
AR 105 The History of Art: Renaissance to Modern	
AR 106 Drawing I	3
CMM 131 Dark Room Photography	4

Electives

Students should check with an advisor or transfer institution (ARTSYS) before selecting electives. Depending on the transfer institution and area of concentration recommended electives: AR 103, AR 104, AR 105, AR 107, AR 108, AR 113, AR 114, AR 115, AR 203, AR 204, AR 207, AR 213

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Communications (Speech)

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Designed for students interested in all fields stressing human interaction. In addition to communications courses, a broad range of social science and humanities courses are recommended. The area of concentration is designed to prepare the student to transfer to a four-year institution.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ..	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses

Students should check with an advisor or transfer institution (ARTSYS) before selecting their courses

- Complete the following courses:
- CMSP 101 Introduction to Communication Studies (3)
 - CMSP 103 Speech Fundamentals (3)
 - CMSP 105 Small Group Communication (satisfies cultural competence requirement) (3)
 - CMSP 201 Foundations of Communication Theory (3)

Choose one Arts & Humanities course from Art, Communications, Digital Media Design, English, Languages, Music, Philosophy, or Theatre

Electives

Students should check with an advisor or transfer institution (ARTSYS) before selecting their electives. Depending on the transfer institution, recommended electives may include: CMSP 107, electives in the Social Sciences, Digital Media, English or World Language disciplines.

English

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Offers a variety of literature, writing, and language classes for students pursuing a course of study in English or related fields for transfer to a four-year university.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list) (recommend PH 101 or PH 205) ..	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ..	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses

- EN 102 English Composition & Literature
- Choose three courses (please consult an advisor):
- EN 201 British Literature Anglo-Saxon Period through the Eighteenth Century
- EN 202 British Literature Eighteenth Century through the Present
- EN 203 American Literature Pre-Colonial through the Civil War Periods
- EN 204 American Literature Civil War Period through the Present
- EN 205 World Literature through 1650 C.E.
- EN 206 World Literature 1650 C.E. through the Present
- EN 230 African-American Literature
- EN 115 Technical Writing
- EN 210 Creative Writing
- EN 212 Journalism
- EN 216 The Short Story
- EN 231 English Language Studies
- EN/CMM 241 Journalism Publication Practicum

Choose one Arts & Humanities course from Art, Communications, Digital Media Design, English, Languages, Music, Philosophy, or Theatre

Electives

Choose electives in consultation with an advisor. Depending on transfer school, foreign language courses may be recommended.

Film & Video Production

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Designed for students whose career goals are oriented toward the creative field of film & video production, including motion picture and television production, motion graphics, video marketing, web videos, and short & long form screenwriting. The area of concentration is designed to prepare students to transfer to a four-year institution.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
AR 101 Two Dimensional Art and Design or	
AR 106 Drawing I.....	3
Humanities Elective (GenEd course list).....	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ...	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses

CMM 101 Introduction to Electronic Media	3
CMM 111 Communication Graphics I.....	3
CMM 152 Digital Studio Production	4
INTR 102/103 Internship	2
CMM 252 Digital Film Production	4
CMM 254 Postproduction: The Art of Editing.....	4
CMM 256 Television Studio Directing and Operations or	
CMM 261 Advanced Postproduction & Motion Graphics.....	4
Electives	4

Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives. Depending on the transfer institution, recommended electives may include: AR 101, AR 102, AR 103, AR 104, AR 105, AR 106, CMM 114, CMM 131, CMM 132, CMM 256, CMM 261

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A. in Arts & Humanities with an Area of Concentration in Film & Video Production and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Program Manager at 301.846.2533.

- Towson University – B.S. Electronic Media and Film: Film/Video/Digital Media Concentration
- University of Maryland University College – B.A. Graphic Communication

Film & Video Production

Certificate (Career)

Designed for students whose career goals are oriented toward the creative field of film & video production, including motion picture and television production, motion graphics, video marketing, web videos, and short & long form screenwriting. Instructional emphasis is on designing and producing high-quality contemporary work. College-level writing is expected.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
CMM 101 Introduction to Electronic Media	3
CMM 103 Introduction to Film	3
CMM 111 Communications Graphics I	3
CMM 132 Digital Photography I	3
CMM 152 Digital Studio Production	4
CMM 252 Digital Film Production.....	4
CMM 254 Postproduction: The Art of Editing	4
CMM 256 Television Studio Directing & Operations or	
CMM 261 Advanced Postproduction & Motion Graphics.....	4
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Graphic Design

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Prepares students to succeed in the fields of graphic communication, publishing, and Web based design, and provides the foundational skills needed for transfer to a four year program.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
AR 101 Two Dimensional Art and Design or	
AR 106 Drawing I.....	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ...	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses	
CMM 101 Introduction to Electronic Media	3
CMM 111 Communication Graphics I	3
CMM 152 Digital Studio Production	4
INTR 102/103 Internship	2
CMM 112 Communication Graphics II	3
CMM 212 Communications Graphics III	3
CMM 132 Digital Photography I.....	3
CMM 114 Web Design I	3
CMM 115 Professional & Transfer Portfolio	1
Electives	3

Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives. Depending on the transfer institution, recommended electives may include: AR 101, AR 102, AR 103, AR 104, AR 105, AR 106, CMM 114, CMM 131, CMM 132, CMM 256, CMM 261

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Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A. in Arts & Humanities with an Area of Concentration in Graphic Design and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Program Manager at 301.846.2533.

- University of Maryland University College – B.A. Graphic Communication

Computer Graphics

Certificate (Career)

Designed to provide the core skills needed to function in the fields of graphic communication, publishing and Web based design. The challenging and rapidly changing world of visual communications requires creative problem-solving using a combination of tools and techniques. In hands-on classes, students solve design problems with instruction from active communications professionals, using hardware and software they will encounter in the workplace. College-level reading and writing is expected.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
CMM 101 Introduction to Electronic Media	3
CMM 111 Communications Graphics I	3
CMM 112 Communications Graphics II	3
CMM 114 Web Design I	3
CMM 115 Professional & Transfer Portfolio	1
CMM 131 Darkroom Photography I (4) or	
CMM 132 Digital Photography (3)	3
CMM 152 Digital Studio Production	4
CMM 212 Communications Graphics III	3
INTR 102 Internship	2
	25

Music

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Provides the first two years of a four-year degree program for students planning to pursue a bachelor's degree in music performance, music education, music history, or composition. It requires completion of general education courses and selected music courses.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list)	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses	
MU 111 Music Theory I	3
MU 112 Music Theory II	3
MU 211 Music Theory III	3
MU 212 Music Theory IV	3
MU 106 Aural & Keyboard Skills I	1
MU 107 Aural & Keyboard Skills II	1
MU 206 Aural & Keyboard Skills III	1
MU 207 Aural & Keyboard Skills IV	1
Ensemble (4 credits, 1 from each Ensemble level below)	
Ensemble I (MU 117, MU 119, MU 121, or MU 123)	1
Ensemble II (MU 118, MU 120, MU 122, or MU 124)	1
Ensemble II (MU 217, MU 219, MU 221, or MU 223)	1
Ensemble IV (MU 218, MU 220, MU 222, or MU 224)	1
Applied Music (major instrument)	4
Applied Piano/Class Piano (4 credits, 1 from each level below)*	
Applied Piano/Class Piano I (MU 151 or MU 172)*	1
Applied Piano/Class Piano II (MU 152 or MU 173)*	1
Applied Piano/Class Piano III (MU 251 or MU 272)*	1
Applied Piano/Class Piano IV (MU 252 or MU 273)*	1

*Students should consult with the Music Program Manager before selecting these courses.

Theatre

Area of Concentration within the A.A. in Arts & Humanities (Transfer)

Offers students an opportunity to experience theater on a variety of levels, enabling them to participate as theatrical apprentices, to transfer to a four-year theater program, or to obtain an Associate of Arts degree.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences (One lab course required)	
Two courses, one of which must be a lab science (GenEd course list) ..	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses

Students should check with an advisor or transfer institution (ARTSYS) before selecting their courses.

Complete the following courses

THR 101 Introduction to Theatre (3)	
THR 102 Introduction to Acting (3)	
THR 121 Stagecraft (3)	
THR 206 Advanced Acting (3)	12
Choose one Arts & Humanities course from Art, Communications, Digital Media Design, English, Languages, Music, Philosophy, or Theatre	3

Electives

Students should check with an advisor or transfer institution (ARTSYS) before selecting their electives.

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Arts & Sciences

A.A. or A.S. Degree (Transfer)

Designed for students who plan to go on to a four-year school and major in one of the traditional arts and sciences subjects. **Students may not choose Arts & Sciences as a major but should select an Area of Concentration within Arts & Sciences.** Students should consult with an advisor as early as possible to ensure that all or most of their course credits will transfer to the four-year institution of their choice.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- Students should consult ARTSYS for transferability of courses within the University of Maryland System. <http://www.acaff.usmh.usmd.edu/artweb/index.html>.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences (Electives must be from two disciplines)	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ..	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement (Wellness elective satisfies this requirement) ..	1

Departmental Requirements

Additional required and elective credits to meet requirements of each option

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Students should check with an advisor before selecting one of the following options: Health and Exercise Sciences or Pre-Health Professions

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Health and Exercise Sciences

Area of Concentration within the A.A. in Arts & Sciences (Transfer)

Designed for students wishing to further their career goals in the health, fitness, physical education, and coaching fields. This program of study prepares students to transfer to a four-year institution. It requires completion of general education courses and selected PE/Health courses. High school preparation for this option should include algebra, biology, and chemistry.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
ED/PS 208 Human Growth & Development.....	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 101 Principles of Biology I.....	4
BI 103 Anatomy & Physiology	4
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement (PE 241 satisfies the requirement)	

Departmental Requirements

PE 153 Introduction to Health and Exercise Sciences	3
PE 154 Fitness for Living.....	3
PE 241 Methods of Fitness & Conditioning.....	1
PE 247 Methods of Strength Training.....	1
HE 102 Nutrition in a Changing World, or	
HE 200 Principles and Application of Nutrition	3
HE 204 Health Education	3
BI 104 Anatomy & Physiology	4
Electives	10

Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives. Depending on the transfer institution, recommended electives may include:

- ED 102 Foundations of Education (3)*
- ED 202 Educational Psychology (3)*
- ED 203 Foundations of Special Education (3)*
- PE 161 Psychology of Sport (3)
- PE 236 Coaching Principles (3)
- PE 249 Fitness Assessment and Business Practices (3)
- PE 250 Care and Prevention of Athletic Injuries (3)

- PE 252 Essentials of Personal Training (4)
- HE 201 Stress Management (3)
- CH 101 General Chemistry (4)**
- BU 109 Entrepreneurship & Small Business Enterprise (3)
- INTR 102 Internship (2)
- Any one credit PE course (1)

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* Those who are planning to teach in the K-12 system should take these courses.

** This course is required by many transfer schools. See your advisor in order to match the elective credits to your specific transfer institution.

Fitness/Personal Trainer

Certificate (Career)

Prepares students for a career in personal training, the training of different populations to improve their fitness levels. Certification is through the National Academy of Sports Medicine (NASM).

A grade of "C" or better must be earned in all courses in the Personal Trainer program.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BI 103 Anatomy & Physiology or	
BI 107 Human Biology	4
HE 110 Nutrition Basics	1
PE 108 Body Mechanics	1
PE 154 Fitness for Living	3
PE 237 Exercise Psychology	1
PE 241 Methods of Fitness and Conditioning.....	1
PE 247 Methods of Strength Training	1
PE 249 Fitness Assessment and Business Practices.....	3
PE 250 Care and Prevention of Athletic Injuries.....	3
PE 252 Essentials of Personal Training.....	4
INTR 102 Internship	2
	24

PE 249 is only offered in the fall semester.

PE 252 is only offered in the spring semester. Students should do the internship in the same semester as PE 252, or if not, then in the semester immediately following. There are additional certification fees associated with PE 252. See program manager for details.

Physical Education, Coaching

Letter Of Recognition (Career)

Gives students the necessary knowledge and skills to pursue a career in athletic coaching.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
PE 161 Psychology of Sport.....	3
PE 236 Coaching Principles.....	3
PE 250 Care and Prevention of Athletic Injuries.....	3
	9

PE 161 is offered in fall semester only.

PE 236 is offered in spring semester only.

Pre-Health Professions

Area of Concentration within the A.S. in Arts & Sciences (Transfer)

Provides courses in general education curriculum with subjects that support the pursuit of a Bachelor of Science in nursing or allied health sciences degree program and/or prepares students to meet the eligibility requirements for one of the selective admissions programs (Surgical Technology, Respiratory Care, and Nursing). Students are strongly urged to work with their FCC advisor to understand how to meet the transfer requirements of the institution to which they transfer and/or how to meet the selective admission requirements of the allied health and Nursing programs.

Successful completion of the Pre-Health Professions AOC does not guarantee admittance into a transfer program or selective admissions program.

Students applying for admission to FCC Nursing, Respiratory Care, or Surgical Technology programs must earn a grade of "C" or higher in all coursework.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
MA 206/MA 206A Elementary Statistics or	
MA 207 Elementary Statistics with Probability.....	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology.....	3
Arts & Humanities	
Arts Elective (Gen Ed course list)	3
Communications Elective (Gen Ed course list)	3
EN 102 English Composition & Literature.....	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
General Education Elective	3
PE/Health Requirement (HE 102 or HE 200 satisfies this requirement)	
Departmental Requirements	
ED/PS 208 Human Growth & Development	3
BI 120 Microbiology for Allied Health or	
BI 203 Elements of Microbiology	4
CH 101 General Chemistry	4
HE 102 Nutrition in a Changing World or	
HE 200 Principles & Applications of Nutrition.....	3
Electives	
General Education Electives: Chemistry, Math or	
Social Science are recommended	14
Students should check with an advisor or transfer	
institution (ARTSYS) before selecting their electives.	

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Bioprocessing Technology

A.A.S. Degree (Career)

Prepares individuals to work as process operators in biological products manufacturing facilities. Students will combine basic science and communication skills, manufacturing technologies and good manufacturing practices in the course of study. Students will develop a strong basic science foundation with a sound understanding of the major technologies employed in the industry. They will also develop collaborative and disciplined work ethics while consistently practicing problem-solving skills. Upon successful completion of the program, individuals will possess the necessary skills to qualify for employment in a variety of bioprocessing industries.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Arts & Humanities	
Communications Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 101 Principles of Biology I	4
CH 101 General Chemistry	4
CH 102 General Chemistry	4
Interdisciplinary & Emerging Issues	
CIS 101 Information Systems and Technology.....	3
PE/Health Requirement	1
Departmental Requirements	
BI 120 Microbiology for Allied Health or	
BI 203 Elements of Microbiology	4
BI 140 Biotechnology and Society	3
BI 220 Cell Biology and Tissue Culture.....	4
BPM 102 Bioprocessing Environment	3
BPM 103 Laboratory Techniques I	1
BPM 110 Bioprocessing Measurements.....	4
BPM 214 Techniques in Bioproduction	4
INTR 103 Internship or	
Elective (If an internship is not taken, the qualified elective must	
be approved by the program manager and must be at	
least a 200-level mathematics or science course.)	3
Electives (Recommend BI 130, BI 240, BU 273,	
CH 201, CMSP 107, EN 115)	6
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Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Bioprocessing Technology and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- Hood College—B.A. Biology
- Stevenson University—B.S. Biotechnology
- University of Maryland University College—B.T.P.S. Biotechnology, B.S. Laboratory Management

Bioprocessing Technology

Certificate (Career)

Prepares individuals to work as process operators in biological products manufacturing facilities. Students will combine basic science and communication skills, manufacturing technologies and good manufacturing practices in the course of study. Students will develop a strong basic science foundation with a sound understanding of the major technologies employed in the industry. They will also develop collaborative and disciplined work ethics while consistently practicing problem-solving skills. Upon successful completion of the program, individuals will possess the necessary skills to qualify for employment in a variety of bioprocessing industries.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BI 101 Principles of Biology I	4
BI 120 Microbiology for Allied Health or	
BI 203 Elements of Microbiology	4
BI 140 Biotechnology and Society	3
BI 220 Cell Biology and Tissue Culture	4
BPM 102 Bioprocessing Environment	3
BPM 103 Laboratory Techniques I	1
BPM 110 Bioprocessing Measurements	4
BPM 214 Techniques in Bioproduction	4
CH 101 General Chemistry	4
CH 102 General Chemistry	4
	35

Bioprocessing Technology

Letter of Recognition (Career)

Provides an introductory level of training to prepare individuals to work as process operators in biological products manufacturing. Students will be introduced to concepts related to bioprocessing technology, and will learn basic laboratory skills, workplace safety and general regulations that apply to the bioprocessing industry.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BPM 102 Bioprocessing Environment	3
BPM 103 Laboratory Techniques I	1
BPM 110 Bioprocessing Measurements	4
	8

Building Trades Technology

Certificate (Career)

Provides students with a comprehensive practical training in the areas involved in building trades technology. The student selects a track in Heating, Ventilation, and Air Conditioning (HVAC); Welding; or Electrical.

Select one of the following tracks:

<i>Course</i>	<i>Credits</i>
Track 1: HVAC	
Departmental Requirements	
BLD 101 Introduction to Building Trades	3
BLD 109 Fundamentals of HVACR	4
BLD 110 Controls for HVACR	3
BLD 113 HVAC Installation & Troubleshooting	3
BLD 114 Fossil Fuels & Hydronic Heating	3
Optional	
CIS 101 Information Systems and Technology	(3)
	16

Track 2: Welding

Departmental Requirements	
BLD 101 Introduction to Building Trades	3
BLD 120 Welding Symbols & Blueprint Reading	2
BLD 121 Introduction to Welding	4
BLD 122 Advanced Welding: SMAW	4
Elective*	
BLD 125 Advanced Welding: GTAW or	
BLD 127 Advanced Welding: GMAW or	
BLD 128 Advanced Welding: SMAW 4G	3
*Students should check with an advisor before selecting their electives.	
Optional	
CIS 101 Information Systems and Technology	(3)
	16

Track 3: Electrical

Departmental Requirements	
BLD 101 Introduction to Building Trades	3
BLD 141 Fundamentals of Structural Wiring	4
BLD 142 Residential Electric	3
BLD 145 Commercial Electric	3
BLD 146 Specialized Systems	3
Optional	
CIS 101 Information Systems and Technology	(3)
	16

HVAC

Letter of Recognition (Career)

Prepares students with basic skills in Heating, Ventilation, and Air Conditioning.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BLD 101 Introduction to Building Trades	3
BLD 109 Fundamental of HVACR	4
BLD 110 Controls for HVACR	3
	10

Welding

Letter of Recognition (Career)

Prepares students with basic skills in welding.

Course	Credits
Departmental Requirements	
BLD 121 Introduction to Welding	4
BLD 122 Advanced Welding: SMAW	4
	8

Electrical

Letter of Recognition (Career)

Prepares students with basic skills in electrical systems.

Course	Credits
Departmental Requirements	
BLD 101 Introduction to Building Trades	3
BLD 141 Fundamentals of Structural Wiring	4
BLD 142 Residential Electric	3
	10

Business Administration

A.A. Degree (Transfer)

For students seeking to complete the first two years of a four-year program. Completed coursework can then be transferred to a four-year institution where a bachelor's degree may be earned with the completion of additional coursework.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Students should check with an advisor or the transfer institution before selecting their Mathematics course.	
Social & Behavioral Sciences	
Two courses selected from two different disciplines (GenEd course list)...	6
Students should check with an advisor or the transfer institution before selecting electives.	
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
Biological & Physical Sciences Elective (Lab course) (GenEd course list) .	4
Interdisciplinary & Emerging Issues	
CIS 101 Information Systems and Technology	3
PE/Health Requirement	1

Departmental Requirements	
ACCT 101 Principles of Accounting I	3
ACCT 102 Principles of Accounting II	3
BU 103 Introduction to Business	3
EC 201 Principles of Economics	3
EC 202 Principles of Economics	3
BU/MA 205 Business Statistics or MA 206/MA 206A Elementary Statistics	3
Electives	10
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Students are able to meet all course requirements for this degree from the college's selection of online courses.

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A. in Business Administration and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Program Manager of the Business Administration program.

- University of Maryland College Park at Shady Grove Smith School of Business
- University of Maryland University College – B.S. Accounting
- University of Maryland University College – B.S. Business Administration
- University of Maryland University College – B.S. Human Resource Management

Business Management

A.A.S. Degree (Career)

Designed for students seeking immediate employment in entry-level management or management trainee positions upon completion of the program or for individuals desiring to start their own businesses. Although the majority of the coursework will transfer to other institutions, the program is oriented toward employment preparation.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (BU/MA 205 recommended)	3
Social & Behavioral Sciences	
HS 102 Human Relations (satisfies cultural competence requirement).....	3
Arts & Humanities	
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
CIS 101 Information Systems and Technology.....	3
Wellness Elective (GenEd course list)	3

PE/Health Requirement (Wellness elective satisfies this requirement)

Departmental Requirements	
ACCT 101 Principles of Accounting I	3
ACCT 102 Principles of Accounting II	3
BU 103 Introduction to Business.....	3
BU 211 Business Law I	3
BU 227 Principles of Management.....	3
BU 273 Business Communications.....	3
CIS 111E Microcomputer Software Apps: Spreadsheets or	
CIS 111R Business Software Applications	3
EC 201 Principles of Economics (Macro)	3
EC 202 Principles of Economics (Micro).....	3

Electives

Take 12 credits from: Any BU or ACCT course not already taken,
HOS 110, HOS 121, HOS 216, HOS 219, HOS 218, INTR 103,
MDA 109, MDA 112, MDA 216, MDA 218, or MDA 220 12
60

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Business Management and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- University of Maryland University College–B.S. Business Administration

Business Management

Certificate (Career)

Prepares students for entry level employment in careers requiring basic business and management skills.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BU 103 Introduction to Business	3
CIS 101 Information Systems and Technology	3
ACCT 101 Principles of Accounting I.....	3
ACCT 102 Principles of Accounting II	3
EC 201 Principles of Economics (Macro)	3
EC 202 Principles of Economics (Micro).....	3
EN 101 English Composition or	
BU 273 Business Communication	3
Any BU or ACCT course not taken above or Math Elective; Recommend BU 227 Principles of Management.....	3
	24

Entrepreneurship and Small Business Start-Up

Certificate (Career)

Prepares students who are interested in starting a small business or engaging in other entrepreneurial activities.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BU 103 Introduction to Business	3
CIS 101 Information Systems and Technology.....	3
ACCT 101 Principles of Accounting I.....	3
EN 101 English Composition or	
BU 273 Business Communications	3
BU 109 Entrepreneurship and Small Business Enterprise	3
BU 225 Marketing	3
BU 227 Principles of Management	3
ACCT 111 Microcomputer Software Apps: Computerized Accounting or	
BU 223 Human Resources or	
BU 211 Business Law	3
	24

Healthcare Practice Management

Certificate (Career)

Prepares students for work as a medical practice manager.
Students must receive a "C" or better in all MDA courses.

Course	Credits
Departmental Requirements	
ACCT 101 Principles of Accounting I	3
BU 227 Principles of Management	3
BU 273 Business Communication	3
CIS 101 Information Systems and Technology	3
MDA 109 Medical Terminology	3
MDA 112 Medical Administrative Office Applications	3
MDA 216 Medical Coding Basics	3
MDA 218 Health Insurance Billing and Reimbursement	3
MDA 220 Introduction to Electronic Health Records	3
	27

Project Management

Certificate (Career)

Prepares students for entry level employment in careers requiring basic business and project management skills.

Course	Credits
Departmental Requirements	
BU 103 Introduction to Business	3
CIS 101 Information Systems and Technology	3
ACCT 101 Principles of Accounting I	3
EN 101 English Composition or	
BU 273 Business Communication	3
BU 227 Principles of Management	3
BU 290 Project Management	3
Electives Any BU, ACCT, EC, or CIS 111E Spreadsheets (recommended)	6
	24

Business Basics

Letter of Recognition (Career)

Introduces students to the business environment; including management, human resources, marketing, planning, accounting, and computing.

Course	Credits
Departmental Requirements	
BU 103 Introduction to Business	3
ACCT 101 Principles of Accounting I	3
CIS 101 Information Systems and Technology	3
	9

Cardiovascular Technology

A.A.S. Degree (Career) Howard Community College Degree Mid-Maryland Allied Healthcare Education Consortium

Prepares students to enter the allied health career field of cardiovascular technology to gather data and perform various cardiac and/or vascular diagnostic tests and procedures under the direction of a physician. The invasive technologist may be found in cardiac catheterization, blood gas, and electrophysiology laboratories. Working in the cardiac catheterization laboratory, operating area, and/or electrophysiology, the technologist utilizes x-ray and monitoring equipment in performing invasive diagnostic tests to determine the condition of the patient's heart. New therapeutic steps may be taken to treat an existing condition during the catheterization procedure. The program is accredited by the Joint Commission on Accreditation of Allied Health Education Programs. Graduates may apply to take the national certification examination to become a registered cardiovascular invasive specialist (RCIS).

This program is offered to Frederick Community College students through the Mid-Maryland Allied Healthcare Education Consortium. Students will typically complete most of the general education classes at Frederick Community College and then matriculate to Howard Community College to complete the Cardiovascular Technology courses. Students participating in consortium programs pay in-county rates at the institutions to which they matriculate. Contact Robin A. Becker-Cornblatt, assistant director of admissions, nursing and allied health programs at Howard Community College, 410.772.4137 or rbcornblatt@howardcc.edu for information.

- Students must earn a grade of "C" or better in EN 101.
- A grade of "C" or better is required in cardiovascular, mathematics, and science courses. Admission to the cardiovascular technology program is based upon successful completion of specific courses in the degree program. Contact Howard Community College admissions office to schedule an information session regarding the cardiovascular technology program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 111 Precalculus or	
MA 210 Calculus I	4
Social & Behavioral Sciences	
SO 101 Introduction to Sociology	3
Arts & Humanities	
CMSP 103 Fundamentals of Speech or	
CMSP 107 Career Communications	3
Biological & Physical Sciences	
BI 101 Principles of Biology I or	
BI 120 Microbiology for Allied Health	4
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
PY 201 Fundamentals of Physics	4
PY 202 Fundamentals of Physics	4
Cardiovascular Technology courses offered at Howard Community College	
CARD 120 Rhythm Analysis and 12-lead ECG	2
CARD 121 Cardiovascular Assessment Skills Lab	3
CARD 122 Cardiac Anatomy and Pathophysiology	3
CARD 123 Hemodynamics	3
CARD 124 X-Ray Theory for Cardiovascular Technology	3
CARD 201 Cardiovascular Pharmacology	2
CARD 220 Cardiovascular Procedures	2
CARD 221 Diagnostic and Interventional Procedures	8
CARD 222 Advanced Intravascular Interventional Procedures	4
CARD 231 Applied Clinical Practicum	3
CARD 261 Clinical Internship	4

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Computer Science

A.S. Degree (Transfer)

Provides a core of courses which enables the student to transfer to a four-year college and major in computer science. The program is designed to give broad coverage of both mathematics and computer science which is comparable to that offered in the first two years of a four-year college's computer science major with an emphasis on object-oriented design and programming.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I	4
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (Electives must be from two disciplines)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological or Physical Sciences Elective (Lab course) (GenEd course list)	4
Biological or Physical Sciences Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
CIS 106 Object Design & Programming	3
PE/Health Requirement	1

Departmental Requirements	
CIS 201 Computer Science I	4
CIS 202 Computer Science II	4
CIS 222 Computer Organization	4
CIS Electives: Select from the following list:	
CIS 111J, CIS 111L, CIS 111M, CIS 140, CIS 170, CIS 179, CIS 180, OR any CIS 200-level course	9
Mathematics Electives: Select credits from the following:	
MA 111, MA 130, MA 202, MA 206 or MA 206A or MA 207, MA 211, MA 212, MA 213, MA 218	6
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Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.S. in Computer Science and who are looking for transfer opportunities. For more information, please contact CIS Program Manager, Dr. Andy Yao in C-222, or at ayao@frederick.edu or 301.846.2410.

- Connecticut College - B.S. Computer Science
- Hood College - B.S. Computer Science
- University of Maryland University College – B.S. Computer Science
- University of Maryland University College – B.S. Computer Networks and Cybersecurity
- University of Maryland University College – B.S. Software Development and Security

Computer Science Studies

Certificate (Transfer)

Transfer certificate option designed for students seeking early entry to a computer science bachelor's program or for students with an undergraduate degree seeking to enter a graduate program that requires preparation in computer science and mathematics.

Course	Credits
Departmental Requirements	
MA 210 Calculus I	4
CIS 106 Object Design & Programming	3
CIS 201 Computer Science I	4
CIS 202 Computer Science II	4
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Information Systems Management

Area of Concentration within the A.S. in Computer Science (Transfer)

Designed for students seeking to complete the first two years of a four-year degree program in information systems management.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
MA 206/MA 206A Elementary Statistics	3
Social & Behavioral Sciences	
EC 201 Principles of Economics.....	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC) .	3
Arts & Humanities	
Arts Elective (GenEd course list).....	3
Humanities Elective (GenEd course list).....	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) .	4
Biological & Physical Sciences Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
CIS 106 Object Design & Programming.....	3
PE/Health Requirement	1
Departmental Requirements	
ACCT 101 Principles of Accounting I.....	3
ACCT 102 Principles of Accounting II or	
EC 202 Principles of Economics.....	3
CIS 201 Computer Science I.....	4
CIS 203 Systems Analysis & Design	3
CIS 208 C++ Programming OR	
CIS 225 Computer Programming Language (A, B, C, D ...)	3
MA 201 Applied Calculus or	
MA 210 Calculus I	3
Electives MA 202, CIS 111J, CIS 111L, CIS 111M, CIS 140, CIS 170, CIS 179, CIS 180 OR any CIS 200-level course. Students should check with their transfer school before selecting their electives. ...	9
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Transfer Note:

FCC has articulation agreements with the following institutions for students completing their Associate degree and who are looking for transfer opportunities. For more information, please contact CIS Program Manager, Dr. Andy Yao in C-222, or at ayao@frederick.edu or 301.846.2410.

- University of Maryland University College – B.S. Computer Science
- University of Maryland University College – B.S. Cybersecurity Management & Policy
- University of Maryland University College – B.S. Information Systems Management

Early Childhood Development

A.A.S. Degree (Career)

Prepares students to work in child care centers, Head Start programs, nursery schools, and for self employment as family child care providers or nannies. Program courses fulfill the educational requirements for senior staff, group leader, and director and also meet the Maryland child care credential and state requirements. A grade of "C" or better must be earned in all ED and ECD courses.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
Arts & Humanities	
ASLS 102 American Sign Language I or	
LS 101 Introductory Spanish	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
General Education Elective (Select from GenEd course list)	
CIS 101 Information Systems and Technology (required).....	3
HE 201 or HE 204 recommended.....	3
PE/Health Requirements (HE 201 or HE 204 satisfies this requirement)....	1
Departmental Requirements	
ECD 101 Introduction to Early Childhood Education	3
ECD 104 Activities I for Children.....	3
ECD 106 Infant/Toddler Development & Care	3
ECD 107 Health, Safety and Nutrition	3
ECD 108 Activities for the School Age Child	3
ECD 210 Directed Practicum in Early Childhood or	
INTR 103 Internship.....	3
ECD 212 Administration of Child Development Centers.....	3
ECD 213 Understanding & Guiding the Young Child's Behavior	3
ECD 230 Language & Literacy Development in Early Childhood or	
ED 214 Processes & Acquisitions of Reading (targeted for transfer students)	3
ED 100 Child Development & Behavior	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement)	3
CMSP 105 Small Group Communication (satisfies cultural competence requirement)	3
Electives	
Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives.	3
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Early Childhood Development

Certificate (Career)

Prepares students to work in child care centers, Head Start programs, nursery schools, or for self employment as family child care providers or nannies by offering specialized courses in early childhood. It also provides core early childhood courses to professionals who are currently working in the early childhood field. Courses fulfill the educational requirements for senior staff, group leader, director of a small center and also meet the Maryland child care credential and state requirements.

A grade of "C" or better must be earned in all ED and ECD courses.

Course	Credits
Departmental Requirements	
ECD 101 Introduction to Early Childhood Education.....	3
ECD 104 Activities I for Children	3
ECD 106 Infant/Toddler Development & Care.....	3
ECD 107 Health, Safety and Nutrition	3
ECD 108 Activities for the School Age Child	3
ECD 210 Directed Practicum in Early Childhood or	
INTR 103 Internship.....	3
ECD 212 Administration of Child Development Centers	3
ECD 213 Understanding & Guiding the Young Child's Behavior	3
ECD 230 Language & Literacy Development in Early Childhood.....	3
ED 100 Child Development & Behavior	3
ED 203 Introduction to Special Education.....	3
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Child Care Preschool and School Age Teacher Training

Certificate (Career)

Prepares students to enter the workforce in early childhood development. The certificate targets four courses that are required to meet the educational requirements of the Maryland State Department of Education Office of Child Care. The certificate highlights the following positions: child care teacher of preschools, infant/toddler classrooms, and school age (before and after school programs). Students must complete each course with a "C" or better to receive this certificate.

Course	Credits
Departmental Requirements	
ECD 104 Activities I for Children	3
ECD 106 Infant/Toddler Development & Care.....	3
ECD 108 Activities for the School Age Child	3
ED 100 Child Development & Behavior	3
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Child Care Preschool Teacher

Letter of Recognition (Career)

Meets the educational requirements of the Maryland State Department of Education Office of Child Care for the position of child care preschool teacher. In this position, students can teach preschool children in various settings. Students must pass both courses with a "C" or better to receive the LOR.

Course	Credits
Departmental Requirements	
ECD 104 Activities I for Children.....	3
ED 100 Child Development & Behavior.....	3
	6

Education: Associate of Arts in Teaching

Early Childhood Education/Early Childhood Special Education

A.A.T. Degree (Transfer)

This curriculum is designed for students planning to transfer to an early childhood and/or special education teacher preparation program at a four-year college or university in the state of Maryland. 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 a four-year institution. Students planning to transfer out of the state should consult with the Counseling & Advising Office as well as an academic advisor at their transfer school of choice.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 105 Fundamental Concepts of Mathematics	4
Social & Behavioral Sciences	
PS 101 General Psychology.....	3
HI 201 History of the United States or	
HI 202 History of the United States	3
GG 102 Cultural Geography (satisfies cultural competence requirement).....	3
Arts & Humanities	
AR 100 Introduction to the Creative Arts.....	3
English Elective (GenEd course list).....	3
Biological & Physical Sciences	
BI 100 Fundamental Concepts of Biology or	
BI 101 Principles of Biology I.....	4
PC 114 Introduction to Physical Science or	
PC 109 Physical Geology.....	4
PC 115 Introduction to Earth Systems Science or	
PC 107 Introductory Astronomy.....	4
Interdisciplinary & Emerging Issues	
HE 204 Health Education	3
Other Requirements	
ECD 101 Introduction to Early Childhood Education	3
ECD 104 Activities I for Children	3
ED 100 Child Growth and Development.....	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement)	3
ED 214 Processes and Acquisition of Reading.....	3
MA 106 Fundamental Concepts of Mathematics II.....	4
MA 207 Elementary Statistics with Probability	4
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A.A.T. requirements:

To earn the A.A.T., students must achieve a minimum of a 2.750 cumulative GPA and earn a "C" or better in all courses used to satisfy the A.A.T. requirements. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers. Students are strongly encouraged to consult with an academic advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require higher GPAs and/or additional tests.

Elementary Education/Elementary Special Education

A.A.T. Degree (Transfer)

This curriculum is designed for students planning to transfer to an elementary and/or special education teacher preparation program at a four-year college or university in the state of Maryland. 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 a four-year institution. Students planning to transfer out of the state should consult with the Counseling & Advising Office as well as an academic advisor at their transfer school of choice.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 105 Fundamental Concepts of Mathematics	4
Social & Behavioral Sciences	
PS 101 General Psychology.....	3
HI 102 History of Western Civilization or	
HI 201 History of the United States or	
HI 202 History of the United States	3
GG 102 Cultural Geography (satisfies cultural competence requirement).....	3
Arts & Humanities	
AR 100 Introduction to the Creative Arts	3
CMSP 103 Speech Fundamentals or	
CMSP 105 Small Group Communication (satisfies cultural competence requirement).....	3
Biological & Physical Sciences	
BI 100 Fundamental Concepts of Biology or	
BI 101 Principles of Biology I.....	4
PC 114 Introduction to Physical Science	4
PC 115 Introduction to Earth Systems Science.....	4
Interdisciplinary & Emerging Issues	
HE 204 Health Education	3
Other Requirements	
ED 102 Schools and Society	3
ED 202 Educational Psychology	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement)	3
ED/PS 208 Human Growth and Development	3
ED 214 Processes and Acquisition of Reading.....	3
MA 106 Fundamental Concepts of Mathematics II.....	4
MA 207 Elementary Statistics with Probability.....	4

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A.A.T. requirements:

To earn the A.A.T., students must achieve a minimum of a 2.750 cumulative GPA and earn a "C" or better in all courses used to satisfy the A.A.T. requirements. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers. Students are strongly encouraged to consult with an academic advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require higher GPAs and/or additional tests.

English Education

A.A.T. Degree (Transfer)

This curriculum is designed for students planning to transfer to an English teacher preparation program at a four-year college or university in the state of Maryland. Students planning to transfer out of the state should consult with the Counseling & Advising Office as well as an academic advisor at their transfer school of choice.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology.....	3
ED 102 Schools & Society.....	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
EN 102 English Composition & Literature	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list).....	3
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list)	3
Computer Literacy Elective (GenEd course list).....	3
Other Requirements	
EN 201 British Literature Anglo-Saxon Period through the Eighteenth Century or	
EN 202 British Literature Eighteenth Century through the Present ...	3
EN 203 American Literature Pre-Colonial through the Civil War Periods or	
EN 204 American Literature Civil War Period through the Present or	
EN 230 African American Literature (satisfies cultural competence requirement).....	3
EN 205 World Literature through 1650 C.E. (satisfies cultural competence requirement) or	
EN 206 World Literature 1650 C.E. through the Present (satisfies cultural competence requirement)	3
EN 231 English Language Studies	3
ED 202 Educational Psychology	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement)	3
HI History Electives	6
PS 204 Psychology of Adolescence	3
Elective	3
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A.A.T. requirements:

To earn the A.A.T., students must achieve a minimum of a 2.750 cumulative GPA and earn a "C" or better in all courses used to satisfy the A.A.T. requirements. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers. Students are strongly encouraged to consult with an academic advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require higher GPAs and/or additional tests.

Mathematics Education

A.A.T. Degree (Transfer)

This curriculum is designed for students planning to transfer to a mathematics teacher preparation program at a four-year college or university in the state of Maryland. Students planning to transfer out of the state should consult with the Counseling & Advising Office as well as an academic advisor at their transfer school of choice.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I.....	4
MA 211 Calculus II.....	4
Social & Behavioral Sciences	
PS 101 General Psychology.....	3
ED 102 School and Society.....	3
Arts & Humanities	
Arts Elective (GenEd course list).....	3
Communications Elective (GenEd course list).....	3
Humanities Elective (GenEd course list).....	3
Biological & Physical Sciences	
PY 203 Introductory Physics I.....	4
PY 204 Introductory Physics II.....	4
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list).....	3
Computer Literacy Elective (GenEd course list).....	3
Other Requirements	
ED 202 Educational Psychology	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement).....	3
MA 212 Calculus III.....	4
MA 218 Linear Algebra	3
PS 204 Psychology of Adolescence	3
Electives (recommended to include MA 111 or MA 130/131, if needed, and PY 101 if there has been no previous coursework in physics)	6
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A.A.T. requirements:

To earn the A.A.T., students must achieve a minimum of a 2.750 cumulative GPA and earn a "C" or better in all courses used to satisfy the A.A.T. requirements. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers. Students are strongly encouraged to consult with an academic advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require higher GPAs and/or additional tests.

Spanish Education

A.A.T. Degree (Transfer)

This curriculum is designed for students planning to transfer to a Spanish teacher preparation program at a four-year college or university in the state of Maryland. Students planning to transfer out of the state should consult with the Counseling & Advising Office as well as an academic advisor at their transfer school of choice.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology.....	3
ED 102 Schools and Society	3
Arts & Humanities	
Arts Elective (GenEd course list).....	3
Communications Elective (GenEd course list).....	3
LS 101 Introductory Spanish I.....	3
LS 102 Introductory Spanish II	3
LS 201 Intermediate Spanish I (satisfies cultural competence requirement).....	3
LS 202 Intermediate Spanish II (satisfies cultural competence requirement).....	3
Choose two consecutive courses in another language: LF, LG, LI, LL	6
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list).....	4
Biological & Physical Sciences Elective (GenEd course list).....	3
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list).....	3
Computer Literacy Elective (GenEd course list).....	3
Other Requirements	
ED 202 Educational Psychology	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement).....	3
PS 204 Psychology of Adolescence	3
Elective (LS 211 recommended).....	3
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A.A.T. requirements:

To earn the A.A.T., students must achieve a minimum of a 2.750 cumulative GPA and earn a "C" or better in all courses used to satisfy the A.A.T. requirements. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers. Students are strongly encouraged to consult with an academic advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require higher GPAs and/or additional tests.

Teacher Preparation

Students wishing to teach in certification areas not covered by the A.A.T. programs can also begin their studies at FCC. Before transferring, future teachers are advised to take ED 102 (Schools and Society), achieve a minimum of a 2.750 cumulative GPA and have qualifying scores on one of the state-approved basic skills tests for future teachers. Course requirements vary widely by transfer school and teaching area. Therefore, students are strongly encouraged to consult the Education Department at their transfer institution and meet with their academic advisor at FCC as early as possible in order to plan their coursework.

Emergency Management Track I: FEMA Independent Study

A.A.S. Degree (Career)

Provides students with a broad education in emergency management. Focuses on preparedness and the skills needed to organize and lead emergency management operations.

After completing the required FEMA IS prerequisites, students enroll in modules EM 115, EM 125, EM 135, EM 215, EM 225, and EM 235. Modules are FCC online courses offered during the fall, spring, and summer semesters.

The process to transfer FEMA IS prerequisites to FCC takes place in three (3) environments.

1. FEMA website: Take FEMA IS courses online at <https://training.fema.gov/is>
2. EMI/Jacobs: Transfer FEMA IS courses to FCC college credit at www.emstudy.com
3. Frederick Community College (FCC): Where FCC Modules are completed.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must earn a grade of 'C' or better in the following courses: EM 115, EM 125, EM 135, EM 215, EM 225, and EM 235.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list)	3
Arts & Humanities	
Arts & Humanities Elective (GenEd course list)	3
Biological & Physical Sciences	
Science Elective (GenEd course list)	3
General Education Elective (Select from GenEd course list)	6
PE/Health Requirements	1

Departmental Requirements

EM 115 Foundations of Emergency Management	3
FEM 131 Principles of Emergency Management	
FEM 151 National Incident Management System (NIMS)	
FEM 205 Fundamentals of Management and Support Coordination of Federal Disaster Operations	
EM 125 Emergency Management Coordination	3
FEM 150 Incident Command System	
FEM 161 Emergency Operations Center	
FEM 215 Disaster Medical Coordination, Monitoring, and Surveillance	
EM 135 Leadership and Management	3
FEM 132 Introduction to Leadership and Influence	
FEM 133 Decision Making & Problem Solving	
FEM 134 Effective Communication	
EM 215 Planning and Response	3
FEM 140 Emergency Planning	
FEM 159 National Response Framework	
FEM 174 Disaster Response Operations	
EM 225 Emergency Management Mitigation	3
FEM 157 Hazard Mitigation	
FEM 173 Continuity of Operations Planning	
FEM 186 Hazard Mitigation and Disaster Workforce Basics	
EM 235 Recovery and Assessment	3
FEM 103 Community Disaster Exercise	
FEM 179 Emergency Management Recovery	
FEM 201 National Disaster Recovery Framework (NDRF) Overview	

Other Requirements

INTR 103 Internship: Emergency Management Capstone	3
FEM Electives (Select 7 credits from FEM courses not listed above)	7
Electives	10
	60

Transfer Note:

FCC has articulation agreements that can be seen in the Online Education Transfer Institutions section within this catalog. For more information, contact Sam Lombardo, Program Manager, 240.629.7952.

Emergency Management Track II: Residency Program

A.A.S. Degree (Career)

Provides students with a broad education in emergency management. Focuses on preparedness and the skills needed to organize and lead emergency management operations. Track II allows regional students to earn their degree in a hybrid format through a combination of online and on-campus courses. Students should consult with the Program Manager before enrolling.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list)	3
Arts & Humanities	
Arts & Humanities Elective (GenEd course list)	3
Biological & Physical Sciences	
Science Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list)	3
General Education Electives (Select from GenEd course list)	
PE/Health Requirement (Wellness elective satisfies this requirement)	
Departmental Requirements	
EM 101 Disaster, Crisis, and Emergency Management	3
EM 104 Disaster Response and Recovery	3
EM 106 Hazard, Risk, and Mitigation	3
EM 110 Federal Emergency Management	3
EM 111 Preparing and Securing the Homeland	3
EM 130 Integrated Emergency Management	3
EM 201 Public Safety GIS and Technology	3
EM 213 Social Impacts of Disaster (satisfies cultural competence requirement)	3
EM 220 Emergency Management Planning	3
EM 221 Public Safety Leadership and Ethics	3
EM 297 Emergency Management Capstone	3
Electives	
Elective Course	6
	60

Emergency Management

Certificate (Career)

Provides students with a broad education in emergency management. Focuses on preparedness and the skills needed to organize and lead emergency management operations.

After completing the required FEMA IS prerequisites, students enroll in modules EM 115, EM 125, EM 135, EM 215, EM 225, and EM 235. Modules are FCC online courses offered during the fall, spring, and summer semesters.

The process to transfer FEMA IS prerequisites to FCC takes place in three (3) environments.

1. FEMA website: Take FEMA IS courses online at <http://training.fema.gov/is/crlist.aspx>
2. EMI/Jacobs: Transfer FEMA IS courses to FCC college credit at www.emstudy.com
3. Frederick Community College (FCC): Where FCC Modules are completed.

Students must earn a grade of 'C' or better in the following courses: EM 115, EM 125, EM 135, EM 215, EM 225, and EM 235

Course	Credits
EM 115 Foundations of Emergency Management	3
FEM 131 Principles of Emergency Management	
FEM 151 National Incident Management System (NIMS)	
FEM 205 Fundamentals of Management and Support Coordination of Federal Disaster Operations	
EM 125 Emergency Management Coordination	3
FEM 150 Incident Command System (ICS)	
FEM 161 Emergency Operation Center (EOC)	
FEM 215 Disaster Medical Coordination, Monitoring, and Surveillance	
EM 135 Leadership and Management	3
FEM 132 Introduction to Leadership and Influence	
FEM 133 Decision Making and Problem Solving	
FEM 134 Effective Communication	
EM 215 Planning and Response	3
FEM 140 Emergency Planning	
FEM 159 National Response Framework (NRF)	
FEM 174 Disaster Response Operations	
EM 225 Emergency Management Mitigation	3
FEM 157 Hazard Mitigation	
FEM 173 Continuity of Operations Planning	
FEM 186 Hazard Mitigation and Disaster Workforce Basics	
EM 235 Recovery and Assessment	3
FEM 103 Community Disaster Exercise	
FEM 179 Emergency Management Recovery	
FEM 201 National Disaster Recovery Framework (NDRF) Overview	
Other Requirements	
FEM Electives Select 8 credits from FEM courses not listed above	8
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Emergency Management

Letter Of Recognition (Career)

Provides students with a broad education in emergency management. Focuses on preparedness skills needed to organize and lead specialty emergency management areas.

After completing the required FEMA IS prerequisites, students enroll in selected modules. Modules are FCC online courses offered during the fall, spring, and summer semesters.

The process to transfer FEMA IS prerequisites to FCC takes place in three (3) environments.

1. FEMA website: Take FEMA IS courses online at <https://training.fema.gov/is>
2. EMI/Jacobs: Transfer FEMA IS courses to FCC college credit at www.emstudy.com
3. Frederick Community College (FCC): Where FCC Modules are completed.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
FEM 131 Principles of Emergency Management.....	1
FEM 205 Fundamentals of Management and Support Coordination of Federal Disaster Operations	1
Select a module of instruction approved by the program manager.....	4/6
Modular exam must be passed.	
	6/8

Note: After completing and converting each of the required FEM courses, students are required to enroll in and successfully complete the associated FCC Module course. Students must earn a grade of 'C' or better in the associated Module course.

GIS-Public Safety

Letter Of Recognition (Career)

Designed to offer a series of courses which will serve as the foundation for preparing students to use Geographic Information Systems (GIS) and related technologies consistent with entry-level employment in public safety. Students will learn foundational GIS principles, how they are used in a variety of public safety careers, and the core skills for utilizing those principles themselves.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
GIS 101 Introduction to Geographic Information Systems with ArcGIS	3
EM 201 GIS & Technology for Public Safety.....	3
FEM 191 Emergency Management & Technical Tools Application.....	1
FEM 192 Geospatial Information Systems Specialist.....	1
FEM 200 Homeland Security Geospatial Operations & Management	1
	9

Emergency Medical Technician/Paramedic

A.A.S. Degree (Career) Howard Community College Degree Mid-Maryland Allied Healthcare Education Consortium

This area of study prepares graduates to provide immediate care for the critically ill or injured at the site of an emergency. Emergency care is maintained during transport of patients to hospital settings. Instruction includes classroom and clinical experience. Successful completion of the program leads to eligibility to take state and national certification examinations in Emergency Medical Technician-Paramedic. Graduates are employed by fire and rescue organizations, hospitals, private ambulance companies, and other health care agencies. Current EMT certification* and all required prerequisite courses must be verified for enrollment in EMSP-160, along with proof of experience as an EMT as outlined by Code of Maryland (COMAR) regulations.

For more information, contact the FCC Counseling & Advising Office or the Health Sciences Division at Howard Community College, 443.518.1560.

- Students must earn a grade of "C" or better in EN 101.
- Students must earn a grade of "C" or higher in all Emergency Medical Technician/Paramedic courses.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition.....	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 206 recommended)	3

Social & Behavioral Sciences

PS 101 General Psychology.....	3
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Arts & Humanities

CMSP 103 Speech Fundamentals.....	3
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Biological & Physical Sciences

BI 101 Principles of Biology I or	
BI 120 Microbiology for Allied Health	4
BI 103 Anatomy & Physiology.....	4
BI 104 Anatomy & Physiology.....	4

Courses offered at Howard Community College

HEAL 105 Drug Calculations	1
EMSP 160 Prevention and Management of Emergency Situations ..	6
EMSP 200 Airway, Patient Assessment and Trauma Management ...	9
EMSP 205 Medical Emergencies I.....	5
EMSP 210 Medical Emergencies II	9
EMSP 215 Medical Emergencies III.....	6
EMSP 230 Paramedic Internship and Evaluation	5
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A grade of "C" or better is required in all paramedic, mathematics, and science courses.

** EMT certification may be obtained by completing EMSP 106 and EMSP 107.*

Fire Service Administration

A.A.S. Degree (Career)

Prepares graduates to function as entry-level fire and emergency service providers as well as to provide the degree credential necessary for rank promotion and career advancement.

The Fire Service Administration program is open to any career or volunteer fire fighter. This program integrates general education coursework with the major components of the Division of Fire Rescue Services (DFRS) Fire/Rescue training curriculum. Students will complete a total of 60 credits, including 21 general education credits, 24 credits in supporting professional studies courses, and 15 credits through Fire/Rescue Department Career Recruit School courses. Certain courses are restricted to employees or volunteers of the Fire/EMS Department or an emergency services agency.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- Students should consult ARTSYS for transferability of courses within the University of Maryland System. <http://artsys.usmd.edu/>
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition.....	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences (GenEd course list)	3
Arts & Humanities	
Arts & Humanities Elective (GenEd course list) (CMSP 105 or CMSP 107 recommended) (CMSP 105 satisfies cultural competence requirement).....	3
Biological & Physical Sciences	
Science Elective (GenEd course list) (BI 103, BI 117 or CH 101 recommended)	3
Interdisciplinary & Emerging Issues	
Wellness Elective (HE 201-Stress Management recommended).....	3
General Education Elective (Select from GenEd course list)	3

PE/Health Requirement (Wellness elective satisfies this requirement)

Departmental Requirements

FSA 101 Fire Protection Systems	3
FSA 103 Fire Investigation and Analysis.....	3
FSA 105 Risk Assessment, Reduction, and Safety	3
FSA 107 Disaster Planning and Response	3
EM 201 Research and Technology in Emergency Management	3
FSA 201 Fire and Emergency Services Administration.....	3
EM 205 Emergency Management Leadership	3
EM 104 Disaster Response and Recovery.....	3

Other Requirements

FS 145-EMTB Emergency Medical Technician Basic	6
FS 112-EVO Emergency Vehicle Operator	2
FS 101-FFI Firefighter I	3
FS 102-FFII Firefighter II	2
FS 108-HMO Hazardous Material Operations.....	1
FS 117-ICS Incident Command System	1

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Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Fire Service Administration and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Program Manager of the Fire Service Administration program.

- University of Maryland University College – B.S. Public Safety Administration

Game and Simulation Development

A.A.S. Degree (Career)

Prepares graduates for a career in the interactive technology capacities, such as Multimedia Artist, Visual Effects Artist, Interactive Content Designer, Interactive Media Designer, Digital Animator, Graphic Designer, Modeling & Simulation Engineer, Simulation Application Developer, Web Developer, Game Designer, Game Developer, and Application Programmer. Game design and development skills covered include animation, graphics, 3D modeling and simulation, game engines, user interfaces, game scripting, and game programming. Students will also learn programming languages, such as Java, C++, C#, and Python.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- Students should consult ARTSYS for transferability of courses within the University of Maryland System. <http://artsys.usmd.edu/>
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 206 recommended)	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list) (HS 102-Human Relations recommended - satisfies cultural competence requirement)	3
Arts & Humanities	
Arts, Humanities, or Communications Elective (GenEd course list) (PH 208 or PH 101 recommended)	3
Biological & Physical Sciences	
Biological or Physical Sciences Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
CIS 106 Object Design and Programming	3
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1
Departmental Requirements	
CIS 175 Game Theory & Design	3
CIS 176 Game Creation	3
CIS 177 Interactive 3D Technology	3
CIS 178 3D Modeling & Animation	3
CIS 203 Systems Analysis & Design	3
CIS 225C Mobile App Programming	3
CIS 226 Game Scripting	3
CIS 227 Game Programming	4
CIS 228 Simulation & Game Development	4

Other Requirements

(Select 9 credits from the following list of approved electives)	9
CAD 101 Introduction to AutoCAD I	3
CIS 101 Information Systems and Technology	3
CIS 111J Web Page Development	3
CIS 111L UNIX/Linux Operating System	3
CIS 116P Photoshop	1
CIS 140 Java Programming	3
CIS 201 Computer Science I	4
CIS 202 Computer Science II	4
CIS 208 C++ Programming	3
CIS 222 Computer Organization	4
CIS 225A Computer Programming Language: PHP	3
CIS 230 Database Management Systems	3
CMM 111 Communications Graphics I	3
INTR 101/INTR 102/INTR 103 Internship	1
	60

Game Programming

Certificate (Career)

Prepares students to develop interactive computer games on the Internet, mobile computers, and personal computers. This certificate targets students who wish to obtain the skills necessary to develop computer games using programming language, such as Java, C++, C#, and Python.

<i>Course</i>	<i>Credits</i>
Requirements	
CIS 106 Object Design & Programming	3
CIS 226 Game Scripting	3
CIS 227 Game Programming	4
CIS 228 Simulation & Game Development	4
CIS 208 C++ Programming or	
CIS 225C Mobile App Development	3
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Computer Animation

Certificate (Career)

Introduces students to the current animation and modeling software, such as Blender, Autodesk 3ds Max, and Autodesk Maya. This certificate covers animation production, computer graphics, interactive 3D foundations, and 3D modeling & animation. Students will learn the skills necessary to work as a Digital Graphic Designer, Multimedia Designer, Digital Animator, or Character Rigger.

<i>Course</i>	<i>Credits</i>
Requirements	
CIS 106 Object Design & Programming	3
CIS 175 Game Theory & Design	3
CIS 176 Game Creation	3
CIS 177 Interactive 3D Technology	3
CIS 178 3D Modeling & Animation	3
Complete one of the following courses:	
CAD 101 Introduction to AutoCAD I	
CMM 111 Communications Graphics I	
CIS 101 Information Systems & Technology	
CIS 140 Java Programming	
CIS 208 C++ Programming	
CIS 226 Game Scripting	3
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General Studies

A.A. Degree (Transfer)

Designed for students who are exploring academic and career options that are not represented by another Frederick Community College program or who are undecided about their educational goals. Students who have a specific career or educational goal should consult with an academic advisor to select a degree program other than General Studies.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- Students should consult ARTSYS for transferability of courses within the University of Maryland System. <http://artsys.usmd.edu/>
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences (Electives must be from two disciplines)	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) ...	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement (Wellness elective satisfies this requirement)	1
Other Requirements	
Open Electives	29
Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives.	

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Health Information Technology

A.A.S. Degree (Career) Carroll Community College Degree Mid-Maryland Allied Healthcare Education Consortium

This program is designed to prepare students for employment as health information technicians in hospitals, nursing homes, ambulatory care facilities, physician offices, home health services, and other facilities which create and/or evaluate health records. This program of study is designed to combine general education and specialized courses to meet employment requirements in Health Information Technology. Students are expected to complete a core of General Education requirements in addition to the program requirements. For more information, contact Counseling & Advising or Anne Marani at 410.386.8265 or amarani@carrollcc.edu.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition and Literature	3
Mathematics	
Mathematics Elective (GenEd course list)	
(MA 206 recommended)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts or Humanities Elective (GenEd course list)	3
Arts, Humanities, or Social & Behavioral Sciences	
Arts, Humanities or Social/Behavioral Sciences	
Elective (GenEd course list)	3
Interdisciplinary & Emerging Issues	
Interdisciplinary & Emerging Issues (GenEd course list)	
(HE 204 recommended)	3
Biological & Physical Sciences	
BI 107 Human Biology	4
Other Requirements	
CIS 111R Business Software Applications or	
CIS 101 Information Systems and Technology	3
MDA 109 Medical Terminology	3
Health Information Technology courses offered at Carroll Community College	
HIT 112 Healthcare Data Content and Structure	3
HIT 115 Pathophysiology and Pharmacology	4
HIT 121 Basic Diagnosis Coding	3
HIT 122 Basic Procedure Coding	3
HIT 201 Computer Applications in Healthcare	3
HIT 222 Advanced Coding Concepts	6
HIT 225 Healthcare Delivery Systems	3
HIT 223 Reimbursement Methodologies	3
HIT 270 Professional Practice in Health Information Technology	1
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Honors College

Honors is an academic enrichment program that can be incorporated into most transfer degree programs at FCC. All honors learning is designed to go deeper, broader, or more complex, and the program strives to develop emerging scholars and leaders. Students who graduate from the Honors College, complete an honors independent study project, present at a conference, or earn service or leadership certificates gain a competitive advantage when applying for admission to selective four-year colleges and transfer scholarships.

Eligibility

Students automatically qualify for the Honors College with the following test scores: SAT = 1100 overall (out of 1600) with at least 550 on verbal, or ACT = Reading 23+, or FCC placement exams = Honors level reading (103) and proficient college level writing. Applicants with strong academic records (3.500 GPA) or faculty recommendations are encouraged to apply. We also offer an Open Campus membership for high school or home school students with a 3.5 GPA or higher. To apply, complete the Honors College application, available in the Honors Office (H 245) and at www.frederick.edu, and submit as directed.

Expectations

Students are expected to pursue academic excellence and be engaged in the honors program, FCC, or the community. Any student whose GPA drops below 3.000 or violates FCC policy will no longer be in good standing with the Honors program. Students who started college poorly but whose recent work is honors caliber can apply to the honors coordinator for an exception.

Academic Opportunities

Your academic opportunities begin with Honors courses, which are designated with an "H" in the schedule. Because honors courses have the same core learning outcomes and content requirements as regular courses they are easily transferable. Honors courses are smaller (limit 15) and often operate as seminars with heavy class discussion. Some courses are linked so the same cohort of students is together in two classes that share blocks of time.

With permission of the instructor and the honors coordinator, Honors Contracts can be arranged for courses not in the schedule (e.g., MA 210 Calculus I). Contact the honors coordinator to request an Honors Contract application.

Students can conduct scholarly research or produce creative works through Honors Independent Study projects under the supervision of a faculty mentor. Students share their work with the campus community at the Honors Forum and are encouraged to present at student conferences. Each year one student may be nominated to compete for the Portz Award for Outstanding Honors Student at Two-Year Colleges, which is sponsored by the Maryland Collegiate Honors Council.

Engagement

We encourage students to engage in learning both inside and outside the classroom. To promote learning outside the classroom, all honors courses require students to attend co-curricular events. The Honors College also sponsors a variety of student organized activities each year, and the Center for Student Engagement at FCC offers even more engagement opportunities. With 25 service hours in two projects and a reflection paper, students can earn a service certificate. Leadership opportunities are available through the Honors Student Association, Phi Theta Kappa, and Honors College internships. Student leaders can also complete workshops and earn a leadership certificate.

Benefits

Besides honing your academic skills through active learning, some other benefits of participating in the Honors College are:

- use of the Honors Lounge (H-247);
- eligibility for honors internships and scholarships;
- conference presentation opportunities;
- student recognitions for excellence (Anne Slater Award for Honors Excellence, MCHC Portz Award for Outstanding Honors Student, All-USA Academic Team);
- transfer and scholarship benefits with four-year honors partners;
- automatic admission to even more four-year colleges; and
- enhanced resumes when applying for selective admission program at four-year colleges as well as scholarships.

Graduation

Students who complete 12 honors credits (3 honors credits must be at the 200-level with an honors project or completion of an honors independent study project) with an overall grade point average (GPA) of 3.250 or higher are eligible to graduate from the Honors College. Graduates receive a notation on their transcripts recognizing this achievement. Further, at the graduation ceremony they wear an Honors College medallion and stand to be recognized. The transcript notation and color of the medallion are based on the student's grade point average at the time of graduation:

GPA	Transcript Notation	Medallion
3.250–3.490	Honors College	Bronze
3.500–3.749	Honors College – Honors	Silver
3.750–4.000	Honors College – High Honors	Gold

Contact

To learn more about how the Honors College can help you reach your goals, contact the Honors Coordinator, Dr. Bruce Thompson, in H-244 or at bthompson@frederick.edu or 301.846.2535.

Hospitality, Culinary and Tourism Institute

Culinary Arts and Supervision

A.A.S. Degree (Career)

Prepares students to assume positions as trained culinary professionals in a variety of settings including restaurants, hotels, resorts, clubs, catering, contract food service, health care facilities, and more. The course offerings emphasize the professional competencies necessary to meet industry standards. Upon completion of the program, students are immediately eligible to apply for Certified Culinarian® or Certified Pastry Culinarian® with the American Culinary Federation. Graduates should qualify for entry level positions such as lead line cook, station chef, assistant pastry chef, kitchen receiver/assistant kitchen manager, or catering associate. With experience, graduates may advance to positions such as sous chef, banquet chef, executive sous chef, executive chef, kitchen manager, food and beverage manager, or catering or banquet manager.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course	Credits	
English		
EN 101 English Composition	3	
Mathematics		
Mathematics Elective (GenEd course list)	3	
Social & Behavioral Sciences		
Social Science Elective (GenEd course list)(Recommend HS 102) (satisfies Cultural Competence Requirement)	3	
Arts & Humanities		
Arts & Humanities Elective (GenEd course list)(Recommend CMSP 107) ..	3	
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list) (Recommend BI 117)	3	
Interdisciplinary & Emergency Issues		
HE 102 Nutrition in a Changing World	3	
General Education Elective (Select from GenEd Course list)		3
PE/Health Requirement (HE 102 will satisfy the requirement)		
Departmental Requirements		
HOS 110 Introduction to Hospitality Management	3	
HOS 112 Culinary I	3	
HOS 113 Culinary II	3	
HOS 114 Culinary Baking	3	
HOS 121 Sanitation and Food Safety	1	
HOS 123 Purchasing & Cost Control	3	
HOS 161 Event Management	3	
HOS 210 Garde Manger	4	
HOS 214 Advanced Baking & Pastry	4	

HOS 216	Food and Beverage Operations	3
HOS 240	International and American Regional Cuisine	4
HOS 250	Restaurant Production and Service	4
HOS 265	HCTI Practicum	1
		60

Transfer Note:

FCC has articulation agreements with the following institution for students graduating with an A.A.S. in Culinary Arts and Supervision and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Institute Manager at 301.846.2404.

- Stratford University – B.A. Culinary Management or B.A. Hospitality Management

Culinary Skills

Certificate (Career)

Designed to prepare students for entry-level cooking jobs in hotels, restaurants, supermarkets, country clubs, caterers, cafes and institutional kitchens. Basic hot and cold food preparation, production, presentation, and service skills are taught. Development of proper work habits, professionalism, and the practice of food safety and sanitation procedures are stressed.

Course	Credits	
Departmental Requirements		
HOS 110 Introduction to Hospitality Management	3	
HOS 112 Culinary I	3	
HOS 113 Culinary II	3	
HOS 114 Culinary Baking	3	
HOS 121 Sanitation and Food Safety	1	
HOS 123 Purchasing & Cost Control	3	
HOS 161 Event Management	3	
HOS 210 Garde Manger	4	
HOS 214 Advanced Baking & Pastry	3	
HOS 216 Food & Beverage Operations	3	
HOS 240 International & American Cuisine	4	
HOS 250 Restaurant Production & Service	4	
HOS 265 HCTI Practicum	1	
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Culinary Skills

Letter of Recognition (Career)

Designed to prepare students for entry-level prep/cooking/baking positions in commercial restaurant/foodservice kitchens, schools, health care facilities, grocery stores, resorts and clubs, hotels, and catering. Fundamental skills in preparation, primary cooking methods, and baking fundamentals are taught. Development of proper work habits, professionalism, and food safety and sanitation practices are stressed.

Course	Credits	
Departmental Requirements		
HOS 110 Introduction to Hospitality Management	3	
HOS 112 Culinary I	3	
HOS 114 Culinary Baking	3	
HOS 121 Sanitation and Food Safety	1	
		10

Hospitality Management

A.A.S Degree (Career)

Prepares students as trained hospitality professionals in a variety of hospitality sectors including hotels, resorts, clubs, restaurants, convention centers, and tourism related businesses. With input from current hiring hospitality leaders, the program is designed to ensure that students will learn the practical skills needed to excel in the hospitality industry in areas such as tourism, lodging, food and beverage, and event planning. Students will apply what they learn through capstone projects and experience in an internship. The course offerings emphasize the professional competencies necessary to meet industry standards. Graduates should qualify for entry-level positions in the hospitality sector and, with experience, advance to managerial positions or continue on to four year academic programs. Upon completion of the program, students are immediately eligible to apply for certification as a Certified Guest Service Professional® (CGSP®) from the American Hotel and Lodging Educational Institute (AHLEI). With additional experience, graduates may be eligible to apply for certification as a Certified Hospitality Supervisor® (CHS®) from AHLEI.

- Students must complete their **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list) (Recommend HS 102) (HS 102 satisfies Cultural Competence requirement)	3
Arts & Humanities	
Arts & Humanities Elective (GenEd course list) (Recommend CMSP 107)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list) (Recommend BI 117)	3
Interdisciplinary & Emerging Issues	
HE 102 Nutrition in a Changing World	3
General Education Elective (Select from GenEd course list)	3

PE/Health Requirement (HE 102 will satisfy this requirement)

Departmental Requirements

ACCT 100 Business Accounting	3
BU 103 Introduction to Business	3
BU 223 Human Resource Management	3
BU 227 Principles of Management	3
CIS 101 Information Systems and Technology	3
HOS 110 Introduction to Hospitality Management	3
HOS 121 Sanitation and Food Safety	1

HOS 161 Event Management	3
HOS 163 Hospitality Operations	3
HOS 216 Food and Beverage Operations	3
HOS 250 Restaurant Production and Service	4
HOS 261 Applied Hospitality Management	3
HOS 263 Hospitality Business Analysis	3
HOS 265 HCTI Practicum	1
	60

Hospitality Management

Certificate (Career)

Prepares students for employment as a manager in the hospitality industry.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
ACCT 100 Business Accounting	3
BU 103 Introduction to Business	3
BU 223 Human Resource Management	3
BU 227 Principles of Management	3
HOS 110 Introduction to Hospitality Management	3
HOS 121 Sanitation and Food Safety	1
HOS 161 Event Management	3
HOS 163 Hospitality Operations	3
HOS 216 Food and Beverage Operations	3
HOS 250 Restaurant Production & Service	4
HOS 261 Applied Hospitality Management	3
HOS 263 Hospitality Business Analysis	3
HOS 265 HCTI Practicum	1
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Hospitality Management

Letter of Recognition (Career)

Prepares students for entry-level front-line employment in the hospitality industry. Courses teach knowledge and marketable skills in the areas of guest services, communication, hospitality operations, event management, and sanitation and food safety.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
HOS 110 Introduction to Hospitality Management	3
HOS 121 Sanitation and Food Safety	1
HOS 161 Event Management	3
HOS 163 Hospitality Operations	3
	10

Medical Assistant

A.A.S. Degree (Career)

Designed to prepare students for work as entry-level assistants who perform administrative and clinical procedures in ambulatory settings such as physicians' offices, clinics, and group practices. Admission is restricted to students who have maintained a "C" or better in all prerequisite courses. Students must maintain a grade of "C" or better in all courses (excluding General Education courses) to graduate from the program.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics (GenEd Course List)	3
Social & Behavioral Sciences	
Social Science (GenEd Course List) (HS 102 recommended - satisfies cultural competence requirement)	3
Arts & Humanities	
Communications (GenEd Course List) (CMSP 105 recommended - satisfies cultural competence requirement)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd Course List)	3
Interdisciplinary & Emergency Issues	
CIS 101 Information Systems and Technology	3
Wellness Elective (GenEd Course List)	3

PE/Health Requirement (Wellness elective satisfies this requirement)

Departmental Requirements	
BU 273 Business Communications	3
MDA 101 Foundations of Medical Assisting I	3
MDA 102 Foundations of Medical Assisting II	3
MDA 104 Medical Assisting Clinical I	1
MDA 109 Medical Terminology	3
MDA 110 Pharmacology for Medical Office Practice	3
MDA 115 Phlebotomy Skills or	
MDA 112 Medical Administrative Office Applications	3
MDA 201 Medical Assisting Laboratory Procedures	3
MDA 202 Medical Assisting Clinical Skills	3
MDA 204 Medical Assisting Clinical II	2
MDA 216 Medical Coding Basics	3
MDA 218 Insurance Billing and Reimbursement	3
MDA 220 Electronic Health Records	3
MDA 222 Introduction to Federal Healthcare Programs and Laws	3

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Medical Assistant

Certificate (Career)

Prepares students in administrative and clinical medical procedures and provides a foundation in the principles and practices of asepsis, initial patient contact, patient care responsibilities, and patient education. Clinical duties include collecting and performing various laboratory tests, administering medications, and performing diagnostic procedures such as EKGs. Courses in medical software applications and medical administrative and clinical internships are included in this certificate. Students are engaged in classroom, hands-on and clinical learning environments. Students must maintain a grade of "C" or better in all MDA courses. Graduates will be qualified to take the national certification examination in medical assisting offered by the National Center for Competency Testing (NCCT).

Prospective students must apply for admission to the college through the Welcome Center, complete all placement tests through the Testing Center, send official transcripts (if applicable) to the registrar, and arrange for an advising appointment with the Medical Assisting Program Manager.

Courses in this program can be used to meet the elective requirements of the A.A. degree in general studies.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
CIS 101 Information Systems and Technology	3
MDA 101 Foundations of Medical Assisting I	3
MDA 102 Foundations of Medical Assisting II	3
MDA 104 Medical Assisting Clinical I	1
MDA 109 Medical Terminology	3
MDA 110 Pharmacology for Medical Office Practice	3
MDA 115 Phlebotomy for Allied Health or	
MDA 112 Medical Administrative Office Applications	3
MDA 201 Medical Assisting Laboratory Procedures	3
MDA 202 Medical Assisting Clinical Skills	3
MDA 204 Medical Assisting Clinical II	2
MDA 220 Electronic Health Records	3
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Healthcare Practice Management

Certificate (Career)

Prepares students for work as a medical practice manager.

Students must receive a "C" or better in all MDA courses.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BU 273 Business Communication	3
CIS 101 Information Systems and Technology	3
ACCT 101 Principles of Accounting I	3
BU 227 Principles of Management	3
MDA 109 Medical Terminology	3
MDA 112 Medical Administrative Office Applications	3
MDA 216 Medical Coding Basics	3
MDA 218 Health Insurance Billing and Reimbursement	3
MDA 220 Introduction to Electronic Health Records	3
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Medical Scribe

Letter of Recognition (Career)

Introduces students to medical information management. The medical scribe specializes in charting physician-patient encounters in real-time during medical exams in a clinic, physician office, urgent care or emergency room.

Students must receive a "C" or better in all MDA courses.

Course	Credits
Departmental Requirements	
MDA 109 Medical Terminology	3
MDA 112 Medical Administrative Office Applications	3
MDA 220 Introduction to Electronic Health Records	3
	9

Nuclear Medicine Technology

The A.A.S. and certificate programs are being discontinued and no new students will be admitted into the program.

A.A.S. Degree (Career)

Prepares students as entry-level nuclear medicine technologists in a specialized area of diagnostic imaging which includes both body structure and function. Nuclear medicine technologists perform procedures to assist physicians in the diagnosis and treatment of patients. Recently the nuclear medicine field has expanded to include molecular imaging using positron emission tomography (PET), and fusion imaging using hybrid scanners, such as PET/CT and SPECT/CT.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 130 College Algebra	3
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
Arts & Humanities	
CMSP 105 Small Group Communication (satisfies Cultural Competence requirement)	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
CH 101 General Chemistry	4
PY 101 Survey of Physics	3
PE/Health Requirement	1

Departmental Requirements

NM 100 Physics and Radiation Safety in Nuclear Medicine Technology	5
NM 102 Nuclear Medicine Technology	3
NM 103 Nuclear Medicine Techniques I	4
NM 104 Clinical Nuclear Medicine I	1
NM 105 Nuclear Medicine Techniques II	3
NM 107 Instrumentation and Computers in Nuclear Medicine Technology	4
NM 202 Clinical Nuclear Medicine II	2
NM 203 Radiopharmacy and Radiation Chemistry	2
NM 204 Clinical Nuclear Medicine III	4
NM 205 Professional Development	2
MDA 108 Basic Medical Terminology	1

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*In order to meet the new demands within the field accepted student will dedicate three (3) semesters or 12 months to the NMT curriculum and the two (2) semesters (6 months) to the dedicated CT curriculum. Upon completion students will earn an A.A.S in Nuclear Medicine Technology and a certificate in Computed Tomography. Graduates will be qualified to take the national certification exams for nuclear medicine technology and the post primary certification in Computed Tomography. The combination of focus meets the expanding needs of nuclear medicine technology that includes dual modality imaging. **The A.A.S. and certificate programs are being discontinued and no new students will be admitted into the program.**

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Nuclear Medicine Technology and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- University of Baltimore–B.S. Health Systems Management
- University of Baltimore at Shady Grove–B.S. Health Systems Management

Nuclear Medicine Technology

The A.A.S. and certificate programs are being discontinued and no new students will be admitted into the program.

Certificate (Career)

Prepares students as entry-level nuclear medicine technologists in a specialized area of diagnostic imaging which includes both body structure and function. Nuclear medicine technologists perform procedures to assist physicians in the diagnosis and treatment of patients. Recently the nuclear medicine field has expanded to include molecular imaging using positron emission tomography (PET), and fusion imaging using hybrid scanners, such as PET/CT and SPECT/CT.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
NM 100 Physics and Radiation Safety in Nuclear Medicine Technology	5
NM 102 Nuclear Medicine Technology	3
NM 103 Nuclear Medicine Techniques I	4
NM 104 Clinical Nuclear Medicine I	1
NM 105 Nuclear Medicine Techniques II	3
NM 107 Instrumentation and Computers in Nuclear Medicine Technology	4
NM 202 Clinical Nuclear Medicine II	2
NM 203 Radiopharmacy and Radiation Chemistry	2
NM 204 Clinical Nuclear Medicine III	4
NM 205 Professional Development	2
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*In order to meet the new demands within the field accepted student will dedicate three (3) semesters or 12 months to the NMT curriculum and the two (2) semesters (6 months) to the dedicated CT curriculum. Upon completion students will earn a Certificate in Nuclear Medicine Technology and in Computed Tomography. Graduates will be qualified to take the national certification exams for nuclear medicine technology and the post primary certification in Computed Tomography. The combination of focus meets the expanding needs of nuclear medicine technology that includes dual modality imaging. **The A.A.S. and certificate programs are being discontinued and no new students will be admitted into the program.**

Computed Tomography Certification

Certificate (Career)

Prepares students as entry-level CT technologists who are responsible for operating sophisticated equipment, performing venipuncture, and monitoring patient's radiation dose. Computed Tomography Technologist (CT) uses x-rays and a computer to acquire a set of data from multiple angles around the patient's body and produce high-resolution cross-sectional images, known as tomographic slices. Innovations, including spiral/helical and multi-slice CT, mean that CT is a rapid technique with many applications. Students pursuing post-primary pathway certification in CT must hold primary pathway registration with the ARRT (or in some cases, NMTCB) in an appropriate discipline and document completion of specific clinical experience requirements or be currently enrolled in the Nuclear Medicine Technology Program.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
NM 220 CT Principles & Instrumentation	3
NM 222 Cross-sectional Anatomy	3
NM 224 CT Protocols & Applications	3
NM 226 Computed Tomography Clinical Practicum	3
	12

Note: Students pursuing post-primary pathway certification in CT must hold primary pathway registration with the ARRT (or in some cases, NMTCB) in an appropriate discipline and document completion of specific clinical experience requirements or be currently enrolled in the Nuclear Medicine Technology Program.

Nursing

A.S. Degree (Career)

The program is approved by the Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore Maryland, 21215 410.585.1900). The program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326 404.975.5000).

Upon successful completion of the curriculum, the graduate is eligible to take the examination for registered nurse licensure.

Graduates are prepared to give competent, safe nursing care to clients in hospitals, nursing homes and other comparable health agencies under the supervision of more experienced practitioners, and with experience and further preparation, should be able to assume increasing responsibility in nursing. High school preparation for the nursing program should include algebra, advanced biology, chemistry and data processing. Enrollment in the nursing program is limited by the availability of clinical facilities.

Admission to the program is competitive and, generally, priority is given to residents of Frederick County. Applications for admission to the nursing program should be completed by February 1 for the day option (fall admission) or September 15 for the evening/weekend option (spring admission). This includes applying for admission to the college through the Welcome Center, completion of placement tests and arranging an interview with the allied health advisor. Visit frederick.edu/nursing for more information on the selective admissions process.

The associate degree nursing program is seldom completed in fewer than three years by full-time students. Because of prerequisite courses and the demands of clinical experiences and family responsibilities, most students will be enrolled in the program for four years. Students who drop out for any reason may be readmitted on a space available basis and should contact the director of nursing education as soon as possible.

Information about tuition, fees and completion time may be obtained from the Welcome Center or the allied health advisor. Conviction of a felony or misdemeanor may prohibit students from taking the nursing licensure exam. Please see the director of nursing education prior to enrolling as a nursing major to discuss options. Students are required to obtain criminal background checks before starting clinical coursework.

A grade of "C" or better must be earned in all courses in the nursing program.

If the student's knowledge of biological and chemical principles is deficient, BI 55 (Preparation for Allied Health) will be required.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition.....	3
Mathematics	
Mathematics Elective (GenEd course list) (Check with an advisor or transfer institutions before selecting a math elective)	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology.....	3
ED/PS 208 Human Growth & Development.....	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (CMSP required) (GenEd course list).....	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology.....	4
BI 104 Anatomy & Physiology.....	4
BI 120 Microbiology for Allied Health or	
BI 203 Elements of Microbiology	4
PE/Health Requirement	1

Departmental Requirements

NU 101 Introduction to Clinical Nursing (satisfies cultural competence requirement)	6
NU 105 Pharmacology for Nurses	2
NU 211 Medical-Surgical Nursing I	7
NU 212 Medical-Surgical Nursing II	4
NU 213 Medical-Surgical Nursing III	4
NU 214 Psychiatric/Mental Health Nursing.....	3
NU 216 Preparation for Practice	2
NU 218 Maternal, Child, and Family Nursing	5
	70

All degree-seeking students must complete a Cultural Competency course in order to graduate. NU 101—Introduction to Clinical Nursing satisfies this requirement.

RN To BSN

Frederick Community College participates in the Maryland Articulation Model that was revised in fall 2003. A maximum of 70 non-nursing credits will be accepted. Transfer of nursing credits will not be necessary as 30 upper division nursing credits will awarded by the baccalaureate institution based on a valid unencumbered Maryland nursing license.

LPN To ADN

Transition courses (LPN to ADN) have been developed to allow an LPN to complete the ADN program in a shorter amount of time. The LPN must first complete all general education requirements of the ADN program. Admission to this program is competitive and is based on the same point system for the ADN program. Visit www.frederick.edu/nursing for details

See allied health advisor for further information.

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.S. in Nursing and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- Capella University – BS Nursing
- Drexel University – B.S. Nursing on-line degree program
- Frostburg University – B.S. Nursing
- Chamberlain College – B.S. Nursing
- University of Maryland University College – B.S. Nursing
- Towson University – B.S. Nursing

Paralegal

A.A.S. Degree (Career)

Provides students interested in the paralegal profession or pre-law with specialized legal training to enable them to: understand ethical obligations and professionalism; gather and analyze facts relevant to legal disputes; perform legal research; draft legal documents; prepare witnesses and evidence for presentation at legal proceedings. The paralegal may not practice law and so must work under the direction of an attorney who is licensed to practice.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts & Humanities Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
Interdisciplinary & Emergency Issues	
Wellness Elective (GenEd Course List)	3
General Education Electives (Select from GenEd course list)	6
PE/Health Requirement (Wellness elective satisfies this requirement)	

Departmental Requirements

LA 100 Introduction to Law (satisfies Cultural Competence requirement)	3
LA 103 Ethics for the Legal Professional	3
LA 104 Contracts	3
LA 105 Torts	3
LA 106 Technology for the Legal Profession	3
LA 200 Legal Research	3
LA 205 Legal Writing	3
LA 220 Civil Litigation	3
Electives (select 4 courses from the following)	12
LA 210 Estates & Probate (3)	
LA 230 Real Estate (3)	
LA 240 Family Law (3)	
CJ 110 Criminal Law (3)	
CJ 220 Criminal Evidence & Procedure (3)	
BU 211 Business Law (3)	
INTR 103 Internship (3)	

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Paralegal and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471. Note: Pre-Law Option - Paralegal programs are one of many options for students interested in law school. The FCC Paralegal Program curriculum covers the same substantive and procedural courses offered at law schools. Legal analysis (critical thinking), writing, technology, ethics, and professionalism are infused into all legal specialty classes. The Program Manager, a full-time faculty member, serves as a pre-law advisor and assists students with the law school applications process.

- University of Maryland University College—B.S. Legal Studies

Paralegal

Certificate (Career)

Designed for individuals already working in the field as a paralegal who wish to acquire a college credential. Also provides specialized legal training to individuals who may already have a degree in another field or to individuals interested in pre-law.

- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
EN 101 English Composition	3
LA 100 Introduction to Law	3
LA 103 Ethics for the Legal Professional	3
LA 104 Contracts	3
LA 105 Torts	3
LA 106 Technology for the Legal Profession	3
LA 200 Legal Research	3
LA 205 Legal Writing	3
LA 220 Civil Litigation	3
Select one course from the following:	
LA 210 Estates & Probate (3)	
LA 230 Real Estate (3)	
LA 240 Family Law (3)	
CJ 110 Criminal Law (3)	
CJ 220 Criminal Evidence & Procedure (3)	
BU 211 Business Law I (3)	
INTR 103 Internship (3)	3
<hr/>	
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Physical Therapist Assistant

A.A.S. Degree (Career) Carroll Community College Degree Mid-Maryland Allied Healthcare Education Consortium

The physical therapist assistant is a dynamic healthcare professional working under the supervision of a physical therapist. The PTA can work with children, athletes, older adults, or in a setting that provides a variety of experiences.

The physical therapist assistant works according to the scope of practice defined by the licensing board in the state in which they practice. In all settings, the physical therapist assistant participates in programs and procedures to maximize each person's potential. PTAs spend most of their time one-on-one with their patients and their families working to achieve maximum independence. The physical therapist assistant utilizes a wide variety of techniques to address their patient's needs and achieve their patient's goals.

This is a competitive admissions program. See Counseling & Advising and/or Carroll Community College's website for more information. This program is part of the Mid-Maryland Allied Healthcare Education Consortium. As such, FCC students will pay in-county tuition even after transferring to Carroll Community College, and may receive special consideration in the competitive admissions process.

For questions about the clinical program, contact Sharon Reid at 410.386.8259 or sreid@carrollcc.edu

- Students must earn a grade of "C" or better in EN 101.
- Students must earn a grade of "C" or higher in all Physical Therapy Assistant courses.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition.....	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology.....	3
Arts & Humanities	
Arts, Humanities, or Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 101 Principles of Biology I.....	4
BI 103 Anatomy & Physiology.....	4
BI 104 Anatomy & Physiology.....	4
Departmental Requirements	
<i>Physical Therapist Assistant courses offered at Carroll Community College</i>	
PTA 099 Neuromuscular Anatomy Skills and Palpitation (optional) ...	0
PTA 101 The Role of the Physical Therapist Assistant	3
PTA 111 Clinical Science 1	6
PTA 113 Modalities	3
PTA 121 Neuroanatomy and Neurophysiology.....	3
PTA 212 Clinical Science 2	6
PTA 213 Treating Special Populations	6
PTA 221 Pain and Pathology.....	3
PTA 231 Overview of Special Populations	3
PTA 241 Clinical Arts 1	4
PTA 242 Clinical Arts 2	4
PTA 243 Clinical Arts 3	4
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Police Science

A.A.S. Degree (Career)

Prepares Maryland law enforcement officials to meet the challenges of a diverse, global society through quality, accessible, innovative, lifelong learning. The diverse, ever-growing population of our state requires increasing numbers of law enforcement officials to be skilled at communicating, problem-solving, conflict resolution, and diversity awareness, in addition to being physically strong. The key to creating and maintaining this type of professional law enforcement official is education.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (SO 102 Social Problems recommended - satisfies cultural competence requirement)	3
Arts & Humanities	
CMSP 103 Speech Fundamentals	3
Biological & Physical Science	
Biological & Physical Sciences Elective (lab course) (GenEd course list) (BI 130 Forensic Biology recommended)	4
Interdisciplinary & Emergency Issues	
Wellness Elective (GenEd Course List) (HE 201 Stress Management recommended)	3
General Education Elective (GenEd course list)	3
PE/Health Requirement (Wellness elective satisfies this requirement)	
Departmental Requirements	
CJ 101 Introduction to Criminal Justice	3
CJ 106 Police-Community Relations *	3
CJ 110 Criminal Law	3
CJ 204 Police Operational Services	3
CJ 212 Criminalistics *	4
CJ 220 Criminal Evidence and Procedure.....	3
CJ 221 Police Defense Tactics *.....	5
CJ 222 Police Arsenal and Procedures *	5
CJ 223 Emergency Vehicle Operations Course (EVOC) *	3
CJ 214 The Correctional Process or	
EM 101 Disaster, Crisis and Emergency Management.....	3
SO 201 Criminology	3
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* Offered through the Recruit Police Academy Program

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Police Science and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Public Safety Programs Manager.

- University of Maryland University College—B.S. Criminal Justice
- Mount Saint Mary's University—B.A. Criminal Justice
- Capella University—BS Public Safety

Respiratory Care

A.A.S. Degree (Career)

Prepares students to assume responsible positions as part of the Health Care Team. Focuses on the use of objective scientific data as well as theory to guide students to solve complex problems in the clinical setting. Students receive specialized education in the areas of diagnosis, treatment, management, and preventative care for patients with cardiopulmonary disorders. Respiratory Care students participate in various classroom, laboratory, and clinical experiences. The laboratory experience provides the opportunity for hands on experience in preparation for clinical practice in diverse clinical settings. A grade of "C" or better must be earned in all courses. Upon completion of the program, the student is eligible to sit for the National Registry Examination administered by the National Board for Respiratory Care (N.B.R.C.). The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-4244; 817.283.2835.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course *Credits*

English

EN 101 English Composition 3

Mathematics

Mathematics Elective (GenEd course list) 3

Social & Behavioral Sciences

PS 101 General Psychology 3

Arts & Humanities

CMSP 105 Small Group Communication (satisfies cultural competence requirement) 3

Biological & Physical Sciences

BI 103 Anatomy & Physiology 4

BI 104 Anatomy & Physiology 4

BI 120 Microbiology for Allied Health 4

PE/Health Requirement 1

Departmental Requirements

RC 100	Introduction to Respiratory Care	2
RC 102	Fundamentals of Respiratory Care	4
RC 103	Pharmacology	3
RC 104	Gas Exchange Physiology	2
RC 105	Cardiopulmonary & Renal Anatomy & Physiology	3
RC 107	Principles of Mechanical Ventilation	4
RC 109	Clinical Practicum I	2
RC 110	Clinical Practicum II	2
RC 202	Neonatal & Pediatric Respiratory Care	3
RC 203	Pulmonary Rehabilitation & Home Care	2
RC 204	Cardiac Monitoring & Diagnostics	4
RC 205	Professional Seminar	2
RC 206	Pulmonary Diagnostics	2
RC 207	Cardiopulmonary & Renal Pathophysiology Review	3
RC 208	Clinical Practicum III	2
RC 209	Clinical Practicum IV	2

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Sign Language Interpreter Preparatory Program

A.A.S Degree (Career)

Prepares students to work as an entry-level sign language interpreter to facilitate and mediate communication between Deaf/hard of hearing and hearing people. Students will develop skills both receptive and expressive American Sign Language. Students will experience a variety of learning environments, including classroom work, laboratory practice and field placement. Students will be required to have both in-class and out-of-class experience with members of the Deaf community to further develop ASL fluency and cultural competency. Upon graduation, students will be prepared to work as an entry-level interpreter in the field or to continue their studies at a four-year institution.

- * Students are required to take the American Sign Language Proficiency Interview (ASLPI) before applying for the program. A score of 2.0 or higher is required for acceptance into the program. Students who do not have a proficiency in the language should meet with the Program Manager or an Advisor for assistance in enrolling in ASL courses to acquire the needed language proficiency to take the ASLPI.
- * Students are required to maintain a C or higher in all ITR courses in order to continue in the program.
 - Students must complete their **English and Mathematics** within the first 24 credits.
 - One course must meet the **cultural competence graduation requirement**.
 - **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
 - In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
 - For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
 - Students must earn a grade of "C" or better in EN 101.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 206 recommended)	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list) (recommend PS 101, SO 101, or HS 102)	3
Arts & Humanities	
ASLS 203 American Sign Language IV (if ASLS 203 not needed, recommend CMSP 105)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list) (recommend BI 107)	3
General Education Electives	
ASLS 106 Introduction to Deaf Community and History (satisfies cultural competence requirement)	3
(GenEd course list) (recommend CMSP 103, SO 102, or SO 212)	3
PE/Health Requirement	1
Departmental Requirements	
ASLS 211 ASL Linguistics	3
ITR 104 Introduction to Interpreting	3
ITR 110 Interactive Discourse Analysis	3
ITR 112 Foundations of Interpreting	3

ITR 114	Consecutive Interpreting	3
ITR 212	ASL to English I	3
ITR 214	English to ASL I	3
ITR 216	Transliterating I	3
ITR 222	ASL to English II	3
ITR 224	English to ASL II	3
ITR 226	Transliterating II	3
ITR 230	Internship Seminar & Interpreting Environment	2
INTR 103	Internship	3

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To meet the Career Goal of becoming an ASL Interpreter:

- Step One: complete the American Sign Language Studies Certificate (allows the student to become proficient in ASLS to meet the prerequisite for the A.A.S. program).
- Step Two: complete the Interpreter Preparatory Program A.A.S.

Sign Language Interpreter Preparatory Program

Certificate (Career)

Prepares students to work as an entry-level sign language interpreter to facilitate and mediate communication between Deaf/hard of hearing and hearing people. Students will develop skills both receptive and expressive American Sign Language. Students will experience a variety of learning environments, including classroom work, laboratory practice and field placement. Students will be required to have both in-class and out-of-class experience with members of the Deaf community to further develop ASL fluency and cultural competency. Upon graduation, students will be prepared to work as an entry-level interpreter in the field or to continue their studies at a four-year institution.

* Students are required to take the American Sign Language Proficiency Interview (ASLPI) before applying for the program. A score of 2.0 or higher is required for acceptance into the program. Students who do not have a proficiency in the language should meet with the Program Manager or an Advisor for assistance in enrolling in the ASL courses to acquire the needed language proficiency to take the ASLPI.

* Students are required to maintain a C or higher in all ITR courses in order to continue in the program.

<i>Course</i>	<i>Credits</i>
Department Requirements	
ASLS 106 Introduction to Deaf Community and History	3
ASLS 211 ASL Linguistics	3
ITR 104 Introduction to Interpreting	3
ITR 110 Interactive Discourse Analysis	3
ITR 112 Foundations of Interpreting	3
ITR 114 Consecutive Interpreting	3
ITR 212 ASL to English I	3
ITR 214 English to ASL I	3
ITR 216 Transliterating I	3
ITR 222 ASL to English II	3
ITR 224 English to ASL II	3
ITR 226 Transliterating II	3
ITR 230 Internship Seminar & Interpreting Environment	2
INTR 103 Internship	3

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Social Sciences

A.A. Degree (Transfer)

The Associate of Arts in Social Sciences degree trains students to analyze and understand human society and social relationships, and prepares them to transfer to four-year institutions in Social Sciences disciplines. Training in the social sciences prepares students for a wide range of careers and leadership roles in business, non-profits, education, government, and social services. Disciplines within the Social Sciences include Anthropology, Criminal Justice, Economics, Education, Geography, History, Human Services, Law, Political Science, Psychology, Public Policy, and Sociology. Some students will choose an approved Area of Concentration, while others will explore Social Sciences disciplines more generally.

- Students majoring in the Associate of Arts in Social Science without an Area of Concentration should follow the curriculum outlined above and will have 13 unrestricted elective credits.
- Students majoring in an Area of Concentration will follow the curriculum of their major (Addictions Counseling; Criminal Justice; Education; History; Human Services; Psychology; Sociology).

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course Credits

English	
EN 101	English Composition 3
Mathematics	
	Mathematics Elective (GenEd course list) 3
Social & Behavioral Sciences	
	Two courses selected from different disciplines (GenEd course list) 6
Arts & Humanities	
	Arts Elective (GenEd course list) 3
	Humanities Elective (GenEd course list) (recommend PH 205) 3
	Communications Elective (GenEd course list) 3
Biological & Physical Sciences	
	Two courses, one of which must be a lab science (GenEd course list) ... 7
General Education Elective (Select from GenEd course list) 3	
PE/Health Requirement 1	
Electives 28	

Take a minimum of 15 credits of Social Science electives from any of the disciplines listed below. A minimum of 6 credits must be in the same discipline. It is imperative that students consult with an advisor before registering to maximize transfer of coursework.

- Anthropology (AN)
- Criminal Justice (CJ)
- Economics (EC)
- Education (ED)
- Geography (GG)
- Government & Politics (PI)
- History (HI)
- Human Services (HS)
- Psychology (PS)
- Sociology (SO)

Addictions Counseling

Area of Concentration within the A.A. in Social Sciences (Transfer)

Prepares students seeking specific knowledge in substance abuse counseling to work with clients in a board range of treatment settings. Basic counseling and interviewing skills, assessment and diagnosis of substance use and other mental disorders, treatment delivery, ethical practice, and field experience are emphasized.

Certification for addictions counselors is required by the State of Maryland. The credentialing process requires a combination of a college degree in health or human services, specific coursework in addictions counseling, hours of internship and supervised experience, and passing a state-approved examination. Student should consult with an advisor and the Board of Professional Counselors in Maryland for specific certification requirements.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 206 recommended).....	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology.....	3
Arts & Humanities	
Arts Elective (GenEd course list).....	3
Humanities Elective (GenEd course list).....	3
Communications Elective (GenEd course list) (CMSP 103 or CMSP 105 recommended)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list)*. . .	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses	
SO 102 Social Problems	3
HS 102 Human Relations (fulfills cultural competence requirement) .	3
HS 103 Introduction to Social Work and the Human Services	4
ED/PS 208 Human Growth and Development	3
PS 104 Issues of Drug/Alcohol Abuse	3
HS 203 Introduction to Counseling & Interviewing.....	3
HS 205 Fundamentals of Addiction	3
HS 206 Pharmacology of Psychoactive Drugs.....	3
PS 206 Abnormal Psychology	3

Note: Students who wish to obtain certification in drug and alcohol counseling from the State of Maryland need to take HS 204 (3 credits) and INTR 103 (3 credits). Please consult with an advisor to discuss options.

*It is recommended that a science course in human biology be taken for one of the science requirements: BI 107 (lab science) or BI 117 (non-lab science).

Transfer Note:

FCC has transfer agreements with the following institutions for students graduating with an A.A. in Addictions Counseling and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- Stevenson University–B.S. Human Services
- University of Maryland University College – B.S. Gerontology and Aging Services

Addictions Counseling

Certificate (Career)

Prepares those seeking new careers in the field of addictions and for those who wish to advance in their present career by adding professional education in addictions to their credentials. Students may also choose to use these courses to fulfill continuing education (CEU) requirements for periodic renewal of certification or licensure. Certificate graduates may broaden their area of study to Social Work, Counseling, or Psychology at the bachelor's or master's level. Certification for addictions counselors is required by the State of Maryland.

Course	Credits
Departmental Requirements	
PS 101 General Psychology	3
PS 104 Issues of Drug/Alcohol Abuse.....	3
ED/PS 208 Human Growth and Development	3
HS 203 Introduction to Counseling and Interviewing	3
PS 206 Abnormal Psychology	3
HS 205 Fundamentals of Addiction	3
HS 206 Pharmacology of Psychoactive Drugs.....	3
HS 204 Ethics and Practice Issues in the Human Services and Addiction Counseling	3
*INTR 103 Internship	3
*INTR 103 Internship	3
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* Students are required to take two semesters of INTR 103.

Criminal Justice

Area of Concentration within the A.A. in Social Sciences (Transfer)

Introduces students to the highly specialized and sophisticated area of criminal justice by acquainting students with the principles underlying technical skills and procedures, administration and operation of criminal justice organizations and psychological and sociological origins of human behavior.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Select from the GenEd course list	3
Students transferring to University of Maryland must complete MA 206, MA 206A, MA 207, MA 201, or MA 210 to fulfill Gen Ed Math. In addition, it is also strongly recommended they complete BU/MA 205 as one of their electives below.*	
Social & Behavioral Sciences	
Two courses selected from different disciplines (Select from the GenEd course list) (recommend HI 201, PS 101 or PI 104) ...	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
Biological & Physical Sciences Elective (Lab course) (GenEd course list) BI 130 recommended	4
General Education Elective	
SO 102 Social Problems (satisfies cultural competence requirement) or SO 210 Ethnic Diversity (satisfies cultural competence requirement).	3
PE/Health Requirement	1

Concentration Courses	
CJ 101 Introduction to Criminal Justice	3
CJ 110 Criminal Law	3
CJ 204 Police Operational Services	3
CJ 214 The Correctional Process	3
CJ 220 Criminal Evidence & Procedure	3
SO 201 Criminology	3

Electives 10

Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives. Depending on the transfer institution, recommended electives may include: AN 101, AN 103, BU/MA 205, CJ 108, CJ 209, HS 102, SO 210, PH 205-PH 209, SO 212, SO 101, SO 102, SO 202, CIS 101, INTR 103.

*CIS 101 must be taken prior to enrolling in BU/MA 205.

Corrections

Certificate (Transfer)

Targets the field in criminal justice that focuses on the sentencing and treatment of offenders after they have been convicted of crimes. The certificate is designed to prepare students for employment in the corrections field, including state and federal prisons and county detention centers. The certificate program is also designed to help corrections officers improve their work-related skills and advance within their chosen careers.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
CJ 101 Introduction to Criminal Justice	3
CJ 110 Criminal Law	3
CJ 214 The Correctional Process	3
EN 101 English Composition	3
PE 154 Fitness for Living	3
PS 101 General Psychology	3
PS 104 Issues of Drug/Alcohol Use	3
SO 102 Social Problems	3
SO 201 Criminology	3
27	

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A. in Criminal Justice and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471 or the Program Manager of the Criminal Justice program.

- Frostburg University – B.T.P.S. Criminal Justice
- University of Maryland College Park at Shady Grove – B.A. Criminology and Criminal Justice
- University of Maryland University College – B.S. Criminal Justice
- University of Maryland University College – B.S. Investigative Forensics
- University of Maryland University College – B.S. Political Science

Education

Area of Concentration within the A.A. in Social Sciences (Transfer)

Designed for students who plan to transfer to a four-year institution outside of the state of Maryland to obtain a baccalaureate degree and earn state teacher certification, or for students whose desired teaching discipline is not reflected in existing A.A.T. programs.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Three courses, one selected from each area	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list)	7
General Education Elective (Select from GenEd course list)	
	3
PE/Health Requirement	
	1
Concentration Courses	
ED 102 Schools and Society	3
PS 101 General Psychology	3
ED 202 Educational Psychology	3
ED 203 Foundations of Special Education (satisfies cultural competence requirement)	3
ED/PS 208 Human Growth and Development or	
PS 204 Psychology of Adolescence	3
Electives	
	13

Please consult with a transfer advisor at your transfer institution of choice to select courses applicable to your planned area of teacher certification and any needed testing requirements for future teachers.

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History

Area of Concentration within the A.A. in Social Sciences (Transfer)

Designed to prepare students to transfer to four-year institutions. This option provides the opportunity to acquire knowledge about how people have interacted within societies and between societies in relation to a multitude of disciplinary areas.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Electives (GenEd course list)	6
Two courses selected from different disciplines	
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (Gen Ed course list) (Recommend PH 205)	3
Communications Gen Ed (CMSP 103, CMSP 105, or EN 102)	3
Biological & Physical Sciences (One lab course required)	
Biological & Physical Sciences Elective (GenEd course list)	7
Two courses, one of which must be a lab course	
General Education Elective (Select from GenEd course list)	
	3
PE/Health Requirement	
	1
Concentration Courses	
Students should check with an advisor or transfer institution (ARTSYS) before selecting their courses.	
Choose one course from each category:	6
HI 101 History of Western Civilization or	
HI 102 History of Western Civilization	
and	
HI 201 History of the United States or	
HI 202 History of the United States	
Select three 200-level History courses:	9
Electives	
	13
Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives.	

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Transfer Note:

FCC has articulation agreements with the following institutions for students who have completed their Associate degree and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- University of Maryland University College – B.A. History
- University of Maryland University College – B.A. Humanities

Civil War Studies

Certificate (Transfer)

Designed for students who want depth and breadth in studying the Civil War era. This certificate would especially benefit either history majors or those who have a keen interest in a more comprehensive treatment of the Civil War than one course can offer. Included in the certificate are courses addressing a detailed examination of the causes of the war, the war itself, the legacies of the war, and an in-depth research project relating to the war.

- Students must earn a grade of "C" or better in EN 101.

Course		Credits
Departmental Requirements		
EN 101	English Composition	3
HI 201	History of the United States to 1865	3
HI 212	Civil War	3
HI 299	History Independent Study (Civil War History) or	
IS 911H	History Honors and	
IS 912H	Honors Forum	4
HI 217	African-American History or	
HI 213	History of the South or	
HI 215	Constitutional History of the United States	3
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Human Services

Area of Concentration within the A.A. in Social Sciences (Transfer)

Introduces the student to a broad range of social and rehabilitation services and human development concepts designed to deal with the problems of specific populations, including the elderly, children, and persons with mental or physical disabilities. The student will be aware of the demands of the human services field.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course		Credits
English		
EN 101	English Composition	3
Mathematics		
	Mathematics Elective (GenEd course list) (MA 206 recommended)	3
Social & Behavioral Sciences		
PS 101	General Psychology	3
SO 101	Introduction to Sociology	3
Arts & Humanities		
	Arts Elective (GenEd course list)	3
	Humanities Elective (GenEd course list)	3
	Communications Elective (GenEd course list) (CMSP 103 or CMSP 105 recommended)	3
Biological & Physical Sciences		
	Two courses, one of which must be a lab science (GenEd course list) ...	7
General Education Elective (Select from GenEd course list)		
		3
PE/Health Requirement		
		1
Concentration Courses		
SO 102	Social Problems	3
HS 102	Human Relations (fulfills cultural competence requirement) .	3
HS 103	Introduction to Social Work and the Human Services	4
ED/PS 208	Human Growth and Development	3
EC 201	Principles of Economics	3
AN 101	Introduction to Anthropology	3
PS 204	Psychology of Adolescence or	
PS 206	Abnormal Psychology	3
	Electives**	6

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* It is recommended that a science course in human biology be taken for one of the science requirements: BI 107 (lab science) or BI 117 (non-lab science).

** See your advisor to match the elective credits to your specific transfer institution.

Transfer Note:

FCC has transfer agreements with the following institutions for students graduating with an A.A. in Human Services and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- Stevenson University–B.S. Human Services
- University of Maryland University College – B.S. Gerontology and Aging Services

Psychology

Area of Concentration within the A.A. in Social Sciences (Transfer)

Designed to provide students the opportunity to continue their education beyond the community college. Characteristic of this option is the acquiring of knowledge and skills related to working with individuals in providing for their emotional and psychological needs.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)(MA 201 or MA 206 recommended)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Electives (GenEd course list) selected from different disciplines	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list) (recommend PH 205)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences (One lab course required)	
Two courses, one of which must be a lab science (GenEd Course List)	
Biological & Physical Science Lab Course (recommend BI 101)	4
Biological & Physical Science (recommend BI 117 or BI 107)	3
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses	
PS 101 General Psychology	3
PS 202 Social Psychology	3
PS 206 Abnormal Psychology	3
ED/PS 208 Human Growth and Development	3
Choose one Social Science course from Anthropology, Criminal Justice, Economics, Education, Geography, History, Human Services, Political Science, Psychology, or Sociology	3
Electives	13
Students should check with an advisor or the transfer institution (ARTSYS) before selecting their electives. Depending on the transfer institution, recommended electives might include: PS 204, PS 205, PS 207, SO 212, SO 101, SO 102, SO 202, or world language	

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Transfer Note:

FCC has articulation agreements with the following institutions for students completing their Associate degree and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471

- University of Maryland University College – B.S. Psychology
- University of Maryland Baltimore at Shady Grove – B.S. Psychology

Sociology

Area of Concentration within the A.A. in Social Sciences (Transfer)

Designed to give students the opportunity to transfer to a four-year institution. Students acquire knowledge and skills necessary to work with people in a changing society.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Electives (GenEd course list)	
Two courses selected from different disciplines	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences (One lab course required)	
Two courses, one of which must be a lab science (GenEd course list)	
Biological & Physical Science Electives (GenEd course list)	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1

Concentration Courses	
SO 101 Introduction to Sociology	3
Students should check with an advisor or transfer institution (ARTSYS) before selecting their courses.	
Select 9 credits from the following:	9
SO 102 Social Problems (meets cultural competence requirement)	
SO 201 Criminology	
SO 202 Marriage and Family	
SO 207 Sociology of Sexuality	
SO 210 Ethnic Diversity (meets cultural competence requirement)	
SO 212 Gender and Society (meets cultural competence requirement)	
PS 202 Social Psychology	
Choose one Social Science course from Anthropology, Criminal Justice, Economics, Geography, History, Human Services, Political Science, Psychology, or Sociology	3
Electives	13
Students should check with an advisor or transfer institution (ARTSYS) before selecting their electives.	

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Transfer Note:

FCC has articulation agreements with the following institutions for students completing their Associate degree and who are looking for transfer opportunities.

For more information, contact the Counseling & Advising Office at 301.846.2471

- University of Maryland University College – B.S. Sociology

STEM: Science, Technology, Engineering, and Mathematics

A.S. Degree (Transfer)

STEM is the study of science, technology, engineering, and mathematics. A STEM education trains students how to think analytically, creatively, logically, and scientifically, and how to ask the questions and pose the solutions to the challenges facing our society. The STEM discipline helps develop the technological, medical, and scientific breakthroughs that drive our economy and prepare us for the future. The Associate of Science in STEM prepares students for transfer to four-year institutions in STEM (Science, Technology, Engineering, and Mathematics) disciplines. Some students will choose an approved Area of Concentration, while others will explore STEM disciplines more generally.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

- Biology (BI)
- Chemistry (CH)
- Computer & Information Sciences (CIS)
- Engineering (EG)
- Mathematics (MA)
- Physical Science (PC)
- Physics (PY)
- Students majoring in the Associate of Science in STEM without an Area of Concentration should follow the curriculum outlined above and will have 8 unrestricted elective credits. It is recommended that they take CIS 106 (Object Design and Programming).
- Students majoring in an Area of Concentration will follow the curriculum for their major (Biology, Chemistry, Engineering, or Mathematics).

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
MA 111 Precalculus or MA 210 Calculus I (Biology, Chemistry, Engineering, and Mathematics Areas of Concentration require MA 210 or higher)	4
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (GenEd course list) (Recommend BI 101, CH 101, or PY 203)	7
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1
Electives	27

Take a minimum of 19 credits of STEM electives from any of the disciplines listed below. A minimum of 6 credits must be in the same discipline. It is imperative that students consult with an advisor before registering to maximize transfer of coursework; for example some programs will also require MA 210 Calculus I.

Biology

Area of Concentration within the A.S. in STEM (Transfer)

Offers a selection of biology and other natural and physical science related courses for the student who wishes to pursue a Bachelor of Science degree in biology.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits	
English		
EN 101 English Composition	3	
Mathematics		
MA 210 Calculus I	4	
Social & Behavioral Sciences		
Two courses selected from different disciplines (GenEd course list)	6	
Arts & Humanities		
Arts Elective (GenEd course list)	3	
Humanities Elective (GenEd course list)	3	
Communications Elective (GenEd course list)	3	
Biological & Physical Sciences		
CH 101 General Chemistry	4	
BI 101 Principles of Biology I	4	
General Education Elective (Select from GenEd course list)		3
PE/Health Requirement		1
Concentration Courses		
BI 102 Principles of Biology II	4	
CH 102 General Chemistry	4	
CH 201 Organic Chemistry	4	
CH 202 Organic Chemistry	4	
BI 240 Genetics	4	
Electives		6

Choose in consultation with an advisor.

(PY 201, PY 203, and MA 211 recommended. Students transferring to University of Maryland-Shady Grove must take BI 203 or BI 120 at FCC, as it is not offered at Shady Grove.)

Chemistry

Area of Concentration within the A.S. in STEM (Transfer)

Offers a variety of science and math courses for students pursuing a course of study in chemistry. Students planning to transfer to a four-year college should check the requirements of that institution. If there are significant differences, the student should consult an advisor for guidance.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits	
English		
EN 101 English Composition	3	
Mathematics		
MA 210 Calculus I	4	
Social & Behavioral Sciences		
Two courses selected from different disciplines (GenEd course list)	6	
Arts & Humanities		
Arts Elective (GenEd course list)	3	
Humanities Elective (GenEd course list)	3	
Communications Elective (GenEd course list)	3	
Biological & Physical Sciences		
CH 101 General Chemistry	4	
BI 101 Principles of Biology I	4	
General Education Elective (Select from GenEd course list)		3
PE/Health Requirement		1
Concentration Courses		
CH 102 General Chemistry	4	
MA 211 Calculus II	4	
CH 201 Organic Chemistry	4	
PY 203 Introductory Physics I	4	
CH 202 Organic Chemistry	4	
Electives		6

Choose electives in consultation with an advisor. MA 212 Calculus III and MA 214 Introduction to MATLAB recommended.

Engineering

Area of Concentration within the A.S. in STEM (Transfer)

Intended to provide the basis for transfer to a four-year college engineering course of study. Every course is not applicable to all engineering fields and different schools vary in their transfer requirements. Students entering the program who lack precalculus must satisfy this requirement before taking MA 210 Calculus I. Therefore, it is imperative that each student meets regularly with an advisor to establish and/or confirm a personal direction for future study.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I	4
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
CH 101 General Chemistry	4
PY 203 Introductory Physics I	4
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1
Concentration Courses	
EG 100 Introductory Engineering Sciences	3
MA 211 Calculus II	4
MA 213 Differential Equations	3
MA 214 Introduction to MATLAB	1
STEM Electives	8
Choose courses in consultation with an advisor. Depending on a student's transfer goals, recommended courses may include EG 110 Engineering Statistics, EG 210 Mechanics of Materials, EG 211 Engineering Dynamics, MA 212 Calculus III, or PY 204 Introductory Physics II. STEM Electives must be from Biology, Chemistry, Computer & Information Sciences, Engineering, Mathematics, or Physics.	
Electives	7
Choose two or more courses in consultation with an advisor.	

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Mathematics

Area of Concentration within the A.S. in STEM (Transfer)

Provides a diversity of courses for students pursuing a course of study in mathematics. Students planning to transfer to a four-year institution should check requirements. If there are significant differences, the student should consult an advisor for guidance.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I	4
Social & Behavioral Sciences	
Two courses selected from different disciplines (GenEd course list)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Two courses, one of which must be a lab science (Gen Ed course list) ..	7
(PY 203 Physics I and PY 204 Physics II are required at the University of Maryland-College Park and recommended for students transferring to other institutions)	
General Education Elective (Select from GenEd course list)	3
PE/Health Requirement	1
Concentration Courses	
MA 211 Calculus II	4
MA 214 Introduction to MATLAB	1
MA 212 Calculus III	4
MA 213 Differential Equations	3
MA 218 Linear Algebra	3
CIS 106 Introduction to Object Design & Programming	3
Choose one in consultation with an advisor:	
MA 202 Discrete Math or	
CIS 201 Computer Science I	3
Electives	6
Choose electives in consultation with an advisor.	
(PY 205 is required at the University of Maryland-College Park. Depending on transfer school CIS 202 may be recommended)	

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STEM Technology

A.A.S. Degree (Career)

The Associate of Applied Science in Science, Technology, Engineering, and Mathematics (STEM) is designed for students who plan to enter a career field. Some students will choose an approved Area of Concentration, others will explore STEM disciplines more generally.

- Computer Aided Design Technology
- Construction Management Technology
- Cybersecurity
- Data Science
- Information Technology Specialist
- Network Engineering
- Software Engineering

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Science Elective (GenEd course list)	3
PE/Health Requirement	1
Electives	38

Take a minimum of 24 credits of STEM Technology electives from any of the disciplines listed below. A minimum of 12 credits must be in the same discipline. It is imperative that students consult with an advisor before registering to maximize transfer of coursework.

- Biology (BI)
- Bioprocessing Technology (BPM)
- Computer Aided Design (CAD)
- Construction Management (CON)
- Chemistry (CH)
- Computer & Information Sciences (CIS)
- Engineering (EG)
- Film & Video/Graphics (CMM)
- Mathematics (MA)
- Music (MU)
- Physical Science (PC)
- Physics (PY)

- Students majoring in the Associate of Applied Science in STEM without an Area of Concentration should follow the curriculum outlined above and will have 14 unrestricted elective credits. It is recommended that they take CIS 106 Object Design and Programming.
- Students majoring in an Area of Concentration will follow the curriculum for their major:
 - Audio Production Technology

Audio Production Technology

Area of Concentration within the A.A.S in STEM Technology (Career)

Provides the core skills needed to function in and prepare students for entry into the growing audio production profession. Audio production requires creative problem-solving rooted in a strong conceptual and practical foundation. In hands-on classes, students explore the concepts, tools, and techniques of the audio industry using hardware and software they will encounter in the workplace.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (recommend PS 202)	3
Arts & Humanities	
Arts Elective (GenEd course list) (recommend MU 109)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list) (recommend CMSP 105 - satisfies cultural competence requirement) ...	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
PE/Health Requirement	1
Concentration Courses	
MU 103 Fundamentals of Music	3
MU 106 Aural and Keyboard Skills 1*	1
BU 109 Entrepreneurship and Small Business Enterprise	3
MU 130 Foundations of Audio Technology	3
MU 135 Audio Recording Techniques	3
MU 145 Publishing, Licensing, and Copyrighting	3
MU 230 Studio Recording Techniques	3
MU 235 Advanced Audio Production	3
MU 240 MIDI Music Production Techniques	3
INTR 102 Internship	2
<i>*MU 103 may be taken concurrently with MU 106 with the permission of the program manager.</i>	
Electives	11

Choose any of the courses below:

- Applied Music Lessons (Instrumental Lessons up to 4 semesters) (1)
- CIS 106 Introduction to Object Design & Programming (3)
- CIS 226 Game Scripting (3)
- CIS 227 Game Programming (4)
- CIS 228 Game Simulation & Game Development (4)
- CIS 208 C++ Programming (3)
- CIS 225C Mobile App Development (3)
- CMM 101 Introduction to Electronic Media (3)
- CMM 103 Introduction to Film (3)
- CMM 111 Communications Graphics I (3)
- CMM 152 Digital Studio Production (4)
- CMM 252 Digital Film Production (4)
- CMM 254 Postproduction: The Art of Editing (4)
- CMM 256 Television Studio Directing & Operations (4)
- CMM 261 Advanced Postproduction & Motion Graphics (4)
- MU 107 Aural and Keyboard Skills 2 (1)
- MU 111 Music Theory 1 (3)
- MU 112 Music Theory 2 (3)
- MU 151 Class Piano 1 (1)
- MU 152 Class Piano 2 (1)

Audio Production

Certificate (Career)

Prepares the core skills needed to function in and prepare students for entry into the growing audio production profession. Audio production requires creative problem-solving rooted in a strong conceptual and practical foundation. In hands-on classes, students explore the concepts, tools, and techniques of the audio industry using hardware and software they will encounter in the workplace.

Course	Credits
Departmental Requirements	
MU 103 Fundamentals of Music	3
MU 106 Aural and Keyboard Skills*	1
BU 109 Entrepreneurship and Small Business Enterprise	3
MU 130 Foundations of Audio Technology	3
MU 135 Audio Recording Techniques	3
MU 145 Publishing, Licensing, and Copyrighting	3
MU 230 Studio Recording Techniques	3
MU 235 Advanced Audio Production	3
MU 240 MIDI Music Production	3
INTR 102 Internship	2
	27

*MU 103 may be taken concurrently with MU 106 with the permission of the program manager.

Computer Aided Design Technology

Area of Concentration within the A.A.S in STEM Technology (Career)

Provides students with a broad range of knowledge and skills required for success in a career as an architectural CAD drafter, designer, operator, or technician.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (MA 130 or MA 111 recommended)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (Recommend HS 102, satisfies Cultural Competence requirement)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list) (recommend PH 208)	3
Communications Elective (GenEd course list) (recommend CMSP 107) ..	3
Biological & Physical Sciences	
Biological and Physical Sciences Elective (GenEd course list) (recommend PY 101, PC 103, or PC 109)	3
PE/Health Requirement	1

Concentration Courses

CAD 101 Introduction to AutoCAD I	3
CAD 102 Introduction to AutoCAD II	3
CAD 130 Introduction to Revit	3
CAD 200 Introduction to Architectural Drawing and Design	3
CAD 201 Residential Architecture I	4
CAD 205 Civil Drafting I with CAD	3

Electives (select any from the following list)

Any BLD course	
Any CAD course	
Any CIS course	
Any CON course	
Any EG course	
INTR 103 Internship (3)	

Architectural Computer Aided Design

Certificate (Career)

Provides students with the knowledge and skills required for success in a career as an architectural CAD drafter, designer, operator, or technician.

Course	Credits
Departmental Requirements	
CAD 101 Introduction to AutoCAD I	3
CAD 102 Introduction to AutoCAD II	3
CAD 130 Introduction to Revit	3
CAD 200 Introduction to Architectural Drawing and Design	3
CAD 201 Residential Architecture I	4
CAD 202 Residential Architecture II	4
	20

Computer Aided Design Operator

Certificate (Career)

Provides students with a general knowledge and skills required to obtain a position as a CAD technician.

Course	Credits
Departmental Requirements	
CAD 101 Introduction to AutoCAD I	3
CAD 102 Introduction to AutoCAD II	3
CAD 130 Introduction to Revit	3
CAD 200 Introduction to Architectural Drawing and Design	3
CAD 205 Civil Drafting I with CAD	3
CAD 207 Civil Drafting II with CAD	3
	18

Construction Management Technology

Area of Concentration within the A.A.S in STEM Technology (Career)

Provides students with a broad range of knowledge and skills required for success in a career in construction management. Students planning on transferring to a four year college should discuss course requirements with the program manager.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 130, MA 111 or MA 201 recommended)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (Recommend HS 102 - satisfies cultural competence requirement)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list) (Recommend PH 208)	3
Communications Elective (GenEd course list) (Recommend CMSP 107)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list) (PY 101 or PC 103 or PC 109 recommended)	3
PE/Health Requirement	1

Concentration Courses

ACCT 101 Principles of Accounting I	3
BU 227 Principles of Management	3
BU 273 Business Communication	3
CIS 101 Information Systems and Technology	3
CON 101 Introduction to Construction Management	3
CON 132 Materials & Methods of Construction I	3
CON 203 Principles of Site Management	3
CON 204 Construction Project Cost Estimating	3
CON 206 Construction Project Scheduling	3

Electives (select any from the following list)

ACCT 102 Principles of Accounting II (3)	
BU 211 Business Law I (3)	
Any BLD course	
Any CAD course	
Any CON course	
Any CIS course (Recommend CIS 111R and CIS 111E)	
EM 101 Disaster, Crisis, and Emergency Management (3)	
INTR 103 Internship (3)	

Construction Management & Supervision

Certificate (Career)

Provides students with the technical knowledge and skills required for a career in construction management.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
CON 101 Introduction to Construction Management	3
CON 132 Methods and Materials of Construction I.....	3
CON 140 Architectural Blueprint Reading	3
CON 203 Principles of Site Management	3
CON 204 Construction Project Cost Estimating	3
CON 206 Construction Project Scheduling	3
	18

Cybersecurity

Area of Concentration within the A.A.S in STEM Technology (Career)

Prepares graduates for a career in the cybersecurity capacities, such as information security analyst, information technology auditor, network security engineer, and information assurance engineer. This program covers technologies, techniques, and tools required by the cybersecurity industry to identify and respond to threats and vulnerabilities in cyber systems. It covers skills needed to design, analyze, evaluate, and implement security controls in the cyber environments. This program also prepares graduates for professional certifications, including A+, Net+, Security+, Certified Ethical Hacker (CEH), Certified Information Systems Security Professional (CISSP), and Certified Information Security Auditor (CISA).

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Math Elective (GenEd course list) (MA 206 recommended).....	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list) (HS 102 Human Relations recommended - satisfies cultural competence requirement).....	3
Arts & Humanities	
Arts Elective (GenEd course list).....	3
Humanities Elective (GenEd course list) (Recommend PH 201 or PH 208)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Science Elective (GenEd course list)	3
PE/Health Requirement	1

Concentration Requirements

CIS 106 Object Design and Programming.....	3
CIS 111L UNIX/Linux Operating System.....	3
CIS 111M PC Operating Systems.....	3
CIS 170 Security Fundamentals	3
CIS 179 Cybersecurity Fundamentals	3
CIS 180 Networking Fundamentals.....	3
CIS 203 Systems Analysis & Design.....	3
CIS 212 PC Repair & Diagnostics	3
CIS 217 Cybercrime & Digital Forensics Investigation	3
CIS 219 Ethical Hacking and Systems Defense	3
CIS 223 Cloud Security.....	3

Electives

(select any from the following list)	5
Any CIS course	
EM 101 Disaster, Crisis and Emergency Management (3)	
INTR 102 Internship (2)	
INTR 103 Internship (3)	

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Students holding CompTIA A+ Certification may be awarded 6 credits (CIS 111M and CIS 212). Students holding CompTIA Network+ Certification may be awarded 3 credits (CIS 180). Students holding CompTIA Security+ Certification may be awarded 3 credits (CIS 170). Students holding CCNA Certification may be awarded 12 credits (CIS 190, CIS 191, CIS 192, and CIS 193).

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Cybersecurity and who are looking for transfer opportunities. For more information, please contact CIS Program Manager, Dr. Andy Yao in C-222, or at ayao@frederick.edu or 301.846.2410.

- University of Maryland University College – B.S. Cybersecurity Management & Policy
- Mount St. Mary's University – B.S., Cybersecurity

Information Security and Assurance

Certificate (Career)

Designed for students seeking to build skills in specialty areas (e.g., information security), upgrade current skills, or broaden their general knowledge base in information technology. All CIS courses completed in these certificates apply directly to an A.A.S. degree in information technology. The Information Security and Assurance Certificate is specifically designed to meet the need for workers in this rapidly growing area of information technology.

Course	Credits
Departmental Requirements	
CIS 106 Introduction to Object Design and Programming.	3
CIS 111M PC Operating Systems.	3
CIS 212 PC Repair & Diagnostics.	3
CIS 180 Networking Fundamentals.	3
Electives: Complete 3 courses from the following:	9
CIS 170 Security Fundamentals (3)	
CIS 179 Cybersecurity Fundamentals (3)	
CIS 217 Network Security Forensics and Audit (3)	
CIS 218 Information Security and Assurance (3)	
CIS 219 Ethical Hacking and Systems Defense	
CIS 223 Cloud Security (3)	

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Data Science

Area of Concentration within the A.A.S in STEM Technology (Career)

Prepares graduates with a career as a data scientist, data engineer, data architect, data administrator, data analyst, or business analyst in the data-intensive fields including eCommerce, Banking, Healthcare, Business & Finance, Social Networking, Science, Telecommunications, and National Security. It covers the techniques, technologies, and tools necessary to collect, clean, manipulate, extract, transform, load, model, analyze, visualize, and present data as business intelligence.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course

Credits

English

EN 101 English Composition 3

Mathematics

Mathematics Elective (GenEd course list) (MA 206 recommended) 3

Social & Behavioral Sciences

Social & Behavioral Sciences Elective (GenEd course list)
(recommnd HS 102, satisfies Cultural Competence requirement) 3

Arts & Humanities

Arts Elective (GenEd course list) 3
Humanities Elective (GenEd course list) 3
Communications Elective (GenEd course list) 3

Biological & Physical Sciences

Biological & Physical Sciences Elective (GenEd course list) 3

PE/Health Requirement 1

Concentration Courses

CIS 106 Object Design & Programming 3
CIS 111E Spreadsheets 3
CIS 117 Data Science Essentials 3
CIS 118 Data Analytics Using Spreadsheets 3
CIS 119 Statistical Analysis System (SAS) 3
CIS 203 Systems Analysis & Design 3
CIS 230 Database Management Systems 3
CIS 256 Statistical Computing 3
CIS 257 Data Visualization 3
CIS 258 Data Wrangling 3
CIS 259 Big Data Analytics 3

Electives 5

Any CIS or MA Courses

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Information Technology Specialist

Area of Concentration within the A.A.S in STEM Technology (Career)

Designed to prepare students for immediate entry into computer-related occupations and provide opportunities for individuals in the industry to upgrade their skills.

The program consists of core requirements leading to an A.A.S. degree with intrinsic flexibility in a variety of topics.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (HS 102 Human Relations recommended - satisfies cultural competence requirement)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list) (PH 208 recommended)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
PE/Health Requirement	
	1
Concentration Courses	
BU 281 Global Awareness in the Work Environment	3
CIS 111M PC Operating Systems	3
CIS 106 Object Design and Programming	3
CIS 203 Systems Analysis & Design	3
CIS 212 PC Repair & Diagnostics	3
CIS 204 Computer Information Sciences Project or	
INTR 103 Internship	3
CIS 179 Cybersecurity Fundamentals or	
CIS 218 Information Security and Assurance	3
Electives (select from the following list)	
	17
BPM 102 Bioprocessing Environment (3)	
BPM 103 Laboratory Techniques I (1)	
BPM 110 Bioprocessing Measurements (4)	
Any CIS course	
CMM 111 Communication Graphics I (3)	
CMM 112 Communication Graphics II (3)	
CMM 114 Web Design (3)	
CMM 152 Digital Studio Production (4)	
CMM 252 Digital Film Production (4)	
CMM 254 Postproduction: The Art of Editing (4)	

EN 115	Technical Writing (3)
EM 101	Disaster, Crisis and Emergency Management (3)
MDA 109	Medical Terminology (3)
MDA 112	Medical/Administrative Office Applications (3)
MDA 220	Electronic Health Records (3)
MU 130	Foundations of Audio Technology (3)
MU 135	Audio Recording Techniques (3)
MU 235	Advanced Audio Production (3)

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Students holding CompTIA A+ Certification may be awarded 6 credits (CIS 111M and CIS 212). Students holding CompTIA Network+ Certification may be awarded 3 credits (CIS 180). Students holding CompTIA Security+ Certification may be awarded 3 credits (CIS 170). Students holding CCNA Certification may be awarded 12 credits (CIS 190, CIS 191, CIS 192, and CIS 193).

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in STEM Technology with an Area of Concentration in Information Technology Specialist and who are looking for transfer opportunities. For more information, please contact CIS Program Manager, Dr. Andy Yao in C-222, or at ayao@frederick.edu or 301.846.2410.

- University of Maryland University College – B.S. Computer Networks & Cybersecurity
- University of Maryland University College – B.S. Cybersecurity Management & Policy

Computer Studies

Certificate (Career)

Designed for students seeking to build skills in the field of computer studies. Involves defining and analyzing problems and developing, testing, and maintaining programs by incorporating a broad range of transferable problem-solving skills and techniques including logical thinking, creative design, synthesis, and evaluation.

Course	Credits
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Departmental Requirements

CIS 106	Object Design & Programming	3
CIS 111M	PC Operating Systems	3
CIS 203	Systems Analysis & Design	3
CIS 212	PC Repair & Diagnostics	3
CIS 218	Information Security and Assurance or	
CIS 179	Cybersecurity Fundamentals	3
Electives	Select 6 credits from:	
	Any BU course	
	Any CIS course	
	Any INTR course	6

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Computer Support Specialist

Certificate (Career)

Prepares students for a career as a computer support specialist. Computer support specialists provide help and advice to people and organizations using computer software or equipment.

Course	Credits
Departmental Requirements	
CIS 111M PC Operating Systems	3
CIS 180 Networking Fundamentals or	
CIS 210 Data Communications and Networking	3
CIS 200 IT Support Service	3
CIS 212 PC Repair & Diagnostics	3
Electives Select 6 credits from any CIS courses	6
	18

Healthcare Information Technology

Certificate (Career)

Prepares graduates to work as healthcare information technology technicians in a healthcare setting and to perform tasks, such as maintaining the system that supports electronic health records (EHR), improving EHR software usability, and designing/implementing policies to protect healthcare data. Provides students with specialized knowledge and skills on healthcare-relevant software and computer proficiency. Includes information technology, healthcare systems, and medical business operations. Covers the objectives required by CompTIA A+ and CompTIA Healthcare IT Technician.

Course	Credits
Departmental Requirements	
CIS 101 Information Systems and Technology or	
CIS 106 Introduction to Object Design and Programming	3
CIS 111M PC Operating Systems	3
CIS 173 Healthcare Information Technology	3
CIS 212 Personal Computer Repair & Diagnostics	3
MDA 109 Medical Terminology	3
MDA 112 Medical/Administrative Office Applications	3
MDA 220 Electronic Health Records	3
	21

Software Specialist

Certificate (Career)

Prepares students for a career as a software specialist. Software specialists maintain and implement database management systems, computer applications, and operating systems, as well as analyze organizational software needs, devise solutions, and maintain PC software and hardware systems.

Course	Credits
Departmental Requirements	
CIS 101 Information Systems & Technology or	
CIS 106 Object Design & Programming	3
CIS 111B Microcomputer Software Applications: Database	3
CIS 111E Microcomputer Software Applications: Spreadsheets	3
CIS 111R Business Software Applications	3
Electives Select 6 credits from any CIS courses	6
	18

Students may test out of CIS 103A and/or CIS 103B.

Database Administration

Letter Of Recognition (Career)

Prepares students who already have some computer and programming skills to operate and administer a database management system.

Course	Credits
Departmental Requirements	
CIS 230 Database Management Systems	3
CIS 232 Database Administration	3
	6

Radio Frequency Technician

Letter of Recognition (Career)

Prepares students with the essential knowledge on communications-based networks and systems in order to become Radio Frequency (RF) technicians whose primary duties include the installation, maintenance upgrade, and testing of RF systems, such as wireless Internet access points, cellular antennas, and satellite systems. Provides the foundation for familiarity with electronics, computing, networking, and wireless technologies. This LOR prepares students for BICSI (Building Industry Consulting Service International) Technician certification and National Association of Radio and Telecommunications Engineers (NARTE) Wireless System Installers certification.

Course	Credits
Departmental Requirements	
CIS 111K Practical Structured Cabling	3
CIS 116F Computer Fundamentals	1
CIS 210 Data Communications and Networking	3
CIS 224 Wireless Communications	3
	10

Network Engineering

Area of Concentration within the A.A.S in STEM Technology (Career)

Prepares students for entry-level positions in the network engineering field.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

<i>Course</i>	<i>Credits</i>
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 206 recommended)	3
Social & Behavioral Sciences	
Social Science Elective (GenEd course list) (HS 102 recommended - satisfies cultural competence requirement)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list) (PH 208 or PH 101 recommended)	3
Communications Elective (GenEd course list) (CMSP 105 recommended - satisfies cultural competence requirement)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
PE/Health Requirement	1

Concentration Courses	
BU 281 Global Awareness in the Work Environment	3
CIS 111M PC Operating Systems	3
CIS 106 Object Design & Programming	3
CIS 203 Systems Analysis & Design	3
CIS 212 PC Repair & Diagnostics	3
CIS 179 Cybersecurity Fundamentals or	
CIS 218 Information Security and Assurance	3
CIS 190 Cisco 1 Network Fundamentals	3
CIS 191 Cisco 2 Routing Technologies	3
CIS 192 Cisco 3 Switching Technologies	3
CIS 193 Cisco 4 WAN Technologies	3
Electives <i>Select eight (8) credits from the following:</i>	
INTR 103, CIS 111K, CIS 111L, CIS 170, CIS 179, CIS 180, OR	
any CIS 200-level course	8
	60

Students holding CompTIA A+ Certification may be awarded 6 credits (CIS 111M and CIS 212). Students holding CompTIA Network+ Certification may be awarded 3 credits (CIS 180). Students holding CompTIA Security+ Certification may be awarded 3 credits (CIS 170). Students holding CCNA Certification may be awarded 12 credits (CIS 190, CIS 191, CIS 192, and CIS 193).

Network Engineer

Certificate (Career)

Prepares students with the knowledge and skills required to implement and maintain a defined network. Graduates will be able to configure, maintain, and troubleshoot network devices using network tools as well as analyze network traffic to make solution recommendations. This certificate also prepares graduates for Cisco Certified Network Associate (CCNA) professional certification.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
CIS 106 Object Design & Programming	3
CIS 190 Cisco 1 Networking Fundamentals	3
CIS 191 Cisco 2 Router Technologies	3
CIS 192 Cisco 3 Switching Technologies	3
CIS 193 Cisco 4 WAN Technologies	3
Complete one of the following courses:	
CIS 170 Security Fundamentals	
CIS 210 Data Communications & Networking	
CIS 224 Wireless Communications	3
	18

Software Engineering

Area of Concentration within the A.A.S in STEM Technology (Career)

Trains graduates with the necessary software development skills to plan, analyze, design, validate, implement, deploy, and manage software systems. This program covers system development life cycle, object oriented programming, mobile app development, C++, C#, Java, Python, R, SAS, and database management systems. The program is designed to prepare graduates with a career as a programmer, software architect, software developer, software engineer, or systems analyst.

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.
- Students must complete a minimum of nine credits at the 200-level.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 206 recommended)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (recommend HS 102, satisfies Cultural Competence requirement)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3
PE/Health Requirement	1
Concentration Courses	
CIS 106 Object Design & Programming	3
CIS 119 Statistical Analysis System (SAS)	3
CIS 201 Computer Science I	4
CIS 203 Systems Analysis & Design	3
CIS 208 C++ Programming	3
CIS 225C Mobile App Programming	3
CIS 226 Game Scripting	3
CIS 227 Game Programming	4
CIS 230 Database Management Systems	3
CIS 256 Statistical Computing	3
Electives	
Any CIS Courses	6
	60

Surgical Technology

A.A.S Degree (Career)

Provides students with a foundation in the sciences and in the principles and practices of the surgical technologist's roles during the phases of surgery. The essential components of this health career are applied through extensive preceptored clinical experiences. CAAHEP accreditation entitles program graduates to apply to sit for the national certifying examination in surgical technology. Enrollment is limited. See page 11 for application information.

A grade of "C" or better must be earned in all courses.

- Students must complete their **English and Mathematics** within the first 24 credits.
- One course must meet the **cultural competence graduation requirement**.
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the PE/Health requirement, a 3-credit Physical Education or Health course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in EN 101.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology or SO 101 Introduction to Sociology	3
Arts & Humanities	
Communications Elective (CMSP required) (GenEd course list)	3
Biological & Physical Sciences	
BI 120 Microbiology for Allied Health	4
BI 103 Anatomy & Physiology and	4
BI 104 Anatomy & Physiology	4
PE/Health Requirement	1
Departmental Requirements	
MDA 108 Basics or Medical Terminology (1) or MDA 109 Medical Terminology (3)	1
ST 100 Fundamentals of Surgical Technology I	6
ST 101 Introduction to Surgical Technology (satisfies cultural competence requirement)	6
ST 105 Clinical Practicum	5
ST 120 Surgery Essentials	3
ST 200 Fundamentals of Surgical Technology I	12
Elective	2
	60

Transfer Note:

FCC has articulation agreements with the following institutions for students graduating with an A.A.S. in Surgical Technology and who are looking for transfer opportunities. For more information, contact the Counseling & Advising Office at 301.846.2471.

- University of Baltimore—B.S. Health Systems Management
- University of Baltimore at Shady Grove—B.S. Health Systems Management
- Towson University—B.T.P.S Allied Health

Surgical Technology

Certificate (Career)

Provides students with a foundation in the principles and practices of the surgical technologist's roles during the phases of surgery. The foundations of practice are applied through extensive preceptored clinical experience. CAAHEP accreditation entitles program graduates to apply to sit for the national certifying examination in surgical technology. Enrollment is limited by the availability of clinical facilities.

A grade of "C" or better must be earned in all courses.

<i>Course</i>	<i>Credits</i>
Departmental Requirements	
BI 103 Anatomy & Physiology and	4
BI 104 Anatomy & Physiology	4
General Education Communications (CMSP required).....	3
MDA 108 Basics or Medical Terminology (1) or	
MDA 109 Medical Terminology (3)	1
ST 100 Fundamentals of Surgical Technology I	6
ST 101 Introduction to Surgical Technology	6
ST 105 Clinical Practicum	5
ST 120 Surgery Essentials	3
ST 200 Fundamentals of Surgical Technology I	12
	44

Credit Course Descriptions

Please note that all courses listed are not offered every semester. Check the current schedule of classes for course offerings.

Time Commitment for Academic Success

At Frederick Community College, in all credit courses, students are expected to invest a minimum of two hours completing out-of-class course work for every hour of in-class instructional time. For example, in a 3-credit course, students experience at least 37.5 hours of instructional time and should invest a minimum of 75 hours in out-of-class time preparing for the course and completing assignments. In a traditional 15-week, 3-credit course, this equates to an average minimum of 5 hours per week. For online and hybrid courses, students can expect active instructional time and 'out-of-class' course work comparable to face-to-face courses with the same number of credits.

Course Blackboard Requirements

Some course sections may require access to the course Blackboard website. Students enrolled in those courses are expected to participate through the Blackboard format using their own or appropriate college-available computers.

ACCT: Accounting

ACCT 100-Business Accounting (3)

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 *OR Corequisite:* EN 75

Demonstrates the accounting principles and procedures used by a business in setting up and maintaining records for reporting purposes. Topics include the accounting cycle, preparation of the financial statements, payroll and banking procedures, and computerized recordkeeping.

ACCT 101-Principles of Accounting I (3)

Prerequisites: EN 70 *OR* (EN 50 and EN 51) *OR* (ESL 94 and ESL 97) *OR* (ESL 70 and ESL 71)

Introduces the principles and procedures related to accounting theory and practice. The analysis of transactions under generally accepted accounting principles (GAAP) and their relationship to the financial statements are covered from a user's perspective.

ACCT 102-Principles of Accounting II (3)

Prerequisite: ACCT 101

Continues the study of financial accounting principles and procedures from ACCT 101, with emphasis on the corporate form of business organization. Students will also be introduced to managerial accounting concepts used for planning and controlling the business enterprise.

ACCT 111-Microcomputer Software

Applications: Computerized Accounting (3)

Prerequisites: (CIS 101 or COS 116D) and (ACCT 100 or ACCT 101)

Demonstrates the use of commercial software in managing the accounting functions of a business enterprise. Using a hands-on approach, students will learn how to set up a fully integrated accounting system to record sales invoices, collections, purchase invoices, disbursements, and payroll transactions. Students will also set up and maintain inventory and accounts receivable/payable subsidiary ledgers and prepare financial reports.

ACCT 117-Payroll Accounting (3)

Prerequisites: (EN 70 or EN 75) *OR* [(EN 50A or EN 61) and EN 52] *OR* (ESL 95 and ESL 99) *OR* (ESL 72 and ESL 73) *AND* (ACCT 100 or ACCT 101)

Examines the concepts, regulations, laws and procedures related to payroll accounting. The course is comprehensive and detailed to prepare students to be competent to account for the payroll of all businesses. Includes hands-on preparation of all payroll forms, schedules, records, and applications of different systems.

ACCT 201-Intermediate Accounting I (4)

Prerequisite: (ACCT 100 & ACCT 101) or (ACCT 101 & ACCT 102)

Reviews generally accepted accounting principles and the conceptual framework of financial accounting. Provides an intensive study of accounting procedures, work papers, financial statement preparation, and disclosure of financial statement items. Analyzes revenue recognition concepts and the proper accounting for cash, receivables, and inventories.

ACCT 202-Intermediate Accounting II (4)

Prerequisites: ACCT 100 and ACCT 101, or ACCT 101 and ACCT 102, or ACCT 201

Provides an intensive study of accounting for tangible and intangible assets, current and non-current liabilities, stockholders' equity, and investments. Emphasis is placed on proper accounting and financial statement disclosure of earnings per share, leases, deferred income taxes, and accounting changes, with an analysis of time value of money applications.

ACCT 203-Managerial Cost Accounting (3)

Prerequisite: ACCT 101

Presents accounting information that is used by managers for planning, directing and controlling the business. Both short-term operational planning and long-term strategic planning concepts are covered. Specific topics include accounting for product costs vs. period costs, job-order costing and process costing, cost behavior analysis, Cost-Volume-Profit (CVP) decision making, activity-based and standard costing, and capital budgeting.

ACCT 205-Federal Income Tax Accounting (3)

Prerequisite: ACCT 100 or ACCT 101

Covers current federal revenue acts as they relate to business and individual tax procedures. Includes income inclusions and exclusions, exemptions, capital gains and losses and business and individual deductions. Encourages use of tax forms but requires independent analysis of taxable status and handling income-expense items.

ACCT 206-Federal Taxation: Corporations and Partnerships (3)

Prerequisite: ACCT 205

Focuses on the federal taxation rules as they apply to corporations, partnerships, estates and trusts.

ACCT 214-Auditing (3)

Prerequisites: ACCT 100 and ACCT 101 or ACCT 101 and ACCT 102

Examines auditing principles and their application to the examination of financial statements. Special attention to authoritative pronouncements, internal control, auditing procedures and working papers as well as professional ethics and responsibilities. Students perform an auditing case study outside of class.

ACCT 216-Governmental and Not-for-Profit Accounting (3)

Prerequisites: ACCT 100 and ACCT 101 OR ACCT 101 and ACCT 102

Introduces the environment, characteristics, principles, and practices associated with governmental and not-for-profit accounting. Major areas explored include fund accounting, fund types, revenue and expenditure recognition, and financial reporting.

ACCT 233-Applied Accounting (3)

Prerequisites: ACCT 111, ACCT 201, CIS 111E

Provides students with hands-on experiences completing the daily duties and tasks required of a staff accountant. During the first half of the course, students review the accounting concepts related to the duties and tasks. During the second half of the course, students apply their knowledge of accounting principles and procedures to complete the duties and tasks. Students work in a simulated business environment using accounting application software.

ACE: Academic and Career Engagement

ACE 100-Advanced Reading for Composition (2)

Prerequisites: (A grade of C or better in EN 70 or EN 75) OR [(EN 51 or EN 52) and EN 61] OR (appropriate scores on the reading and writing placement tests) OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73); *Corequisite:* EN 101

Provides supplemental reading and writing support for students co-enrolled in English Composition (EN 101). The course targets critical reading strategies necessary for success in EN 101 and other college-level courses that require intensive reading. Students are guided to become independent readers capable of engaging in rigorous academic conversations.

ACE 101-Academic Engagement Seminar (3)

• Gen Ed Emerging Issues; Cultural Competence
Prerequisite or Corequisite: EN 70 or EN 75 OR
Prerequisites: [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces first-year students to current, real-world issues as they advance their critical thinking, communication, and research skills. Students will explore questions of local, national, and global significance through multicultural contexts, while building relationships with their classmates, instructor, and other college personnel. Additionally, students will use campus resources and co-curricular events to enhance their educational experience and foster their college success.

ACE 102-College Success Tools (1)

Prerequisites: EN 70 OR (EN 50 and EN 51) OR (ESL 94 and ESL 97) OR (ESL 70 and ESL 71)

Introduces students to tools, strategies, and resources designed to help build stronger academic foundations and make informed choices that will lead to college success. Students will plan their academic path, improve their study habits, and connect to campus and online resources to enhance their educational experience and achieve their goals.

ACE 110-Career Assessment and Planning (3)

Prerequisites: EN 70 OR (EN 50 and EN 51) OR (ESL 94 and ESL 97) OR (ESL 70 and ESL 71)

Develops critical methods needed to make a satisfying career decision based on research and goal setting strategies that lead to personal and professional success. Students will acquire the skills needed to make informed choices about their education and career. Students will evaluate their strengths, values, interests, and personality in order to identify possible career options. Students will learn techniques for researching career options and making decisions about their future while creating a learning/career portfolio upon which they can build throughout their college career.

ACE 111A-Choosing a Major or Career (1)

Provides tools and support for students to explore career options, majors, and credentials. Students will identify their own strengths, values, and interests and will prepare an academic plan to help them identify a course of study appropriate to their desired outcomes.

ACE 111B-Job Search and Workplace Basics (1)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Develops key strategies to help students find satisfying work. Students will learn how to connect their employment objectives to their education and work experience. Topics include resume writing, interviewing, job search skills, and workplace basics.

ACE 140-Introduction to Leadership (3)

• Gen Ed Emerging Issues
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines leadership through an analysis of various leadership qualities and styles in the fields of business, government, the law, and the military. By utilizing a wide variety of sources, including readings, films, and experiential exercises, students will explore the concept of leadership as well as developing/improving their own leadership skills.

ACE 201H-Honors Applied Leadership & Research (3)

Prerequisite: Permission of Honors Coordinator

Provides returning Honors students with the opportunity to serve as peer mentors or leaders of first-year Honors students as they explore current, real-world issues and further advance their critical thinking, communication, and research skills. Students will develop and explore questions of local, national, and global significance through multicultural contexts while building relationships with the instructor, classmates, and other college personnel. Students will refine research and presentation skills in preparation for academic conferences.

ACE 250-Global Scholar Experience (3)

• Gen Ed Emerging Issues; Cultural Competence
Prerequisite or Corequisite: EN 101

Develop cultural competency through short-term study abroad using a 'learn, travel, teach' model. The pre-trip component will introduce the concept of cultural competency, elements of culture, and an overview of the destination country's/ies' culture(s). During the study abroad portion, daily journaling or blogging will record and analyze the travel experience. Post-trip, a multimedia cultural competency project will be completed with faculty supervision and presented to an audience. Students who successfully complete all course requirements will be awarded a Global Scholar Certificate.

AN: Anthropology

AN 101-Introduction to Anthropology (3)

• Gen Ed Anthropology; Cultural Competence
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Presents general patterns of the development of human culture and the basic principles of social anthropology and ethnology. Provides field work experience and emphasizes concepts of the modern practical views of anthropology.

AN 103-Introduction to Archeology (3)

• Cultural Competence
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Emphasizes archaeological tools, methods, interests and interpretations. Techniques of recording, preserving and organizing data will be practiced. Involves scouting of sites, test diggings and research of the known historical past. Provides a field study of the area.

AR: Art

AR 100-Introduction to the Creative Arts (3)

• Gen Ed Arts; Cultural Competence
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces students to the areas of visual arts, dance, music, and theater through an exploration of representative works with a global perspective. The study of the creative arts will develop critical appreciation for the arts, enhance self-expression, and provide a better understanding of the human experience. Attendance at an art exhibition and two different live performances is required. The course meets the Maryland state approved Associate of Arts in Teaching degree.

AR 101-Two Dimensional Art and Design (3)

• Gen Ed Arts
Prerequisite: EN 70 OR *Prerequisites or Corequisites:* EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Investigates the concepts and principles of two-dimensional visual design using black and white through a series of design exercises of increasing complexity.

AR 102-Three Dimensional Art and Design (3)

Prerequisite: AR 101

Builds on the design concepts of AR 101. Explores the principles of visual organization and communication using color and three-dimensional form.

AR 103-The History of Art: Non-Western (3)

• Gen Ed Arts; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys the major developments in painting, sculpture, and architecture created in non-western cultures around the world. Emphasizes a global perspective and illuminates the historical/artistic interaction of world cultures. Provides an overview of the visual arts created in India, China, Japan, Islam, Africa, Oceania, and the pre-Columbian cultures of North and South America. A visit to an art museum is required.

AR 104-The History of Art: Prehistoric to Early Renaissance (3)

• Gen Ed Arts; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys the major developments in painting, sculpture and architecture from prehistoric times to the Italian Renaissance. Explores multi-cultural diversity through the study of the history of civilization, religion, myth, literature, politics and the human condition as manifested in the visual arts. A visit to an art museum is required.

AR 105-The History of Art: Renaissance to Modern (3)

• Gen Ed Arts; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys the major developments in painting, sculpture and architecture from the Italian Renaissance to the present. Explores multi-cultural diversity through the study of the history of civilization, religion, myth, literature, politics and the human condition as manifested in the visual arts. A visit to an art museum is required.

AR 106-Drawing I (3)

• Gen Ed Arts

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Develops skills in using different drawing mediums and approaches. Emphasizes learning how to draw still life, landscape, drapery studies and experimental problems. Includes problems of scale and collage. Students will acquire a portfolio of drawings from studio work. Students must furnish supplies.

AR 107-Drawing II (3)

Prerequisite: AR 106

A continuation of AR 106 with more complex drawing. Emphasizes arranging and understanding the various composition formats, picture planes and pictorial methods of expression found in drawing. Students must furnish supplies.

AR 108-Painting I (3)

Prerequisite: AR 101 or AR 106

Introduces the fundamental concepts and techniques of painting in oils or acrylic. Compositional problems based on still-life, interior and exterior space will be explored. Students must furnish supplies.

AR 109-Painting II (3)

Prerequisite: AR 108

A studio course in analysis of solutions to problems involved in oil or acrylic painting. Develops skills in the preparation of the canvas and in the production of representational, abstract and other styles of paintings.

AR 113-Pottery I (3)

• Gen Ed Arts

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Explores clay as a medium for the expression of art. Uses various production techniques, decorating and glazing methods to achieve well-conceived and designed objects of ceramic art.

AR 114-Pottery II (3)

Prerequisite: AR 113

An advanced study into the nature of ceramic art. Skills and techniques learned in Pottery I are refined and advanced, chemical information and historical traditions are elaborated upon to prepare the student for the production of fine ceramic art.

AR 115-Introduction to Color Theory and Design (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces students to the basic principles and elements of color theory. Through lectures, still images, and in-class studio work, students will develop an awareness of color and a deeper understanding of color theory and practice. Topics include the scientific, psychological, and aesthetic aspects of color. Historic examples of color trends in art and design will also be discussed.

AR 119-Pottery: The Wood Kiln (3)

Prerequisite: AR 113

Explores wood-firing as a medium for the expression of ceramic art. Uses various production techniques, decorating and glazing techniques, along with wood kiln firing methods to achieve well-conceived and well-designed objects of ceramic art.

AR 203-Sculpture (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the three-dimensional processes of carving, modeling, casting and constructing sculptures. Gallery visits, discussions and critiques augment the student's personal studio experiences.

AR 204-Illustration I (3)

Prerequisite: AR 106

Concentrates on the development of hand skills and concepts which are an important part of the technique and magic of picture making. Explores material resources and the preparation of art for reproduction such as advertising design, editorial and fiction illustration. Includes trips to professional design studios.

AR 205-Illustration II (3)

Prerequisite: AR 204

Develops individual style and interpretation. While class assignments are given, individual preferences are welcomed and encouraged. Considers illustration for books, social comment, etc. Study and discussion of slides and sometimes films on the work of past masters and current trends. Critiques and discussions on works in progress.

AR 206-Introduction to Figure Study I (3)

Prerequisite: AR 106

Offers an intensive study in drawing and painting of the human figure, action, volume, structure and anatomy.

AR 207-Introduction to Watercolor I (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Instruction in transparent watercolor techniques, including wash and dry brush, ink and watercolor and expanded uses such as intermixing with turpentine and charcoal and pastel.

AR 210-Watercolor II (3)

Prerequisite: AR 207

Expands techniques developed in AR 207, emphasizing personal expression in watercolor painting. Explores the various advanced methods in watercolor painting, observing works of traditional and contemporary artists. Includes individual research required and museum visits.

AR 213-Intermediate Sculpture (3)

Prerequisite: AR 203

Explores figurative and abstract directions in clay, plaster, welded steel and/or assemblage. Emphasizes a wide range of materials and techniques and their resulting aesthetic statements

ASLS: American Sign Language Studies

ASLS 100-American Sign Language Fingerspelling and Numbering (3)

Prerequisite: ASLS 102; Corequisite: ASLS 103

Provides an in-depth study of American Sign Language Fingerspelling and Numbering. ASL Fingerspelling and Numbering is a crucial component of ASL. Focuses on developing receptive and expressive fingerspelling and numbering skills. Through class activities, this course covers names of people, cities, states, titles of books, movies, brand names, and lexicalized fingerspelling. This course also covers five systems in ASL Number Use: cardinal, ordinal, incorporation, unique, and sports system.

ASLS 101-Visual Gestural Communication (3)

Trains students' visual acuity (receptive and expressive) and coordination of body movements. Emphasis is on mime, gestures and facial expressions. Through class activities and movement, students communicate without using the spoken voice. This class is designed to be a foundation for American Sign Language 1-3. It is recommended that ASLS 102 be taken concurrently with ASLS 101.

ASLS 102-American Sign Language I (3)

- Gen Ed Humanities

Presents the basic skills used in American Sign Language. Includes vocabulary and grammar related to the exchange of personal information, introductions and negotiating the environment of sign conversation. Uses workbooks and videotapes. (First of four courses in ASL. Credit by examination is available.)

ASLS 103-American Sign Language II (ASL II) (3)

- Gen Ed Humanities

Prerequisite: ASLS 102

A continuation of American Sign Language I. Further develops communication competencies in sign language above the basic level. Introduces transcription symbols, sentence types, time pronominalization, subjects and objects, classifiers, locatives, pluralization and temporal and distributional aspects. Develops receptive/expressive skills. Features additional information about the deaf community and deaf culture.

ASLS 106-Introduction to Deaf Community and History (3)

- Gen Ed Emerging Issues; Cultural Competence

Introduces students to the American Deaf Community through historical events. Topics include the development of American Sign Language, modes of communication, laws concerning Deaf people, professions within the Deaf community, education of Deaf children, and the importance and value of Deaf Culture.

ASLS 107-Introduction to Deaf History (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73), and ASLS 106

Explores Deaf History from 355 B.C. to present day. Introduces significant individuals in history who were Deaf or influenced the Deaf culture. Explores the development of the first university for the Deaf and an island that was inhabited primarily by Deaf individuals. Examines how technology and inventions have improved and changed the lives of Deaf Society over time. Explores education of the Deaf and unique issues.

ASLS 202-American Sign Language III (ASL III) (3)

- Gen Ed Humanities

Prerequisite: ASLS 103

A continuation of American Sign Language II. Emphasizes ASL grammar, vocabulary development and the deaf culture. Expands dialogue, short stories, narratives, short conversations and both receptive and expressive skills. Emphasizes signing techniques as well as signing speed and accuracy.

ASLS 203-American Sign Language IV (3)

- Gen Ed Humanities

Prerequisite: ASLS 202

A continuation of ASL III. Features comprehension of medium and longer stories, narratives and dialogues presented by the instructor and deaf ASL users. Students express self-generated stories. Presents hypothetical issues and problems. Includes interaction with the deaf community in both directed and non-directed activities.

ASLS 206-American Deaf Culture (3)

Prerequisite: ASLS 106

Examines the unique culture of the Deaf Community. Some topics covered include attitudes from and towards the Deaf, values (family, social, political), humor, storytelling, athletics, performing arts, jokes, organizations, clubs, educational issues, and the diversity of membership. Reviews how new advances in technology have changed the culture.

ASLS 211-ASL Linguistics (3)

Prerequisites: (EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72) and (ASLS 203 and ITR 104); Corequisite: ITR 110, ITR 112, and ITR 114

Introduces students to the linguistics of American Sign Language (ASL) and English. Provides an introductory study of the phonological, morphological, lexical, syntactic, and discourse. Reviews the similarities and differences between signed languages and spoken languages. Introduces basic theories regarding ASL structure and emphasizes ASL status as a natural language by comparing and contrasting similarities and unique differences between the two.

BI: Biological Science**BI 55-Preparation for Allied Health (0) [3]**

Prerequisites: (EN 70 or EN 75) OR (EN 50 and EN 51) OR (ESL 94 and ESL 97) OR (ESL 70 and ESL 71) OR (Corequisite: EN 75) AND (MA 81 or MA 83 or MA 85 or appropriate score on mathematics placement test)

Presents basic science concepts and science study skills. A preparatory course for students who have limited science background.

BI 100-Fundamental Concepts of Biology (4)

- Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 81 or MA 83 or MA 85 or MA 103 or MA 103A or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test OR Prerequisite or Corequisite: MA 105)

Explores basic biological concepts involved in understanding the structure, function, and evolution of organisms. Introduces organization of living matter, metabolism, genetics, evolution, and ecology, and their application to everyday life. This one semester laboratory course is intended for non-STEM (science, technology, engineering, and math) majors, and is designed to provide students with an appreciation of biological concepts and their current applications. Meets the requirement for a general education science lab course.

BI 101-Principles of Biology I (4)

- Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 130 or MA 130S or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test OR Prerequisite or Corequisite: MA 111)

Explores the basic biological principles common to all living organisms, including biological chemistry, bioenergetics and metabolism, cellular and molecular biology, and classical and molecular genetics. Methods of scientific inquiry and data analysis are studied and practiced. BI 101 is the first of a two semester series that together with BI 102 is a comprehensive survey of modern biology and is intended for STEM (science, technology, engineering, and math) majors and pre-allied health majors. Meets the requirement for a general education science lab course.

BI 102-Principles of Biology II (4)

- Gen Ed Science

Prerequisite: BI 101

Continues the comprehensive survey of modern biology begun in BI 101 with an emphasis on mechanisms of evolution, methods of phylogenetic reconstruction and analysis, diversity of life, and ecology. Surveys biological diversity of all eukaryotic domains and kingdoms, including the study of various anatomical, physiological, and behavioral adaptations for life in different habitats. Select vertebrate body systems are studied. Intended for STEM (science, technology, engineering, and math) majors. Meets the requirement for a general education science lab course.

BI 103-Anatomy and Physiology (4)

- Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 130 or MA 130S or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test OR Prerequisite or Corequisite: MA 111) AND (BI 55 or BI 101 or BI 120 or CH 101)

The first course in a two-semester sequence. Presents a study of physiology according to the body systems approach. Emphasizes relationships between form and function at both the microscopic and gross levels of organization. Includes basic anatomical terminology, concepts of cell biology, histology, integumentary system, skeletal system, muscular system, nervous system, special senses and endocrine system.

BI 104-Anatomy and Physiology (4)

- Gen Ed Science

Prerequisite: BI 103

The second course in a two-semester sequence. Includes the cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte balance, acid/base balance, and reproductive system.

BI 107-Human Biology (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73); AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Presents a study of the human body and its relationships to health, disease, and the environment. Covers basic concepts of anatomy, physiology, genetics, cancer, disease, immunology, aging, human evolution and/or related topics. Incorporates case studies, group work and information technology. For the non-science major. Meets the requirement for a general education science lab course. Students cannot receive credit for both BI 107 and BI 117.

BI 117-Study of the Human Body (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73); (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Examines the human body and its relationships to health, disease, and the environment. Covers basic concepts of anatomy, physiology, genetics, cancer, disease, immunology, aging, human evolution, and/or other related topics. Incorporates case studies, group work, and information technology. For the non-science major. Students cannot receive credit for both BI 117 and BI 107.

BI 120-Microbiology for Allied Health (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 130 or MA 130S or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test OR Prerequisite or Corequisite: MA 111) AND (BI 55 or BI 101 or BI 103 or CH 101)

For allied health students. Covers the basic principles of cell chemistry and microbiology with respect to human physiology. Includes cell physiology, growth and metabolism of microorganisms, import groups of pathogenic microorganisms, antimicrobial agents, immunology and introductory biochemistry.

BI 130-Forensic Biology (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Introduces the principles and concepts of the biological aspects of forensic science. Examines the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology, and other specializations.

BI 140-Biotechnology and Society (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Presents an overview of biotechnology and its scientific foundation through introductory investigations of the cell, protein structure and function, genetic expression, ecological and evolutionary interactions, and technological applications and issues. Introduces how science blends with consumer applications, regulatory information and social issues to provide a detailed perspective of the interrelationship among science, technology and society. May include one or more mandatory field trips, and/or guest lecturers.

BI 201-General Ecology (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Provides an overview of the interactions among living things and their abiotic environments, emphasizing factors which affect the abundance and distribution of living things. The laboratory will focus on using field experiences to develop topics covered in the lecture. Some Friday, Saturday or overnight field trips.

BI 202-Human Ecology (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Investigates physical environments of human beings and the effect of technologies on the environment. Emphasizes small group investigations of air, water and soil pollution and the rapidly expanding population as it affects the natural ecosystem within Frederick County and the Eastern seaboard. Some Friday or Saturday field trips.

BI 203-Elements of Microbiology (4)

Prerequisites: CH 101 and BI 101 or BI 103

Introduces microbiology. Includes basic study of morphology, physiology, genetics and ecology of microorganisms, with an introduction to infectious diseases and immunology.

BI 220-Cell Biology and Tissue Culture (4)

Prerequisites: BI 101 and CH 101

Introduces cellular organization, regulation, energy transport, and division. Discusses gene expression and interaction in relation to cellular biology. Presents tissue culture in the laboratory setting as a medium for bioprocess manufacturing. May include one or more mandatory field trips and/or guest lecturers.

BI 240-Genetics (4)

Prerequisites: BI 101 and CH 101

Includes history of genetics, the chemical basis of heredity, the chromosomes and genes, probability, variation in gene structure, mutation, extrachromosomal systems and genes flow in populations.

BLD: Building Trades

BLD 101-Introduction to Building Trades (3)

Prerequisite: EN 70 or EN 51 or ESL 97 or ESL 70

Introduces general aspects of building trades, the building process, and its phases. Emphasizes health and safety issues related to the building trades. Explores print reading, building design, building site planning, site preparation, and estimating as it relates to construction. Includes an overview of applicable equipment and materials required in the building trades.

BLD 108-Duct Design & Installation (3)

Prerequisite or Corequisite: BLD 109

Covers duct installation, sizing, making take-offs, modifications, and unit tie-ins. Lectures will cover safety, sizing methods, types of tools used, duct types and applications. In a lab setting, students will learn hands-on how to measure, cut, modify, and install ductwork for various applications. CFM measurements and airflow troubleshooting will also be covered.

BLD 109-Fundamentals of HVACR (4)

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 OR Corequisite: EN 75

Covers fundamentals of heating, cooling, ventilation, humidity control, and basic refrigeration. Students will receive hands-on experience in a lab setting.

BLD 110-Controls for HVACR (3)

Prerequisite: BLD 109 or permission of program manager

Covers the topics of controls in HVACR with respect to thermostats; pressure, safety and temperature devices; and valves. In a lab environment students will be able to identify and apply usage of these components.

BLD 113-HVAC Installation & Troubleshooting (3)

Prerequisite: BLD 110 or BLD 112 or permission of program manager

Teaches basics of troubleshooting, installation, service and preventative maintenance techniques of HVAC equipment. Course includes EPA CFC certification. Hands-on experience will be conducted in a lab setting where students will demonstrate and apply these techniques.

BLD 114-Fossil Fuels & Hydronic Heating (3)

Prerequisite: BLD 110 or BLD 112 or permission of program manager

Covers the topics of fossil fuel heating devices, hydronic and forced air equipment. Students will apply troubleshooting, installation, service, and preventative maintenance techniques on these systems in a lab setting.

BLD 120-Welding Symbols & Blueprint Reading (2)

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 OR *Corequisite:* EN 75

Introduces various types of prints used in the welding industry. Topics include print reading, measurements, metallurgy, types of welds and joints, and welding symbols.

BLD 121-Introduction to Welding (4)

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 OR *Corequisite:* EN 75

Introduces the basic processes in the welding field. Emphasizes welding safety. Introduces the various types of welding equipment, identification and selection of filler material, types of welds, and the different welding positions.

BLD 122-Advanced Welding: SMAW (4)

Prerequisite: BLD 121; *Prerequisite or Corequisite:* BLD 120

Focuses on Shielded Metal Arc Welding (SMAW). Students will perform a SMAW welding performance qualification test on limited thickness test plates in the 2G and 3G positions on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code; this leads to an in-house certification.

BLD 125-Advanced Welding: GTAW (3)

Prerequisite: BLD 121; *Prerequisite or Corequisite:* BLD 120

Introduces Gas Tungsten Arc Welding (GTAW) on carbon steel, stainless steel, and aluminum. Topics include welding safety, basic machine maintenance, and welding techniques.

BLD 127-Advanced Welding: GMAW (3)

Prerequisite: BLD 121; *Prerequisite or Corequisite:* BLD 120

Focuses on Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and oxyfuel cutting on carbon steel. Students will develop skills to weld groove welds in multiple positions. Students will perform GMAW and FCAW welder performance qualification tests on limited thickness test plates on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code.

BLD 128-Advanced Welding: SMAW 4G (3)

Prerequisite: BLD 122

Focuses on Shielded Metal Arc Welding (SMAW) and oxyfuel and Plasma Arc cutting on carbon steel. Students will complete a SMAW welder performance qualification test on limited thickness test plates in the 4G position on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code. Leads to an in-house certification.

BLD 141-Fundamentals of Structural Wiring (4)

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 OR *Corequisite:* EN 75

Covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations.

BLD 142-Residential Electric (3)

Prerequisite: BLD 141 or permission of program manager

Advances student knowledge in the National Electrical Code (NEC) and its application. Topics covered will include NEC calculations, as well as print reading, circuitry, schematics, materials, and circuit testing. Hands-on applications will be conducted in a lab setting.

BLD 145-Commercial Electric (3)

Prerequisite: BLD 142 or permission of program manager

Continues the concepts and skills covered in the first two courses of the electrical building trades program. This course covers wiring methods mainly used in commercial construction. Topics covered to include: conduit (bending, installation), commercial lighting (fluorescent, HID), and transformers. Students will also have an overview of the applicable sections of the National Electrical Code (NEC), including box/conduit fill, and load calculations.

BLD 146-Specialized Systems (3)

Prerequisite: BLD 141 or permission of program manager

Covers topics in the electrical field such as CAT5, CAT6, CATv, fiber optics, fire alarms, photovoltaic, and electric controls. Students will receive hands-on experience working with materials and components in a lab setting. Students will also be introduced to the National Electrical Code (NEC) codes governing these various sub-fields to the electrical industry.

BPM: Bioprocessing Technology**BPM 102-Bioprocessing Environment (3)**

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Presents the tenets of Current Good Manufacturing Practices (cGMPs) and regulations relevant to the bioprocess manufacturing industry. Importance of inspections and monitoring are discussed. Work-related issues are introduced, such as workplace conduct, employer expectations, company organization and policy, personal safety, and industrial hygiene. May include one or more mandatory field trips and/or guest lecturers.

BPM 103-Laboratory Techniques I (1)

Prerequisites: Completion of high school biology or chemistry is strongly recommended AND (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Focuses on the basic principles and procedures used in all laboratory courses. Includes safety, equipment usage, areas of the lab and testing involved, quality control/quality assurance, lab math, and professionalism.

BPM 110-Bioprocessing Measurements (4)

Prerequisite or Corequisite: BPM 103

Examines methods of measurement and monitoring used in bioprocessing. Emphasizes pH, temperature, pressure and flow rates, as well as spectrophotometry, and biochemical and chemical analytical methods.

BPM 214-Techniques in Bioproduction (4)

Prerequisites: BI 120 or BI 203, BPM 102, BPM 110

Introduces practices used in the industry to manufacture a biological material or product, as well as problem-solving strategies. Emphasizes and demonstrates aseptic technique, upstream and downstream processes, and quality control through hands-on laboratory activities.

BU/MA: Business/ Mathematics**BU/MA 205-Business Statistics (3)**

• Gen Ed Math

Prerequisites: (MA 81 or MA 83 or appropriate score on mathematics placement test) and (CIS 101 or CIS 111E or CIS 116E) and (placement in EN 70 or ESL 70 or higher on the reading placement test)

Introductory non-calculus statistics course for business using spreadsheets. Topics include descriptive analysis and treatment of data, probability, statistical inference, linear regression and correlation, chi-square tests and non-parametric tests. Students can only receive credit for one of the following: BU/MA 205 or BU/MA 205A. Business Administration students must take BU/MA 205 (not BU/MA 205A).

BU: Business Studies**BU 103-Introduction to Business (3)**

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Introduces effective use of planning, organization and control in the management of an enterprise. Introduction to finance, personnel and plant management, marketing and business and government relations.

BU 107-Business Mathematics (3)

Covers the mechanics of computation and fundamentals of problemsolving in such practical applications as statistics, percentage, interest, partial payments, distributions, payroll and graphs.

BU 109-Entrepreneurship & Small Business Enterprise (3)

Explores starting and successfully managing a small business. Includes making the decision for self-employment, getting started (new business, going concern, franchising), marketing the product or service, achieving proactive financial management, a miscellany of management pointers for small businesses (personnel/inventory/control/managing risk) and regulations and taxes.

BU 110-Personal Financial Management (3)

Develops a well-rounded approach to managing personal finances. Includes financial planning, budgeting, financing consumer purchases, risk control, investments and retirement planning.

BU 140-Agricultural Business (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the principles of management in modern agricultural business and farm production. Emphasizes small agricultural businesses including crops, livestock, agritourism, sustainable agriculture, small acreage operations, and high value agricultural enterprises (e.g., viticulture, organic produce, aquaculture). The course will cover marketing, operations, finance, and human resources, as well as general management issues in an agricultural business.

BU 211-Business Law I (3)

Prerequisite: EN 101

Introduces business law and its application to business activity. Includes contracts, agency and employment, negotiable instruments and sales.

BU 221-Public Relations (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces basic principles that business and administrative organizations have found to be successful in building and maintaining favorable public relations. Attention to the various tools of public relations such as the broadcast media, newspapers, periodicals, brochures, photographs and exhibits.

BU 223-Human Resource Management (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces basic concepts of Human Resource (HR) Management in organizations. Provides an overview of the primary elements of HR management, including human resource planning, recruitment, selection, training and development, performance management and employee motivation/retention, compensation and benefits, workplace safety, labor relations, and legal/ethical issues.

BU 225-Marketing (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Explores problems and organization of systems that distribute goods and services in the business world. Promotion through retail and wholesale parallels; consumer buying habits; pricing, budgeting, transportation and warehousing; and sources and uses of marketing information.

BU 227-Principles of Management (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides an introduction to basic principles of management in business and other organizations. Emphasizes management functions including planning, organizing, staffing, directing, controlling and coordinating. Explores the role leaders play in strategic planning, change management, innovation, decision making, and motivating employees/teams.

BU 273-Business Communications (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Emphasizes the theory and practice of oral, written, and interpersonal communication used in the workplace. Classroom activities and assignments will focus on writing business correspondence and reports, planning and delivering effective presentations, and developing teamwork and collaboration skills.

BU 274-Customer Relations (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines the role of customer relations in business and emphasizes the theory and practice of developing, fostering and managing relationships between the company and the customer. The course will focus on those practices that lead to customer loyalty and retention. Value equation applications and a systems approach to service excellence are introduced in the course. The course will also address building excellent customer relations into the mission of the company and committing to customer service as competitive advantage.

BU 275-Fundamentals of Leadership (3)

Prerequisite: EN 70 or EN 75 or EN 50A or EN 61 or ESL 95 or ESL 73

Emphasizes the theory and real-time practice of leadership skills used in the workplace. Classroom activities and assignments will focus on strategies for navigating change, leading with priorities in mind, managing conflict, giving and receiving constructive feedback, visioning, preparing mission statements, and setting goals.

BU 281-Global Awareness in the Work Environment (3)

• Gen Ed Emerging Issues; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Promotes student awareness of the cultural diversity in the workplace whether in the US with multicultural coworkers or abroad. Stresses student thinking about the global work environment by analyzing and applying course information. Utilizes a variety of classroom and Internet activities and projects to develop an understanding of the workplace cultural surroundings.

BU 290-Project Management (3)

Prerequisite: CIS 101

Introduces concepts and practices of project management and their universal application to all types of organizations. Students will analyze the roles of the project manager and project team and utilize techniques for effective project planning, management, control, closeout, and evaluation.

CAD: Computer Aided Design

CAD 101-Introduction to AutoCAD I (3)

Prerequisite or Corequisite: EN 52 or EN 70 or EN 75 or ESL 99 or ESL 72

Introduces AutoCAD software and its application as a drawing tool. Students will utilize basic AutoCAD commands to create two-dimensional production and architectural drawings. Students will use templates, layer control, dimensioning, editing, text, symbol creation, and blocks to create and modify geometrical designs and print/plot drawings for presentation.

CAD 102-Introduction to AutoCAD II (3)

Prerequisite: CAD 101

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three dimensional drawings. Students will be introduced to additional CAD systems (Autodesk Architecture, Revit, Civil 3D, and Microstation).

CAD 130-Introduction to Revit (BIM) (3)

Prerequisite: EN 70 or EN 51 or ESL 97 or ESL 70

Introduces students to Autodesk Revit software, a Building Information Modeling (BIM) program, and its application as a design/drawing tool throughout the design process. Allows students to design structural components in 3D, annotate with 2D drafting elements, and access building information from the building models database.

CAD 200-Introduction to Architectural Drawing and Design (3)*Prerequisite: CAD 101*

Introduces basic principles and concepts of architectural drawing and design, and their application. Develops an understanding of programming and schematic design. Introduces fundamental drawing practices, drawing systems, and presentation techniques. Students will create architectural sketches, drawings, and models.

CAD 201-Residential Architecture I (4)*Prerequisite: CAD 102*

Introduces the basics of residential architecture. Content covers the language of architecture, the makeup of a set of plans, and the geometry of drawing parts of houses. Students will complete a set of plans and work with various disciplines for one house. Plans will be completed in AutoCad.

CAD 202-Residential Architecture II (4)*Prerequisite: CAD 201*

Introduces the use of AutoCad in preparing construction documents and 3-dimensional models of buildings. Architecture terminology, building techniques, building conventions, building design, and architecture-related information will be introduced. Students will complete a set of plans and work with various disciplines for one house. Plans will be completed using AutoCad.

CAD 204-Introduction to Inventor (3)*Prerequisite: CAD 102*

Introduces Autodesk Inventor software and its application as a design/drawing tool. This course covers basic and advanced Autodesk Inventor features used to create, edit, document, and print parts and assemblies.

CAD 205-Civil Drafting I with CAD (3)*Prerequisite: CAD 102*

Introduces fundamental concepts of civil drafting and design of civil engineering projects. Students will explore career fields in civil engineering and design including survey, land development, environmental, highway, and utilities. Students will use CAD software to create and revise civil drawings including site surveys, plot plans, record plats, utility drawings, and plan profiles. Students will develop an understanding of the relationship of GIS applications to civil engineering.

CAD 207-Civil Drafting II with CAD (3)*Prerequisite: CAD 205*

Introduces intermediate/advanced concepts of civil drafting and design of civil engineering projects. Students will use 3D civil CAD software to create and revise civil engineering drawings including survey drawings, highway layouts, profiles, site plans, corridors, sections, grading plans, cut and fill drawings, and other civil detail drawings.

CH: Chemistry**CH 100-Chemistry and Society (4)**

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Intended for non-science majors. Explores important concepts of modern chemistry. Emphasizes connection between basic scientific principles and the current technologies of our society. Laboratory experiments illustrate the process of scientific discovery. No background in science is required. Will not serve as a prerequisite for CH 102, CH 201 or advanced science courses. For non-science majors.

CH 101-General Chemistry (4)

• Gen Ed Science

Prerequisites: Completion of high school chemistry strongly recommended AND (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 130 or MA 130S or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test OR Prerequisite or Corequisite: MA 111)

Intended for science majors, technology majors and pre-allied health majors. Examines the concepts underlying modern chemistry, including atomic and molecular structure, bonding, states of matter and solutions. Laboratory experiments illustrate the lecture material.

CH 102-General Chemistry (4)

• Gen Ed Science

Prerequisite: CH 101

Continues examining the concepts underlying modern chemistry, including kinetics, equilibrium, acid-base theory, nuclear chemistry, electro-chemistry, chemistry of the elements and an introduction to organic and biochemistry. Laboratory experiments illustrate the lecture material.

CH 201-Organic Chemistry (4)*Prerequisite: CH 102*

Presents the hydrocarbon and derivatives, emphasizing bonding, structure, nomenclature, methods of preparation, reaction and reaction mechanisms. Laboratory emphasizes common techniques, synthesis of representative compounds.

CH 202-Organic Chemistry (4)*Prerequisite: CH 201*

Continues to present the hydrocarbon and derivatives, emphasizing bonding, structure, nomenclature, methods of preparation, reaction and reaction mechanisms. Laboratory emphasizes common techniques, synthesis of representative compounds and qualitative organic analysis.

CIS: Computer and Information Sciences**CIS 101-Information Systems and Technology (3)**

• Gen Ed Computer Literacy

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Explores the fundamentals of information systems and relevant technologies. This course surveys the terminologies, types, components, functions, architectures, and development life cycle of information systems. Topics include roles, values, impacts, applications, security concerns, social issues, ethics, and responsibilities related to the use of information systems in businesses. Students also learn productivity applications, such as word processing, spreadsheet, presentation, and database software.

CIS 103-Keyboarding (3)

A series of individual courses leading to increased skills in keyboard use.

CIS 103A-Introductory Keyboarding (3)

Develops typewriting skills and techniques. Covers basic procedures such as typing personal and business letters, envelopes, centering, tabulation and manuscripts. Goal is at least 30 words per minute. Course may be waived upon examination.

CIS 103B-Executive Keyboarding (3)*Prerequisite: CIS 103A*

Helps students with keyboarding experience to further their skills in the area of administrative or executive office skills. Students identify their speed and accuracy problems, develop practice routines to help correct those problems, and learn basic and advanced business formatting. Teaches how to prepare employment documents, how to handle office tasks, how to edit and abstract written materials, and how to make decisions and set priorities.

CIS 103C-Keyboarding for the Business and Health Care Professional (3)

Note: In order for students to be successful in this course, students should demonstrate the ability to type by touch a minimum of 25 words a minute with three or less errors for three minutes. There are many online sites to test typing speed and accuracy. Students will be tested at the first class meeting.

Designed for students who can keyboard by touch, have keyboarding experience, and want to further their expertise in the area of business and medical administrative office skills. Students will identify their speed and accuracy problems, develop practice routines to help correct those problems, and learn basic and advanced business and medical administrative document formatting. Emphasis will be placed on how to prepare employment and patient documents, how to handle office tasks, how to edit and abstract written materials, and how to make decisions and set priorities.

CIS 106-Object Design and Programming (3)

• Gen Ed Computer Literacy

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

AND Prerequisite or Corequisite: MA 81 or MA 83 or MA 85 or appropriate score on mathematics placement test

Covers basics of object-oriented programming, fundamentals of computer information systems, impact of information technology on the economic, political and cultural development of society as well as the ethical, societal, and legal aspects of information technology. Students will design, implement, document, and debug object-oriented programs to solve problems by utilizing various data types and algorithms, control structures, encapsulation, and inheritance. Students will participate in structured walkthroughs and discussions, create Unified Modeling Language (UML) diagrams in designing solutions, and debug errors within the designed solutions. Requires no prior programming experience.

CIS 107-Introduction to Programming (2)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75 or ESL 72 or ESL 73

Introduces programming and is aimed at students with no prior programming knowledge or skills. Covers basics of programming including variables, decision-making statements, and iterative statements. Students create logical solutions to novel problems using tools such as pseudocode and flowchart. Students write, test, and run elementary programs to solve problems using a high-level programming language.

CIS 111-Microcomputer Software Applications (3)

A series of individual courses involving various state-of-the-art microcomputer software application packages. Courses include:

CIS 111A-Microcomputer Software Applications: Word Processing (3)

Prerequisite or Corequisite: CIS 101 or CIS 106 or CIS 116D

Covers the basic, intermediate and advanced features of word processing. Students create, edit, format and save personal and business documents. Along with data integration, special features such as mail merge, sorting, styles, columns, footnotes, outlines, table of contents, indexes, and templates are presented.

CIS 111B-Microcomputer Software Applications: Database (3)

Prerequisite or Corequisite: CIS 101 or CIS 106

Covers the basic and advanced features of a commercial database software package. Students plan, define and use a database; perform queries; produce reports and forms; work with multiple files; and learn the basic concepts of database programming.

CIS 111E-Microcomputer Software Applications: Spreadsheets (3)

Prerequisite or Corequisite: CIS 101 or CIS 106 or CIS 116D or CIS 116F

Covers the basic and intermediate features of a commercial spreadsheet software package. Students design a variety of worksheets and charts; create formulas and functions, work with a spreadsheet's database features; apply 'what if' techniques and interchange data with other applications.

CIS 111J-Microcomputer Software Applications: Web Page Development (3)

Prerequisite or Corequisite: CIS 101, CIS 106, or CIS 116D

Introduces modern web development tools for website construction. This course covers the topics relevant to the development of interactive websites, including conceptualization, design, layout, and visual stimulation. Students will learn HTML5, CSS3, and JavaScript.

CIS 111K-Microcomputer Software Applications: Practical Structured Cabling (3)

Provides students with the fundamental skills to work with structured cabling systems that make up data and voice systems. This course will cover copper and fiber-optic cable types, installation, testing, and troubleshooting. Students will also learn about OSHA safety standards, applicable building codes, and industry standards. An overview of accrediting associations (e.g., BICSI, ETA) will be included.

CIS 111L-UNIX/Linux Operating System (3)

Prerequisite: CIS 101 or CIS 106

Explores the practical use and operation of an open-source operating system (Linux/Unix). Students will learn how to use basic Unix commands, shell scripting, and various system utilities.

CIS 111M-PC Operating Systems (3)

Prerequisite or Corequisite: CIS 101, CIS 106, CIS 116D, or CIS 212

Explores the installation, configuration, and operations of operating systems. Students learn to set up, configure, troubleshoot, and maintain hardware devices and software applications on an operating system. Completion of this course will help prepare students for the A+ certification exam. It is recommended that students take this course and CIS 212-PC Repair & Diagnostics in the same semester.

CIS 111R-Business Software Applications (3)

Emphasizes an integrated approach. Covers different software applications, from spreadsheet to word processor, to graphs, to the file manager, to communication files. Provides numerous hands-on assignments and exercises. Students gain practical experience using a computer to solve problems that arise in the automated office environment.

CIS 116-Microcomputer Software Applications (1)

A series of short-term courses leading to increased skills in various state-of-the-art microcomputer software applications packages

CIS 116B-Microcomputer Software Applications: Internet Home Page (1)

Prerequisite: CIS 116D

Learn how to create web pages using mark codes, link Web sites, include images and sound files and how to create user-friendly forms.

CIS 116C-Microcomputer Software Applications: Presentation Graphics (1)

Introduces the basic principles and terminology of presentation graphics software. Topics covered include but are not limited to creating slides, using charts and graphics, customizing information and controlling the design of an electronic presentation. Teaches how to make transparencies, 35mm slides and handout notes for a slide show.

CIS 116D-Microcomputer Software Applications: Windows (1)

Covers the basics of the Windows operating system from navigating with the mouse to customizing the desktop to managing files, directories and programs.

CIS 116E-MS Applications Spreadsheets (1)

Covers the basic and intermediate features of MS Excel 2013. Students design a variety of worksheets and graphs, create formulas, work with a spreadsheet's database feature, apply 'what if' techniques, and exchange data with other applications.

CIS 116F-Microcomputer Software Applications: Computer Fundamentals (1)

Surveys computer basics including hardware, applications, operating systems, and communication networks. Students learn the components of hardware, applications of software in work place, variety of operating systems, and the basics of communication networks.

CIS 116L-Microcomputer Software Applications: Software Integration (1)

Prerequisites: CIS 111A, CIS 111E, CIS 116C

Builds upon student's knowledge of the Microsoft Office Suite. Students cover the basics through advanced features of sharing data among Word, Excel, Access, PowerPoint and Outlook.

CIS 116P-Microcomputer Software Applications: Photoshop (1)

Introduces the basic principles and terminology of graphics software used for web and print materials. Students will learn how to create, modify, and import images as well as merge and edit colors. Students will become familiar with both the MAC and PC platforms in this course.

This course is recommended for students planning to take CMM 114 or CIS 111J.

CIS 116Q-Microcomputer Software Applications: Macromedia Flash (1)

Introduces the basic principles and terminology of Web media software. Students learn how to create interactive media including animated logos, Web site navigational controls, and media-rich elements that integrate with Web pages.

CIS 117-Data Science Essentials (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces concepts and techniques of data collection and discovery as well as computer based data analysis tools. Surveys data wrangling, data journalism, data visualization, big data analytics, and data engineering technologies, such as Hadoop and MapReduce. Topics include the data organization and repository, data science process, inductive data-driven modeling, statistical inference, logistic regression, and exploratory data analysis.

CIS 118-Data Analytics Using Spreadsheets (3)

Prerequisite or Corequisite: CIS 106 or CIS 111E

Covers the theory and techniques of data modeling and data analysis using spreadsheets. Students learn to summarize data, explore data, produce accumulated data, and visualize data by utilizing spreadsheet software, such as MS Excel.

CIS 119-Statistical Analysis System (SAS) (3)

Prerequisite: CIS 106

Covers the point-and-click interactive SAS Studio and basics of SAS programming. Students utilize SAS Studio to visualize and summarize data by creating reports, charts, and graphs as well as conduct statistical tests and analysis. Students also learn SAS programming capabilities necessary to process data from a variety of sources and to solve problems.

CIS 140-Java Programming (3)

Prerequisite: CIS 106

Introduces Java programming language with an emphasis on object-oriented principles. Students utilize library classes in developing Java standalone applications and applets. Topics include Graphical User Interface (GUI) programming, event-driven programming, inheritance, and polymorphism.

CIS 170-Security Fundamentals (3)

Prerequisite or Corequisite: CIS 180 or CIS 190

Provides students with the knowledge and skills to implement, maintain and secure network services, network devices, and network traffic. Builds on foundational network concepts, computer hardware, and operating systems principles.

CIS 173-Healthcare Information Technology (3)

Prerequisite or Corequisite: CIS 101 or CIS 106

Prepares students to become healthcare information technology technicians. Topics covered include healthcare-related regulatory requirements, healthcare terminology/acronyms, medical business operations, electronic health records (EHRs), and healthcare specific security best practices. Students will obtain the knowledge and skills required to implement, deploy, and support health IT systems in medical facilities.

CIS 175-Game Theory and Design (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Covers game theory and design. Topics include the roles of game designers, game structures and elements as well as game development stages and methods. Students learn about designing, prototyping, and playtesting games.

CIS 176-Game Creation (3)

Prerequisite or Corequisite: CIS 116D or CIS 116F (prerequisite only, course no longer offered) or CIS 116P or CIS 101 or CIS 106 or CIS 175

Covers the creation of basic games. This hands-on course guides students step by step through the basics of building interactive games. Students learn to create computer games utilizing current technologies, such as web page design/development languages, animation/simulation software, and game engines.

CIS 177-Interactive 3D Technology (3)

Prerequisite or Corequisite: CIS 116D or CIS 116F (prerequisite only, course no longer offered) or CIS 101 or CIS 106

Surveys the current 3 dimensional (3D) technologies and introduces the design and creation of virtual interactive 3D models. Covered techniques include mesh modeling, texturing, lighting, rigging, animating, and rendering. Students learn to design and develop computer generated interactive 3D worlds using 3D production tools such as Blender.

CIS 178-3D Modeling and Animation (3)

Prerequisite or Corequisite: CIS 101 or CIS 106 or CIS 177

Introduces fundamentals of creating and animating 3 dimensional (3D) computer modeling. The industry standard 3D modeling and animation software are surveyed and explored. This course covers Autodesk Maya Certified Professional exam topics and objectives. Topics include 3D modeling concepts and 3D animation process. Students learn to create and animate 3D models using 3D modeling tools.

CIS 179-Cybersecurity Fundamentals (3)

Prerequisite or Corequisite: CIS 106

Introduces the Essential Body of Knowledge for IT security and the fundamentals of cybersecurity, including the cyber architecture, components of security practices, and cybersecurity-related legislative framework. Students learn to identify risks, threats, and vulnerabilities relevant to information technology resources and to analyze the significance of security models and issues associated with security management. Surveys the software lifecycle and software assurance.

CIS 180-Networking Fundamentals (3)

Prerequisite: CIS 106 or CIS 111M

Reviews hardware, operating systems, and other networking principles. Includes comprehensive networking skill sets necessary for the CompTIA Network exam.

CIS 190-Cisco 1 Network Fundamentals (3)

Prerequisite or Corequisite: CIS 106 or CIS 212

Covers networking fundamentals, Open Systems Interconnection (OSI) network reference model, and Transmission Control Protocol/Internet Protocol (TCP/IP). Topics include network topologies, protocols, IP addressing, subnet masks, and Ethernet. Students will also learn the basic network design and cable installation.

CIS 191-Cisco 2 Routing Technologies (3)

Prerequisite or Corequisite: CIS 190

Introduces the routing protocols and concepts, as well as the fundamentals of Cisco routers. Students learn to install, configure, customize, operate, maintain, and troubleshoot Cisco routers and relevant components.

CIS 192-Cisco 3 Switching Technologies (3)

Prerequisite or Corequisite: CIS 191

Surveys switching protocols, Local Area Networks (LANs), and LAN switching. Students will analyze, configure, verify, and troubleshoot routing protocols, including routing for IPv4 and IPv6, EIGRP for IPv4 and IPv6, as well as OSPF for IPv4 and IPv6. This course also covers LAN switch operations and virtual private networks.

CIS 193-Cisco 4 WAN Technologies (3)

Prerequisite or Corequisite: CIS 192

Introduces the principles and implementation of Wide Area Networks (WANs). Topics include the traffic control and access control lists (ACLs), services and protocols for wide-area access, Point-to-Point (PPP) protocols and WAN, as well as the concepts and operations of frame relay. Students learn to configure, verify, and troubleshoot WANs.

CIS 200-IT Support Services (3)

Prerequisite: CIS 101, CIS 106, CIS 111M, or CIS 212

Introduces the fundamentals, operations, roles, and responsibilities of information technology (IT) support services. Students practice problem-solving and communication skills appropriate in the computer user-support environment. Best practices in customer support and professional work habits are emphasized throughout the course. Topics include incident identification, incident management, information collection skills, communication skills, personal skills, technical skills, security skills, troubleshooting skills, training skills, and business skills.

CIS 201-Computer Science I (4)

Prerequisites: MA 82 or MA 85 or appropriate score on mathematics placement test and [CIS 140 (prerequisite or corequisite) or minimum grade of C in CIS 106]

Emphasizes object-oriented design, data abstraction and programming beyond an introductory level. Introduces user interfaces and graphics through the study of object design. Emphasizes object-oriented software engineering including Unified Modeling Language (UML). Investigates fundamental sorting and searching algorithms, introductory dynamic data structures and event-driven programming techniques. Develops programming skills using a language that supports the object-oriented paradigm.

CIS 202-Computer Science II (4)

Prerequisite: Minimum grade of C in CIS 201

Emphasizes algorithms, data structures, and object-oriented software engineering. Introduces algorithmic analysis including asymptotic notation, empirical performance measurements, and time/space tradeoffs. Covers fundamental computing algorithms including sorting, searching, and manipulating dynamic data structures, such as lists, stacks, queues, trees, graphs and hash tables. Investigates recursion including applications to algorithms and data structures. Integrates further software engineering concepts including data abstraction and participation in team programming projects. Projects will be completed using a language that supports the object-oriented paradigm (Java).

CIS 203-Systems Analysis & Design (3)

Prerequisite: CIS 106

Presents concepts of structured systems analysis and design techniques such as problem definition, cost analysis, charting and scheduling, implementation planning and documentation. Emphasizes project management, communication and analytical skills.

CIS 204-Computer & Information Sciences Project (3)

Prerequisite: CIS 203

Student is assigned a project commensurate with their background and training and carries it through from system analysis and design to program preparation and implementation.

CIS 208-C++ Programming (3)

Prerequisite: CIS 106

Emphasizes object-oriented programming in C++. This course provides a comprehensive coverage of C++ features, including arrays, strings, pointers, references, classes, inheritance, polymorphism, function overloading, function overriding, virtual function, and template. Students learn to design and implement object-oriented programs in C++ programming language.

CIS 210-Data Communications and Networking (3)

Prerequisite or Corequisite: CIS 101 or CIS 106 or CIS 111M or CIS 116F

Introduces Local Area Network (LAN) design and management. Emphasizes practical design considerations and hands-on management. Specific design topics include standards, topologies, interconnectivity, comparative implementations, security and electronic messaging. Management topics include installation, resource and user management and software/programming considerations.

CIS 212-PC Repair & Diagnostics (3)

Prerequisite or Corequisite: CIS 101, CIS 106, CIS 116D, or CIS 111M

Introduces diagnosis and troubleshooting of personal computers. This course covers the hardware and software troubleshooting techniques, including diagnosis software, board replacement, storage, and memory troubleshooting. Completion of this course will prepare students for the A+ certification exam. It is recommended that students take this course and CIS 111M-PC Operating Systems in the same semester.

CIS 217-Cybercrime and Digital Forensics Investigation (3)

Prerequisite: CIS 111L or CIS 111M

Introduces the fundamentals of computer forensics including the techniques and processes involved in identifying, collecting, preserving, and analyzing digital evidence. Surveys the contemporary crime and related legal issues and laws.

CIS 218-Information Security & Assurance (3)

Prerequisite or Corequisite: CIS 106

Introduces the fundamentals of information security and assurance. Topics include cryptography, security architecture and controls, risk management and governance, disaster recovery planning and management, as well as security frameworks, standards, and policies. Students learn to protect information systems from unauthorized access in order to ensure confidentiality, integrity, and availability.

CIS 219-Ethical Hacking and Systems Defense (3)

Prerequisite: CIS 106

Introduces the fundamentals of protecting information technology resources from cyber attacks. Students learn the tools and penetration testing methodologies used by ethical hackers, as well as the methods and tools to protect against attacks and vulnerabilities. Surveys computer crime-related laws and regulations.

CIS 222-Computer Organization (4)

Prerequisite: CIS 106

Introduces the organization and essential functions of computer systems. This course surveys the components of computer systems from the architecture point of view and provides an in-depth discussion on topics including central processor unit (CPU) structure, instruction sets, data representation, computer arithmetic, digital logic, memory architectures, and parallel processing. Students will also explore the support of operating systems from programming perspectives.

CIS 223-Cloud Security (3)

Prerequisite or Corequisite: CIS 180 or CIS 190

Introduces the essentials of the cloud security technologies, mechanisms, and standards/frameworks as outlined by Cloud Security Alliance (CSA) and National Institute of Standards and Technology (NIST) Cloud Computing Security Standards. Surveys cloud governance, certification compliance, and accreditation. Students learn to analyze risk in cloud environments and cloud security solutions, create and secure public and private cloud instances, and secure cloud applications.

CIS 224-Wireless Communications (3)

Prerequisite or Corequisite: CIS 180 or CIS 190 or CIS 210

Provides comprehensive coverage of wireless communication technology. Surveys characteristics, infrastructures, transmission methods, standards, and protocols of wireless communication systems. Topics include frequency spectrum, wireless network technology, cellular wireless networks, mobile applications, and mobile Internet protocol (MIP).

CIS 225A-Computer Programming Language: PHP (3)

Prerequisite: CIS 106

Introduces programming using PHP.

CIS 225B-Computer Programming Language: eXtensible Markup Language (XML) (3)

Prerequisite: CIS 106

Introduces programming using XML.

CIS 225C-Computer Programming Language: Mobile Applet Programming (3)

Prerequisite: CIS 106

Introduces applet programming for mobile devices using the Android operating system.

CIS 225D-Computer Programming Language: HTML5 & CSS3 (3)

Prerequisite: CIS 106

Surveys the latest Web Design and Development skills with a focus on HTML5 and CSS3. Students will learn a variety of tools including Open Source editing tools as well as Dreamweaver and some editing software. It is recommended that students have a foundational knowledge of HTML. Emphasis is placed on designing cross-browser compatible interfaces that optimize usability, accessibility, and enhance browser interoperability.

CIS 226-Game Scripting (3)

Prerequisite or Corequisite: CIS 106

Introduces the development of computer games using a scripting language. A current scripting language will be covered and used to develop game programs. Students learn to design and develop cross-platform computer games.

CIS 227-Game Programming (4)*Prerequisite: CIS 106*

Covers the development of computer games using a high-level programming language. Introduces the game development aspects and techniques through creation of computer programs. Surveys the current game engines. Students learn to develop computer game programs for specific game engines and platforms.

CIS 228-Simulation and Game Development (4)*Prerequisite: CIS 106*

Covers the development of digital interactive contents used in computer games and computerized simulations. This course introduces students to the current game engines and simulation software used to build comprehensive and interactive computer games and simulations.

CIS 230-Database Management Systems (3)*Prerequisite: CIS 106*

Provides an in-depth study of database management systems and the fundamentals of database design and development. Topics include Structure Query Language (SQL), normalization, integrity constraints, data models, and transaction control. Students design and develop databases and database applications utilizing database management systems (DBMS), such as Oracle or Microsoft SQL Server.

CIS 256-Statistical Computing (3)*Prerequisite: CIS 106*

Covers the R programming language and software development environment for statistical computing. Students learn to develop, test, and run programs in R. Students use R system as a data science tool to process data, manipulate data, and create data science results.

CIS 257-Data Visualization (3)*Prerequisite: CIS 106*

Covers the fundamentals and techniques of data visualization. Students learn to effectively communicate data by using data as a pivotal point in the presentation. Students obtain data visualization skills via hands-on activities using data analysis and visualization software tools, such as Tableau.

CIS 258-Data Wrangling (3)*Prerequisite: CIS 106*

Surveys the concepts, needs, principles, and techniques of data wrangling. Explores data extraction, transformation, and loading (ETL) tools/systems. Students practice data wrangling activities including data extraction, data transformation, data loading, integrating data sources, and correcting erroneous/missing values by utilizing computer based tools.

CIS 259-Big Data Analytics (3)*Prerequisite: CIS 106*

Surveys the roles, needs, challenges, principles, trends, platforms, analytic lifecycle/methods, and architectures/frameworks relevant to big data technology. Surveys big data analytics tools/systems, such as Hadoop, MapReduce, Talend, Apache Hive, Apache Pig, SAS, or R. Students apply learned concepts and techniques to solve problems by using big data analytics tools/systems.

CJ: Criminal Justice**CJ 101-Introduction to Criminal Justice (3)***Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72*

Presents a history of criminal justice, with emphasis on English antecedents important to the administration of justice in the United States. Introduces the United States Constitution and Supreme Court decisions affecting individual rights and law enforcement practices. Includes career orientation through an analysis of criminal justice agencies.

CJ 106-Police - Community Relations (3)*Prerequisite: Acceptance into the Police Academy*

An overview of law enforcement community relations and community policing concepts. Will review officer-citizen contacts, problem solving, crime prevention, cultural diversity, sexual harassment, and Americans with Disabilities Act. Review the prohibitions against racial, religious, and ethnic violence.

CJ 108-Serial Killers: Psychosocial Perspectives (3)*Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72*

Presents an overview of serial killers in the United States and other countries. Introduces the background of serial killers as well as causes and failures in their lives that led up to the killings. Presents case studies of serial killers as well as the investigation, apprehension, trial, and sentencing of these offenders.

CJ 110-Criminal Law (3)*Prerequisite: EN 101*

Explores the history and purpose of criminal law. Also examines elements of substantive criminal common law as modified by statute. Introduces legal research and a case study review of appellate court decisions relative to selected aspects of criminal law.

CJ 204-Police Operational Services (3)*Prerequisites: CJ 101, CJ 110*

Examines police operational techniques and strategies, incident analysis, patrol deployment, traffic enforcement theory and practice, crime prevention and community relations and the investigative process. Explores the police officer's role as a manager of community crime prevention resources. Includes analysis of recommended practices for maintaining police officers health and safety.

CJ 209-Criminal Investigations (3)*Prerequisite: CJ 101 and (EN 70 or EN 75 or EN 50A or EN 61 or ESL 73)*

Introduces modern methods used in detection, investigation, and solution of crimes. Students will be taught basic investigative techniques utilized by law enforcement agencies. Analysis of actual cases will be used to demonstrate practical uses of these techniques.

CJ 212-Criminalistics (4)*Prerequisite: Acceptance into the Police Academy*

Laboratory class develops skills in the identification, collection, preservation and presentation of physical evidence. Introduces police photography, including use of the camera, negative and print processing and photo preparation of courtroom presentation.

CJ 214-The Correctional Process (3)*Prerequisites: (EN 70 or EN 75) OR ((EN 50A or EN 61) and EN 52) OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73), and CJ 101*

Surveys the juvenile and adult correctional process from adjudication through probation or parole.

CJ 220-Criminal Evidence & Procedure (3)*Prerequisite: CJ 110*

Examines the United States Constitutional limitations on law enforcement, emphasizing arrest, use of force and search and seizure. Rules of evidence of particular importance to the law enforcement function including: the hearsay rule and exceptions; documentary, opinion, corpus delicti and circumstantial evidence; character and past crimes; evidentiary privileges; jurisdiction and venue; and witnesses.

CJ 221-Police Defense Tactics (5)*Prerequisite: Acceptance into the Police Academy*

An overview of law enforcement use of force and defensive tactic concepts. Will review unarmed defense, pressure points, controlled force and impact weapon usage.

CJ 222-Police Arsenal and Procedures (5)*Prerequisite: Acceptance into the Police Academy*

An overview of law enforcement use of force and firearms concepts. Review deadly force, police and usage, mental preparation, shooting fundamentals, safe weapons handling and firearms qualifications.

CJ 223-Emergency Vehicle Operations Course (EVOC) (3)*Prerequisite: Acceptance into the Police Academy*

Presents the concepts and goals of professional driving, i.e. to reduce motor vehicle collision frequency by improving future law enforcement officer's attitude and skills. Provides a better understanding of the capabilities and limitations of an emergency police vehicle while enhancing student's knowledge and abilities as it relates to safe operation of the vehicle.

CMM: Communications Media

CMM 101-Introduction to Electronic Media (3)

• Gen Ed Arts

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Surveys the functions and effects of the electronic mass media. Emphasis will be placed on researching and analyzing the history of radio and television, including government regulations, audience measurement, advertising and careers in broadcasting.

CMM 103-Introduction to Film (3)

• Gen Ed Arts

Presents an analytical and interpretative study of film masterworks. Covers the historical development of film from silent short movies to the present and includes an analysis of film from several perspectives: artistic, technological, social and economic.

CMM 105-Basic Darkroom to Digital Photography (3)

• Gen Ed Arts

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or *Corequisite:* EN 75

Explores photography as a medium for artistic expression through analysis of photographic masterworks and other forms of visual art. Examines standards of professional photography and the means by which photographic works of artistic integrity are identified and comprehended. Presents basic principles of camera work in film and digital formats. Black & white and color printing techniques are also studied. For the beginning photographer.

CMM 111-Communications Graphics I (3)

Level one graphic design. Prepares the student for the print graphic design field through the use of the computer as a tool. The student will be introduced to design vocabulary, methods and technology through lecture, examples and hands-on project work. Emphasizes Adobe Illustrator, Adobe Photoshop, and Adobe InDesign.

CMM 112-Communications Graphics II (3)

Prerequisite: CMM 111

Level two graphic design. Expands on Communications Graphics I. Students will solve a variety of design problems using the computer and contemporary graphics software. Real world design assignments will be given, allowing the student to gain experience in dealing with clients, meetings, project management, cost effectiveness, and color printing prepress. Lectures, demonstrations and class critiques are held to give the student a look at the historical and functional use of design. Emphasizes intermediate design skills using Adobe InDesign, Illustrator, Acrobat, Bridge, and Photoshop.

CMM 114-Web Design I (3)

Prerequisite: CMM 111 or CMM 132

Presents beginning level design for the Internet. Taught from a design perspective, students learn software, hardware, and design principles used to produce successful web sites. Assignments include the design and creation of web publications. Lectures cover the study and critique of contemporary web design. Primary Software: HTML, Adobe Dreamweaver, Photoshop and Imageready.

CMM 115-Professional and Transfer Portfolio (1)

Prerequisite: CMM 112 or CMM 212

Designed for communications graphics students who are ready to transfer to a Bachelor's program, or are applying for an internship, or are seeking a job. Students will revise existing portfolios and design self-promotion materials including an effective resume and cover letter for the computer graphics profession.

CMM 131-Darkroom Photography I (4)

Provides a basic understanding of photography as technique and craftsmanship, photography in communications, as a method of expression and the scientific basis of photography. Covers the basic techniques with cameras, exposure of film, developing of film, printmaking, composition, light, action photography, manipulation of the image in the darkroom, basic chemistry of photography, sensitometry and color as it is seen. Students provide cameras and accessory equipment.

CMM 132-Digital Photography I (3)

Designed for students interested in digital photographic processes. The class will introduce basic concepts for acquiring digital images and the process of manipulating the image through the use of a Macintosh computer with Adobe Photoshop software. Hands-on instruction with Photoshop will include making selections, cropping images, using paint and editing tools and working with color and brush palettes. A portfolio of digital photographic work will be produced by the end of the semester.

CMM 152-Digital Studio Production (4)

Develops studio production skills pertaining to camera operation, set design, studio lighting, audio recording, and professional crew roles and responsibilities. Extensive hands-on active learning provides an insight into on set studio productions and real world applications. As a member of a production team, students participate in the design and execution of an effective digital studio production.

CMM 212-Communications Graphics III (3)

Prerequisite: CMM 112

Level three graphic design. Offers an advanced level approach to graphic design. Expands upon Communications Graphics II. Emphasizes the development of a well-rounded graphic design portfolio, containing professional quality graphic design, photography and illustration. An intensive study using current graphics software to generate print graphics such as corporate identity, advertising, collateral and package designs. Primary software: Adobe InDesign, Adobe Photoshop, and Adobe Illustrator.

CMM 214-Web Design II (3)

Prerequisite: CMM 114

Presents intermediate level web design. Students will design and produce multimedia web sites consisting of typography, graphics, animations, and sound. Emphasis on user interface design and web site planning through hands-on skills using HTML, BBEdit, Macromedia Dreamweaver, Macromedia Flash, Macromedia Fireworks, Adobe Photoshop, and Adobe ImageReady.

CMM 252-Digital Film Production (4)

Prerequisite: CMM 152

Develops digital film production skills pertaining to preproduction, production, and post production. Extensive hands-on active learning provides an insight into script writing, budgeting, scheduling, field production, sound design, and non-linear post production. As a member of a production team, students will be required to create a production book, digital film, and DVD as part of their professional portfolio.

CMM 254-Postproduction: The Art of Editing (4)

Prerequisite: CMM 152 or CMM 252

Develops practical skills in digital editing through a series of demonstrations and intensive hands-on exercises. Students will study various editing styles and philosophies while designing and completing assigned editing projects using professional postproduction software. Effective electronic media management and postproduction processes are emphasized.

CMM 256-Television Studio Directing and Operations (4)

Prerequisite: CMM 152

Develops managerial and technical skills of directing television productions in a multi-camera studio. Script formats, scene blocking, managing cast and crew and technical aspects required to create successful programming are emphasized in a series of hands-on production sessions.

CMM 259-Television News Production (4)

Prerequisite: CMM 252

Develops television news writing and production skills with hands-on studio and field exercises. Students will write news stories, interview campus and community newsmakers on-camera and edit news segments into finished programs on Final cut Pro. Brief lectures, demonstrations and video examples are followed by news production work. Students will learn to use professional equipment and processes while producing news, sports and event programming.

CMM 261-Advanced Postproduction & Motion Graphics (4)

Prerequisite: CMM 254

Develops advanced skills in digital postproduction and motion graphics through a series of demonstrations and intensive hands-on exercises. By studying various editing styles and philosophies, students will design and complete assigned postproduction projects using professional software packages.

CMSP: Communications Speech**CMSP 101-Introduction to Communication Studies (3)**

• Gen Ed Communications

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Introduces students to the basic theories and practical applications of human communication as it relates to their communication experiences. These include interpersonal situations, intercultural experiences, small group interactions, and public communication. Students will be given opportunities to develop their effectiveness in the speaking-listening communicative setting as well as develop knowledge of the communication process as a system.

CMSP 103-Speech Fundamentals (3)

• Gen Ed Communications

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or *Corequisite:* EN 75

Emphasizes the attainment of understanding and skill in public speaking. Assignments require analyzing the audience, researching, organizing, outlining, supporting and delivering a variety of extemporaneous speeches.

CMSP 105-Small Group Communication (3)

• Gen Ed Communications; Cultural Competence

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or *Corequisite:* EN 75

Offers skills development in verbal, non-verbal and intercultural communication, listening, observation, leadership, and participation in groups. Emphasizes collaborative learning through researching and analyzing questions of fact and policy, problem solving and decision making, interacting and reaching consensus.

CMSP 107-Career Communication (3)

• Gen Ed Communications

Prerequisite: EN 70 or EN 75 or EN 50A or EN 61 or ESL 95 or ESL 73 or *Corequisite:* EN 75

Offers students knowledge and skills needed to communicate within their prospective professions and with others outside those professions. Assignments in interview, group discussion and extemporaneous speaking are adapted to individual students.

CMSP 109-Basic Conflict Mediation (3)

• Gen Ed Communications

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Presents the 7-Step Model of mediation, which includes strategic listening, handling power imbalances, and dealing with intense emotions. Students will engage in role plays and simulations for hands-on experience. Students will also conduct critical analyses of varying conflict resolution theories and mediation styles through discussion and written reflections.

CMSP 201-Foundations of Communication Theory (3)

Prerequisite: CMSP 101

Provides students with an understanding of the principle theories related to the field of communication. Specifically, it introduces students to the study of communication theory and provides them with the conceptual and theoretical foundation needed to succeed as a communication scholar. Concepts and theories learned in this course will be studied in greater detail in the upper level courses required of the major.

CON: Construction Management**CON 101-Construction Management (3)**

Prerequisite or Corequisite: (EN 52 and EN 61) or EN 70 or EN 75 or ESL 99 or (ESL 72 and ESL 73)

Introduces the construction management process, each party's roles and responsibilities, forms of construction management delivery systems, and construction documents. Students will describe the role of the construction manager within the context of ensuring timely, high quality, profitable, and safe construction projects.

CON 132-Materials & Methods of Construction (3)

Prerequisite or Corequisite: (EN 52 and EN 61) or EN 70 or EN 75 or ESL 99 or (ESL 72 and ESL 73)

Provides the construction manager with a fundamental understanding of materials and methods of construction. Emphasizes properties of materials, engineering methods, construction methods, testing methods, and related building codes. This course focuses on soil, earthwork, foundations, paving, concrete, masonry, thermal products, roofing, wood construction, steel construction, exterior and interior finishes, glazing, windows, doors, exterior wall systems, cladding, interior walls/partitions, finish ceilings, and flooring.

CON 140-Architectural Blueprint Reading (3)

Prerequisite or Corequisite: (EN 52 and EN 61) or EN 70 or EN 75 or ESL 99 or (ESL 72 and ESL 73)

Introduces basic blueprint and construction document reading methodology. Develops the practice of utilizing construction documents as an important communication tool in the construction process. Areas of focus include views, symbols, scales, dimensions, materials, construction methods, and terminology used in the various disciplines included in construction documents.

CON 203-Site Management (3)

Prerequisites or Corequisites: CON 101 and CON 132

Examines the principles that apply to planning and managing construction project field operations. Major areas of focus include documentation and recordkeeping, jobsite layout and control, project safety, jobsite labor relations, subcontracting and purchasing, time and cost control, changes and claims, quality management, payments, and project closeout.

CON 204-Construction Project Cost Estimating (3)

Prerequisite: (CON 101 or CAD 101) and (MA 80 or appropriate score on mathematics placement test)

Introduces cost estimating concepts and methodologies that apply to the construction industry. Areas of emphasis include estimating techniques, quantity take-off, pricing, material and labor estimation, estimating by division, bidding, and computer applications.

CON 206-Construction Project Scheduling (3)

Prerequisites: CON 101 and CON 140

Introduces the concepts and procedures in preparing a project schedule. Bar charts, critical path method, and computer applications are examined. Students will use sample projects and case studies to apply scheduling concepts.

EC: Economics**EC 201-Principles of Economics (3)**

• Gen Ed Economics

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

Introduces basic concepts, the national accounts, national income analysis, business cycles and the monetary system with an essentially macro-economic approach.

EC 202-Principles of Economics (3)

• Gen Ed Economics

Prerequisite: EC 201

Emphasizes price theory, distribution, international trade and economic development with an essentially micro-economic approach.

ECD: Early Childhood Development

ECD 101-Introduction to Early Childhood Education (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines conceptual framework for understanding the role of the early childhood education professional. Content focuses on the profession of early childhood education in the context of historical, philosophical, and social influences. Units of study also review contemporary trends, issues and practices in the field of early childhood education.

ECD 104-Activities I for Children (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72; Corequisite: ED 100

Designed to teach the methods and proper use of materials in presenting creative learning experiences to young children in the areas of language, creative dramatics, art, music, movement, math, science, emergent literacy, and outdoor activities. This course meets the state requirements for Office of Child Care Licensing & Credentialing. This course is 45 hours of the 90 hours required for Preschool Lead Teacher. Fifteen hours of documented observation are required.

ECD 106-Infants & Toddlers Development and Care (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or Corequisite: EN 75

Examines 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 will be 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 will focus on the caregiver, the child, and the program being provided to meet the learning needs of the infant and toddler. This course meets the state requirements of Office of Child Care Licensing and Credentialing for Infant/Toddler Lead Teacher.

ECD 107-Child Health, Safety and Nutrition (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or Corequisite: EN 75

Presents a survey of the health, safety and nutritional needs of young children. Includes required state and federal codes. Emphasizes the establishment and maintenance of a safe and healthy learning environment.

ECD 108-Activities for the School-Age Child (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or Corequisite: EN 75

Examines developmentally appropriate principles, materials, and methods used with school age children ages 6 to 12. Specific consideration given to planning activities for school age child care. Students plan and present lessons in the areas of physical, cognitive, and social development. This course meets the state requirements of Office of Child Care Licensing and Credentialing for School Age Teacher.

ECD 210-Directed Practicum in Early Childhood (3)

Prerequisites: Successful completion (grade of C or higher) of ED 100, ED 203 or ECD 110, ECD 101, ECD 104, ECD 106 and ECD 213

Offers students an opportunity to conduct structured observation and participate in activities in an early childhood setting. Students will provide assistance to the classroom instructor and may be required to assume major responsibility for the full range of teaching and care giving duties for a group of young children. In addition, students will complete a course portfolio. Students will participate in 60 hours of directed practicum at an assigned site (4 hours per week).

ECD 212-Administration of Child Development Centers (3)

Prerequisites: ED 100 and (ECD 104 or ECD 108)

Designed to provide students with management skills necessary to operate an early childhood center, family child care or before/after school program that serves children from infancy through age twelve. Topics include program policies and procedures, government regulations, finance and budget, facility operation, personnel management, health and safety, accreditation systems, and program evaluation and improvement. This course meets the state requirements of Office of Child Care licensing and credentialing for School Age and Preschool Director.

ECD 213-Understanding and Guiding the Young Child's Behavior (3)

Prerequisite: ED 100

Designed for adults who are responsible for the care and development of young children from birth to eight years of age, primarily in an early childhood setting. This course will focus on developmentally appropriate child guidance philosophies, methodologies of discipline, and guidelines for the responsible adult.

ECD 230-Language & Literacy Development in Early Childhood (3)

Prerequisites: ED 100, ECD 104

Designed for adults who are responsible for the care, development and teaching of young children from birth to eight years in primarily an early childhood setting. This course is a study of the development of oral language by the young child, the relationship between language development and emerging literacy, and the structuring of the learning environment for the child birth to eight years. A variety of quality early childhood literature will be reviewed along with methods for using children's literature to enhance language development.

ED: Education

ED 100-Child Development & Behavior (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

Introduces basic growth and developmental principles necessary to work with young children from birth to twelve years old. Emphasizes the social, emotional, physical, and cognitive developmental stages of the young child. This course meets the Maryland State Department Office of Child Care Licensing & Credentialing requirements. This course is 45 hours of the 90 hours required for Preschool Lead Teacher.

ED 102-Schools and Society (3)

• Gen Ed Education

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

It is strongly recommended that students pass this course prior to ED 202 and ED 203, if applicable.

Examines the historical, philosophical, and social development of American education. Students will learn methods, concepts, and principles of education. They analyze and reflect on the processes of teaching and learning. They explore the interrelationships of education, social institutions, and pluralistic culture. Students will also reflect on ways that values, skills, and experience shape and are shaped by schooling and society. Observations, teaching, and a portfolio are required. Fifteen hours of documented observation are required.

ED 202-Educational Psychology (3)

Prerequisites: EN 70 or EN 75 or EN 50A or EN 61 or ESL 95 or ESL 73, and PS 101. It is strongly recommended that students pass ED 102, if applicable, prior to taking this course.

Introduces the nature and theories of learning processes.

Focuses on classroom interaction and its influence upon the learning process and the growth and development of the child. (This course satisfies the Maryland State Department of Education professional education course work in human learning.) Fifteen hours of documented observation are required.

ED 203-Foundations of Special Education (3)

• Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

It is strongly recommended that students pass ED 102 or ECD 101, if applicable, prior to taking this course.

Provides an overview of critical issues and strategies related to educating students who have been identified as exceptional. The course content focuses on historical and legal foundations of special education, inclusive education, developmental characteristics of exceptional students, and strategies for accommodating students. (This course satisfies the Maryland State Department of Education professional education course work in inclusion of special populations.) Fifteen hours of documented observation are required.

ED 214-Processes and Acquisition of Reading (3)

Prerequisites: 30 credits including EN 101, PS 101 or teacher certification

Assists 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. The course is organized around current, accepted, research-based theoretical models that account for individual differences in reading. The course includes an introduction to language structures, including spoken syllables, phonemes, graphemes, and morphemes. Participants will apply knowledge of the core areas of language to reading acquisition in terms of first and second language acquisition, typical development, and exceptionalities. Participants will be introduced to current scientific research related to literacy acquisition.

ED 215-Instruction of Reading (3)

Prerequisite: ED 214

Facilitates understanding and use of a representative array of research-based instructional techniques and strategies in the area of reading. The course emphasizes instructional routines and strategies in the five major components of reading instruction (phonological and phonemic awareness; phonics, spelling and word study; fluency; vocabulary development; and comprehension) suitable for various age and ability groups. Throughout the course, students will demonstrate their skill with instructional routines and strategies through role-play, live demonstrations, and critique of models, and review the research evidence relevant to those approaches.

ED 216-Materials for Teaching Reading (3)

Prerequisite: ED 214

Assists pre-service and in-service teachers in understanding and using the findings of scientific research to select, evaluate, and compare instructional programs and materials for teaching reading. Participants will learn strategies for enabling students to become strategic, fluent, and independent readers using a variety of texts and other materials. They will develop techniques to involve parents, school staff, and members of the community in children's reading development and enjoyment.

ED 217-Assessment for Reading Instruction (3)

Prerequisites: ED 214, ED 215

Assists pre-service and in-service teachers in becoming proficient consumers and users of classroom-based assessments and assessment data. Instruction focuses on the purposes of assessment, types of assessment tools, administration and use of several valid, reliable, well-researched formal and informal assessments of reading and related skills, effective interpretation of assessments results, and communication of assessments results in a variety of contexts. Participants will show that they can use assessment data to guide instructional decisions. Participants will demonstrate their abilities by selecting, administering, and/or interpreting assessments appropriate for screening, diagnosis, monitoring of progress, and measurement of outcomes.

ED 218-Teaching Reading in the Content Areas, Part I (3)

Prerequisites: 30 credits including EN 101, PS 101 or teacher certification

Provides students with an understanding of the essentials of reading processes necessary for secondary students to become proficient readers. Participants gain an understanding of the following five areas: purposes and types of reading, methods of assessing reading, strategies and skills in reading, student-centered reading instruction, and affective dimensions of reading. (This course can be used to partially satisfy the Maryland State Department of Education reading requirement for secondary teachers.)

ED 219-Teaching Reading in the Content Areas, Part II (3)

Prerequisite: ED 218

Expands on Part I, focusing on types of reading, skills in reading, and instruction. The emphasis will be on teaching secondary student to learn from text. Participants will formulate research questions, complete a literature review, and implement and evaluate a coherent literacy plan. Participants will also implement reading and writing strategies that promote student mastery of subject content. (This course can be used to partially satisfy the Maryland State Department of Education reading requirement for secondary teachers.)

ED/PS 208-Human Growth and Development (3)

• Gen Ed Education

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Presents central concepts related to parameters of human development through the life span. Includes physical, social, emotional and mental development at the various stages of life. Considers the influence of culture as well as individual differences.

EG: Engineering**EG 100-Introductory Engineering Science (3)**

Prerequisites: (EN 70 or EN 75) or [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73), and MA 111

Develops basic concepts of engineering approaches to problem solving and the skills for the design and timely fabrication of the designed product.

EG 110-Engineering Statics (3)

Prerequisite: MA 210

Investigates that branch of physical science called mechanics. Mechanics deals with the state of rest or motion of bodies that are subjected to the action of forces. Statics is one branch of mechanics that deals with the equilibrium of bodies, i.e., those that are at rest or that move with a constant velocity. Includes theory and applications with an emphasis on developing ability to analyze problems.

EG 210-Mechanics of Materials (3)

Prerequisites: MA 211, PY 203

Includes analysis of systems of forces on a deformable body. Tools covered include geometrical relationships, free body diagrams, equilibrium equations and stress and strain properties of materials. Concepts are applied to beams, columns, shafts and covers other machine and structural parts.

EG 211-Engineering Dynamics (3)

Corequisite: MA 212

Includes the study of the motion of bodies relative to each other in two dimensions and in three dimensions. Analyzes systems both at rest and in motion. Includes force acceleration, work energy and impulse-momentum relationships.

EG 214-Engineering Thermodynamics (3)

Prerequisites: CH 102, EG 211, MA 212, PY 204

Examines basic thermodynamic principles including energy, entropy and free energy, and describes the macroscopic properties of various systems such as equilibrium states and phase transitions. Emphasizes applications to metals, polymers, ceramics and electronic materials.

EM: Emergency Management

EM 101-Disaster, Crisis, and Emergency Management (3)

• Gen Ed Emerging Issues

Prerequisite: EN 70 OR *Prerequisites or Corequisites:* EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces students to the dynamic and relevant world of disaster, crisis, and emergency management. Conducts a review of the history, social, political, and economic implications of disasters, giving students the opportunity to explore the world of Emergency Management and experience the satisfaction of serving, survivability, and the heartache of devastation. Provides experience with effective writing, critical thinking, and historical and social awareness as students examine the emergencies of past, present, and future.

EM 104-Disaster Response and Recovery (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides students with an understanding of disaster response and recovery operations in emergency management. Students will examine the nature of emergencies and disasters, identify the human responses in the disaster process, assess current procedures for response operations, and review recovery policies, programs, and methods to promote the return to normalcy.

EM 106-Hazard, Risk, and Mitigation (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides the student with a thorough understanding of mitigation for disaster management, and the application of hazard management. The student will investigate various methods of risk management, risk reduction, risk avoidance, risk acceptance, and risk transfer to address both structural and non-structural mitigation. The concept of sustainability and its role in local land-use planning is examined.

EM 110-Federal Emergency Management (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides the student with the understanding of the role of the federal government in emergency management on the national level, and the influence of the federal government on local, regional, state, and international emergency management. Explores the historical development of the federal emergency management effort with emphasis on significant events that shaped existing policy.

EM 111-Preparing and Securing the Homeland (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides students with a thorough understanding of the strategic, political, legal, and organizational challenges associated with the protection of the U.S. homeland. Examines the range of potential threats to the U.S. homeland, including the historical foundation of terrorism. Introduces the role of emergency management in the response to the growing threat of domestic and international terrorism. Focuses on the implications of homeland security challenges and policies for constitutional rights, legal protections, and civil liberties.

EM 115-Foundations of Emergency Management (0)

Prerequisites: FEM 131, FEM 151, FEM 205

Provides an introduction to the position of emergency manager, including history, key areas of emphasis, and responsibilities. Surveys emergency management as an integrated system with resources and capabilities networked together to address all hazards. Introduces the National Incident Management System (NIMS), the Incident Command System (ICS), and Emergency Operations Center (EOC) operations.

EM 125-Emergency Management Coordination (0)

Prerequisites: FEM 150, FEM 161, FEM 215

Provides an introduction to the fundamentals of emergency management coordination. Surveys how the resources and capabilities of organizations at all levels can be networked together in emergency management phases for effective all-hazard response. Introduces the National Incident Management System, the Incident Command System, and Emergency Operations Center operations.

EM 130-Integrated Emergency Management (3)

Prerequisite or Corequisite: EM 101 or ID 225 or FSA 107

Provides students with an understanding of the concept of Integrated Emergency Response to disasters and other critical incidents. Students examine the role of Integrated Emergency Preparedness in the government environment, and expand the understanding to public-private cooperation in emergency management.

EM 135-Leadership and Management (0)

Prerequisites: FEM 132, FEM 133, FEM 134

Introduces students to the impact of leadership and influence in emergency management. Describes decision-making and the attributes of an effective decision maker. Explains how leaders are able to build trust and motivate others to achieve shared goals. Identifies basic communication skills needed to convey decisions across a diverse workforce in a timely, inclusive, and motivational manner.

EM 165-Animals in Disasters (0)

Prerequisites: FEM 131, FEM 205, FEM 109, FEM 110, FEM 138, FEM 215

Provides the basic background knowledge necessary for developing a coordinated response to disasters in which animals, livestock, agriculture assets, and their owners are affected. Introduces specific challenges posed by animals, livestock, and agricultural assets during disaster situations, and provides training on appropriate options for responding to and planning for them. Heightens awareness of the special issues that emergency managers and planners need to consider when incorporating animal-care annexes into their emergency operation, mitigation, and recovery plans.

EM 167-State and Local Emergency Management (0)

Prerequisites: FEM 131, FEM 205, FEM 103, FEM 119, FEM 161, FEM 215

Introduces the various disaster assistance processes and programs available at the state and local level of government and orients students to their purposes and interactions. Surveys the history, roles, and services of disaster relief voluntary agencies and the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multi-agency coordination system. Details exercise evaluation concepts and familiarizes students with the exercise improvement planning process and its relevant documentation and regulations.

EM 169-Continuity of Operations Planning (COOP) (0)

Prerequisites: FEM 131, FEM 205, FEM 103, FEM 150, FEM 173, FEM 176

Provides an overview of the concept of continuity planning including the legal basis, the Continuity Program Management Cycle, and essential elements of a viable continuity program. Explores the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1. Explains the interdependencies of the Incident Command System and exercise design to the COOP planning process, and provides experience developing and implementing exercise/training programs.

EM 171-Mitigation (0)

Prerequisites: FEM 131, FEM 205, FEM 104, FEM 157, FEM 186, FEM 187

Introduces the concepts, terminology, and considerations involved in hazard mitigation, community sustainability, and resiliency. Investigates risk management principles, means of implementing and assessing them (e.g. Hazard Mitigation Plans and sustainable construction practices), and their cost and damage reduction effects. Orients students to basic mechanics, risks, potential partners, and mitigation options for a variety of common natural and human-caused disaster events. Prepares students to communicate preparedness, prevention, and other mitigation approaches to the broader public as means of both disaster effect reduction and personal safety improvement.

EM 173-Incident Management for Schools (0)

Prerequisites: FEM 131, FEM 205, FEM 103, FEM 127, FEM 150, FEM 156

Details the Incident Command System (ICS) principles and organization and operational tactics driven by the complexities of an incident or event. Investigates the applicability of those ICS principles to school-based, complex incidents, or incidents otherwise in possession of multiple hazard facets. Surveys human-driven and naturally occurring hazards that threaten communities as well as methods to improve preparedness and safety therefrom. Introduces the school Emergency Operations Plan (EOP), its development, and trains students in development of plans and exercises for contribution to and maintenance of such a school EOP.

EM 175-Emergency Management Professional Development (0)

Prerequisites: FEM 131, FEM 205, FEM 103, FEM 132, FEM 133, FEM 134, FEM 135, FEM 140

Provides a comprehensive set of fundamentals for those in the emergency management profession. Explores the tools and skills necessary for effective planning and exercise design in the emergency management field. Introduces basic leadership skills and communication techniques and instructs regarding their extension and application to the management of volunteers in disaster readiness/response scenarios and personnel in general. Emphasizes the connections between each extended field and the basic theory and principles of the emergency management cycle and provides opportunities for analysis and reflection on the connections as they are discovered.

EM 177-Emergency Management Education Planner (0)

Prerequisites: FEM 131, FEM 205, FEM 103, FEM 140, FEM 150, FEM 156, FEM 196

Introduces core concepts in disaster planning specifically adapted to primary, secondary, or post-secondary educational institutions. Explores the response and recovery resources available and responsibilities inherent to planners in such institutions. Develops skills necessary for the development of school Emergency Operations Plans (EOPs) and the completion of preparedness tasks for the maintenance and improvement thereof. Investigates the connections between planning for school readiness and preparing for, responding to, and recovering from mass casualty incidents, as well as what to do when a mass casualty incident and a school location overlap.

EM 179-Public Information Officer (0)

Prerequisites: FEM 131, FEM 205, FEM 134, FEM 151, FEM 171, FEM 202

Instructs regarding the role and responsibilities of the Public Information Officer (PIO) and explores the PIO's function in and typical interactions with the public safety/emergency management environment. Surveys the Joint Information System (JIS) and the Joint Information Center (JIC) and examines their relations and interactions in theory as well as practical response application. Introduces National Incident Management System (NIMS), its core components, and investigates its uses in conveying appropriate situational awareness information to the public before, during, and following a disaster event.

EM 181-Community Preparedness Planner (0)

Prerequisites: FEM 131, FEM 205, FEM 140, FEM 180, FEM 181, FEM 221

Trains students in the fundamentals of the emergency planning process including the rationale behind planning as a part of a holistic approach using the emergency preparedness cycle. Develops a student's capability for effective participation in the all-hazard emergency operations planning process. Introduces the importance of including people with disabilities, access, and/or functional needs in planning and response, and explores means by which their needs or abilities may be most effectively addressed and incorporated in the planning process.

EM 183-Critical Infrastructure Strategist (0)

Prerequisites: FEM 131, FEM 205, FEM 181, FEM 188, FEM 194, FEM 195

Provides training regarding critical infrastructure duties and responsibilities at the state, local, tribal, and territorial levels. Describes strategies for taking action against insider threats to critical infrastructure and explores real-world best practices for the same. Explains duties and responsibilities for securing a critical infrastructure. Introduces the concept of resilience, discusses its beneficial effects on the security and preparedness processes, and instructs on the process and necessary mindset for developing, planning for, and perpetually improving resilience generally, and for critical infrastructure in particular.

EM 187-Disaster Construction Issues (0)

Prerequisites: FEM 131, FEM 205, FEM 104, FEM 105, FEM 130, FEM 144

Provides an introduction to the issues related to and that should be considered during construction following a disaster. Introduces the National Incident Management System, the Incident Command System, Executive Order 12699 - Building for Earthquakes of Tomorrow, National Flood Insurance Program (NFIP) policy and regulations towards retrofitting flood-prone residential structures, and Environmental/Historical Preservation Compliance. Examines impact of construction on environment, population, and historic preservation sites prior to and following disaster scenarios, and offers the opportunity to analyze the difference between practical necessities and compliance requirements in response and rebuilding for recovery.

EM 189-Radiologic/Hazardous Response (0)

Prerequisites: FEM 131, FEM 205, FEM 102, FEM 115, FEM 116, FEM 146

Provides a focused training for responding to emergencies concerning radiologically active and hazardous materials. Grounds students in a thorough knowledge of basic preparedness followed by specific emphasis on the skills necessary for organizing and leading radiological or otherwise hazardous response actions. Details a variety of hazardous materials likely to be encountered in a career in emergency management planning or response, and orients students to the classification systems and documentation requirements necessary for interacting with such materials on an official level in compliance with emergency management regulations.

EM 201-Public Safety GIS and Technology (3)

Prerequisite or Corequisite: EM 101 or ID 225 or FSA 107

Introduces students to the technologies, applications, and tools relevant to the current emergency management professional environment. Explores the impact of a rapidly improving technological environment on all phases of the emergency management process and discusses potential means of leveraging technology to improve known deficiencies. Focuses intensively on the applications of Geographic Information Systems (GIS) technology with a view to preparing students for its necessary use in emergency management careers. Offers experience in working with, creating, and interpreting GIS maps and other visual products. Discusses the future changes and challenges facing the emergency management discipline as a result of continued technological growth.

EM 213-Social Impacts of Disaster (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides students with an enhanced awareness of the response planning and response challenges of diverse Individuals, groups, and communities to disaster. Students will discover how disasters influence structures, interactions, and subjective perceptions among community members. Examines how social inequality, including race, ethnicity, class, and gender, result in enhanced vulnerabilities in disasters. Students will analyze the diverse cultural rules and biases of response organizations and communities that converge during disasters.

EM 215-Planning and Response (0)

Prerequisites: FEM 140, FEM 159, FEM 174

Introduces the concepts and core components of the emergency planning process, including the rationale behind planning as an emergency management process. Introduces participants to the key concepts and principles of the National Response Framework. Describes key Mission Assignment (MA) concepts and provides knowledge needed to carry out MA processing responsibilities.

EM 220-Emergency Management Planning (3)*Prerequisite or Corequisite: EM 130*

Provides a thorough understanding of risk management, operational planning, and strategic planning as applied in current emergency management policy. Teaches evaluation and use of current policy tools to determine risk vulnerabilities and capabilities, critically evaluate an emergency operations plan, identify the components of an emergency operations plan, and assess the purpose of strategic planning.

EM 221-Public Safety Leadership and Ethics (3)*Prerequisite or Corequisite: EM 201 or FSA 201*

Provides the student with understanding of leadership theories, skills, and techniques for application in emergency management. Introduces the concept of effective leadership in emergency management by identifying leadership models utilized in managing across the life cycle of the incidents. Challenges students to analyze and evaluate current emergency management leaders and their leadership styles for their theoretical value and practical effectiveness.

EM 225-Emergency Management Mitigation (0)*Prerequisites: FEM 157, FEM 186, FEM 173*

Explores the reasons and need for planning for a sustainable, disaster-resistant community. Introduces participants to mitigation basics for both natural and human-driven disasters. Describes the Continuity Management Program, Process and Cycle, the fundamentals of Risk Management, and the importance of Devolution Planning.

EM 235-Recovery and Assessment (0)*Prerequisites: FEM 103, FEM 179, FEM 201*

Provides students with the knowledge to plan an effective damage assessment program, conduct rapid damage assessments, and begin the process of recovery and mitigation. Introduces students to the Homeland Security Exercise and Evaluation Program (HSEEP), exercise design, and exercises as a concept. Explores the National Disaster Recovery Framework (NDRF) key concepts, core principles, and roles and responsibilities of NDRF leadership.

EM 297-Emergency Management Capstone (3)*Prerequisite: EN 101; Prerequisite or Corequisite: EM 220 and EM 221*

As the culminating experience for the Emergency Management Track II major, this course enables students to exercise critical thinking and evaluation skills, while applying comprehension of the emergency management discipline. Students will write a research paper, under the supervision of a faculty mentor, which demonstrates the ability to analyze and synthesize the theories and practices to reduce vulnerability to hazards and mitigate disasters.

EN/CMM: English & Communications**EN/CMM 241-Journalism Publication Practicum (3)**

• Gen Ed Humanities; Gen Ed Communications; Cultural Competence

Prerequisite: EN 101

Provides instruction and laboratory experience in writing, editing, designing, and publishing print and digital content for The Commuter. Students receive practical experience in journalistic and social media content, curation, editing, design, photography, and digital production using industry standard software. Students will create and produce three journalistic publications per semester.

EN: English**EN 70-Introduction to College Reading and Writing (0) [6]***Prerequisite: Appropriate scores on the reading and writing placement tests*

Provides extended practice with academic writing based on college-level texts. The course stresses the interaction between critical reading, writing, and thinking. The course offers structured practice and support with writing academic essays, improving reading comprehension, and increasing critical reading skills to succeed in future college academic tasks. Students are guided to become flexible, confident, and independent readers and writers.

EN 75-Reading and Writing in the Academic Disciplines (0) [4]*Prerequisite: EN 51 or appropriate scores on the reading and writing placement tests*

Promotes the integrated approach to the development of active reading and writing strategies for the tasks and texts students encounter in college. The course stresses the interaction among the reader, the text, and the context and one's ability to critically respond to a variety of writing situations. The course addresses whole discourse and sentence-level matters. Students are guided to become independent readers and writers.

EN 101-English Composition (3)

• Gen Ed English

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR (satisfactory performance on the writing assessment and satisfactory performance on the reading assessment)

Develops students' ability to use writing, reading, research, and thinking processes to create documented essays that demonstrate the conventions of academic writing.

EN 102-English Composition and Literature (3)

• Gen Ed Humanities; Gen Ed Communications

Prerequisite: EN 101

Reinforces, through an examination of literature, the reading, writing, critical thinking, and information literacy skills introduced in English Composition. By exploring literary texts from fiction, poetry, and drama, students learn to clarify their own values and identities as well as develop a better understanding of ideas and cultures beyond their own experience.

EN 201-British Literature Anglo-Saxon Period to the Eighteenth Century (3)

• Gen Ed Humanities

Prerequisite: EN 101

Surveys the literature of Great Britain from the Anglo-Saxon period to the eighteenth century. The growth of a nation, social classes, the rise and questioning of the monarchy, the role of women, and early colonialism are explored through poetry, prose fiction and nonfiction, and drama.

EN 202-British Literature Eighteenth Century through the Present (3)

• Gen Ed Humanities

Prerequisite: EN 101

Surveys the literature of Great Britain from the eighteenth century through the present. The rise of industry, changing views of gender and citizen, the rise and fall of an empire, world wars, and artistic experimentation are explored through the literary genres of poetry, fiction, and drama.

EN 203-American Literature Pre-Colonial through Civil War Periods (3)

• Gen Ed Humanities

Prerequisite: EN 101

Surveys American literature from its pre-contact beginnings. Culture clash, settlement, rebellion, and the rise of a democratic republic are explored through histories, diaries, sermons, pamphlets, poetry, essays, and fiction.

EN 204-American Literature Civil War Period through the Present (3)

• Gen Ed Humanities

Prerequisite: EN 101

Surveys American literature from the late 19th Century to today. The rise of industrialism, world wars, the fragmenting of society, and artistic experimentation are explored through the literary genres of poetry, fiction, and drama.

EN 205-World Literature through 1650 C.E. (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite: EN 101

Surveys selected works of western and non-western literature from their beginnings through 1650 C.E. Cultural and historical contexts are explored through a wide range of literary forms.

EN 206-World Literature 1650 C.E. through the Present (3)

• Gen Ed Humanities; Cultural Competence
Prerequisite: EN 101

Surveys selected works of western and non-western literature from 1650 C.E. through the present. Cultural and historical contexts are explored through a wide range of literary forms.

EN 210-Creative Writing (3)

Prerequisite: EN 101

Introduces skills of writing fiction and/or poetry and/or creative nonfiction. The complexities of creative writing as a craft and an art are explored through analysis of representative works, study of techniques, and extensive practice.

EN 210J-Creative Writing I (Poetry/Fiction Comb.) (3)

Prerequisite: EN 101

Introduces skills of writing narrative fiction and/or poetry and/or drama. The complexities of creative writing as a craft and an art are explored through analysis of representative works, study of techniques and extensive practice.

EN 212-Newsriting and Reporting (3)

Prerequisite: EN 101

Provides instruction and practice in news reporting and in the fundamentals of newsriting. Professional news stories in newspapers, magazines, and the Web will be analyzed and evaluated. The course concentrates on key rhetorical elements, organization, and structure of common news, features, and opinion articles, both in print and digital news mediums.

EN 215-Technical Writing (3)

Prerequisite: EN 101

Develops the skills necessary for effective business, scientific and technical communication through situational writing. Includes work in audience analysis, letter and resume writing, informal and formal reports, graphics and presentations.

EN 216-The Short Story (3)

• Gen Ed Humanities
Prerequisite: EN 101

Surveys a wide variety of short stories that explore themes relevant to life experiences. Analyzes the elements of the short story with emphasis on thematic development and relevance of the stories to life experiences in a variety of cultures and nations.

EN 222-Creative Writing Practicum: Tuscarora Review Editorial Board (3)

Prerequisite: EN 210 or permission of instructor

Provides opportunities for students to work on the College's magazine of the creative arts for credit by evaluating submissions of essays, short stories, poetry, drama and two-dimensional art; by copy editing the material; and by laying out the magazine. May be taken three times for a maximum of nine credits.

EN 223-Classical Mythology (3)

• Gen Ed Humanities
Prerequisite: EN 101

Surveys Greek and Roman mythology, emphasizing the impact it has had on Western literature, art, music and human culture throughout the ages. Attention will also be paid to the sites of the ancient world that have gained special significance through these myths.

EN 226-Film as Literature (3)

• Gen Ed Humanities
Prerequisite: EN 101

Surveys selected films and their counterparts in literature. Emphasizes narrative abilities of film.

EN 227-Literature: Multicultural Perspectives (3)

• Gen Ed Humanities; Cultural Competence
Prerequisite: EN 101

Examines diverse experiences of the human condition through the reading of selected works from a variety of historically underrepresented groups.

EN 230-African American Literature (3)

• Gen Ed Humanities; Cultural Competence
Prerequisite: EN 101

Surveys a wide variety of African American literature: fiction, drama and poetry. Analyzes the elements of each of the genres with emphasis on the literature as a response to people and events affecting African American life, culture and rights.

EN 231-English Language Studies (3)

Gen Ed Humanities
Prerequisite: EN 101

Introduces English language studies through a linguistics perspective, promoting a systematic approach to the study of language. Focuses on prescriptive versus descriptive approaches to grammar and syntax; sub-disciplines of linguistics: phonology, morphology, semantics, stylistics, discourse analysis, and sociolinguistics; English language variation, change, and development; and the role of English language in a multicultural society.

EN 246-Writing for Online Media (3)

Prerequisite: EN 101

Introduces students to key elements of writing for Web communities. Students will learn techniques to create written content for promotional e-mails, website pages, social media, and blogs. Students will use multiple writing strategies, and draw from expository, creative, and journalistic modes of expression. Students will work with a client to develop a digital content strategy for promoting an idea, product, event, or service and complete several pieces of original content to start building a professional portfolio.

ESL: ESL (English as a Second Language)**ESL 70-Academic Reading I (0) [4]**

Prerequisite: Placement on the college's ESL assessment (LOEP)

Designed for students whose native language is not English, but who have a working knowledge of the English language. This course focuses on developing the strategies, vocabulary, and fluency necessary for comprehension of academic texts.

ESL 71-Academic Grammar & Writing I (0) [4]

Prerequisite: Placement on the college's ESL assessment (LOEP)

Designed for students whose native language is not English, but who have a working knowledge and understanding of the English language. Includes integrated instruction in grammar and writing with emphasis on developing the grammar proficiency for academic writing necessary for success in subsequent ESL courses.

ESL 72-Academic Reading II (0) [4]

Prerequisites: (ESL 70 and ESL 71) or (ESL 98 and ESL 95) or placement on the college's ESL assessment (LOEP); Corequisite: ESL 73

Designed for students whose native language is not English, but who have advanced knowledge of the English language. This course focuses on developing proficiency in the employment of reading strategies and usage, and comprehension of college-level vocabulary necessary for success in credit courses. Placement is based upon students' performance on the college's ESL assessment.

ESL 73-Academic Grammar & Writing II (0) [4]

Prerequisites: (ESL 70 and ESL 71) or (ESL 98 and ESL 95) or placement on the college's ESL assessment (LOEP); Corequisite: ESL 72

Designed for students whose native language is not English, but who have advanced knowledge and understanding of the English language. Includes integrated instruction in grammar and writing with an emphasis on developing grammatical variety and sophistication for academic communication as well as an introduction to integrating sources in academic essay writing.

ESL 76-Academic Oral Communication Skills I (0) [3]

Prerequisite: Placement by the college's LOEP assessment into ESL Level I or higher

Designed to help students practice and improve academic listening and speaking skills as needed for functioning successfully in academic and professional settings. There will be exercises, practice, and small and large group activities designed to develop the academic listening/note-taking, pronunciation, and oral presentation skills necessary for the rigor of degree programs and/or professional communication. Credits are not applicable toward graduation. Placement is based upon students' performance on the college's ESL assessment.

FEM: FEMA

FEM 103-Community Disaster Exercise (1)

Introduces the basic principles of community disaster exercises. It builds a foundation for subsequent exercise courses. Included are the management of an exercise program, designing and developing of an exercise, conducting and evaluating an exercise, and developing and implementing an improvement plan.

FEM 104-Earthquake Structural Mitigation (1)

Provides students involved in state and local governments, and the building and financial industries, with knowledge concerning the requirements of federal and federally assisted or regulated new building construction. The course is also intended to provide the student with basic knowledge about earthquakes and how buildings can be built to be safe during an earthquake.

FEM 105-Retrofitting Flood-Prone Residential Structures (1)

Provides students with the essential, nontechnical background knowledge about retrofitting. The retrofitting measures presented are creative and practical, comply with applicable floodplain regulations, and are satisfactory to homeowners.

FEM 107-Hazardous Materials for Medical Personnel (1)

Designed to prepare hospital personnel to analyze hazardous materials situations, take the necessary steps to assure medical providers safety, and identify appropriate resources for decontamination and medical care. Additional training is required in order to diagnose and treat patients who have been involved in hazardous materials incidents.

FEM 109-Introduction to Animals in Disaster (1)

Intended to increase awareness and preparedness among animal owners and care providers. It includes sections on typical hazards, how these affect animals and what can be done by responsible owners to reduce the impact of disasters. It is also intended to help animal owners, care providers and industries to better understand emergency management. Course material will heighten awareness of the special issues that emergency managers need to consider when incorporating animal-care annexes into their emergency operations plans.

FEM 110-Animals in Disaster Planning (1)

Intended to guide emergency management officials and animal owners, care providers, and industries in preparing community disaster plans. The goal is to provide sufficient information for both groups to meet and develop meaningful and effective plans that improve the care of animals, their owners, and the animal-care industries in disasters. This course provides the basic background knowledge needed to develop a coordinated response to a disaster in which animals and their owners are affected. Further training with local or state emergency management programs is essential.

FEM 115-Introduction to Radiological Emergency Management (1)

Provides students with the background and practical knowledge necessary to understand the fundamental concepts of radioactivity, the types of radiological emergencies, and the potential effects of these incidents upon the emergency responder as well as the general public. Included are the measures that need to be enacted to ensure safety for all affected.

FEM 116-Introduction to Hazardous Materials (1)

Intended to provide a general introduction to hazardous materials that can serve as a foundation for more specific studies in the future. The course has five units. No prior knowledge of the subject is required.

FEM 119-Volunteer Agencies in Emergency Management (1)

Provides students with a basic understanding of the history, roles, and services of disaster relief voluntary agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations.

FEM 122-Community Hurricane Preparedness (1)

Provides emergency managers and disaster coordinators with basic information about the nature of hurricanes and the hazards they pose, and how the National Weather Service (NWS) forecasts future hurricane behavior.

FEM 127-Emergency Management of Hazardous Weather (1)

Designed to provide the student with a solid background in understanding hazardous weather and community risks so they can communicate effectively with the local National Weather Service office and their community.

FEM 130-Introduction to Residential Coastal Construction (1)

Provides the student with a guideline of basic information concerning residential coastal construction. It identifies the best practices for improving the quality of construction and reducing the economic losses associated with coastal disasters. It also explains how the risk to coastal residential development can be reduced by employing best practices in site location, design, and construction.

FEM 131-Principles of Emergency Management (1)

Provides an introduction to the fundamentals of emergency management as an integrated system. Surveys how the resources and capabilities of organizations at all levels can be networked together in emergency management phases for effective hazard response.

FEM 132-Introduction to Leadership and Influence (1)

Provides an introduction to leadership and influence skills by addressing the following topics: leadership from within, how to facilitate change, how to build and rebuild trust, how to use personal and political influence, and how to foster an environment for leadership development.

FEM 133-Decision Making and Problem Solving (1)

Provides students with decision making and problem solving strategies and best practices that are vital requirements of the emergency manager, planner, and responder position. Explores a five-step problem-solving model. Examines effective methods for guiding group decision making during complex or significant events.

FEM 134-Effective Communication (1)

Provides an introduction to communication and interpersonal skills needed by local emergency managers, planners, and responders. Develops communication skills needed in emergency management situations.

FEM 135-Developing and Managing Volunteers (1)

Provides an introduction for working with volunteers and volunteer agencies (VOLAG) on emergency management projects. The need to work with volunteers before, during, and after emergency situations will be stressed.

FEM 136-Debris Operations (1)

Provides an introduction to the fundamentals of Debris Operations in an emergency management environment. Defines and describes the functions of individuals and organizations in debris operations. Identifies and discusses critical debris operations issues. Surveys funding, eligibility, and contracting issues related to debris operations.

FEM 138-Livestock in Disasters (1)

Provides an introduction to the issues farmers and emergency managers must deal with during an emergency management environment. Examines approaches that will mitigate the impact of disasters on livestock. Discusses emergency planning for farming communities. Defines different types of disasters and how each affects livestock.

FEM 140-Emergency Planning (1)

Introduces the fundamentals of the emergency planning process, including the rationale behind planning. Presents reasons for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster. Designed for emergency management personnel who are involved in developing an effective emergency planning system.

FEM 143-Tribal Governments and Emergency Management (1)

Provides participants the basic knowledge to build effective partnerships with tribal governments and work in concert with tribal governments to protect native people and property against all types of hazards. Throughout this course, tribal representatives speak about their history, culture, and way of life, and how to develop good relationships with tribal communities. Several lessons are devoted to specific program challenges that individuals may encounter in working with tribal governments to provide financial and technical assistance through disaster relief programs.

FEM 144-Environmental and Historic Preservation (1)

Provides students with the background and practical knowledge needed to participate in FEMA's environmental and historic review process. The course will also cover how the environmental/historic preservation review process applies to various job responsibilities within FEMA's programs.

FEM 146-Radiological Emergency Preparedness (REP) (1)

Provides an understanding of FEMA's Radiological Emergency Preparedness (REP) planning and preparedness procedures. Introduces the regulatory basis, philosophy, and methodology of exercise evaluation and an evaluator's role in the process. Describes the responsibilities of an evaluator before, during, and after an exercise. Explores the six evaluation areas that are examined during exercise evaluation.

FEM 150-Incident Command System (ICS) (1)

Describes the history, features, principles, and organizational structure of the Incident Command System (ICS). It also explains the relationship between the Incident Command System (ICS) and the National Incident Management System (NIMS). Additionally, it provides training on and resources for personnel who are likely to assume a supervisory position within the Incident Command System (ICS).

FEM 151-National Incident Management System (NIMS) (1)

Provides a comprehensive understanding of the National Incident Management System (NIMS); purpose, principles, key components and benefits, in conjunction with the Incident Command System (ICS). Provides specific instruction as to the Planning, Public Information and Resource Management functions of NIMS.

FEM 155-Emergency Radiological Response Transportation (1)

Provides an understanding of radiological basics and biological effects from radiation exposure. Details a comprehensive introduction into potential hazards and mitigation procedures in resolving Radiological Transportation related incidents including radioactive product packaging and containment, survey instruments, decontamination and disposal modalities.

FEM 156-Emergency Planning for Schools (1)

Describes methods utilized to assess potential hazards that schools may face. Provides a comprehensive understanding of emergency management operations utilizing the Incident Command System (ICS) detailing roles and responsibilities in the school setting. Explains how to develop and test an Emergency Operations Plan that addresses potential hazards.

FEM 157-Hazard Mitigation (1)

Explains how to develop community support, identify potential hazards, assess risk, and utilize outside agency assistance with mitigation planning. Details the economic impact to communities that suffer disasters resulting in the need to address risk through the development and implementation of a Hazard Mitigation plan. Presents actual examples of successful hazard mitigation planning.

FEM 158-Protecting Your Home and Small Business from Disaster (1)

Presents in a non-technical format specific protective measures that can reduce the negative consequences of disasters upon homes or small businesses.

FEM 159-National Response Framework (NRF) (1)

Introduces students to the concepts and principles of the National Response Framework (NRF). Explores the roles and responsibilities of entities as specified in the NRF and the actions that support national response. Provides instruction on the NRF structures for implementing national-level policy and operational coordination for domestic incident response.

FEM 161-Emergency Operation Center (EOC) (1)

Describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster related examples, activities and case studies that relate to EOC's and multi-agency coordination systems at the local, state and federal levels of government.

FEM 170-Mitigation Grants Management (1)

Provides students with the basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. Introduces the functions of the applicant and subapplicant and focuses on administration, application, and monitoring aspects of the eGrants system.

FEM 171-NIMS Communications (1)

Provides students with the basic knowledge about the primary functions of the NIMS multi-agency coordination systems, communication and information management and intrastate mutual aid.

FEM 173-Continuity of Operations Planning (1)

Provides a brief overview of continuity, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and essential elements of a viable continuity program. Describes the Continuity Management Cycle, how it should be used to develop sound continuity of operations plans, and the roles and responsibilities of the Continuity Program Manager and other key players. Identifies the unique aspects of designing a continuity exercise. This course is for students seeking additional instruction and practice in Continuity of Operations Planning (COOP) as prescribed in Federal Continuity Directive (FCD) 1.

FEM 174-Federal Disaster Assistance (1)

Explores the full spectrum of the Points of Distribution (POD) mission during response operations. Introduces students to key Mission Assignment (MA) concepts and provides knowledge needed to carry out MA processing responsibilities. Examines the Public Assistance Program and the process applicants follow to receive grant funding assistance in the aftermath of a disaster.

FEM 176-Continuity of Operations Planning for Pandemics Exercise (1)

Introduces students to the characteristics of a pandemic influenza, the effects on every facet of society and the steps to minimize the effects. Covers fundamental continuity principles and processes with a pandemic focus. Describes strategies for social distancing and special protection for first responders, healthcare personnel, and other daily contact with the public.

FEM 179-Emergency Management Recovery (1)

Rapid and effective damage assessments save lives, protect property and the environment, and begin the process of recovery and mitigation. This course allows participants to discover planning techniques and resources for an effective damage assessment program. Topics covered include risk and vulnerability assessments, the benefits of the Unified Hazard Mitigation Assistance grant programs and application procedures, and prepares students to conduct risk assessments using the FEMA 452 and FEMA 455 Rapid Visual Screening for Buildings.

FEM 180-Planning for Vulnerable Populations (1)

Introduces students to the concepts, methods, and principles of emergency planning for children in disasters. Explores public and private guidance for implementing children's preparedness, response, recovery, and mitigation programs. Examines the unique needs that arise among children as a result of a disaster and/or emergency.

FEM 181-Public-Private Partnerships: Planning, Maintenance, and Special Considerations (1)

Introduces the role, terminology, and core concepts of working with public-private partnerships in the emergency management arena. Discusses the uses of such partnerships in improving overall community planning, response, recovery, and mitigation efforts. Instructs on recommended procedures for identifying, forming, maintaining, and evaluating these partnerships. Explores techniques for adapting and utilizing these principles and partners to improve collaboration on, readiness for, and management of special events in the community.

FEM 182-Local and Tribal Mitigation Planning (1)

Provides an awareness of rules, regulations, and responsibilities that are critical in creating and revising the hazard mitigation plan development. This course allows participants to effectively create, update, and revise hazard mitigation plans for local and tribal community populations. This course allows reviewers to interpret regulations affecting local and tribal hazard mitigation plans. Topics covered include local plans as covered in 44 Code of Federal Regulations (CFR) §201.6 or for tribal plans as described in 44 CFR §201.7.

FEM 183-Public Works Role in Emergency Management (1)

Examines the details of the public works function in emergency management. Designed to help communities improve public works efforts prior to, during, and after disasters. This course is intended to help build local capacity for public works including planning for disasters, developing practices and procedures, conducting damage assessment, and participating in after-action reviews. This course also includes details of how the function of public works is integrated into the overall strategy for responding to disasters and its relationship to other emergency management functions.

FEM 184-Logistics and the Defense Priorities and Allocations System (DPAS) (1)

Provides an overview of the logistics functions and organizational relationships within logistics from a Presidential disaster declaration to close-out of FEMA field offices. It examines how the Defense Priorities and Allocations System (DPAS) supports FEMA's mission and describes how DPAS supports timely delivery of critical materials and services to meet requirements including priority ratings for contracts and orders, placement of rated orders, the roles of FEMA employees in the DPAS process, and how to address DPAS challenges.

FEM 186-Hazard Mitigation and Disaster Workforce Basics (1)

Equips students with the necessary knowledge to understand and communicate to the public the preparedness and prevention approaches that can reduce the impact of disasters. Students will also gain understanding of procedures for federal, state, local and private partners and the supporting role each agency plays in providing prevention and mitigation assistance for earthquakes, floods, hurricanes, tornados, and wildfires.

FEM 187-Local Mitigation Plan Review (1)

Equips students with the knowledge necessary to effectively review and determine if local mitigation plans meet federal mitigation planning requirements using the current FEMA Local Mitigation Plan Review Guide and developmental tools.

FEM 188-Critical Infrastructure Protection (1)

Enhances the knowledge of students in the field of critical infrastructure protection. Students will be exposed to the National Infrastructure Protection Plan (NIPP) and the National Response Framework (NRF) Critical Infrastructure and Key Resources (CI/KR) Support Annex. Students also learn the importance of vertical and horizontal collaborations across security partners and the effective strategies for the sustainment of these relationships.

FEM 189-Workforce Preparedness (1)

Introduces basic preparedness concepts and strategies for improving workplace, business and community preparedness. The course provides guidance to students on how to contribute to improve workplace security in addition to best practices for responding to an active shooter situation. The course identifies surveillance activities and the indicators associated with them while outlining prevention steps aimed at identifying, monitoring, and reporting suspicious activities.

FEM 191-Emergency Management & Technical Tools Application (1)

Introduces students to preparedness communication tools to reach all members of their communities during an emergency. Explores the National Emergency Technology (NET) Guard program, how GIS technology can support emergency management, and the Integrated Public Alert and Warning System (IPAWS).

FEM 192-Geospatial Information Systems Specialists (1)

Introduces students to the disaster response role and responsibilities of a Geospatial Information Systems (GIS) Specialist. Explores what types of products need to be produced and what procedures must be followed to ensure that products are produced correctly and in a timely manner.

FEM 193-Resilient Accord: Exercising Continuity Plans for Cyber Incidents (1)

Introduces students to best practices for executing continuity operations during cyber-security incidents. Explores the importance of incorporating cyber security into continuity planning.

FEM 194-Critical Infrastructure Security: Theft and Diversion - What You Can Do (1)

Introduces students to the information they need to identify threats and vulnerabilities to critical infrastructure from the theft and diversion of critical resources, raw materials, and products that can be used for criminal or terrorist activities. Explores the actions that participants can take to reduce or prevent theft and diversion.

FEM 195-Protecting Critical Infrastructure Against Insider Threats (1)

Introduces students to critical infrastructure preparedness practices and measures to reduce the risk of insider threats. Explores methods for identifying and taking action against insider threats to critical infrastructure.

FEM 196-Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education and Houses of Worship (1)

Introduces students to recommended practices and resources for developing emergency plans to prepare for, respond to, and recover from mass casualty incidents.

FEM 197-CERT Supplemental Training: The Incident Command System (1)

Introduces students to principles of the Incident Command System (ICS) and helps learners understand how to effectively apply the principles through interactive real-life scenarios. Explores Community Emergency Response Team (CERT) activations, safety of disaster workers, acceptable leadership and organizational structures, and rescue effort approaches.

FEM 198-Benefit-Cost Analysis Principles (1)

Introduces students to fundamental Benefit-Cost Analysis (BCA) concepts and theory. Explores the process for gathering BCA data and the process for conducting analyses using the latest version of the Benefit Cost Toolkit. Examines projected damage amounts of hazard events; frequency, or Recurrence Interval (RI); and event duration analysis.

FEM 199-Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures (1)

Introduces students to engineering design and economic guidance on what constitutes feasible and cost-effective retrofitting measures for flood-prone residential and non-residential structures. This course serves as an overview of the contents of the revised Federal Emergency Management Agency (FEMA) P-259, Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures.

FEM 200-Homeland Security Geospatial Operations & Management (1)

Introduces Homeland Security Geospatial Concept-of-Operations (GeoCONOPS) doctrine. Students will discover the importance of GeoCONOPS to the National Preparedness System, National Incident Management System (NIMS), and the Incident Command System (ICS). Explores the controls and functions of the DHS Common Operating Picture (COP) application.

FEM 201-National Disaster Recovery Framework (NDRF) Overview (1)

Introduces students to the National Disaster Recovery Framework (NDRF), which provides a new national framework for efficient and timely federal disaster recovery operations. This course will familiarize students with key concepts, core principles, and roles and responsibilities of NDRF leadership (including individuals and households; local, state, tribal, and federal levels; and between public, private, and nonprofit sectors).

FEM 202-External Affairs Program Liaison (1)

Introduces students to the skills needed to perform effectively as a program liaison within the Planning and Products component of External Affairs (EA). Explores the position requirements needed to collaborate with the Joint Field Office (JFO) while gathering information that EA may use in disaster response and recovery.

FEM 203-Dams Sector Security Awareness (1)

Explores methods for identifying potential security threats to the nation's dams and levees and indicators of those threats. Includes an overview of protective measures used to reduce and manage risk within the Dams Sector.

FEM 204-Emergency Food and Shelter National Board Program (1)

Explores the requirements, eligibility for funding, and participant responsibilities of the Emergency Food and Shelter National Board Program. Includes an overview of the responsibilities of the National Board and the Federal Emergency Management Agency (FEMA).

FEM 205-Fundamentals of Management and Support Coordination of Federal Disaster Operations (1)

Explores the fundamental incident management knowledge needed by personnel occupying support roles during disaster operations. Includes an overview of the Federal Emergency Management Agency (FEMA) Qualification System (FQS) in incident management or incident support.

FEM 206-Substantial Damage Estimator 2.0 Tool (1)

Enables learners to successfully use the Substantial Damage Estimator 2.0 tool. Includes demonstrations that allow students to practice populating the electronic forms; saving individual-structure and community-wide data; running reports; and importing and exporting data to other formats, such as Excel.

FEM 207-Radiological Accident Assessment Concepts (2)

Explores the radiological consequences to the public following a release of radioactivity from nuclear power reactors and non-reactor incidents. Includes an overview of how to use this assessment as a basis for recommending protective actions to decision makers.

FEM 209-Guardian Accord - Terrorism and Continuity Operations (1)

Explores the importance of incorporating the specific risks of terrorism into continuity planning for Federal Department and Agencies, state, territorial, tribal and local jurisdictions. Includes an overview of the unique continuity planning considerations of terrorism.

FEM 212-Homeland Security Building Design for Continuity of Operations (1)

Provides guidance to the building sciences community working for public and private institutions, including Continuity of Operations (COOP) planners/managers, building officials, etc. Explores tools to help decision-makers assess the performance of their buildings against terrorist threats and to rank recommendations.

FEM 213-Introduction to Community Emergency Response Teams (1)

Provides an introduction to Community Emergency Response Teams (CERT) for those interested in completing the basic CERT training or as a refresher for current team members.

FEM 214-Reconstitution Planning (1)

Provides guidance to Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. Explores the advantages of developing effective and comprehensive reconstitution planning.

FEM 215-Disaster Medical Coordination, Monitoring, and Surveillance (1)

Introduces students to the concepts and principles of Emergency Responder Health Monitoring and Surveillance (ERHMS) system. The course provides instruction to leaders in organizations responsible for planning and executing an incident response that optimizes the health and safety of response, remediation, recovery, and volunteer workers.

FEM 216-National Emergency Management Information System (NEMIS) Hazard Mitigation Grant Program (HMGP) (1)

Introduces students to the National Emergency Management Information System (NEMIS) and the knowledge needed to complete Hazard Mitigation Grant Program (HMGP) applications. The course provides instruction on the database system used to track disaster data for the Federal Emergency Management Agency (FEMA) and grantee emergency management offices. Explores the modules or application areas that represent various functions within FEMA.

FEM 217-Flood Insurance Coverage Basics (1)

Introduces students to Increased Cost of Compliance (ICC) coverage concepts as part of the Standard Flood Insurance Policy. Explores the National Flood Insurance Program (NFIP) and covered and non-covered building and personal property items. Examines the unique requirements for insuring condominiums and key characteristics and special adjustment issues for basement coverage.

FEM 218-Flood Insurance Exposures Awareness (1)

Introduces students to commercial exposures and how they are insured within the National Flood Insurance Program (NFIP). Explores the impact of mapping changes on property owners, insurance agents, lending institutions, and others. Examines the Coastal Barrier Resources System (CBRS) and Otherwise Protected Areas (OPAs).

FEM 219-Principles of Flood Insurance Elevation (1)

Introduces students to Elevation Certificate (EC) and how EC's help floodplain administrators reduce flood risk. Explores lowest floor elevation for post-FIRM buildings in A or V zones as shown on the FEMA Elevation Certificate. Examines Biggert-Waters Flood Insurance Reform Act of 2012 (BW 12) legislation and the Homeowner Flood Insurance Affordability Act of 2014 (HFIAA).

FEM 220-Fundamentals of Flood Insurance Claims (1)

Introduces students to Commercial Claims procedures covered in the National Flood Insurance Program (NFIP). Explores small and large commercial claims, certification requirements and adjuster authority, the General Property Form, and adjustment standards and requirements. Examines the history and organization of the NFIP, the Standard Flood Insurance Policy (SFIP), and the key terms and concepts that flood claims adjusters must know in order to accurately handle flood claims.

FEM 221-Cultural Competence in Disaster: Before, During, and After (1)

• Cultural Competence
Explores literacy and competency considerations that promote effective engagement of groups diverse in their religious faith, cultural background, or accessibility needs at all stages of emergency response. Examines the history of marginalization experienced by many of these groups and its impacts on effective disaster response. Orients students to the unique needs, etiquette, and relationships involved in outreach to various religious faiths. Analyzes the intersection of religious, cultural, and accessibility needs with socioeconomic and political factors. Discusses the influences of culture and perception on action and their implications for delivering equitable assistance to all disaster victims.

FEM 222-Introduction to Unified Federal Review (UFR) (1)

Explores the Unified Federal Review (UFR) process and how it supports interagency coordination for Environmental and Historic Preservation (EHP) reviews during disaster recovery. Introduces students to EHP concepts in the UFR process. Examines the requirements of Federal Disaster Recovery Coordinators (FDRC) and Federal Coordinating Officers (FCO) in the UFR process.

FEM 223-Federal Disaster Deployment Procedures (1)

Explores established best practices for acclimation to working and living conditions at domestic incidents. Introduces students to practical tips, advice, requirements, and expectations during a deployment. Examines the operation of portable/mobile radios, the basics of how radio systems work, and the principles and concepts of interoperable communications. Presents Federal Emergency Management Agency (FEMA) Travel Rules and Regulations that are required to be followed when working for FEMA.

FEM 224-Hazard Mitigation Flood Management in Disasters (1)

Introduces students to the Hazard Management facets of the insurance and floodplain management fields, and offers an orientation regarding their major functional organizations, roles, and activities. Explores the legal basis and documentation for each field and the information sources relied upon by the organizations and responders involved. Provides training in the necessity of, and techniques and best practices for, critical collaboration in and between each field, and opportunities to apply those collaborative skills in practice.

FEM 225-Telecommunicator Emergency Response Taskforce (TERT) Disaster Deployment Training (1)

Provides basic preparedness training for Telecommunications Emergency Response Taskforce (TERT) personnel to enhance eligibility for and improve efficiency in potential deployment to disaster sites. Explores the mental, physical, and emotional elements of deployment preparedness, emphasizing a holistic, communication-based approach to addressing personal, familial, and situational concerns. Introduces the concept of stress and fatigue as additional challenges inherent to deployment, and details a variety of coping strategies to be used in planning for their mitigation. Orients TERT team leaders to legal authorizations and obligations pre-deployment, their role as inter-team communicators and facilitators, and responsibilities and potential surroundings during deployment scenarios.

FEM 226-Introduction to the Facility Security and Risk Management Process (1)

Introduces the Interagency Security Council (ISC) and orients students regarding its function, makeup, and authorities. Discusses the steps of the ISC's Risk Management Process (RMP) and examines the impact of each on facility resilience and preparedness. Explores specific practical applications of ISC governance and regulation (including facility security calculation, operation of Facility Security Committees, facility security financing procedures, etc.) and investigates the role each application plays in executing the RMP.

FEM 227-Ensuring Health and Safety in Emergency Response (1)

Introduces students to the various health, safety, sanitation, and security issues present in an emergency response environment, and the role of Environmental Health Responders (EHRs) in addressing them. Explores, hazard-by-hazard, the most frequently or urgently encountered risks facing disaster responders, volunteers, and victims, and conducts a review of potential countermeasures. Provides an overview of governmental preparedness and mitigation initiatives undertaken to defend against these concerns.

FSA: Fire Service Administration

FSA 101-Fire Protection Systems (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides information relating to the design features and operation of fire alarm systems. Design principles involved in structural fire protection and automatic suppression systems, including fire resistance and endurance, flame spread evaluation, smoke control, special hazard fire suppression systems, water supply for fire protection, and evaluation of sprinkler system designs will be examined.

FSA 103-Fire Investigation and Analysis (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines technical, investigative, legal, and managerial approaches to arson. Includes the fundamentals needed for proper fire science interpretation, recognition of origin and cause, preservation and documentation of evidence, scene security, motives of the fire setter, and types of fire causes.

FSA 105-Risk Assessment, Reduction, and Safety (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines the concepts of community sociology, the role of fire-related organizations within the community, and their impact on shaping community policy and master planning. Components of risk identification, risk evaluation, incident management, and accountability systems are examined.

Note: If student is not an active firefighter, they must establish a mentor who is a FD Chief Officer.

FSA 107-Disaster Planning and Response (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines concepts and principles of community planning and response to fire, emergency, and natural disasters, including the Incident Command System (ICS), mutual aid and automatic response, training and preparedness, communications, hazardous materials planning, and disaster recovery.

Note: If student is not an active firefighter, they must establish a mentor who is a FD Chief Officer.

FSA 201-Fire and Emergency Services Administration (3)

Prerequisite: FSA 101; Prerequisite or Corequisite: EN 101

Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. New technologies, changing organizational structures, personnel and equipment, municipal fire protection planning, manpower and training, and financial management are examined. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

Note: If student is not an active firefighter, they must establish a mentor who is a FD Chief Officer.

GG: Geography

GG 101-Elements of Geography (3)

• Gen Ed Geography

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

Explores elements of man's environment and the changes resulting from natural and human agents. Includes map reading and interpretation.

GG 102-Cultural Geography (3)

• Gen Ed Geography; Cultural Competence

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

Studies man in his regional settings, with emphasis on the interrelationships of physical and cultural phenomena.

GG 201-Urban Social Geography (3)

• Gen Ed Geography; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines concepts of cities and how culture interacts with urban landscapes.

GIS: Geographic Information Systems

GIS 101-Introduction to Geographic Information Systems with ArcGIS (3)

Introduces the principles of geospatial technologies and the use/application of Geographic Information Systems (GIS) software and data. Develops student understanding of the fundamental concepts and applications of GIS, spatial data, and GIS software packages including Esri's ArcGIS Desktop Suite. Discusses the need for skills in data management, conversion, and compilation using GIS software and provides practice in a computer lab environment. Note: Students taking the course should be proficient with the use of personal computers in a Windows operating environment.

HE: Health Education

HE 102-Nutrition in a Changing World (3)

• Gen Ed Wellness

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Presents the basic principles of human nutrition with emphasis on the nutrients and factors that affect their use in the human body.

HE 110-Nutrition Basics (1)

Applies a basic knowledge of nutrition to enable the students to make good dietary decisions. Provides a basis for discerning healthy diets.

HE 115-Stress Management Techniques (1)

Introduces the basic concepts of stress management and focuses on coping strategies and techniques to reduce stress.

HE 120-CPR/AED and Basic First Aid (1)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the student to the basics of emergency first aid treatment and safety. Students successfully completing this course will receive the American Heart Association (AHA) HeartSaver certification in First Aid, Cardio Pulmonary Resuscitation (CPR), and Automated External Defibrillator (AED).

HE 130-Advanced Tai Chi - Cultural Perspective (3)

• Cultural Competence

Introduces the traditional Chinese meditative exercise known as Tai Chi. While participating in the low intensity physical skills that comprise Tai Chi, students will be introduced to the culture, philosophy, history, and practice of the exercise.

HE 200-Principles and Application of Nutrition (3)

Prerequisites: One semester of college biology either BI 100, BI 101, BI 103 or BI 107

Introduces the principles of nutrition for the maintenance of good health throughout the life-cycle. Applications of nutritional principles are presented via the connection between diet and the prevention and treatment of disease. Investigates the socioeconomic, ecological and political factors that shape national nutritional policy and ultimately affect personal health.

HE 201-Stress Management (3)

• Gen Ed Wellness

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Examines current theories regarding the nature and sources of stress in life. Students are introduced to the physiology and psychology of stress. A variety of stress management techniques and coping strategies are explored.

HE 204-Health Education (3)

• Gen Ed Wellness

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Covers basic areas of health, including mental health, fitness, nutrition, weight control, sexual health, drugs and alcohol, disease and consumer and environmental health.

HI: History

HI 101-History of Western Civilization (3)

• Gen Ed History

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys the development of Western civilization from ancient times to 1500.

HI 102-History of Western Civilization (3)

• Gen Ed History

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Covers Western history from 1500 to the present.

HI 106-Introduction to Historic Preservation (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides a general overview of the different aspects of historic preservation, including downtown revitalization, historic site management, preservation legislation and education, historic architecture, and the history of historic preservation in the United States. Research methodologies will include using library resources, public records, maps, historic documents, images, oral histories, and folklore. Students will make on site visits to historic preservation projects.

HI 107-Introduction to Archives and Manuscripts (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides an introduction to the role of archives and manuscript repositories in preserving and providing access to historical records, and will present an overview of the theory and practice of archives management. The student will approach research from the other side of the reference desk and learn how primary source material is arranged and made available to researchers. The course will also cover such research-related topics as copyright, privacy, fair use, and ethical standards. This course will benefit those interested in a potential career as an archivist, manuscripts curator, or special librarian, as well as those public historians likely to utilize archival collections in their work.

HI 121-World History I (3)

• Gen Ed History; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines the rise and development of agriculture, the development of primary states, secondary states and empires, and the origins and spread of monotheistic culture. This course is a survey of World History from its foundation through 1500.

HI 201-History of the United States (3)

• Gen Ed History

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines the economic, political and social forces that have shaped the patterns of life, institutions and thought in the United States through the Civil War.

HI 202-History of the United States (3)

• Gen Ed History

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Covers United States history from Reconstruction to the present.

HI 212-Civil War (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines the causes of the Civil War, the constitutional crisis confronting the Union, the conduct of the war by both the Union and Confederacy, the economic and social conditions of the homefront, the status and condition of African Americans and the wartime origins of Reconstruction.

HI 213-History of the South (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

A history of the South from the Colonial period to the present. Examines the Golden Age of the Chesapeake, antebellum society, the institution of slavery, development of a regional identity, the War for Southern Independence, Reconstruction, readjustment of racial patterns and the rise of the New South and the Sun Belt.

HI 214-The Civil Rights Movement (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Explores the history of the Civil Rights movement in twentieth-century America. It begins with an overview of segregation, examines in detail the efforts of the movement to overcome Jim Crow discrimination, and concludes with an assessment of the movement's legacy.

HI 215-Constitutional History of the United States (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines the Constitution and its impact within the context of the government, law, and politics. Topics covered include the origins of the Constitution, the development of judicial nationalism, the impact of slavery, the conflict leading up to the Civil War, reconstruction, the 1890s, the creation of the modern state, the New Deal era, the 1960s, and the movement toward a conservative constitutionalism.

HI 217-African-American History (3)

• Gen Ed History; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys African-American history from the arrival of the first Africans in 1619 to the present. Includes the major economic, political, and social forces that have helped shape the role of the African American in the history of America.

HI 220-World War II (3)

• Gen Ed Social Science

Prerequisite or Corequisite: EN 101

Surveys the major military and social developments of WWII through films and selected readings. Multicultural and multinational perspectives are included.

HI 221-The Sixties (3)

• Gen Ed History

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Examines one of America's most turbulent decades: the 1960s. This course explores the Civil Rights Movement, the Vietnam War, the Anti-War Movement, and changing cultural and social mores. Emphasis will include an examination of the history, politics, literature, and music of the era.

HOS: Hospitality Culinary Tourism

HOS 109-Introduction to Culinary Arts (2)

Concentrates on skills and attributes needed to fill entry level culinary and food services positions. Instruction will assist students in practicing communication skills, utilizing listening skills to follow directions, practicing basic math skills as applied to a culinary arts setting, and reading to gain information and to perform assignments and tasks as directed. Through discussion students will gain insight into a career in restaurants and food/beverage operations. Students will also learn resume writing and job interviewing techniques.

HOS 110-Introduction to Hospitality Management (3)

Prerequisites: (MA 80 or appropriate score on mathematics placement test) AND

{(Prerequisite: EN 70) OR (Prerequisite or Corequisite: EN 75 or [ESL 72 and ESL 73])}

Introduces students to various careers in the hospitality industry and history of hospitality. Develops an understanding of the hospitality industry by taking a management perspective in introducing students to the organization and structure of various sectors including: travel and tourism, meeting/convention and event planning, hotels, healthcare, restaurants, retail, contract food service, clubs, cruise ships, casino hotels, and more. Examines the forces and issues that are shaping the current and future hospitality industry. Topics include various aspects of hospitality operations and information on delivering excellent customer service. Students will earn certification from the American Hotel Lodging Educational Institute (AHLI) as a Certified Guest Service Professional (CGSP®).

HOS 112-Culinary I (3)

Prerequisites: (MA 80 or appropriate score on mathematics placement test) and (Grade of C or better in HOS 121)

Examines the basic concepts, skills, and attributes related to preparation of food: knife skills, product identification, and culinary terminology. Discusses food service industry history, professional careers, and trends. Develops, executes, and converts standardized recipes. Learns and applies classical cooking principles and techniques to food preparation. Topics include soup, stock, and sauce preparation; egg cookery; product qualities and preparation of vegetables, fruit, and starches. Strengthen knife skills, recipe conversions and measurements, and sanitation and safe food handling practices. Extra fees required.

HOS 113-Culinary II (3)

Prerequisite: HOS 112

Emphasizes meat, poultry, and seafood qualities, specifications, and fabrication. Learns and applies various cooking techniques for proteins. Expands knowledge of sauces, vegetables, and starch cookery with demonstrations of proper plating techniques. Emphasis is on building production skills in a commercial setting. Extra fees required.

HOS 114-Baking I (3)

Prerequisite: (Grade of C or better in HOS 121) and (Prerequisite or Corequisite: HOS 112)

Provides students with the basic skills required for entry-level work in a bakery or pastry shop of a food service operation. These skills include working in a safe and sanitary manner; reading, scaling, and accurately following a recipe; demonstrating proper use of terminology, tools, and equipment; preparing, baking, and evaluating cookies, cakes, breads, pastries, pies, and tarts. Beginning plating techniques, cake decorating, and dietary alternatives explored. Extra fees required.

HOS 121-Sanitation and Food Safety (1)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Develops an understanding of basic principles of sanitation and safety in food, beverage, and hospitality operations. The course focuses on procedures and protocol recommended for the prevention of foodborne illnesses. After introduction to HACCP planning, students will develop a HACCP plan. Successful passing of the National Restaurant Association ServSafe exam is required and earns certification as a ServSafe Food Protection Manager.

HOS 123-Purchasing & Cost Control (3)

Prerequisite or Corequisite: HOS 111 and HOS 121

Examines food purchasing as a process and emphasizes the dynamics of managing the flow of food through the operation. Provides an introduction to food recognition and basic menu planning and their effects on production, service, labor and other financial control procedures. Emphasizes establishing operating standards, monitoring actual results and taking corrective action to account for variances. Introduces students to the budgeting process with strong emphasis placed on control of prime costs. Offers discussion on selection, training and retention of employees and the effect of Human Resource functions on daily operations and cost control.

HOS 161-Event Management (3)

Prerequisite: EN 70 OR Prerequisites or Corequisites: EN 75 OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Discusses and demonstrates aspects of planning and implementing an event for success. Included is a project where students will be involved in a hands-on experience of planning an event while utilizing the skills learned in class.

HOS 163-Hospitality Operations (3)

Prerequisite: Grade of C or better in HOS 121 and Prerequisite or Corequisite: HOS 110

Learn the primary responsibilities of a hospitality manager and principles and practices involved in managing the day to day operations of a hospitality business. Topics include various aspects of hospitality operations such as classifying hotels and guests, hotel organization, front office operations, hospitality applications and systems, safety and security risks and controls, housekeeping operations, front office accounting, reading financial reports, maximizing sales, and facility maintenance.

HOS 210-Garde Manger (4)

Prerequisite: HOS 113 or permission of program manager

Discuss and demonstrate cold food production. Preparation of display trays and platters with emphasis on presentation design and garnishes. Prepare canapés, hors d'oeuvres, appetizers, forcemeats, cheeses, and food preservation items. Extra fees required.

HOS 214-Baking II (4)*Prerequisite: HOS 114*

Builds upon learned basic skills and theories to develop proficiency in baking and pastry production. Students will further explore a range of classical and modern baking preparations for breads, doughs, cakes, custards, fillings, toppings, and pastries. Develop design, finishing, and plating techniques. Extra fees required.

HOS 216-Food and Beverage Operations (3)*Prerequisite or Corequisite: HOS 123 or HOS 163*

Provides an analysis of different types of food service operations, beginning with an overview of the food service segment of the hospitality industry. Detailed consideration is given to food and beverage operations, food service marketing, menu planning, nutrition concerns, menu cost and pricing strategies, production, service, beverage management, sanitation and safety issues, facility design and equipment, accounting and food service automation.

HOS 240-International and American Regional Cuisine (4)

• Cultural Competence

Prerequisite: HOS 113 or permission of program manager; Corequisite: HOS 250

Prepares, tastes, and evaluates traditional regional dishes from the United States, Central and South America, the Caribbean, Asia, Europe, and the Mediterranean. Students will explore these cuisines from a cultural, geographical, religious, and historical perspective. Emphasis is placed on ingredients, flavor profiles, preparations, and techniques for these cuisines. Develops an expanded understanding and appreciation of why and how people from diverse world cultures approach food and cooking differently. Extra fees required.

HOS 250-Restaurant Production and Service (4)*Prerequisite: HOS 163 or HOS 210 or permission of program manager; Corequisite: HOS 240 or HOS 263*

Provides the capstone student experience of applying learned knowledge and skills in an operational restaurant setting. Students rotate through the dining room and kitchen in this intensive course. Front-of-the-House students train and carry out dining room rules of service from set-up to closeout. Back-of-the-House students learn brigade station responsibilities of à la carte preparation, cooking, and plating techniques. All students work together to provide quality customer service to guests. Extra fees required.

HOS 261-Applied Hospitality Management (3)*Prerequisite or Corequisite: HOS 163 or permission of program manager*

Provides leadership and management tools in the hospitality industry to enhance guest service and profitability by introducing students to topics such as managing organizational change, traditional management roles and styles versus leadership in the twenty-first century, quality management, continuous improvement, power and empowerment, communication skills, goal setting and coaching, high-performance teams, diversity, strategic career planning, and ethics.

HOS 263-Hospitality Business Analysis (3)*Prerequisite or Corequisite: HOS 261 or permission of program manager*

Learn a new approach to business analysis utilizing revenue management, which is multidisciplinary as it blends elements of marketing, operations, and finance management. Students will learn about the elements in revenue management and how to utilize them to perform business analysis and make recommendations for business enhancements.

HOS 265-HCTI Practicum (1)*Prerequisite or Corequisite: HOS 113 or HOS 261*

Provides students with supervised experience in a hospitality/culinary/tourism setting. In-service training and practical experience totaling a minimum of 240 hours in an approved hospitality operation, lodging, commercial or institutional food service/restaurant, meeting planning, or the related travel/tourism field. Focuses on the acquisition of employability, business, hospitality and/or culinary technical and problem-solving skills that will give students the tools to become successfully employed in the hospitality, culinary, and tourism industry.

HS: Human Services**HS 102-Human Relations (3)**• Gen Ed Human Services; Cultural Competence
Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or Corequisite: EN 75

Introduces students to the fundamentals of interpersonal communication and examines such communication in the context of culture, ethnicity, gender, age, and race in particular. As an experiential course, it seeks to increase the skills and sensitivity necessary for successful human relationships in a diverse global, national and local community. The impact of the increasing use of interactive technologies is also examined.

HS 103-Introduction to Social Work and the Human Services (4)*Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72*

Surveys the philosophies of the field of social work and all of the human services. Examines the historical and theoretical approaches to the understanding of social work and the agencies that deal with delivery of services to members of society. Includes the interrelationship of human services and examines the knowledge, values and skills of the helping process. Particular emphasis is placed on the concept of human diversity and the impact of oppression and discrimination. This course will highlight the human needs that social workers address across the life span with particular emphasis on the needs of older adults.

HS 104-Mediation Theory and Practice (3)*Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72*

Explores mediation as a conflict resolution method used in today's society. Students will learn the skill set necessary to use the mediation process in formal and informal situations.

HS 203-Introduction to Counseling and Interviewing (3)*Prerequisite: PS 101*

Presents an overview of counseling theory, with focus on the development of specific helping behaviors.

HS 204-Ethics and Practice Issues in the Human Services and Addiction Counseling (3)*Prerequisite: HS 203; Corequisite: INTR 103*

Integrates a study of ethical and practice issues in the human service field with the student's experience in the internship education practicum. Special attention will be given to the special ethical issues in the addictions field.

HS 205-Fundamentals of Addictions (3)*Prerequisite: HS 203*

Presents major theoretical approaches to the field of addictions, and introduction to the twelve core functions of the alcohol and drug abuse counselor. This course will include skill development training for the beginning alcohol and drug counselor.

HS 206-Pharmacology of Psychoactive Drugs (3)*Prerequisite: PS 101*

Presents the basic pharmacological and neurophysiological fundamentals of licit and illicit drug use. The primary focus of the course is the explanation of how drugs may alter body and brain function and how these alterations influence and mediate human behavior. Suggested for human service majors, especially those interested in addictions, current or potential health care professionals.

HS 207-Theory and Practice of Group Counseling (3)

Prerequisite: HS 203

Presents the theory and practice of using groups as a counseling intervention in the human services. There will be a presentation of types of groups, general principles of groups, stages of evolution of groups, ethical and professional issues, and special emphasis on the use of groups in the drug and alcohol field.

HU: Humanities

HU 104-Introduction to Digital Humanities (3)

• Gen Ed Humanities

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the student to the digital tools that are transforming the study of the humanities as well as the processes for planning, managing, and evaluating digital humanities projects. Equips the student to apply digital tools and techniques to a variety of disciplines including English, History, Philosophy, and Social Sciences.

HU 201-Humanities I: Culture/Human Experience (To the Renaissance) (3)

• Gen Ed Humanities

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys Western culture through a study of philosophy, the visual, literary and performing arts from the Ancient World to the Renaissance.

HU 202-Humanities II: Culture/Human Experience (Renaissance to the Present) (3)

• Gen Ed Humanities

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Surveys Western culture through study of art, music, literature and philosophy from the sixteenth century to the present.

HU 203-Special Topics in the Humanities (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

An intra-disciplinary umbrella course consisting of a series of three-credit courses that address timely topics in the humanities.

HU 203B-Civilization and Culture: Britain (3)

Corequisite: Participation in London Work/Study Abroad

Discover key social, cultural, and political characteristics of contemporary British society. Compare and contrast British and American assumptions and practices. The course structure is based on a series of seminars led by the core instructor with complementary lectures delivered by guest speakers specializing in specific topics.

HU 206-Media and Human Values (3)

• Gen Ed Humanities

Prerequisite: EN 101 or EN 101H

This team-taught honors seminar explores media and human values as interdisciplinary concepts. These concepts will be examined in their social, literary and visual environments, and an emphasis on synthesizing conclusions reached. Students will be expected to conduct independent study and present results of research to the class.

HU 210-The Language of Hip Hop (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite or Corequisite: EN 101

Examines the role of language, both verbal and non-verbal, in the aesthetics, intercultural communication, and cultural practices of hip hop through the study of the origins and evolution of the culture, moving on to key topics including authenticity, class, and language ideology. Students will identify current and historical elements of hip hop culture in the US. Through multimedia analysis, critical reading and listening, and student led discussion, students will develop skills necessary to critically analyze and explore the language of hip hop and survey its historical development, political significance, and social influence.

INTR: Internship

INTR 101-Internship (1)

Provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting Core Learning Outcomes, jointly developed Specific Learning Outcomes are selected and evaluated by the Faculty Internship Advisor, Work-Site Supervisor, and the student. Internship placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Internships provide entry-level, career-related experiences, and workplace competencies that employers value when hiring new employees. Internships may also be used as an opportunity to explore career fields. Students must meet with the Internship Coordinator prior to registering.

INTR 102-Internship (2)

Provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting Core Learning Outcomes, jointly developed Specific Learning Outcomes are selected and evaluated by the Faculty Internship Advisor, Work-Site Supervisor, and the student. Internship placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Internships provide entry-level, career-related experiences, and workplace competencies that employers value when hiring new employees. Internships may also be used as an opportunity to explore career fields. Students must meet with the Internship Coordinator prior to registering.

INTR 103-Internship (3)

Provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting Core Learning Outcomes, jointly developed Specific Learning Outcomes are selected and evaluated by the Faculty Internship Advisor, Work-Site Supervisor, and the student. Internship placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Internships provide entry-level, career-related experiences, and workplace competencies that employers value when hiring new employees. Internships may also be used as an opportunity to explore career fields. Students must meet with the Internship Coordinator prior to registering.

ITR: American Sign Language Interpreting

ITR 104-Introduction to Interpreting (3)

Prerequisites: (EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72) and (ASLS 106 and ASLS 202);

Prerequisite or Corequisite: ASLS 203

Introduces students to the profession of sign language interpreting. Covers the history of interpreting as a field of professional practice, the ethical and performance standards, the impact of legislation on the field, the phenomena of cross cultural dynamics, knowledge of environmental conditions, and the role of the interpreter as cultural mediator.

ITR 110-Interactive Discourse Analysis (3)

Prerequisite: ITR 104; Corequisites: ITR 112 and ITR 114

Focuses on the analysis of discourse in dialogic genres of English and American Sign Language (ASL). Awareness of the features of language use in everyday life. Students transcribe and analyze interaction discourse features of conversations, explanations, interviews, discussions, and other types of dialogue genres while reading and discussing theoretical notions underlying language use.

ITR 112-Foundations of Interpreting (3)

Prerequisite: ITR 104; Corequisites: ITR 110, ITR 114

Introduces students to the theory and application of the interpreting process. Students will practice receptive skills and process tasks needed for interpretation. Focus will primarily be on intralingual language exercises including shadowing, prediction and anticipation, memory enhancement, text analysis for goal and main points, and paraphrasing. Process models and descriptions will be covered and application will be provided to observed interpretations. Exercises will be conducted in both English and ASL. The goal of the course is to develop cognitive processing skills involved in the interpreting process.

ITR 114-Consecutive Interpreting (3)

Prerequisite: ITR 104; *Corequisites:* ITR 110, ITR 112

Develops consecutive interpreting skills and prepares students for the simultaneous interpreting process. Students will compare ASL and English semantic/syntactic structures to the consecutive interpreting process. Focus in the course will be on source and target text analysis, vocabulary expansion, and interpreting process skill development.

ITR 212-ASL to English Interpreting I (3)

Prerequisites: ITR 110, ITR 112, ITR 114;
Corequisites: ITR 214, ITR 216

Focuses on the process of interpretation, provides practice of requisite skills and process tasks and applies skills and interpreting theory to the translation process. The course of study focuses on lexical development, syntactical language comparisons, voice production techniques, text/discourse/interpreting process analysis, semantic mapping, and diagnostic assessment.

ITR 214-English to ASL Interpreting I (3)

Prerequisites: ITR 110, ITR 112, ITR 114;
Corequisites: ITR 212, ITR 216

Provides in-depth study and practice of ASL/English interpretation through the understanding and use of the simultaneous mode of interpreting. Provides techniques of translating the source language, English to the target, and American Sign Language (ASL) in a simultaneous manner.

ITR 216-Transliterating I (3)

Prerequisites: ITR 110, ITR 112, ITR 114;
Corequisites: ITR 212, ITR 214

Covers the process of transliteration. The process moves along a continuum from ASL to a signed form of English. Specific subtasks are isolated in order to focus on transliterating skill development, enhancing component skills, and incorporating ASL features. These skills are integrated into the performance of beginning to intermediate tasks.

ITR 222-ASL to English Interpretation II (3)

Prerequisites: ITR 212, ITR 212, ITR 216;
Corequisites: ITR 224, ITR 226, ITR 230

Provides students with additional practice in specific skill areas related to ASL to English interpretation. Text/discourse/process analysis, lexical and syntactic development, and voice production techniques for simultaneous ASL to English interpretation. Course content is at an intermediate to advanced level of speed and complexity. Students will work primarily from videotaped language models.

ITR 224-English to ASL Interpreting II (3)

Prerequisites: ITR 212, ITR 214, ITR 216;
Corequisites: ITR 222, ITR 226, ITR 230

Allows students to continue practicing rendering the target language (ASL) from the source language (English) simultaneously. Provides preparation for Internship. Continued emphasis and focus is on appropriate use of lexical and syntactic principles and non-manual behaviors of ASL.

ITR 226-Transliterating II (3)

Prerequisites: ITR 212, ITR 214, ITR 216;
Corequisites: ITR 222, ITR 224, ITR 230

Expands the process of visually representing English. Students will focus on the expansion and enhancement of transliterating skills at the English end of the ASL-English continuum. Students will incorporate ASL features into intermediate to advanced level texts presented in a simultaneous mode.

ITR 230-Internship Seminar & Interpreting Environments (2)

Prerequisites: ITR 212, ITR 214, ITR 216;
Corequisites: ITR 222, ITR 224, ITR 226

Introduces students to the requirements, guidelines, professional practices, and types of placements for field experience. Students will discuss protocol, skills, ethics, and business practices needed for specific site placements. Discusses the roles and responsibilities within team interpreting. Briefly discusses various interpreting environments.

LA: Paralegal**LA 100-Introduction to Law (3)**

• Cultural Competence
Prerequisite: [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR EN 70 OR *Prerequisite or Corequisite:* EN 75 OR (ESL 72 and ESL 73)

Presents an overview of the legal profession. Provides detailed introduction to the structure and function of the American Legal System, law office management, standard operating procedures and systems. Offers overview of fundamental areas of substantive and procedural law, interviewing and investigation, and research and writing. Infuses ethics and professionalism. Discusses legal aspects of current topics to aid students in acquiring an appreciation of the dynamic role of law in our changing society. Promotes understanding needed to participate effectively in our diverse global, national, and local communities.

LA 103-Ethics for the Legal Professional (3)

Prerequisite or Corequisite: LA 100

Concentrates on the ethical responsibilities that have been established by statutes, courts decisions, court rules, and professional associations affecting legal assistants/paralegals and lawyers. Includes conflict of interest, confidentiality, competence, solicitation, fees and billing, obligations of attorneys to clients, and protection of client funds. Covers the nature of supervision in order to avoid unauthorized practice of law.

LA 104-Contracts (3)

Prerequisites or Corequisites: LA 100 and EN 101

Covers the fundamental principles of contract law; the manner in which contracts are formed; the elements of a valid contract; the rights and obligations of various parties to a contract, as well as the rights of third parties; and available remedies when a contract is breached.

LA 105-Torts (3)

Prerequisites or Corequisites: LA 100 and EN 101

Covers the fundamental principles of tort law: intentional torts, negligence, and strict liability. Examines causes of action, defenses, and remedies. Develops skills to investigate and evaluate tort claims. Introduces tort litigation procedures and documents.

LA 106-Technology for the Legal Profession (3)

Prerequisite or Corequisite: LA 100

Prepares students for the increasing levels of computer literacy demanded by the legal profession. Covers the basic features of at least one commonly used word processing program, database program, spreadsheet program and legal specific programs for calendaring, timekeeping and billing. Offers basic features of computer-assisted legal research and other electronic resources. Incorporates current technological trends used by the legal profession.

LA 200-Legal Research (3)

Prerequisites or Corequisites: LA 100 and EN 101

Offers working knowledge of techniques of legal research. Examines various sources of law and types of research tools. Emphasis on using a law library. Develops book-based and computer-assisted research skills. Outlines development of a research strategy plan to locate and update applicable law. Analyze cases, statutes, and report findings. Stresses proper citation form.

LA 205-Legal Writing (3)

Prerequisites: EN 101 and (LA 200 or LA 110)

Offers working knowledge of techniques of legal writing in the preparation of a variety of legal documents such as legal correspondence, briefs, memoranda, and pleadings. Incorporates analysis and synthesis of research to draft legal documents. Emphasizes the importance of proper format and citation.

LA 210-Estates and Probate (3)

Prerequisites: LA 100 and EN 101

Covers basic legal concepts and fundamental principles of law as applied to the more common forms of wills, trusts, and intestacy, as well as organization and jurisdiction of the probate court. Examines strategies and tools available for estate planning. Develops a working knowledge of resources that reflect the process and procedures required by law for estate administration. Includes drafting of a simple will and advanced directive. Explores course procedures and public records research. Presents computer applications in estate law.

LA 220-Civil Litigation (3)

Prerequisites: LA 100 and EN 101

Provides a comprehensive study of civil litigation, state, and federal court structure and procedure. Explores components of the litigation process. Includes drafting pleadings and other documents associated with litigation. Incorporates use of technology in the litigation process. Develops skills to effectively and ethically support the litigation process. Introduces administrative procedure.

LA 230-Real Estate (3)

Prerequisites: LA 100 and EN 101

Covers basic legal concepts and fundamental principles of real estate law. Topics include property rights; types of land ownership/estates; easements; title and use of real estate; agreements for sale; financing; conveyancing; title insurance; settlement procedures; recording and post-closing matters that deal with residential, commercial, condominiums, and planned communities; and landlord/tenant matters. Develops a working knowledge of resources that reflect the process and procedures required by law.

LA 240-Family Law (3)

Prerequisites: LA 100 and EN 101

Explores the fundamentals and emerging issues in family law. Topics include marriage, separation, divorce, alimony, child custody and visitation, child support, disposition of property and legal rights of children, adoption, guardianship, and domestic relations. Explores court procedures, public records research, and the mediation process. Presents computer applications in domestic relations practice.

LAR: Arabic

LAR 101-Introductory Arabic I (3)

• Gen Ed Humanities

Covers the fundamentals of the Arabic language both written and spoken pertinent to the first semester. Offers a strong foundation in the language through development of vocabulary, grammar, reading and conversational skills. Offers insights into Arabic culture and customs.

LAR 102-Introductory Arabic II (3)

• Gen Ed Humanities

Prerequisite: LAR 101

Continues the fundamentals of the Arabic language, both written and spoken, pertinent to the second semester. Offers a strong foundation in the language through further development of vocabulary, grammar, reading and conversational skills. Provides insights into Arabic culture and customs.

LC: Chinese

LC 101-Introductory Chinese I (4)

• Gen Ed Humanities

Covers fundamentals of the Mandarin Chinese written and spoken language. Offers a strong foundation in the language through development of vocabulary, grammar, reading, and conversational skills. Offers insights into Chinese culture and customs.

LF: French

LF 101-Introductory French I (3)

• Gen Ed Humanities

Presents study of French grammar and vocabulary with selected readings in contemporary literature. Develops competence in and knowledge of French language and culture.

LF 102-Introductory French II (3)

• Gen Ed Humanities

Prerequisite: LF 101

A continuation of LF 101 with increased emphasis on literature and idiomatic speech.

LF 201-Intermediate French I (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite: LF 102

Covers advanced grammar and composition with selected readings.

LF 202-Intermediate French II (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite: LF 201

A continuation of LF 201. Readings in representative French prose and poetry form the basis of class discussion.

LG: German

LG 101-Introductory German I (3)

• Gen Ed Humanities

Introduces German grammar and vocabulary.

Develops oral and reading skills in the language and competence in answering basic questions. Through the reading of lifelike dialogs, students gain insight into German culture, thought and expression.

LG 102-Introductory German II (3)

• Gen Ed Humanities

Prerequisite: LG 101

Continuation of LG 101. Introduces more complicated readings.

LG 201-Intermediate German I (3)

• Gen Ed Humanities

Prerequisite: LG 102

Covers advanced grammar and composition with selected readings.

LG 202-Intermediate German II (3)

• Gen Ed Humanities

Prerequisite: LG 201

A continuation of LG 201. Introduces and discusses readings in representative German prose and poetry.

LI: Italian

LI 101-Introductory Italian I (3)

• Gen Ed Humanities

Presents the fundamentals of the Italian written and spoken language. Develops a firm foundation in the language with emphasis on the development of vocabulary, grammar, reading and conversational skills. Offers insight into Italian culture and customs.

LI 102-Introductory Italian II (3)

• Gen Ed Humanities

Prerequisite: LI 101

Serves as a continuation of the previous introductory course in Italian, with intensive oral work and a study of grammar with emphasis on reading and comprehension.

LI 201-Intermediate Italian I (3)

• Gen Ed Humanities

Prerequisite: LI 102

Presents advanced grammar and composition with selected readings pertinent to intermediate level. Group discussions in Italian.

LL: Latin

LL 101-Introductory Latin I (3)

• Gen Ed Humanities

Introduces classical Latin language. Presents the study of Latin grammar and vocabulary with the goal of developing reading skills in the language. Offers insight into Roman literature, thought and expression through the reading of Latin sentences and passages derived from ancient authors.

LL 102-Introductory Latin II (3)

• Gen Ed Humanities

Prerequisite: LL 101

Provides a continuation of LL 101. Introduces elementary readings in Latin literature.

LL 201-Intermediate Latin I (3)

• Gen Ed Humanities

Prerequisite: LL 102

Presents Latin grammar through lecture, practice, review and the reading of ancient authors. Includes medieval Latin and the Vulgate Roman and Greek culture appropriate to the readings. Increases English vocabulary by recognition of English words derived through Latin.

LL 202-Intermediate Latin II (3)

• Gen Ed Humanities

Prerequisite: LL 201

Reviews Latin grammar. Presents Virgil's Aeneid, Books I, II, IV and VI. Includes Roman and Greek culture and mythology appropriate to the readings.

LR: Russian

LR 101-Introductory Russian I (3)

• Gen Ed Humanities

Covers fundamentals of the Russian written and spoken language. Offers a strong foundation in the language through development of vocabulary, grammar, reading and conversational skills. Offers insights into Russian culture and customs.

LR 102-Introductory Russian II (3)

• Gen Ed Humanities

Prerequisite: LR 101

Covers fundamentals of the Russian written and spoken language pertinent to the second semester. Offers a strong foundation in the language through development of vocabulary, grammar, reading and conversational skills. Offers insights into Russian culture and customs.

LR 201-Intermediate Russian I (3)

• Gen Ed Humanities

Prerequisite: LR 102 or two year of high school Russian

Continues development of reading, conversational, and translational skills and habits with emphasis on proper use of grammar and knowledge of vocabulary.

LS: Spanish

LS 101-Introductory Spanish I (3)

• Gen Ed Humanities

Introduces Spanish grammar and vocabulary. Develops oral and reading skills in the language and competence in answering basic questions. Through the reading of lifelike dialogs, students gain insight into Spanish culture, thought and expression.

LS 102-Introductory Spanish II (3)

• Gen Ed Humanities

Prerequisite: LS 101

A continuation of LS 101. Introduces more complicated readings.

LS 201-Intermediate Spanish I (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite: LS 102

Presents advanced grammar and composition with selected readings pertinent to the intermediate level. Group discussions in Spanish.

LS 202-Intermediate Spanish II (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite: LS 201

A continuation of LS 201. Students discuss readings in representative Spanish prose and poetry.

LS 211-Spanish Conversation I (3)

• Gen Ed Humanities; Cultural Competence

Prerequisite: LS 102

Develops oral fluency and language skills through interpretation and discussion of select readings, videos, songs and cultural experiences.

MA: Mathematics

MA A-Instruction with Algebra (0) [2]

Supplements MA 103A and MA 206A.

MA S-Algebraic Support (0) [3]

Supplements MA 130S.

MA 83-Educator Preparation in Mathematics (0) [2]

Prerequisites: (Placement in EN 70 or ESL 70 or higher on the reading placement test) AND (A grade of B or better in MA 80 or appropriate score on the mathematics placement test)

Develops introductory Algebra skills. Topics include real numbers, algebraic expressions, solving and graphing equations, exponents, factoring polynomials, and functions. Technology and PRAXIS preparation are integrated with traditional skill practice throughout the course.

MA 103-Foundations of Mathematics (3)

• Gen Ed Math

Prerequisite: MA 81 or MA 83 or appropriate score on mathematics placement test

Covers various topics within mathematics for those who need a survey of mathematical principles rather than the in-depth analysis required for a mathematics or science-related program. Areas covered may include problem-solving strategies, logic, numeration systems, set theory, classification of numbers, algebra, financial management, geometry, measurement and right triangle trigonometry, probability, statistics, graphs, systems of equations, linear programming, graph theory, and voting theory. Students cannot receive credit for both MA 103 and MA 103A.

MA 103A-Foundations of Mathematics (3)

• Gen Ed Math

Prerequisites: MA 80 or appropriate score on mathematics placement test AND placement in EN 70 or ESL 70 or higher on the reading placement test

Combines topics with Algebra with topics from college math for those whose need is a survey of mathematical principles rather than the in-depth analysis required for a mathematics or science-related program. This course begins with a course in Algebra followed immediately by a survey of college math. Topics of Algebra include linear equations, quadratic functions, exponential functions, and logarithmic equations with an emphasis on functions, graphing, and modeling. Topics of college math covered may include problem solving strategies, logic, numeration systems, classification of numbers, algebra, financial management, geometry, measurement and right triangle trigonometry, probability, statistics, graphs, systems of equations, linear programming. Students cannot receive credit for both MA 103 and MA 103A.

MA 105-Fundamental Concepts of Mathematics (4)

• Gen Ed Math

Prerequisite or Corequisite: MA 81 or MA 83 or MA 85 or appropriate score on mathematics placement test

Note: MA 105 is designed and recommended for Education majors in the Early Childhood Education and Elementary Education A.A.T. degrees only.

Provides a comprehensive, conceptually-based background in elementary mathematics. Topics include historical development of numeration systems, decimal notation, arithmetic algorithms in decimal and other bases, elementary set theory and number theory. Intended for early childhood and elementary education students, or other non-STEM majors, who need a general course in problem-solving strategies, numeracy, and the real number system.

MA 106-Fundamental Concepts of Mathematics II (4)

Prerequisite or Corequisite: MA 81 or MA 83 or MA 85 or appropriate score on the mathematics placement test

Note: MA 106 is designed and recommended for Education majors in the Early Childhood Education and Elementary Education A.A.T. degrees only.

A study of the fundamentals of geometry for early childhood education and elementary education students. Provides a conceptually based background in geometry including plane and solid, metric and non-metric, dimensional analysis, congruence and similarity, coordinate and transformational geometry. Emphasizes problemsolving skills and the appropriate use of technology including calculators and computers.

MA 111-Precalculus (4)

• Gen Ed Math

Prerequisite: A grade of B or better in MA 82 or MA 85 OR a grade of C or better in MA 130 or MA 130S OR appropriate score on mathematics placement test

Includes topics from college algebra and trigonometry with a graphing approach such as right triangle trigonometry, circular trigonometric functions, inverse trigonometric functions, exponential functions, power functions, logarithmic functions, and polynomial functions and their zeros.

MA 130-College Algebra (3)

• Gen Ed Math

Prerequisite: A grade of C or better in MA 82 or MA 85 or appropriate score on mathematics placement test

This class can be taken as a single semester course in College Algebra or as the first part of a two semester sequence (MA 130 and MA 131) to prepare for Calculus. Topics covered include a study of function behavior, composition, and inverse using linear, polynomial, rational and radical functions; definition and analysis of exponential and logarithmic functions, complex numbers, formulae of midpoint, distance and average rate of change, and right triangle trigonometry. Two of the following courses: MA 111, MA 130 and MA 131 may be taken for a maximum of 7 credits.

MA 130S-College Algebra (3)

• Gen Ed Math

Prerequisite: A grade of B or better in MA 80 or appropriate score on mathematics placement test

Combines College Algebra with topics from Introductory and Intermediate Algebra. Introductory and Intermediate Algebra topics include linear equations, absolute value, quadratic functions, exponential functions, and polynomial functions with an emphasis on functions, graphing, and modeling. College Algebra topics extend Intro/Intermediate topics to include a study of function behavior, composition, and inverse using linear, polynomial, rational and radical functions; definition and analysis of exponential and logarithmic functions, and complex numbers.

MA 201-Applied Calculus (3)

• Gen Ed Math

Prerequisite: A grade of C or better in MA 130 or MA 130S or appropriate score on mathematics placement test

A one-semester course for students in business, biology, social sciences, electronics and technical programs. Covers methods for finding the derivatives and integrals of algebraic and transcendental functions with applications in each program.

MA 202-Introduction to Discrete Mathematics (3)

Prerequisite: A grade of B or better in MA 82 or MA 85 or appropriate score on the mathematics placement test

For the mathematics and computer science student. Develops problem solving skills. Topics include sets and logic, elementary number theory, graph theory, matrices, algorithm design, mathematical induction and recursion.

MA 206-Statistics (3)

• Gen Ed Math

Prerequisite: MA 81 or MA 83 or appropriate score on mathematics placement test

An introductory non-calculus statistics course. Topics include descriptive analysis and treatment of data, probability, statistical inference, linear regression and correlation, chi-square tests and non-parametric tests. Students can only receive credit for one of the following: MA 206 or MA 206A.

MA 206A-Statistics (3)

• Gen Ed Math

Prerequisites: A grade of B or better in MA 80 or appropriate score on mathematics placement test AND placement in EN 70 or ESL 70 or higher on the reading placement test

Combines an introductory non-calculus statistics course with topics from Algebra. Topics of Algebra include graphing and solving linear equations, inequalities, function notation and interval notation. Topics of Statistics include descriptive analysis and treatment of data, probability, statistical inference, linear regression and correlation, chi-square tests, and non-parametric tests. Students can only receive credit for one of the following: MA 206 or MA 206A.

MA 207-Statistics with Probability (4)

• Gen Ed Math

Prerequisite: A grade of C or better in MA 81 or appropriate score on mathematics placement test

Introduces non-calculus statistics with additional topics in elementary probability. Statistical topics include descriptive analysis and treatment of data, statistical inference, linear regression and correlation, and chi-square tests. Topics from Elementary Probability include basic event and outcome concepts, fundamental rules of probability, random variables and their distributions, and expectation. Practical applications of the course concepts are explored through team projects. Students can only receive credit for one of the following: MA 207 or MA 207A.

MA 210-Calculus I (4)

• Gen Ed Math

Prerequisite: A grade of C or better in MA 111

Presents the first course in the three-semester calculus sequence (MA 210, MA 211, MA 212). Designed for students in mathematics, science, engineering, medical and other technical programs. Topics covered include: functions, limits, continuity, the derivative concept, differentiation techniques (including produce rule, quotient rule, chain rule and implicit differentiation), applications of the derivative, and definite and indefinite integral concepts. The Fundamental Theorem of Calculus is discussed and used in the context of introductory integration.

MA 211-Calculus II (4)

• Gen Ed Math

Prerequisite: A grade of C or better in MA 210

Presents the second of three courses in the calculus sequence. Topics include methods and applications of integration, improper integrals, sequences and series, Taylor approximations, polar functions, introduction to differential equations.

MA 212-Calculus III (4)

Prerequisite: A grade of C or better in MA 211

Presents the final course in the three-semester calculus sequence. Topics include functions of several variables and their graphs, vectors, parametric equations, partial derivatives, multiple integrals and applications, Green's Theorem, Stokes Theorem and the fundamental theorem of line integrals.

MA 213-Differential Equations (3)

Prerequisite: A grade of C or better in MA 211

AND Prerequisite or Corequisite: MA 214

Presents differential equations of order one; linear differential equations with constant coefficients; non-homogenous equations with undetermined coefficients; variation of parameters; inverse differential operators; Laplace Transform; systems of differential equations; nonlinear equations; elementary applications.

MA 214-Introduction to MATLAB (1)

Prerequisite or Corequisite: MA 210

Provides an introduction to MATLAB, a multi-paradigm numerical computing environment and fourth-generation programming language, including popular toolboxes. The course consists of interactive workshops with students doing sample MATLAB problems in real time. Problem-based MATLAB assignments are given which require significant time on MATLAB.

MA 218-Linear Algebra (3)

Prerequisite: MA 210

Includes systems of linear equations, determinants, vectors in 2- and 3-space, vector spaces, linear transformations, eigenvalues and eigenvectors and applications.

MDA: Medical Assisting

MDA 101-Foundations of Medical Assisting I (3)

Prerequisite or Corequisite: MDA 109

Introduces the professional responsibilities of the administrative and clinical medical assistant. Emphasizes interpersonal communication, records management, administrative responsibilities, financial administration and patient care activities for the physician's office.

MDA 102-Foundations of Medical Assisting II (3)

Prerequisite: MDA 101; *Prerequisite or Corequisite:* MDA 109

Introduces the theory and skills necessary for a clinical medical assistant. Skills include (but are not limited to): medical asepsis, knowledge and/or performance of blood borne pathogens/ OSHA regulations, general patient care, assisting with patient care activities, position and measurement of vital signs, health histories.

MDA 104-Medical Assisting Clinical I (1)

Prerequisites: MDA 102, MDA 112

Provides supervised placement in a contracted facility for guided experience in application of knowledge and skill of business and administrative skills in a medical office. Emphasis is placed on enhancing competence in medical skills necessary for comprehensive patient care and strengthening professional communications and interactions.

MDA 105-Medical Administration Clinical I (1)

Prerequisites: MDA 109, MDA 112

Provides supervised placement in a contracted facility for guided experience in the application of business and administrative skills in a healthcare office. Emphasis is placed on enhancing competence in medical office skills for comprehensive patient care and strengthening professional communications and interactions.

MDA 108-Basic Medical Terminology (1)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or *Corequisite:* EN 75

Provides students with the basic medical terminology framework needed before advancing to a more comprehensive medical terminology or anatomy and physiology based course.

MDA 109-Medical Terminology (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72 or *Corequisite:* EN 75

Teaches the basic principles of building and defining medical words. Students use techniques learned to develop an extensive medical terminology vocabulary. No previous knowledge of anatomy, physiology or pathology is necessary.

MDA 110-Pharmacology for Medical Office Practice (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72; *Prerequisite or Corequisite:* MDA 109

Introduces students interested in medical office practices to the field of pharmacology. Students will be completing clinical and multimedia applications encountered in a clinic/doctor's office setting. Applications include handwritten and electronic prescriptions, drug forms, drug labels, patient photographs, and clinical scenarios. Each anatomical system will be the subject of a unit in this course. This course is not intended for the nursing student.

MDA 112-Medical/Administrative Office Applications (3)

Prerequisite or Corequisite: MDA 109

Covers the general flow of information in a medical office and the role that computers play in administrative tasks. Simulation software is used to reflect today's office environment such as variety in fee schedules, patient scheduling, and office hour organization. Students will perform additional office procedures including insurance claims and financial tasks.

MDA 115-Phlebotomy Skills (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

Develops skills in a variety of blood collection methods using proper techniques and standard precautions. Blood collection procedures performed include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults. Collection of specimens from children and infants is discussed. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

MDA 201-Medical Assisting Laboratory Procedures (3)

Prerequisite: MDA 102; *Prerequisite or Corequisite:* MDA 104

Introduces the basic routine laboratory skills and techniques required for assisting with patients in the medical office. Emphasizes laboratory activities and responsibilities of the medical laboratory technician for a physician's office. Skills include (but are not limited to): collecting, handling, and examining laboratory specimens and using phlebotomy procedures according to OSHA regulations.

MDA 202-Medical Assisting Clinical Skills (3)

Prerequisite or Corequisite: MDA 201

Introduces the basic routine clinical skills and techniques required for assisting with patients in the medical office. Presents proper clinical techniques and theory behind each technique. Skills include (but are not limited to): collecting, handling, and examining laboratory specimens and using phlebotomy procedures according to OSHA regulations. Demonstrating use of clinical equipment including centrifuge and audiometer.

MDA 204-Medical Assisting Clinical II (2)

Prerequisite or Corequisite: MDA 202

Provides students with supervised patient-care experience in the medical office. Emphasis is placed on enhancing competence in clinical and laboratory skills necessary for comprehensive patient care and strengthening professional communications and interactions.

MDA 205-Medical Administrative Clinical II (2)

Prerequisite: MDA 216

Provides students with supervised patient-care experience in the medical office. Emphasis is placed on enhancing competence in medical office administration for patient care and strengthening professional communications and interactions including accounting, billing and coding procedures.

MDA 216-Medical Coding Basics (3)

Prerequisite or Corequisite: CIS 101

Introduces the structure and conventions of diagnostic ICD (International Classification of Diseases) and procedural CPT (Current Procedural Terminology) coding. Covers a variety of medical specialties and coding issues encountered in healthcare providers' offices. Broadens medical coding knowledge and enhances medical coding skills with hands-on simulations using a widely accepted medical coding software package.

MDA 218-Health Insurance Billing and Reimbursement (3)

Prerequisite or Corequisite: MDA 216

Introduces processing of health insurance claims including plan options, payer requirements, state and federal regulations, abstraction of source documents, accurate completion of claims, coding of diagnoses, and procedures/services. Includes the following types of insurance: Commercial Insurance, Blue Cross Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation. Emphasis on CMS Reimbursement Methodologies will be incorporated into the curriculum.

MDA 220-Electronic Health Records (3)

Prerequisites or Corequisites: MDA 109, CIS 101

Introduces students to Electronic Health Records (EHR) through an examination of existing transitions and structures between medical facilities. Practical applications and guided exercises will enable the student to be prepared for changes in the healthcare field.

MDA 222-Introduction to Federal Healthcare Programs and Laws (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Prepares students in allied health programs to enter the workforce with a basic understanding of federal healthcare programs and federal healthcare laws. The course will provide students with a knowledge of the populations receiving assistance from the government as well as identifying the federal laws that govern workers' provisions of health services laws.

MU: Music**MU 101-Introduction to Music History and Appreciation (3)**

• Gen Ed Arts

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Presents a study of music masterpieces of the past and present through reading, listening and analysis.

MU 103-Fundamentals of Music (3)

• Gen Ed Arts

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Covers the basic elements of music for the interested student or prospective classroom teacher. Includes study of musical notation, terminology, major and minor scales, simple and compound meters, familiarity with the piano keyboard, intervals, triads, sight-singing, ear-training and simple dictation.

MU 106-Aural and Keyboard Skills I (1)

Prerequisite: MU 103

Converts theoretical knowledge into practical application through sight-singing, ear-training, keyboard work and rhythmic exercises. Study concepts are derived from material introduced in Music Theory I, including major and minor scales, intervals, sequential patterns and simple melodies, rhythmic patterns, tempos, cadences, harmonization and figured bass.

MU 107-Aural and Keyboard Skills II (1)

Prerequisite: MU 106

A continuation of Aural and Keyboard Skills I, coordinated with material presented in Music Theory II, including more difficult triad types and seventh chords, non-harmonic tones, part-singing, syncopated rhythms, cadences, harmonic progressions and modulations.

MU 108-Survey of World Music (3)

• Gen Ed Arts; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR *Corequisite:* EN 75

Provides an introduction to the indigenous musical expressions of countries around the world, including African, Asian, Latin American, native North American and the Caribbean, emphasizing a global perspective and artistic interaction of world cultures. Considers origins, unique instruments, significant genres, notable artists, and cultural functions. Selected pieces are examined in detail through directed listening. Topical writing assignments are required. Music reading skills unnecessary.

MU 109-History of American Popular Music (3)

• Gen Ed Arts

Prerequisites: (EN 70 or EN 75) OR ((EN 50A or EN 61) and EN 52) OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75

Surveys the development of American popular music in the 20th and 21st centuries, including the origins of both pop/rock styles, significant artists, cross-pollination with other genres, and impact on American culture. Selected pieces are examined in detail through directed listening. Topical writing assignments are required. Music reading skills unnecessary.

MU 111-Music Theory I (3)

Prerequisite: MU 103

Presents a study of diatonic harmony through four-part writing and analysis of music. Includes sight-singing, rhythmic and melodic dictation. Private instruction is recommended concurrently.

MU 112-Music Theory II (3)

Prerequisite: MU 111

A continuation of Theory I, with more advanced harmony. Introduces contrapuntal technique. Offers more advanced dictation skills, beginning composition using course skills.

MU 117-Choral Ensemble I (1)

Presents a variety of choral literature as the basis for study and presentation. Students participate as members of the Choral Arts Society of Frederick. Three rehearsal hours weekly. Open to all students.

MU 118-Choral Ensemble I (1)

Presents a variety of choral literature as the basis for study and presentation. Students participate as members of the Choral Arts Society of Frederick. Three rehearsal hours weekly. Open to all students.

MU 119-Jazz Ensemble I (1)

Prerequisite: Permission of instructor

Presents great jazz literature as the basis for study and presentation. Three rehearsal hours weekly. Applied music in chosen instrument recommended concurrently.

MU 120-Jazz Ensemble I (1)

Prerequisite: Permission of instructor

Presents great jazz literature as the basis for study and presentation. Three rehearsal hours weekly. Applied music in chosen instrument recommended concurrently.

MU 121-Orchestral Ensemble I (1)

Prerequisite: Permission of instructor

Presents great orchestral music of the Baroque, Classical, Romantic and/or Contemporary musical eras. Applied music in chosen instrument recommended concurrently. Students participate as members of the Frederick Orchestra. Two rehearsal hours weekly.

MU 122-Orchestral Ensemble I (1)

Prerequisite: Permission of instructor

Presents great orchestral music of the Baroque, Classical, Romantic and/or Contemporary musical eras. Applied music in chosen instrument recommended concurrently. Students participate as members of the Frederick Orchestra. Two rehearsal hours weekly.

MU 123-Wind Ensemble I (1)

Prerequisite: Permission of instructor

Presents a variety of wind ensemble literature as the basis for further study and presentation. Three rehearsal hours weekly. Applied music instruction in chosen instrument recommended concurrently.

MU 124-Wind Ensemble I (1)

Prerequisite: Permission of instructor

Presents a variety of wind ensemble literature as the basis for further study and presentation. Three rehearsal hours weekly. Applied music instruction in chosen instrument recommended concurrently.

MU 130-Foundations of Audio Technology (3)

Prerequisite or Corequisite: EN 75 or EN 52 or ESL 99 or ESL 72

Introduces components of the recording process including a detailed analysis of the nature of sound, human hearing, and basic principles of electricity. Students will learn basic digital audio workstation operation and other skills required to work in the studio.

MU 135-Audio Recording Techniques (3)

Prerequisite: MU 130

Provides an in-depth exploration of microphone technology, analog and digital theory, and recording systems. Students will explore techniques for recording in the tonmeister style of engineering, particularly as it relates to microphone techniques and editing using a digital audio workstation.

MU 141-Class Voice I (1)

Offers class instruction in singing with emphasis on basic techniques of voice production, including correct breathing, posture, vowel production and vocal problems. Various repertoire will be studied. Open to beginners. One class hour per week.

MU 142-Class Voice II (1)

Prerequisite: MU 141

A continuation of Class Voice I, including more advanced techniques of vocal production and technique. Repertoire from classical, folk and Broadway styles included.

MU 145-Publishing, Licensing, and Copyrighting (3)

Prerequisite or Corequisite: EN 75 or EN 52 or ESL 99 or ESL 72

Examines music publishing, licensing, and copyright procedures used by the professional musician, music administrator, and music producer.

MU 151-Class Piano I (1)

Offers beginning piano study in a classroom-lab setting. An electronic piano is available for class use. Introduces basic keyboard and musicianship skills, including selected elementary pieces. Enrollment is limited to ten people.

MU 152-Class Piano II (1)

Prerequisite: MU 151

A continuation of the material presented in Class Piano I. Explores elements of theory, technique and improvisation. Topics include major and minor scale building, harmonizing scale degrees, accompaniment patterns, cadences and more. Includes solo and ensemble pieces and standard scale fingerings.

MU 171-Class Strings I (1)

Offered first semester for beginning students. One hour weekly.

MU 172-First Year Piano (1)

MU 173-First Year Piano (1)

MU 174-First Year Voice (1)

MU 175-First Year Voice (1)

MU 178-First Year Brass (1)

MU 179-First Year Brass (1)

MU 180-First Year Woodwinds (1)

MU 181-First Year Woodwinds (1)

MU 182-First Year Strings (1)

MU 183-First Year Strings (1)

MU 184-First Year Guitar (1)

MU 185-First Year Guitar (1)

MU 186-First Year Percussion (1)

MU 187-First Year Percussion (1)

MU 206-Aural and Keyboarding Skills III (1)

Prerequisite: MU 107; Corequisite: MU 211

A continuation of Aural and Keyboard Skills II, coordinated with material presented in Music Theory III, including secondary dominants, Neapolitan sixth chords, augmented sixth chords, ensemble work, conducting and more complex chord progressions.

MU 207-Aural and Keyboard Skills IV (1)

Prerequisite: MU 206; Corequisite: MU 212

A continuation of Aural and Keyboard Skills III, coordinated with material presented in Music Theory IV, including synthetic scales, quartal and quintal harmonies, tone rows, chromaticism, changing meters and polychords.

MU 211-Music Theory III (3)

Prerequisite: MU 112; Corequisite: MU 206

A continuation of Music Theory II, with further work on modulations, dominant relationships, cadential identifications, extended part-writing procedures, four-part chorale analysis and writing, leading tone triads and diatonic seventh chords. Includes binary and ternary forms, characteristics of instrumental writing, the Neapolitan sixth chord and augmented sixth chords, harmonizations with all types of chords and figured bass symbols.

MU 212-Music Theory IV (3)

Prerequisite: MU 211; *Corequisite:* MU 207

A continuation of Music Theory III. Includes chords of the ninth, eleventh and thirteenth, evaded cadences, complex harmonic progressions, whole-tone scale and pentatonic scale, impressionistic techniques, twelve-tone writing, atonality, new sound sources, twentieth-century uses of melody, rhythm, harmony and form, extended uses of chromaticism, new notational methods, score reading and listening.

MU 217-Choral Ensemble II (1)

Continuation of MU 117-118. Three rehearsal hours weekly.

MU 218-Choral Ensemble II (1)

Continuation of MU 117-118. Three rehearsal hours weekly.

MU 219-Jazz Ensemble II (1)

Prerequisite: MU 119 or MU 120

Continuation of MU 119-120. Three rehearsal hours weekly.

MU 220-Jazz Ensemble II (1)

Prerequisite: MU 119 or MU 120

Continuation of MU 119-120. Three rehearsal hours weekly.

MU 221-Orchestral Ensemble II (1)

Prerequisite: MU 121 or MU 122

A continuation of MU 121-122. Three rehearsal hours weekly.

MU 222-Orchestral Ensemble II (1)

Prerequisite: MU 121 or MU 122

A continuation of MU 121-122. Three rehearsal hours weekly.

MU 223-Wind Ensemble II (1)

Prerequisite: MU 123 or MU 124

A continuation of Wind Ensemble I. Three rehearsal hours weekly. Applied instruction in chosen instrument recommended concurrently.

MU 224-Wind Ensemble II (1)

Prerequisite: MU 123 or MU 124

A continuation of Wind Ensemble I. Three rehearsal hours weekly. Applied instruction in chosen instrument recommended concurrently.

MU 230-Studio Recording Techniques (3)

Prerequisite: MU 135

Focuses on contemporary recording techniques associated with popular music production. Topics include multi-track recording, overdubbing, MIDI, and project management.

MU 235-Advanced Audio Production (3)

Prerequisite: MU 130; *Prerequisite or Corequisite:* EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

Provides in-depth study and practical application of the tools and techniques used in professional audio recording in a variety of musical styles at a professional level. Includes advanced practical training in signal processing, mixing, and mastering. Additional topics include audio for video and product delivery.

MU 240-MIDI Music Production Techniques (3)

Prerequisite or Corequisite: MU 103

Explores electronic music production. Students will produce electronic music using a variety of software and techniques. Topics will include notation, MIDI and controller programming, sampling, sequencing, virtual instruments, synthesizers, and production techniques.

MU 251-Class Piano III (1)

Prerequisite: MU 152

A continuation of the material presented in Class Piano II. Students will work on greater hand independence and facility, arpeggios, chord progressions, new types of scales and secondary dominants. Includes a study of easy classics.

MU 252-Class Piano IV (1)

Prerequisite: MU 251

A continuation of Class Piano III, emphasizing development of a greater repertoire and enhancement of performance skills. Students become more fluent in hand control, rhythmic ability and accompaniment patterns. Includes a study of standard national and holiday pieces, as well as additional drills in functional piano playing.

MU 272-Second Year Piano (1)**MU 273-Second Year Piano (1)****MU 274-Second Year Voice (1)****MU 275-Second Year Voice (1)****MU 278-Second Year Brass (1)****MU 279-Second Year Brass (1)****MU 280-Second Year Woodwinds (1)****MU 281-Second Year Woodwinds (1)****MU 282-Second Year Strings (1)****MU 283-Second Year Strings (1)****MU 284-Second Year Guitar (1)****MU 285-Second Year Guitar (1)****MU 286-Second Year Percussion (1)****MU 287-Second Year Percussion (1)**

NM: Nuclear Medicine

NM 100-Physics and Radiation Safety in Nuclear Medicine Technology (5)

Prerequisite: acceptance into the clinical program

Introduces the atom and its structure within the context of Nuclear Medicine focusing on nuclear structure, stabilities, radioactive series, radioactive decay, and conversion laws and decay schemes. Radioactivity will be studied in terms of the exponential decay law, calculation of the mass of a radioactive sample, specific activity, half-life, and statistics of radioactive decay. The production of radionuclides will be presented with emphasis on methods of production and principles of a generator. Include regulations, principles and practices of radiation protection, and information particular to each radiologic specialty and/or modality.

NM 102-Nuclear Medicine Technology (3)

Prerequisites: acceptance into the clinical program

Orientation to clinical nuclear medicine, includes medical terminology, professional ethics and conduct, patient care, radiation safety, and effect of radiation on living organisms.

NM 103-Nuclear Medicine Techniques I (4)

Prerequisites: acceptance into the clinical program

Introduces all aspects of nuclear imaging related to skeletal, cardiac, respiratory, gastrointestinal, genitourinary, endocrine system, nervous system, and hematopoietic system as well as therapy procedures, oncology imaging, and infection imaging procedures. The procedures, protocols, instrumentation, and radiopharmaceuticals used in nuclear medicine imaging of these systems will be studied in detail. Some of the pathologic conditions imaged in Nuclear Medicine will also be presented.

NM 104-Clinical Nuclear Medicine Technology I (1)

Prerequisite: acceptance into clinical program

Directed practice in a clinical affiliate hospital. Emphasizes routine diagnostic and therapeutic procedures. Daily image critiques by a licensed/certified technologist. On-site lectures by board certified nuclear medicine physicians supplement clinical experience.

NM 105-Nuclear Medicine Techniques II (3)

Prerequisites: NM 100, NM 102, NM 103, and NM 104

Introduces all aspects of advanced imaging techniques utilized in nuclear medicine and molecular imaging. Acquisition procedures, radiopharmaceuticals, standard uptake values, and other quantitative data related to imaging will be covered. Information on pathologic conditions related to all advanced imaging areas will be encompassed.

NM 107-Instrumentation and Computers in Nuclear Medicine Technology (4)

Prerequisites: NM 100, NM 102, NM 103, and NM 104

Introduces both non-imaging and imaging instrumentation in nuclear medicine and the use of digital electronics and computer technology in medical imaging. Includes monitoring equipment, dose calibrators, well counters, uptake probes, liquid scintillation systems, and the gamma probe. Incorporates information on the components, use, and quality control of the various types of systems used for gamma and positron imaging. Includes digital image acquisition, reconstruction, postprocessing, advanced visualization, decision support, computer networking and PACS, information systems, and industry standards.

NM 202-Clinical Nuclear Medicine Technology II (2)

Prerequisites: NM 100, NM 102, NM 103, and NM 104

Provides directed practice in a clinical affiliate hospital/imaging center. Students will develop their individual clinical techniques. Daily imaging critiques by licensed/certified technologists and on-site lectures by board certified nuclear medicine physicians supplement clinical experiences.

NM 203-Radiopharmacy and Radiation Chemistry (2)

Prerequisites: NM 100, NM 102, NM 103, and NM 104

Presents basic skills necessary for the operation of a radiopharmacy. Includes production of radionuclides, FDA approval, quality control, adverse reactions, and transportation of radiopharmaceuticals.

NM 204-Clinical Nuclear Medicine Technology III (4)

Prerequisites: NM 105, NM 107, NM 202, and NM 203

Provides directed practice in a clinical affiliate hospital/imaging center. Students continue to develop their individual clinical techniques and create a clinical procedures manual. Daily imaging critiques by licensed/certified technologists and on-site lectures by board certified nuclear medicine physicians supplement clinical experiences.

NM 205-Professional Development in Nuclear Medicine (2)

Prerequisites: NM 105, NM 107, NM 202, and NM 203

Prepares students for their board certification exam. Teaches students how to develop a resume, prepare for an interview, and develop the professional knowledge, skills, and attitudes to prepare for professional employment and lifelong learning.

NM 220-CT Principles & Instrumentation (3)

Prerequisites: NM 204 and NM 205 OR graduate of NMT program

Provides in-depth study of the physical principles and instrumentation in computed tomography. Covers the production of x-rays and their interactions with matter. Provides information on data acquisition and image reconstruction, processing, and quality. Addresses CT scanner components and operation, scanning factors, and their applications.

NM 222-Cross-sectional Anatomy (3)

Prerequisites: NM 204 and NM 205 OR graduate of NMT program

Provides in-depth coverage of cross-sectional anatomy to include the head, neck, chest, abdomen, pelvis, spine, and extremities. Students will become accustomed to viewing anatomy of regions of the body in the different anatomical planes typically produced in cross-sectional imaging. In addition, pathology will be covered as it relates to its presentation on axial images. Special emphasis will be placed upon correlating and recognizing anatomical structures as they appear on medical images produced with CT, MRI, nuclear medicine, and ultrasound.

NM 224-CT Protocols & Applications (3)

Prerequisites: NM 204 and NM 205 OR graduate of NMT program

Covers the various imaging protocols utilized to produce anatomy and pathology on CT images specific to the central nervous system, neck musculoskeletal system, abdomen and pelvis, musculoskeletal system, thorax, and interventional and special procedures. The student will also become familiar with contrast administration guidelines and timing issues related to dynamic imaging. Spiral CT, 3D reconstruction procedures, and vascular imaging are discussed and compared with routine imaging of the same anatomical regions.

NM 226-Computed Tomography Clinical Practicum (3)

Prerequisites: NM 204 and NM 205 OR graduate of NMT program

Covers imaging of anatomic structures and pathology and recording the information needed to provide optimal examinations. Provides intensive, hands-on practice under the supervision of the clinical staff. Evaluation is based on clinical competency in all aspects of CT imaging procedures and patient care.

NU: Nursing

NU 50-Preparation for Nursing (0) [1]

Prerequisite: Acceptance into clinical nursing program

Serves as a basis for developing proficiency and accuracy in dosage calculation. Includes computations for oral, parenteral, and intravenous routes of administration for adults and children using the apothecaries, metric, and household systems of measurement.

NU 51-Transition to Registered Nursing (0) [2]

Prerequisite: Permission of director of nursing education; passing score on the Math for Medication Safety test

Introduces concepts of professional nursing. Emphasis is on the acquisition and application of basic knowledge, skills, and professional behaviors needed for the delivery of comprehensive care to the adult client.

NU 52-Reproductive Health Nursing (Transition to RN) (0) [1]

Prerequisite: NU 51

Introduces the study of the reproductive phase of family life and the specific health needs of women from adolescence to menopause. Pregnancy, labor and delivery, as well as commonly occurring alterations in women's health are presented, along with the study of the newborn. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for the delivery of family-centered, comprehensive care.

NU 54-Transition to Register Nursing (0) [3]

Prerequisite: NU 51

Introduces the study of the adult client with acute and chronic alterations in wellness. Emphasis is on assimilation of knowledge, skills and professional behaviors needed for the delivery of comprehensive care.

NU 100-Success Tools for Nursing (2)

Prerequisite: Admission into the nursing (PN or RN) clinical component

Corequisite: NU 101

Assists the beginning nursing student in developing successful study and test-taking skills. Assignments and classroom activities are designed to encourage the development of critical thinking skills required in nursing classroom and clinical settings.

NU 101-Introduction to Clinical Nursing (6)

• Cultural Competence

Prerequisites: BI 103, BI 104, BI 120; passing score on the Math for Medication Safety test

Introduces concepts of professional nursing. Emphasis is on the acquisition and application of basic knowledge, skills, and professional behaviors needed for the delivery of comprehensive care to the adult client.

NU 105-Pharmacology for Nurses (2)

Prerequisite: Passing score on the Math for Medication Safety test

Provides instruction in basic pharmacology necessary for providing safe and effective medication administration. Content includes essential drug knowledge needed to adequately assess, administer, and evaluate drug effects in clients. Emphasis is on the acquisition and application of basic knowledge needed for the delivery of comprehensive care to clients in all healthcare settings.

NU 210-Reproductive Health Nursing (3)

Prerequisite: NU 101; passing score on the Math for Medication Safety test

Introduces the study of the reproductive phase of family life and the specific health needs of women from adolescence to menopause. Pregnancy, labor and delivery, as well as commonly occurring alterations in women's health are presented, along with the study of the newborn. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for the delivery of family-centered, comprehensive care.

NU 211-Medical-Surgical Nursing I (7)

Prerequisite: NU 101; passing score on the Math for Medication Safety test

Introduces the study of the adult client with acute and chronic alterations in wellness. Emphasis is on assimilation and knowledge, skills, and professional behaviors needed for the delivery of comprehensive care.

NU 212-Medical-Surgical Nursing II (4)

Prerequisites: NU 210, NU 211; passing score on the Math for Medication Safety test

Continues study of the adult client with increasingly complex acute and chronic alterations in health. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for the delivery of comprehensive care.

NU 213-Medical-Surgical Nursing III (4)

Prerequisites: NU 212, NU 214; passing score on the Math for Medication Safety test

Continues study of the adult client with acute, complex, and critical alterations in health. Emphasis is on the adaptation of knowledge, skills, and attitudes needed for the delivery of comprehensive care.

NU 214-Psychiatric/Mental Health Nursing (3)

Prerequisites: NU 210, NU 211; passing score on the Math for Medication Safety test

Examines the impact of mental illness on the individual, family, and community. Explores treatment options and issues; and reviews the evidence-based principles and practice of psychiatric-mental health nursing. Emphasis is placed on the adaptation of knowledge, skills, and attitudes related to caring for clients with alterations in mental health.

NU 215-Nursing Care of Children (3)

Prerequisites: NU 212, NU 214; passing score on the Math for Medication Safety test

Introduces the study of the pediatric client experiencing acute alterations in health. Client care in acute and community care settings will be explored with a focus on wellness, health promotion, and safety. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for the delivery of family-centered, safe, and comprehensive care.

NU 216-Preparation for Practice (2)

Prerequisites: NU 212, NU 214; passing score on the Math for Medication Safety test

Facilitates the student's adaptation into professional nursing practice. Explores current trends in nursing and concepts related to the nurse as a professional, a member of the health care team, and manager of client care.

NU 218-Maternal, Child, and Family Nursing (5)

Prerequisites: NU 211; passing score on the Math for Medication Safety test

Introduces maternal, child, and family nursing. Focuses on the reproductive phase of family life, the specific health needs of women from adolescence to menopause, the healthy newborn, and pediatric clients with acute alterations in health. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for delivery of family-centered, comprehensive care.

PC: Physical Science**PC 103-Survey of Physical Science (3)**

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Covers selected aspects of earth science, physics, chemistry and the quantitative relationships involved in the behavior of matter. Uses simple experiments to introduce scientific topics as needed. Restricted to non-science majors. Students cannot receive credit for both PC 103 and PC 114.

PC 104-The Water Planet: Introduction to Oceanography (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Presents a study of the ocean as a dynamic and changing entity. Emphasizes connections among disciplines in and outside the areas of science. Provides a basic understanding of scientific questions, complexities and uncertainties involved with the study and use of oceans.

PC 105-Survey of Meteorology (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Surveys the basic physics of the atmosphere and the diagnostic tools of the meteorologist. Includes some discussion of applied meteorology, forecasting, pollution, and climatology. Students cannot receive credit for both PC 105 and PC 106.

PC 106-Introduction to Meteorology (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Surveys the basic physics of the atmosphere and the diagnostic tools of the meteorologist. Includes some discussion of applied meteorology, forecasting, pollution, and climatology. Meets the requirement for a general education science lab course. Students cannot receive credit for both PC 106 and PC 105.

PC 107-Introductory Astronomy (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Presents a survey of astronomy that includes a study of the physical nature of the universe, the solar system, stars, nebulae and galaxies. The laboratory includes sky observations for collection and analysis of data, photographic analysis and laboratory experiments.

PC 108-Historical Geology (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Traces the history of the earth through time. Presents scientific theories on the origin of the earth and the evolution of life. Provides students with the tools to interpret the rock and fossil record with a focus on the geologic history of North America. Meets the requirement for a general education science lab course.

PC 109-Physical Geology (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Introduces the physical and chemical processes that occur along the surface of the earth and within the earth's interior. Topics include plate tectonics, earthquakes, volcanoes, rocks and minerals, geologic maps, and the origin and continual modification of surface features. Meets the requirement for a general education science lab course.

PC 114-Introduction to Physical Science (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA105 or MA206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Introduces the fundamental concepts of physics and chemistry with an emphasis on matter, motion, and energy. An inquiry-based, activities-oriented approach is used that emphasizes both conceptual and quantitative understandings of the physical world. Meets the requirement of a general education science lab course. Students cannot receive credit for both PC 114 and PC 103.

PC 115-Introduction to Earth Systems Science (4)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 81 or MA 83 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Presents an overview of the solid, fluid, and living parts of the Earth system with an emphasis on how those parts are interconnected and ever changing. An inquiry-based, activities-oriented approach is used in the course. Meets the requirement for a general education science lab course.

PC 121-Energy and Society (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73); AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Explores the nature and properties of energy. Emphasizes a scientific understanding of energy and its role in the global society. Examines current and alternative energy sources used to meet the needs of a growing and developing society. Some Friday or Saturday field trips.

PE: Physical Education

PE 108-Body Mechanics (1)

Examines the application of physical laws to the human body at rest or in motion, including concepts of effective, efficient and aesthetic postures, both static and dynamic. Emphasizes joint motions, care of the back and components of fitness including body compositions, flexibility, strength, muscular endurance and cardiovascular endurance.

PE 131-Aerobics (1)

Offers muscular and cardiovascular endurance exercises performed to music.

PE 153-Introduction to Health and Exercise Sciences (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75

Theory course for physical education majors. Includes an orientation to the profession, including the relationship of physical education to education, current trends and practices, career opportunities and areas of research.

PE 154-Fitness for Living (3)

• Gen Ed Wellness

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75

Covers the components of physical fitness, stress, care of the back, nutrition and weight control. Evaluations in all areas included through laboratory experiences.

PE 160-Elementary Fencing (1)

Introduces the history, safety, rules and etiquette of fencing. Teaches basic skills required to participate in a fencing match, as well as skills in directing and scoring a match.

PE 161-Psychology of Sport (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75

An exploration of the personality factors, including, but not limited to, motivation, aggression and emotion as they affect sports participation and motor skill performance.

PE 165-Volleyball (1)

Includes orientation, instruction and participation in specific skills, rules and etiquette of the sport.

PE 166-Weight Training (1)

Provides orientation, instruction and participation in specific weight training skills, rules, safety and etiquette of the sport.

PE 179-Tennis I (1)

Introduces the basic skills of tennis, including the basic grips, forehand and backhand groundstrokes, volleys and serves; covers the rules and etiquette of the sport.

PE 181-Golf I (1)

Introduces the basic skills of golf, including the grip, stance, addressing the ball, aiming, putting, chipping, pitching and the basic full swing; covers the rules and etiquette of the sport.

PE 183-Beginning Snow Boarding/Skiing (1)

Introduces the regulations, safety and etiquette of snowboarding/skiing. The beginner student will learn skills required to safely traverse the beginner slopes. Fees based on actual rental costs and to be paid at site.

PE 184-Intermediate Snow Boarding/Skiing (1)

Introduces the regulations, safety and etiquette of snowboarding/skiing. The intermediate student will learn the enhanced techniques to improve their current skill levels. Fees based on actual rental costs and to be paid at site.

PE 185-Advanced Snow Boarding/Skiing (1)

Introduces the regulations, safety and etiquette of snowboarding/skiing. The advanced student will learn the enhanced techniques to improve their current skill levels. Fees based on actual rental costs and to be paid at site.

PE 187-Social Dance (1)

Provides instruction in the basic partner dance forms including such dances as the waltz, swing, two-step, cha-cha, polka and fox-trot. Other contemporary dances may be included.

PE 188-Yoga (3)

Provides a holistic approach to understanding some of the fundamental principles and philosophies of yoga while also providing a weekly experiential Hatha (physical) practice.

PE 190-Pilates (1)

Introduces the history of Pilates and describes the physiological basis of exercises that promote core body strength. Includes demonstration and active student participation of Pilates movements.

PE 191-Body Sculpting (1)

Offers muscular strength and endurance exercises through the use of free weights, balls, and resistance tubes.

PE 193-Social Dance II (1)

Prerequisite: PE 187 or permission of instructor

Social Dance II builds on the dance rhythms learned in Social Dance. The patterns to be learned will incorporate the body mechanics and technique that enable creation of body swing in the Waltz, and smoothness and polish in all the dances: Fox Trot, Swing, Cha-Cha, Rumba and Tango.

PE 195-Tai Chi (1)

Tai Chi is a unique and traditional Chinese exercise. The benefits of practice include strengthening health, preventing illness, and slowing the effects of aging. The class is designed to provide students with a basic knowledge and history of Tai Chi, and to provide an opportunity to learn and master Tai Chi skills.

PE 196-Kickboxing (1)

Provides basic fundamentals of Lethwei (Burmese Kickboxing). Basic principles, history, and styles and linguistics of the fighter will be covered. This course emphasizes safety for the student and the instructor. There will be no competitive fights or hard physical contact between students during this course. Mental and physical control as well as proper training etiquette will always be maintained.

PE 198-Fitness (1)

Engages students in full body exercises to improve fitness. Course will strive to dramatically change participant's level of activity, muscle tone and strength. Students will be able to integrate research to understand the effectiveness of exercise, and plan and implement exercise programs.

PE 198A-Fitness: Boot Camp (1)

Engages students in full body exercises, especially utilizing body weight. The course strives to dramatically increase the participant's level of muscular activity to affect positive changes in fitness levels. It also integrates fitness research with practical application for understanding the effectiveness of exercise.

PE 198C-Fitness: Zumba (1)

Zumba Fitness is a Latin-inspired, high-energy, cardio-dance workout that uses music and various easy-to-follow choreographed steps. Along with music styles such as Latin, Hip-Hop, Jazz, Pop, and other genres, Zumba incorporates interval training, alternating fast and slow rhythms, and resistance training.

PE 236-Coaching Principles (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Provides student with the knowledge to become an effective coach. Foundational areas of coaching are presented, including coaching philosophy, sport psychology, sport pedagogy, sport physiology and sport management. Coaching certification is possible through the American Sports Education Program.

PE 237-Exercise Psychology (1)

Introduces the psychological factors that affect exercise participation and performance.

PE 241-Methods of Fitness and Conditioning (1)

Designed for those who will be assisting others with exercise. Integrates fitness research and application, and emphasizes teaching methodologies employed in training programs that focus on group exercise. Students will apply teaching methodologies through individual and group training.

PE 247-Methods of Strength Training (1)

Designed for those who will be assisting others in a training program emphasizing muscular fitness. Emphasizes teaching methodologies employed in training programs that focus on muscular fitness. Students will apply teaching methodologies as they practice training with individuals or small groups.

PE 249-Fitness Assessment and Business Practices (3)

Prerequisite: BI 103 or BI 107 or permission of instructor
Investigates the various modes and protocols used in fitness assessment and the relationship of assessment to the Personal Training business.

PE 250-Care and Prevention of Athletic Injuries (3)

Prerequisite or Corequisite: EN 75 or EN 52 or ESL 99 or ESL 72

Introduces the basic principles for care and prevention of athletic injuries. Emphasis will be placed on scientific applications for recognition, diagnosis, classification, treatment and rehabilitation of body.

PE 252-Essentials of Personal Training (4)

Prerequisites: PE 241 and PE 247 or permission of instructor; Prerequisite or Corequisite: PE 249 or permission of instructor

Capstone course in the Personal Training Program that leads to the NASM Personal Trainer certification. Course combines 3-credit lecture and 2-credit lab.

PH: Philosophy**PH 101-Introduction to Philosophy (3)**

• Gen Ed Humanities
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Surveys the major intellectual problems faced by great philosophers of all ages.

PH 204-World Religions (3)

• Gen Ed Humanities; Cultural Competence
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75
Introduces the historical background, beliefs, scriptures and practices of the world's major religious traditions including Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, Judaism, Zoroastrianism, Christianity and Islam.

PH 205-Ethics (3)

• Gen Ed Humanities
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Introduces the problems and possibilities of moral philosophy and ethical decision making.

PH 206-Logic (3)

• Gen Ed Humanities
Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72
Introduces basic problems in the use of logic and language. Improves the use of language and sound principles of reasoning.

PH 207-Biomedical Ethics (3)

• Gen Ed Humanities
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Explores some of the most troubling problems that health care professionals, physicians and lawyers as well as individual patients and their families are called upon to solve. Examines principles in biomedical ethics, as well as general ethical theories in major problem areas, including euthanasia and prolongation of life, genetic intervention, behavior control, experimenting with human subjects, etc.

PH 208-Business Ethics (3)

• Gen Ed Humanities
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Introduces business ethics. Clarifies moral obligations and ethical dilemmas for managers who make business decisions.

PH 209-Environmental Ethics (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Identifies the most troubling ethical dilemmas in the field of environmental protection and explores the applicability of traditional ethical theories in areas such as the depletion of non-renewable resources, population growth, responsibilities to the non-human world, responsibilities to future generations and environmental cost/benefit analysis.

PH 210-Ethics and Film (3)

• Gen Ed Humanities; Cultural Competence
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Introduces philosophical reasoning through classic literature and film about morality (what one should do or be), ethics (why), the meanings of moral terms (called meta-ethics) in a variety of applied ethical issues (good character, global health, justice, neocolonialism, genocide, environmentalism, war, consumerism) and disciplines (bioethics, business ethics).

PI: Political Science**PI 104-American Government: National (3)**

• Gen Ed Political Science
Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)
Covers basic principles of the national government: structure, powers and operations of Congress; the presidency and the Supreme Court; citizenship, elections, political parties and pressure groups.

PI 206-Civil Liberties (3)

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72
Provides historical background, social and political issues and leading cases establishing the present rules regarding civil liberties today.

PLAC: Prior Learning Assessment Course**PLAC 101-Prior Learning Assessment: Portfolio Development (1)**

Prerequisite: EN 101
Examines and applies college-level learning gained from life experiences that align with specific courses offered by the college and are related to their educational goals. Students will document experiential learning through the assembling of various components into a portfolio, demonstrating an understanding of the portfolio development process of collecting, selecting, reflecting, and projecting. The Prior Learning Assessment (PLA) portfolio development course provides a series of structured activities and strategic approaches for students to prepare petitions to submit portfolios for credit from prior learning.

PN: Practical Nursing**PN 112-Nursing Throughout Developmental Stages (8)**

Prerequisites: NU 210, NU 211; Corequisite: PN 113
Prepares practical nursing students to provide care for adult and pediatric clients systems with commonly recurring physiological, psychological and developmental health problems. The Neuman Systems Model is used as the framework for the course. Supervised clinical experiences on medical-surgical and pediatric units in the hospital as well as observation in community-based centers are provided.

PN 113-Issues in Practical Nursing (1)

Prerequisites: NU 210, NU 211; *Corequisite:* PN 112

Focuses on the effective transition from student to licensed practical nurse. Emphasis is on the responsibilities associated with licensure, ethical and legal issues, employment strategies, continuing professional growth and leadership and management principles. Relevant trends in the development of the discipline of practical nursing are also emphasized.

PS: Psychology

PS 101-General Psychology (3)

• Gen Ed Psychology

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Emphasizes the major factors that influence human behavior, including behavioral neuroscience, perceptual processes, consciousness, intelligence, personality and psychological disorders.

PS 104-Issues of Drug/Alcohol Use (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Presents a comprehensive study of the use of legal and illegal drugs; an analysis of the addictive and recovery process for individuals and families; a study of treatment modalities and 12-step groups; a study of the physiological and legal consequences of substance use and abuse.

PS 202-Social Psychology (3)

• Gen Ed Psychology

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Explores the effects of the social environment upon the human organism through the study of interpersonal relationships, and the social influences on cognitive processes such as social perception, attribution, persuasion, prejudice and discrimination, aggression, prosocial behavior and group interaction.

PS 204-Psychology of Adolescence (3)

Prerequisite: PS 101

Explores physiological, psychological and social dilemmas of the adolescent. Considers relevant contemporary research and behavioral determinants.

PS 205-Psychology of Aging (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the normal physiological, psychological and sociological changes that occur during the life span. Emphasis on consequent behavior patterns and changing needs of the elderly. Includes study of adaptive processes, intervention techniques, strategies and availability of services.

PS 206-Abnormal Psychology (3)

Prerequisite: PS 101

Explores the nature, etiology, diagnosis, prognosis, treatment and possible prevention of the major classifications of psychological disorders including anxiety, mood, eating, substance-related, schizophrenic, dissociative, personality and childhood disorders.

PS 207-Death and Dying (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the origins and development of death attitudes and behavior. Topics include euthanasia; suicide; grief and mourning processes; the funeral system; legal rights; and coping strategies. Emphasis on death as a normal developmental event.

PY: Physics

PY 101-Survey of Physics (3)

• Gen Ed Science

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) AND (MA 82 or MA 85 or MA 103 or MA 103A or MA 105 or MA 206 or MA 206A or MA 207 or appropriate score on mathematics placement test)

Gives students a general background in physics and prepares those who must take a two-semester physics course who have not had high school physics.

PY 201-Fundamentals of Physics (4)

• Gen Ed Science

Prerequisites: Completion of high school physics or PY 101 strongly recommended, and (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73), and MA 111 or (MA 130 and MA 131)

Presents an introductory study of physics, with the fundamental principles of mechanics, dynamics and mechanical waves. Emphasizes problemsolving and modeling of physical systems.

PY 202-Fundamentals of Physics (4)

• Gen Ed Science

Prerequisite: PY 201

Continues the study of basic principles of physics. Topics include thermodynamics, electricity and magnetism, optics and modern physics.

PY 203-Introductory Physics I (4)

• Gen Ed Science

Prerequisites: Completion of high school physics or PY 101 strongly recommended, and (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73), and MA 210

Presents an introductory study of physics covering the fundamental principles of mechanics, dynamics and mechanical waves. Emphasizes problem solving and modeling of physical systems. Physical laws and theories are developed by the application of calculus. Prepares students for advanced work in the physical sciences. An analytical course primarily for majors in science or mathematics.

PY 204-Introductory Physics II (4)

• Gen Ed Science

Prerequisites: PY 203, MA 211

Continues the study of fundamental principles of physics. Topics include thermodynamics, electricity and magnetism, optics and modern physics. The theoretical approach and use of calculus are continued.

PY 205-Modern Physics (4)

Prerequisite: PY 204

Continues from the calculus-based sequence PY 203-204, with emphasis on modern physics. Includes topics in relativity, electromagnetic theory, physical optics, quantum theory and atomic and nuclear physics.

RC: Respiratory Care

RC 100-Introduction to Respiratory Care (2)

Prerequisite: BI 103

Introduces respiratory care as a profession, including the healthcare environment and the respiratory care practitioner's role on the healthcare team. Specific topics include the holistic concept of patient care, psychosocial issues with particular attention to death and dying, medicolegal and ethical considerations of respiratory care, and professional interpersonal relationships. Topics also include medical terminology, infection control techniques, and physical assessment methods.

RC 102-Fundamentals of Respiratory Care (4)

Prerequisite: BI 103

Introduces basic respiratory care modalities, including medical gas therapy, aerosol and humidity therapy, hyperinflation therapy, and bronchial hygiene therapy. Laboratory portion of the course provides practical experience performing procedures presented in the didactic portion of the course in a controlled laboratory setting.

RC 103-Pharmacology (3)

Prerequisites: BI 104, RC 100, RC 102, RC 104

Introduces the various classifications of drugs, including drug action and effects, site of activity, recommended dosages and toxicity. Emphasis on anesthetics, bronchodilators, mucokinetics, cardiovascular agents and drugs affecting the nervous system as they apply to respiratory therapy.

RC 104-Gas Exchange Physiology (2)

Prerequisite: BI 103

Focuses on the structure and function of the lung as related to gas exchange, diffusion, perfusion and ventilation-perfusion relationships. Emphasizes oxygen and carbon dioxide transport abnormalities in the gas exchange mechanisms. This will lead to and be integrated with clinical applications and interpretations of arterial blood-gas analysis.

RC 105-Cardiopulmonary and Renal Anatomy and Physiology (3)

Prerequisites: BI 104, RC 100, RC 102, RC 104

Emphasizes the structure and function of the pulmonary, cardiovascular and renal systems as they relate to respiratory therapy.

RC 107-Principles of Mechanical Ventilation (4)

Prerequisites: BI 104, RC 100, RC 102, RC 104

Explores general principles of gas physics, principles of airway management, intubation and the theory and operation of mechanical ventilators. Includes special problems associated with both short-term and long-term care of patients requiring artificial ventilation. Integrates arterial blood gas studies with course topics. The laboratory portion of the course takes the principles and procedures presented in lecture and apply them via procedure competency testing and simulated clinical situations.

RC 109-Clinical Practicum I (2)

Prerequisites: BI 104, RC 100, RC 102, RC 104

Introduces the hospital environment and patient care, including patients' charts and record-keeping. Includes practical experience in using basic respiratory therapy equipment and applying it to patient care. Students perform basic respiratory therapy modalities such as oxygen therapy, aerosol therapy, IPPB, incentive spirometry and chest physiotherapy and postural drainage.

RC 110-Clinical Practicum II (2)

Prerequisite: RC 103, RC 105, RC 107, RC 109

Teaches proficiency in administering basic respiratory care procedures and handling every aspect of general care. Introduces the intensive care environment and the theory and practical use of mechanical ventilators. Includes practical experience in obtaining arterial blood gases.

RC 202-Neonatal and Pediatric Respiratory Care (3)

Prerequisites: RC 103, RC 105, RC 107, RC 110

Provides an in-depth perspective of pediatric and neonatal respiratory care. Includes high-risk deliveries, abnormalities and diseases, and the interventions used. Discusses mechanical ventilation for the neonatal and pediatric patient. Students must satisfactorily complete competency tests on the operation of neonatal and pediatric ventilators.

RC 203-Pulmonary Rehabilitation and Home Care (2)

Prerequisites: RC 202, RC 204, RC 206, RC 208

Reviews all of the assessment skills, equipment, and interventions presented throughout the program, and applies them to the care of patients in alternative settings. Focus is on teaching patients to live with their diseases. A capstone course for the respiratory care program.

RC 204-Cardiac Monitoring and Diagnostics (4)

Prerequisites: RC 103, RC 105, RC 107, RC 110

Presents the theory, equipment, and techniques involved in cardiac monitoring. Recognition of normal values and normal waveforms will be emphasized as a reference for identifying abnormal and life threatening changes. Students must satisfactorily complete competency tests, including EKG monitoring and assembly of fluid filled monitoring systems.

RC 205-Professional Seminar (2)

Prerequisites: RC 202, RC 204, RC 206, RC 208

Prepares students for entry into clinical practice. Emphasizes preparation for the entry level and registry examinations given by the National Board for Respiratory Care. Provides familiarization with the prospective test matrices and uses both text and computer review materials. Reviews and discusses assigned current readings from various journals related to respiratory therapy.

RC 206-Pulmonary Diagnostics (2)

Prerequisites: RC 103, RC 105, RC 107, RC 110

Includes a detailed analysis of all major parameters of ventilatory measurement as well as diagnostic significance of deviations from predicted normal values.

RC 207-Cardiopulmonary and Renal Pathophysiology Review (3)

Prerequisites: RC 202, RC 204, RC 206, RC 208

Examines the effects of various diseases upon the cardiopulmonary and renal systems. Discusses both acute and long-term aspects of ventilatory-circulatory impairment. Emphasis on diseases that cause insult to the respiratory system.

RC 208-Clinical Practicum III (2)

Prerequisites: RC 103, RC 105, RC 107, RC 110

Develops advanced skills in the critical care environment regarding management of the patient dependent upon mechanical ventilation. Practical experiences gained in hemodynamic monitoring. Students will rotate through operating rooms to observe thoracic and cardiovascular surgeries and intubations.

RC 209-Clinical Practicum IV (2)

Prerequisites: RC 202, RC 204, RC 206, RC 208

Provides clinical experience in the pediatric/neonatal environment as well as advanced adult critical care. Students rotate through neonatal and pediatric intensive care units and gain practical experience with mechanical ventilator management and various therapeutic techniques for this patient population. Students also rotate through various adult critical care areas.

SO: Sociology**SO 101-Introduction to Sociology (3)**

• Gen Ed Sociology

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the student to the study of society and the impact of society upon the individual. Exemplifies social processes in cultural patterns and institutions. Examines group values at various levels of human relationship.

SO 102-Social Problems (3)

• Gen Ed Sociology; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Offers the study of community problems and sociological processes involved in the analysis of universal and local sociological phenomena.

SO 201-Criminology (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Explores criminal behavior and the methods of its study, causation, types of criminal acts and offenders, punishment, correction and incarceration and prevention of crime.

SO 202-Families and Society (3)

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Presents a comparative analysis of family organization in different societies, with reference to the urban family of Western society. Explores basic causes of change and trends in family structure and function. Topics include mate selections, marriage vows, marital prediction and child-rearing practices.

SO 207-Sexuality and Society (3)

Prerequisites or Corequisites: EN 101 and (SO 101 or SO 102 or SO 202 or PS 202 or PS 209 or permission of instructor)

Introduces sexuality as a political, cultural and social issue. Examines how societies influence the development of sexual scripts, what is considered 'normal' and 'abnormal', 'moral' and 'immoral', and explores how these beliefs influence social responses to current social problems related to sexuality.

SO 210-Ethnic Diversity (3)

• Gen Ed Sociology; Cultural Competence

Prerequisite: EN 70 or EN 75 or EN 52 or ESL 99 or ESL 72

A survey of the status and treatment of ethnic groups in the United States; patterns of dominant and subordinate relations, prejudice and discrimination; historical and current problems, demographic and social background, political and social policies.

SO 212-Gender and Society (3)

• Gen Ed Sociology; Cultural Competence

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73)

Introduces the scientific study of women as a multicultural group. Reviews material from the fields of psychology, sociology, anthropology, and medicine as it related to women. Particular effort will be made to address the experiences of women of varied races, ethnic groups, classes, national origins, and sexual orientations so that the whole concept of gender may be broadened to take these different experiences and different concerns into account.

ST: Surgical Technology

ST 100-Fundamentals of Surgical Technology I (6)

Prerequisite: ST 120

Develops concepts, skills and attitudes needed by students to perform as members of a surgical team. Demonstration of competence in basic skills is essential. Simulated practice time in FCC's lab and in operating room settings along with didactic instruction prepare the student for the clinical practicum component of this course.

ST 101-Introduction to Surgical Technology (6)

• Cultural Competence

Provides an overview of the functions of the surgical technologist in the perioperative environment. Develops the fundamental concepts and principles of microbiology, asepsis, pharmacology, anesthesia, ethical and legal considerations, patient care, all-hazards preparation, and teamwork.

ST 105-Clinical Practicum (5)

Prerequisite: ST 100

Develops surgical technology concepts, attitudes, and skills needed by students to perform as professional members of a surgical team. Demonstration of proficiency is essential during the perioperative phases of surgical procedures.

ST 120-Surgery Essentials (3)

Prerequisites: MDA 108 or MDA 109, BI 103 and BI 104

Provides an introduction to the surgical environment and to the essential skills required of a surgical technologist. Emphasizes the fundamental concepts of sterile technique, critical thinking, and professionalism. Application and demonstration of essential surgical technology skills and concepts are required to advance in the program.

ST 200-Fundamentals of Surgical Technology II (12)

Prerequisite: ST 100

Provides the student with theory and practice related to the dynamic role of the surgical technologist in classroom, laboratory, and clinical settings. Preceptored clinical experiences focus on participation during complex surgical procedures, advancement of skill level, and critical thinking.

THR: Theater

THR 101-Introduction to Theatre (3)

• Gen Ed Arts

Prerequisites: (EN 70 or EN 75) OR [(EN 50A or EN 61) and EN 52] OR (ESL 95 and ESL 99) OR (ESL 72 and ESL 73) OR Corequisite: EN 75

Introduces the history of drama and the theatre through reading, viewing and discussing plays.

THR 102-Introduction to Acting (3)

Offers a basic study of acting, through both a historical perspective and in-depth exercises.

THR 107-Improvisation I (3)

Provides students with a basic overview of modern improvisation techniques. Emphasis will be placed on techniques used to build confidence, creativity, critical thinking, and learn team building skills. Course offers an introduction of improvisation as a tool for professional auditions and performances.

THR 108-Theatre Ensemble I (3)

Provides students with an opportunity to explore the creation of a piece of theatre from the beginning stages of research, improvisation, script writing, and other play creation techniques to a final production on or off campus. Emphasis will be placed on techniques used to build confidence, creativity, critical thinking, and learn team building skills. The course will use multidisciplinary research skills on topics that are important to the class to bring a vibrant theatre piece with a strong community focus.

THR 121-Stagecraft (3)

Explores all technical aspects of play production, with emphasis on set construction, scene painting, properties and stage lighting. Provides laboratory experience in conjunction with campus theater productions.

THR 203-Fundamentals of Directing (3)

Addresses problems in playwriting, directing and acting. Students work on scenes and/or one-act plays.

THR 204-Production Survey (1)

Students participate in a campus theater production as a member of the production crew. May be taken for credit three times.

THR 205-Acting Survey (1)

Prerequisite: Permission of the instructor

Students participate in a campus theater production as a member of the cast. May be taken for credit three times.

THR 206-Advanced Acting (3)

Concentrates on characterization and dramatic improvisation.

THR 207-Improvisation II (3)

Prerequisite: THR 107

Explores advanced improvisation techniques for public presentation. Emphasis will be placed on advanced techniques used to build confidence, creativity, critical thinking, and learn team building skills. The class offers an in-depth exploration of improvisation as a tool for professional auditions, performance, and character building.

THR 208-Theatre Ensemble II (3)

Prerequisite: THR 108

Explores advanced methods and execution of creating, rehearsing, and producing a piece of theatre through creativity, critical thinking, and team building skills. The course will use advanced multi-disciplinary research skills on topics deemed socially relevant by the class and through improvisation, script writing, and other play creation techniques, the class will present a vibrant theatre piece with a strong community focus.

THR 212-Theatre Internship (3)

Offers an intensive study of theatrical performance, including both acting and stagecraft assignments. Students prepare a theatrical production for presentation during the summer.

Continuing Education & Workforce Development

The FCC Continuing Education & Workforce Development team provides programs that reflect the needs, interests and trends in business and industry, and programs that promote the personal and professional growth of the community.

A wide range of non-credit courses are offered in day, evening, weekend, and online formats that appeal to people of all ages with busy lifestyles. Continuing education courses represent leading-edge curricula and quality instruction. Instructors are generally field practitioners who bring first-hand knowledge to the classroom. The courses that provide students with hands-on training utilize state-of-the-art equipment. In addition, all courses can be tailored to the applications of individual businesses through customized training contracts within parameters convenient to the companies.

Partnerships

The Continuing Education & Workforce Development team has developed numerous partnerships in order to provide the community greater resources and access to training. Our partners include Frederick Memorial Healthcare Systems Wellness Center, and Frederick County Workforce Services. Additional partnerships to note are: SCORE, Goodwill Monocacy Valley, Frederick County Chamber of Commerce, Frederick County Sheriff's Office, Maryland State Department of Education (MSDE), Maryland Emergency Management Agency (MEMA), U. S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), FEMA Independent Study Program and Jacobs Technology, Inc., U. S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Training and Education Division (NTED), and InfraGrad.

MACEM

The Mid-Atlantic Center for Emergency Management (MACEM) at FCC provides academic and career credentials, professional services, community engagement, and serves as a resource to meet the challenges of a prepared and resilient nation. For more information about continuing education or contract courses, contact 240.629.7970.

Workforce Development & Career Training

Today's work environment requires each person to have a broader range of skills and communication abilities than ever before.

Workforce development courses are designed in conjunction with professional organizations, as well as area businesses and industries. Programs are intended to enhance and update skills or provide entry-level career training. Courses include those which prepare individuals for national certification and licensing examinations or for recertification/licensing. For more information, call 240.629.7905.

FCC Business Solutions

Frederick Community College prepares organizations and their employees to meet the challenges of a diverse, global society through quality, accessible, innovative training, and development.

Business Solutions allows businesses to quickly and efficiently access training that is tailored to their specific needs, training that is of professional quality, competitively priced and is delivered by local workforce development professionals.

By examining what our customers need, Business Solutions has established itself as Frederick County's premier local training provider.

For more information, call 240.629.7982.

Adult Education Programs

GED Preparation

The college offers adult diploma programs that help to improve the basic skills needed at work, at home, and in everyday life.

Courses prepare students to take the GED exam and earn a high school diploma. Instruction is given in math, reading, social studies, English, and writing and is tailored to the skill level of the student. GED practice tests are available for those who complete the program and advisement and counseling are accessible for those who wish to continue with job training or a college education. All classes are offered free of charge. For more information call 240.629.7962.

External Diploma Program

Designed for mature adults who have learned life skills at work, at home, and in the community, the External Diploma Program provides an opportunity to earn a high school diploma through independent study and portfolio development. Students study and complete assignments on their own and meet with advisors/assessors at scheduled weekly sessions. Tuition for the External Diploma Program is \$200. For more information, call 240.629.7962.

Community Based English as a Second Language

The college offers English courses for persons who want to learn or improve their English. Course size is small to meet the needs of the students. Intensive instruction is given in listening, speaking, reading and writing. Students also learn about the American culture and democracy. Courses are open to adults over 16. The Beginning and Intermediate courses are free of charge. There is a charge for Advanced Level courses. Students are tested to determine class placement. For academic English as a Second Language classes, see pages 9 & 171. For more information call 240.629.7962.

Personal Enrichment

The Personal Enrichment program offers opportunities for people of all ages to explore new interests and hobbies, become more self-reliant, develop healthier lifestyles and enhance life experiences. Course lengths range from several hours to several weeks.

Check www.frederick.edu/QuickEnroll for the latest list of courses.

Youth Programs

Our Youth Programs offer extensive course selections for children and adolescents. Courses build on existing skills while exploring interests and introducing new ideas. Course lengths range from several hours to several weeks.

Call 301.846.2661 for more information.

Institute for Learning in Retirement (ILR)

The ILR program at FCC offers a broad range of affordable courses and Learning on Location experiences designed for adults age 55 and older. There are no tests or grades in ILR, only stimulating ways to tickle the brain and indulge one's curiosity in the company of other lifelong learners.

To receive a course schedule for the Institute for Learning in Retirement, call 301.624.2405 or go to www.frederick.edu/QuickEnroll to view the list of current classes.

Motorcycle Safety Program

Our Motorcycle Safety programs are taught by Motor Vehicle Administration and Motorcycle Safety Foundation certified instructors. Basic Rider and Alternate Basic Rider prepare students for a Class "M" license.

Riders are to provide their own riding gear, which includes a DOT certified helmet, eye protection, jacket, full-fingered gloves, long pants and sturdy over-the-ankle footwear. To complete a course, riders must pass a knowledge and skill test administered at the end of the course.

Check www.frederick.edu/QuickEnroll or call 301.624.2820 for the most current schedules.

FCC Foundation Scholarships

The FCC Foundation has scholarships available for students who enroll in continuing education programs. While some scholarships are available for any programs, others are restricted to students registering for a specific course.

Students interested in applying for Continuing Education scholarships should ask their advisor for an application or email foundation@frederick.edu and include *CE scholarships* in the subject line.

Note: Courses of Interest (non-degree seeking) are not eligible for Federal Financial Aid.

Continuing Education Programs of Study

Non-credit courses. Fee structure for courses is subject to change. Consult the current Continuing Education class schedule. Courses not eligible for federal financial aid.

Accounting & Bookkeeping

Learn essential skills, become proficient with accounting software and/or prepare for the QuickBooks Certification Exam. Course content includes adjusting book entries, correction of accounting errors, basic book and tax depreciation, basic payroll and inventory accounting management. Specific classes also focus on necessary skills and information to start, operate and expand a business, as well as QuickBooks, financial planning, and tax issues.

Recommended Courses

ONL 223 Accounting Fundamentals
ONL 224 Accounting Fundamentals II
ONL 162 Introduction to QuickBooks 2013
ONL 167 Intermediate QuickBooks 2013
ONL 192 Introduction to QuickBooks 2016
ONL 191 Intermediate QuickBooks 2016

Trades & Vocational Training

Heating Ventilation and Air Conditioning (HVAC)

Introduces student to the basics of electricity and controls, function, and components of air conditioning and heating systems. The series of courses provides instruction on repairing and troubleshooting; designing, assembling and operating a working refrigeration system; understanding electrical diagram and mechanical principles of heating systems; and practicing efficient operation and maintenance techniques.

Recommended Courses

HVC 121 Fundamentals of HVACR
HVC 122 Controls for HVACR
HVC 123 HVAC Installation & Troubleshooting
HVC 125 Fossil Fuels & Hydronic Heating

Welding

Introduces student to the basics of welding including the equipment used and safety procedures. The series of courses provides instruction to gain certifications in structural steel positions. Learn the difference in welds using STICK, TIG and MIG welding equipment, positioning for structural steel welds and techniques required to make quality structural steel welds.

Recommended Courses

WLD 160 Introduction to Welding
WLD 161 Advanced Welding: SMAW
WLD 162 Advanced Welding: GTAW
WLD 163 Advanced Welding: GMAW
WLD 164 Advanced Welding: SMAW 4G
WLD 165 Welding Symbols & Blueprint Reading

Automotive Technology

Enter the field by developing a working knowledge of vehicle operations and maintenance. Become familiar with key functions, critical components, tools and parts identification and use, as well as workplace safety guidelines. Understand service technician tasks and responsibilities while acquiring the knowledge and skills to assist experienced mechanics with repairs and maintenance. Participate in Workplace Excellence discussions to develop an understanding of employer expectations in today's economy.

Recommended Courses

TRD 258 Introduction to Automotive Technology
TRD 259 Basic Automotive Mechanics Externship

Electrical

Introduces student to the basics of electricity, electrical calculations, basic electrical circuits, the National Electrical Code, wiring methods and materials, wiring protection, equipment wiring requirements, special conditions wiring requirements, and low voltage systems.

Recommended Courses

ELC 120 Fundamentals of Structural Wiring
ELC 121 Residential Electric
ELC 122 Commercial Electric
ELC 123 Specialized Systems

Early Childhood Development

Child Care

Learn to work effectively with young children by understanding the basic growth and developmental principles including social, emotional, physical and intellectual developmental stages. Discover materials and methods used to create activities for young children that advance physical, cognitive, communicative, creative and social skills. Examine the normal stage of child development, health, feeding, play, rest, abuse, as well as appropriate activities for socialization, positive guidance techniques, and skills to enhance parent/caregiver communication.

Child Care 90-Hour Certificates

Child Care Teacher Infant/Toddler:

- CHI 300 Child Growth and Development (online) and
- CHI 311 Infant and Toddler Care (online)

Child Care Teacher Preschool:

- CHI 300 Child Growth and Development (online) and
- CHI 301 Preschool Curriculum & Activities (online)

Child Care Teacher School Age:

- CHI 300 Child Growth and Development (online) and
- CHI 302 School Age Child Care (online)

Child Care Director Teacher:

- One of the above 90-hour certificates plus
- CHI 310 Child Care Administration (online)

Healthcare and Wellness Careers

Certified Nursing Assistant

Become a Certified Nursing Assistant and Geriatric Nursing Assistant in three to six months. Learn about basic patient care skills, your role as a member of the healthcare team, disease processes, infection control, and safety issues. Combined with the clinicals, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. The program requires study time outside of class and includes tests, both written and skills, which must be passed prior to starting the clinical sessions.

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Prerequisites: EN 75 (or EN 52) or ESL 72 placement. Proof of being 18 years or older at time of registration. A current American Heart Association Basic Life Support CPR Card must be obtained prior the Clinical Practicum. Other requirements: evidence of negative TB tests or chest X-ray, proof of immunization, and physical examination. Students are required to undergo a background investigation, drug testing, and fingerprinting. All testing and background/fingerprinting and drug testing fees. Students must register for CAH 145 and CNA part 1, CNA part 2 and CNA clinical.

Course Requirements

CAH 145 Foundations for Healthcare Careers
CAH 132 Certified Nursing Assistant Part I
CAH 133 Certified Nursing Assistant Part II
CAH 114 Clinical Practicum

Students must successfully complete assessment testing at the Testing Center prior to registration and successfully complete prerequisites: Foundations for Healthcare Careers (CAH 145).

Dental Assistant

Debuting in a brand new Dental Lab in 2018, the FCC Dental Assistant Training Program is designed to prepare individuals to become productive members of dental teams as professional dental assistants. The FCC program is developed using the guidelines, standards and requirements of the Dental Assisting National Board (DANB) in preparation for the National Entry Level Dental Assisting (NELDA) Certification.

Medical Billing/Coding

This course series prepares students for the AAPC Certified Professional Coder (CPC) national exam, which is included in the program. Students learn medical terminology and how to use the coding manuals for CPT ICD10 and HCPCS to describe and document medical services.

Recommended Courses

ONL 401 Medical Terminology Online
ONL 526 Introduction to Basic Anatomy and Physiology
CAH 250 Medical Coding for the Physician's Office

Patient Care Technician

This course is designed for certified nursing assistants (CNAs) to learn more advanced care skills within the CNA scope of practice or work as a Patient Care Technician in hospitals or other healthcare settings. Students will learn advanced skills for complex care settings and situations including : sterile technique, phlebotomy, EKG, glucose monitoring, enteral nutrition, respiratory care, IV therapy, advanced wound care, urinary catheterization, pre/post surgical care and pediatric patient care.

Recommended Courses

CAH 513 Patient Care Technician

Phlebotomy Technician

Phlebotomy technicians work in physician's offices, hospitals, clinical labs, and blood donation sites. Students will learn all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Our program offers clinical practice with experienced phlebotomists at local health care facilities to give you hands-on experience. This program prepares you to take several national certification exams.

The program requires study time outside of class and includes tests, both written and practical (hands on) skills, which must be passed prior to starting the clinical sessions.

Prerequisites: EN 75 (or EN 52) or ESL 72 placement. Proof of being 18 years or older at time of registration. A current American Heart Association Basic Life Support CPR card obtained prior to the clinical practicum. Other requirements: evidence of negative TB tests or chest X-ray, proof of immunizations, physical examination. Students are required to undergo a background investigation (included in fees). Students must register for CAH 145, CAH 483, CAH 484 and CAH 466.

Course Requirements

CAH 145 Foundations for Healthcare Careers
CAH 483 Phlebotomy Technician Preparation 1: Theoretical Applications
CAH 484 Phlebotomy Technician Preparation 2: Practical Applications
CAH 466 Phlebotomy Technician Clinical

Sterile Processing Technician

This program prepare students to become competent sterile processing technicians and prepares participants for the Certified Registered Central Service Technician (CRCST) certification and offered by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). The 400 hour externship prepares students for full CRCST IAHCSMM certification.

Prerequisites: EN 75 (or EN 52) or ESL 72 placement. Provide proof of being 18 years of age or older at time of registration.

Prior to Externship: Provide evidence of a negative TB test or chest X-ray. Undergo a physical examination and provide proof of up-to-date immunization titers. Current American Heart Association Basic Life Support CPR card or SAF 157 - CPR Basic Life Support. Undergo a background investigation. Drug-testing may be required.

Course Requirements:

CAH 145 Foundations for Healthcare Careers
CAH 320 Sterile Processing Technician Training: Fundamentals
CAH 321 Sterile Processing Technician Training: Externship 1
CAH 322 Sterile Processing Technician Training: Externship 2
CAH 323 Sterile Processing Technician Training: Externship 3
CAH 324 Sterile Processing Technician Training: Externship 4

Hospitality, Culinary and Tourism Institute

Culinary Skills:

HCT 101 Culinary I
HCT 103 Sanitation and Food Safety
HCT 105 Culinary Baking

Hospitality Management:

HCT 102 Introduction to Hospitality Management
HCT 104 Event Management

Computers & Technology

CompTIA A +

If you are getting ready for a career as an information technology (IT) professional or personal computer (PC) service technician, the CompTIA A+ preparation course is a great first step on your path to certification. The course will build on your existing user-level knowledge and experience with PC software and hardware and present fundamental skills and concepts that you will use on the job. In this course, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventive maintenance of basic PC operating systems and hardware.

Recommended Courses

ONL 350 Basic CompTIA A+ Certification Prep
ONL 351 Intermediate CompTIA A+ Certification Prep
ONL 352 Advanced CompTIA A+ Certification Prep

CompTIA Network+

The CompTIA Network+ course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that you will use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network+ certification.

Recommended Courses

ONL 358 CompTIA Network+ Certification Prep

CompTIA Security+

CompTIA® Security+® (Exam SY0-401) is the primary course you need to take if your job responsibilities include securing network services, devices, traffic, and your organization as a whole, including the physical security elements and operational security measures. It is also the main course you take to prepare for the CompTIA Security+ Certification examination. Build on your knowledge and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. This course can benefit you in two ways. If you intend to pass the CompTIA Security+ (Exam SY0-401) Certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of computer security. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your computer security skill set so you can confidently perform your duties in any security-related professional role.

Recommended Courses

ONL 360 CompTIA Security+ Certification Prep 1

ONL 361 CompTIA Security+ Certification Prep 2

Web Design and Programming

Design: Focusing on the look and feel of a website, instruction is based on popular platforms including HTML and CSS.

Programming: Offering instruction on the most popular and widely used programming languages shared across open source and Microsoft platforms today. Course offerings applicable to both corporate and government applications, include C#, Java and SQL.

Recommended Courses

ONL 101 Creating Web Pages

ONL 505 Creating Web Pages II

ONL 195 Introduction to CSS3 and HTML5

ONL 196 Intermediate CSS3 and HTML5

Makerspace

Gather, collaborate, invent, and learn in a Makerspace. FCC offers a hands-on, creative DIY workshop for students and the community. Makerspace offers 3D printers/scanners, a laser cutter, hardware supplies, shop tools, computer stations, and 3D mechanical design software designed to fuel imaginations and inspire creativity.

Recommended Courses

MKR 105 Discover 3D Printing

MKR 106 Explore Robotics with the Arduino

MKR 107 Makerspace Open Lab - 10 Hour

MKR 108 Makerspace Open Lab - 5 Hour

MKR 109 Motor Control Using the Arduino

MKR 110 Power On! Electronics Basics

MKR 111 Power On! Electronics Transistors and Chips

MKR 112 Solidworks: 3D Modeling and Engineering

MKR 113 The Inputs and Outputs of Physical Computing with Arduinos I

MKR 115 Microcontroller Fundamentals

MKR 114 The Inputs and Outputs of Physical Computing with Arduinos II

Computer & Software Applications

Develop beginning, intermediate and advanced skills with computer applications courses. Expert instructors provide essential tools, in-depth knowledge and hands-on training in workshops featuring Microsoft Office and more.

Recommended Courses

CMS 259 Microsoft Foundation Series

CMS 277 Microsoft Word: Level 1

CMS 278 Microsoft Word: Level 2

CMS 283 Microsoft Excel: Level 1

CMS 281 Microsoft Excel: Level 2

ONL 175 Introduction to Microsoft Excel 2013

ONL 182 Intermediate Microsoft Excel 2013

Project Management

Whether you are an experienced project manager seeking advancement in your career by earning the Project Management Professional certification or are just considering entering the rapidly growing field of project management, you will find what you need at FCC. Every profession has projects and all projects need project managers! The combination of people skills and management techniques taught will provide you with a variety of employment options and potential for career growth.

Recommended Courses:

ONL 525 Project Management Fundamentals

ONL 524 Project Management Applications

Real Estate

Focus on Maryland Real Estate Commission requirements for real estate and home inspection while preparing for the Maryland Real Estate licensing examination and/or the National Home Inspector Examination in the FCC pre-licensure courses.

Recommended Courses

CPD 323 Home Inspection Pre-Licensure

REA 203 Principles and Practices of Real Estate in Maryland

Veterinary Assistant

This comprehensive training program, consisting of 4 non-credit courses and a supervised clinical practicum, totals 256 hours, and provides the basic knowledge and skills needed for an entry-level position in a veterinary hospital.

Beginning in Fall 2017 and ending in April 2018, this program requires students to successfully complete a series of classes in order to receive the FCC Certificate of Completion.

Clinical Practicum: During this portion of the program, students gain hands-on experience in local veterinary hospitals. As the Veterinary Assistant Training also uses live animals for teaching purposes in lab settings, Frederick Community College takes all necessary safety precautions when students interact with live animals; however, students must be aware that live animals by nature may not be absolutely controlled. Frederick Community College does not provide medical insurance for injuries.

Prerequisites: Prior to registering for Veterinary Assistant courses, students are required to either validate previous successful college courses (C or above in reading and math) or test into EN75 (or EN52) and score a 64 or higher on the elementary algebra math assessment. Students must be a minimum of 18 years of age and have a high school diploma or GED®. The Veterinary Assistant training program is eligible for the FCC payment plan.

Course Requirements

- CAH 145 Foundations for Healthcare Careers
- VET 130 Veterinary Assistant I
- VET 131 Veterinary Assistant II
- VET132 Veterinary Assistant Clinical

**** Non-credit courses. Fee structure for the above courses is subject to change. Consult the current Continuing Education class schedule. Courses not eligible for financial aid.***

Continuing Education Course Descriptions

Accounting & Bookkeeping

ONL 223–Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

ONL 224–Accounting Fundamentals II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in the introductory accounting course to provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you'll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

ONL 162 Introduction to QuickBooks 2013

Learn how to efficiently control the financial aspects of your business and/or home by mastering the QuickBooks tools you need to set up a chart of accounts, track inventory and receivables, reconcile checking accounts, print invoices, track payables, create estimates, and generate reports.

ONL 167 Intermediate QuickBooks 2013

In this course, go beyond the basic introductory concepts by utilizing more advanced features and applications, including managing multiple company files, exporting/importing list data, entering price levels and tracking discounts and credits, creating customer statements, tracking mileage, and more. This course is designed for those QuickBooks users who already have a good grasp on the basics or have successfully completed the Introduction to QuickBooks 2013 course.

ONL 192–Introduction to QuickBooks 2016

Gain control of your financial accounting using this powerful software program, including how to create statements and invoices and track payables and receivables. QuickBooks is designed for individuals needing a fully functional accounting system that's also quick and easy to use. In just 12 lessons, students will master the tools required to take control of their personal or business financial accounting needs.

ONL 191–Intermediate QuickBooks 2016

Go beyond the basic features and learn how to use QuickBooks to its full potential. This course helps you master QuickBooks' more advanced features and applications, including managing multiple company files, exporting and importing list data, making journal entries, managing inventory, monitoring discounts/credits, and tracking business vehicle mileage. The course concludes with a discussion on how to track loans and use the budgeting feature to better plan and control your business. Whether you're a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, this course will make you more confident and secure in accounting for your business.

Trades & Vocational Training

See Building Trades course descriptions in Academic section on pages 108 & 109.

TRD 258–Introduction to Automotive Technology

This course will introduce students to the automotive service industry. The course will familiarize students with the functions and operation of key components, vehicle inspections, tool and part identification/use, and shop safety. Students will also explore career paths and industry certifications. The program includes Workplace Excellence curriculum, which is designed to help participants understand and deliver what employers demand today. Students that successfully complete this course will be able to participate in the associated externship.

TRD 259–Basic Automotive Mechanics-Externship

This 90 hour supervised, hands-on automotive repair externship will expand on topics introduced in Introduction to Automotive Technology. Individual experience will vary based on host's location workload, but a standard skills checklist will ensure all students meet the same goals. T-shirts will be provided to wear during the externship.

Early Childhood Development (CHI)

CHI 300–Child Growth and Development

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool infant-toddler, or school age) are required to complete the 90-hour certification for child care. Aligns with MD Staff Credential (proposed) levels 2-4.

CHI 301–Preschool Curriculum and Activities

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. Aligns with MD Staff Credential (proposed) levels 2-4. This course and Child Growth & Development 45 hours are required to complete the 90-hour child care certification.

CHI 302–School Age Child Care

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children.

CHI 310–Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors.

CHI 311–Infant and Toddler Care

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers, and also satisfies the 9-hour communication skills requirement.

Healthcare and Wellness Careers

CAH 145–Foundations for Healthcare Careers

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

Note: Students must successfully place into EN 75 (or EN 52) or ESL 72 before enrolling in this course. This course is the required prerequisite to the Certified Nursing Assistant, Phlebotomy Technician, and Sterile Processing Technician Programs.

CAH 132–Certified Nursing Assistant Part I

Become a Certified Nursing Assistant in just a few weeks. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with the clinicals, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. The program requires study time outside of class and includes tests, both written and practical (hands on) skills, which must be passed prior to starting the clinical sessions.

CAH 133–Certified Nursing Assistant Part II

Part II is a continuation of Part I.

CAH 114–Certified Nursing Assistant Clinical Practicum

Students will participate in supervised clinical rotations with experienced, certified nursing faculty in local health care facilities and will interact with residents performing all the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.

CAH 250–Medical Coding for the Physician's Office-AAPC

Prepare for the AAPC national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-10 and HCPCS to describe and document medical services. Cost includes first years membership in AAPC, and Certified Professional Coder (CPT) certification exam. The certification exam will be scheduled approximately 2 weeks following the last class.

CAH 513–Patient Care Technician

Students will learn advanced skills for complex care settings and situations including: sterile technique, phlebotomy, EKG, glucose monitoring, enteral nutrition, respiratory care, IV therapy, advanced wound care, urinary catheterization, pre/post surgical care and pediatric patient care.

ONL 401–Medical Terminology (online)

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool as well as interesting information provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning culminates in the interpretation of medical notes.

ONL 526–Introduction to Basic Anatomy and Physiology

This course is designed to provide an overview of basic anatomy and physiology to students preparing for the medical coding AAPC certification class. The course begins with an explanation of the nature of matter and principles of chemistry, cell anatomy and physiology and principles of genetics. The anatomy and physiology of the 11 organ systems and their structure and functions are introduced. Lessons include information about specific disorders and conditions and recent advances in medicine.

CAH 483–Phlebotomy Technician

Preparation I: Theoretical Applications

In Part I, Theoretical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Part II: Practical Applications. The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. The program prepares students to take several national certification exams. Prerequisites: Placement into EN 75 (or EN 52) or ESL 72 and CAH 145 Foundations for Healthcare Careers. Must be at least 18 years of age to register. No GED or HS diploma required. Program Requirements (submitted prior to clinical course): current American Heart Association CPR Basic Life Support card, proof of negative TB test or chest X-ray, physical examination, proof of up-to-date immunizations, undergo background investigation (fees for background check included in the course).

CAH 484–Phlebotomy Technician Preparation II: Practical Applications

Practical Applications is a continuation of Part I: Theoretical Applications. In this course students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling and identifying complications related to blood collection and medical errors. Students train on a variety of procedures and techniques for typical and special populations clients. Special topics in specimen uses for testing in forensics, workplace and sports are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and on-site clinical practice with experienced phlebotomists at local health care facilities to give students hand-on professional experience and prepares students to take several national certifications. The program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course.

CAH 466–Phlebotomy Technician Clinicals

Participate in 100 hours of supervised clinical rotations with experienced phlebotomists in local health care facilities. Students will perform 100 supervised venipunctures. Individual skills and execution will be evaluated daily.

CAH 320 Sterile Processing Technician Training: Fundamentals

This continuing education course trains individuals to become competent sterile processing technicians and prepares participants for sterile processing technician certification. Upon completion of training, students receive a Certificate of Completion and are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Material Management (IAHCSCMM). The course will cover the following topics: anatomy and physiology, microbiology, instrumentation (identification of and handling of), safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. This course has both a lecture and interactive lab component in the classroom where students will receive hands-on experience with instruments and wrapping techniques. Prerequisites: Placement into EN75 (or EN 52) or ESL 72 and CAH 145 Foundations for Healthcare Careers. Must be at least 18 years of age to register. No GED or HS diploma required. Program Requirements (submitted prior to clinical externship course): current American Heart Association CPR Basic Life Support card, proof of negative TB test or chest X-ray, physical examination, proof of up-to-date immunizations (titers). Undergo background investigation, drug testing and fingerprinting (fees for these included in the course).

CAH 321-324 Sterile Processing Technician Training: Externship 1-4

This series is a continuation of training for students completing the Sterile Processing Technician Training Fundamentals course and required for Registered Central Service Technician (CRCST) full certification issued by the International Association of Healthcare Central Service Material Management (IAHCSCMM). These externships offers students direct experience in the field to prepare for employment and/or fulfillment of the 400 hour field experience required for those seeking full CRCST certification. Students gain first-hand experience in many of the following areas: general cleaning, wrapping and packaging, instrument and procedure tray assembly, sterilization, sterile storage, patient care equipment, care carts, linen folding and distribution.

SAF 157–CPR: Basic Life Support

Using the American Heart Association guidelines, this course is designed to teach the skills of CPR for victims of all ages. Includes ventilation with a barrier device, bag-valve mask device, oxygen, use of an automated external defibrillator (AED), and how to relieve foreign body airway obstruction. Intended for participants who work in a health care setting and are required to take a Health Care Provider course for their employment. Course completion card is issued for all participants in a Basic Life Support for Health Care Provider course who successfully complete the written examination and demonstration.

SAF 156–CPR: Heartsaver/First Aid/AED

This Heartsaver, First Aid and AED course includes adult CPR and is designed for the lay person and first responder. The first aid section includes first aid basics, medical emergencies, injury emergencies and environmental emergencies applicable to all age categories. The CPR section presents basic techniques of Adult CPR, use of barrier devices during rescue breathing, and how to use an automated external defibrillator (AED).

Fee Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to AHA.

Hospitality, Culinary and Tourism Institute (HCTI)

See HOS course descriptions in Academic section on pages 130-131.

Computers & Technology

ONL 101–Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. Students will also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

ONL 195–Introduction to CSS3 and HTML5

Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS3 and HTML5. CSS3 and HTML5 not only make it easier for you to build and manage large Web sites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for CSS3 and HTML5. This course will provide you with the foundation needed to master two critical and fast-growing new Web languages.

ONL 196–Intermediate CSS3 and HTML5

Today's websites require streamlined code that adapts to a variety of devices, screen resolutions, Web browsers, and user needs. CSS3 and HTML5 are the keys to creating that, and they're the foundation upon which all modern websites built (not to mention many mobile apps, games, and even desktop apps). In this course, take your CSS and HTML skills to the next level and learn how to create professional-quality websites. Students will find out the methods the pros use to quickly build effective sites that are easy to maintain and modify, discover how to ensure creative control over every aspect of a site, and master specific techniques for using background images and controlling opacity, visibility, and scrollbars. Students will create effects for touch screens like the iPhone and iPad. Students will also discover wonderful easy-to-code methods for creating responsive layouts that scale well to all screen sizes and devices.

ONL 350–Basic CompTIA A+ Certificate Prep

Discover the hardware common to virtually every personal computer from microprocessors, RAM and power supplies to motherboards, BIOS, CMOS, the expansion bus and input/output devices. Find out how it all works and how to configure these elements together. Learn how to troubleshoot in real world environments. Acquire foundational knowledge necessary for additional CompTIA A+ certification studies and the 220-801 and 220-802 exams.

ONL 351–Intermediate CompTIA A+ Certification Prep

Delve into the world of Windows and learn how to install, organize, maintain, and troubleshoot Windows XP, Vista, and 7. Examine and compare features and structures to gain a deeper understanding of how virtualization and virtual machines are utilized in modern networks. Learn about printers and printing technologies. Second of three courses in the CompTIA A+ Certification Exam Prep cycle. Move onto Advanced to fully prepare for the 220-801 and 220-802 exams.

ONL 352–Advanced CompTIA A+ Certification Prep

Learn how to select, install, and service video, sound, and portable computers. Acquire essential wired and wireless networking skills and study all the aspects of computer security. Gain insight into adding mobile devices to a computing environment. Final of three courses in the CompTIA A+ Certification Exam Prep cycle for the 220-801 and 220-802 exams.

ONL 358–CompTIA Network+ Certification Prep

This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-005 and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. NOTE: Certification exam is not included in course price.

ONL 360–CompTIA® Security+ Certification Prep 1

Delve into key concepts and terminology in preparation for the CompTIA SY0-401 exam. In this first of two prep courses, gain a thorough understanding of computer and network security including compliance and operational security, incident response, threat awareness, and business continuity. Focus on malware and social engineering attacks as well as wireless threats, vulnerabilities, and protective measures. Includes practice questions to reinforce new knowledge. CompTIA Security+ professionals earning certification prior to 1/1/2011 are lifetime credential holders. Individuals earning certification after 1/1/2011 are required to renew this credential every three years.

ONL 361–CompTIA® Security+ Certification Prep 2

This course, the second of two courses, reviews the key terminology and concepts needed to ace the SY0-401 exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid in learning. All of the content is geared toward helping students prepare to pass the SY0-401 exam, so they can leave the test center with your Security+ passing score in hand. Certification exam is not included in course price.

ONL 505–Creating Web Pages II

Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. In these lessons, learn to write HTML code for page content and CSS code for page styling. Master cutting-edge techniques that take advantage of HTML5 and CSS3, the latest versions of the languages used to create modern websites. With the help of step-by-step instructions, students will build interactive websites that collect information from visitors through email signup and feedback forms. In addition, learn the latest and most effective techniques for presenting layouts and video that work in any browsing environment from a desktop computer to a mobile device. Along the way, explore aesthetics, color scheming, and accessible Web page design. And don't worry if you have only the most basic exposure to Web design! This course walks you all the way through to purchasing and uploading your site to a remote server. You won't need any special software besides the text editor that comes installed with your computer. Whether you're a beginner or an experienced Web designer wanting to update and enhance your skills, this course is perfect for you. In just a few weeks, students will be designing state-of-the-art websites that offer all the sophisticated elements that today's Web users expect to see.

MKR 105–Discover 3D Printing

This course provides an overview introduction to 3D printing. Topics include 3D printing concepts, terminology and methods, and hands on printing safety and skills. This course will prepare you for utilizing the FCC Makerspace 3D printers in open labs. The FCC Makerspace is a technical prototyping laboratory space for innovation and invention, providing stimulus for local entrepreneurship and provides a platform for learning and innovation: a place to play, create, learn, mentor, and invent.

MKR 106–Explore Robotics with the Arduino

Build your own robot! This introductory course in robotics builds on the programming and hardware knowledge learned in the previous prerequisite courses "The Inputs and Outputs of Physical Computing with Arduinos I & II" and "Motor Control using the Arduino" and provides a foundation for further study in robotics and software programming. Students will use the Arduino micro controller together with a kit that provides a platform for lessons in robotics. Course activities include building and programming a robot, and Arduino sketches are developed and uploaded to run on the device. Students will take their project home to continue their exploration of robotics on the popular Arduino platform.

MKR 107–Makerspace Open Lab - 10 Hour

Explore the creative possibilities of the FCC Makerspace. Learn to use specialized equipment to make a special project, prototype an idea, or just try out new technology. Our Makerspace is equipped with 3D printers, a laser cutter and a CNC router. We've provided the option for 5 and 10 hour sessions which can be renewed to make time for projects that require more time. Come for all or part of the weekly open lab sessions. Lab hours are posted at www.frederick.edu/makerspace. After registration, individual schedules are reserved by contacting Makerspace staff at makerspace@frederick.edu. Schedule early as open lab hours are limited. Plan for fifteen minutes of your initial visit to include an orientation to the policies and procedures for the space. For those that wish to independently operate the lab equipment, additional training time will be required to learn the safety and function of the equipment. Fees include access to basic hand tools. Bring your own supplies that have been approved for use or purchase supplies at the bookstore. Encourage your like-minded colleagues to enroll and spark creativity as you collaborate and share ideas.

MKR 108–Makerspace Open Lab - 5 Hour

Explore the creative possibilities of the FCC Makerspace. Learn to use specialized equipment to make a special project, prototype an idea, or just try out new technology. Our Makerspace is equipped with 3D printers, a laser cutter and a CNC router. We've provided the option for 5 and 10 hour sessions which can be renewed to make time for projects that require more time. Come for all or part of the weekly open lab sessions. Lab hours are posted at www.frederick.edu/makerspace. After registration, individual schedules are reserved by contacting Makerspace staff at makerspace@frederick.edu. Schedule early as open lab hours are limited. Plan for fifteen minutes of your initial visit to include an orientation to the policies and procedures for the space. For those that wish to independently operate the lab equipment, additional training time will be required to learn the safety and function of the equipment. Fees include access to basic hand tools. Bring your own supplies that have been approved for use or purchase supplies at the bookstore. Encourage your like-minded colleagues to enroll and spark creativity as you collaborate and share ideas.

MKR 109–Motor Control Using the Arduino

Motor control is the key to building a robot or car on the Arduino platform. In this workshop, students will use the Arduino micro controller together with a kit that provides a platform for lessons in motor control. This course reviews the programming methods, including structure and variables of coding Arduino, while taking the student further by specifically introducing the H-Bridge, how to build an H-Bridge on a breadboard and how to use the Arduino to do speed control of the H-Bridge for motor control. Arduino sketches will be used and uploaded to run on the device. Students can expand their repertoire of Arduino skills with the kit that they'll be taking home.

MKR 110–Power On! Electronics Basics

This hands on workshop uses breadboards to teach electronics fundamentals and prototyping of circuits. Students experiment with simple components and build simple circuits. Along the way they'll be introduced to the fundamental concepts of electrical engineering, including Ohm's Law, signal flow, as well as basic circuit analysis for analog circuits, and afterwards take home their completed project and kit to use and practice their skills.

MKR 111–Power On! Electronics Transistors and Chips

Prototype and build transistor circuits with the widely used 555 timer chip. This hands on workshop uses breadboards to teach the prototyping of circuits. Students experiment with simple components and build simple circuits. Students will expand their understanding of the concepts of electrical engineering, including Ohm's law, signal flow, and basic circuit analysis for digital and analog circuits. Students will take home completed project and kit to use and practice their skills.

MKR 112–Solidworks: 3D Modeling and Engineering

Explore the world of 3D modeling, design and engineering with a focus on real-world applications while leveraging one of the world's leading CAD/CAE software packages from Dassault Systems, SolidWorks. This introductory course will provide the student with an overview of mechanical design concepts, the 3D design and engineering workflow, as well as the features and capabilities of the SolidWorks CAD/CAE application. Classes are held in FCC's new Makerspace equipped with 3D printers, a laser cutter and CNC router. Though not a primary objective of this course, the knowledge gained can be applied towards preparation for the Certified Solidworks Associate exam.

MKR 113–The Inputs and Outputs of Physical Computing with Arduinos I

You've heard that you can do anything with Arduinos. Learn what it's all about in this hands on introduction to physical computing. Students will use the Arduino micro controller together with a kit that provides a platform for lessons in physical computing programming. The C programming language will be used to develop Arduino sketches which are uploaded to run on the device. This course introduces programming methods including structure and variables of coding the Arduino platform while learning about digital inputs and outputs as information is passed between Arduino and computer. Several projects are completed over the course of the class, and students can continue to hone their skills working on Arduino projects with the kit that they'll be taking home.

MKR 114–The Inputs and Outputs of Physical Computing with Arduinos II

Continue your exploration of the world of Arduinos. In this class students will use the Arduino micro controller together with a kit that provides the platform for lessons in physical computing programming. Expand your knowledge of Arduino sketches and the C programming language by developing Arduino sketches which are uploaded to run on the device. This course reviews the programming methods including structure and the variables of coding the Arduino and takes the student further into programming by introducing programming with functions and libraries. Students complete several projects during the course of the class and can continue exploring the world of physical computing with the kit they'll be taking home.

MKR 115–Microcontroller Fundamentals

Welcome to the world of microcontrollers! Learn the fundamental concepts of microcontrollers (small computers on a single integrated circuit) on the popular Arduino platform. Delve into the world of microcontrollers in a hands-on workshop utilizing electronic components to learn prototyping of electronic circuits with microcontroller operation. Use the breadboard to connect components to the microcontroller and then use prewritten code to program the Arduino to interact with components. Keep the kit to take home and use it to fine-tune your new skills.

Computer and Software Applications**CMS 259 Microsoft Foundation Series: Computer Skills**

Novice users and those looking for formal training in Microsoft Office skills will explore software skills needed in the workplace or for personal business. The following courses are recommended for individuals entering the workforce for the first time, returning after a long absence, or starting a new career. This course series covers beginning-level skills for the Windows operating system and popular applications including: Word used for creating documents, Excel for preparing spreadsheets and charts, and PowerPoint presentation software. Register for all four courses at a discounted series price (including Microsoft: Windows Basics, Microsoft Word: Level 1, Microsoft Excel: Level 1, and Microsoft PowerPoint: Level 1) or take each course individually at the price listed for each class. At the end of the course you will have established a foundational skill set in demand in every workplace setting.

CMS 277 Microsoft Word: Level 1

Learn the basic features and functions of Microsoft Word. Level 1 provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Word. After an introduction to terminology and Word's window components, learn how to use the Help system and navigate documents. Next, cover topics such as working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, you will be able to successfully move on to Microsoft Word, Level 2. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

CMS 278 Microsoft Word: Level 2

This course builds on skills and concepts taught in Microsoft Word: Level 1. Level 2 provides thorough intermediate skills training. Topics include creating a research paper, newsletter and promotional brochure and form, as well as using mail merge. Explore use of newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. After completing this course, you will be able to successfully move on to Microsoft Word: Level 3. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Word Level 1 or equivalent experience.

CMS 283 Microsoft Excel: Level 1

Learn the basic features and functions of Microsoft Excel. Level 1 provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. After an introduction to spreadsheet terminology and Excel's window components, cover topics such as entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, inserting and deleting columns, rows, and cells, creating charts, and more. After completing this course, you will be able to successfully move on to Microsoft Excel, Level 2. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

CMS 281 Microsoft Excel: Level 2

Build on the skills and concepts taught in Microsoft Excel: Level 1. Level 2 provides thorough intermediate training. Learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles and themes. You will apply advanced functions and explore data analysis tools, as well as learn to create tables and outlines and utilize graphics and templates. For comprehensive certification training students should complete Microsoft Excel Levels 1, 2 and 3. Prerequisites: Microsoft Excel: Level 1 or equivalent experience.

ONL 175 Introduction to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013. By the completion of this course you will utilize this vital Office 2013 application like a pro.

ONL 182 Intermediate Microsoft Excel 2013

Take your Excel skills to the next level! Master charting, Pivot Tables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2013, and discover how this powerful program can boost your productivity. You'll learn how to create informative, eye-catching charts and graphs and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

Project Management

ONL 525 Project Management Fundamentals

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You will learn how to plan, implement, control and close any type of project. You'll develop all sections of a project plan and become comfortable with the project management body of knowledge. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course and its followup (Project Management Applications) include essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

ONL 524 Project Management Applications

In this class you will learn how to recruit project team members and develop and motivate team leaders. You will discover how to adapt to different organizational cultures and work group characteristics, as well as gain valuable knowledge about project planning, control and data analysis tools. This course includes essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

Note: Requirements: Completion of Project Management Fundamentals (or equivalent experience).

Real Estate

CPD 323 Home Inspection Pre-Licensure

This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, heating & air conditioning, insulation and ventilation, fireplace and solid burning, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland. This course is eligible for a FCC payment plan. Please contact the Student Accounts Office at 301.846.2658 for details.

REA 203 Principles and Practices of Real Estate In Maryland

This course is designed for those planning to take the Maryland Real Estate Licensing Examination. Participants attending the required 60+ hours* and receiving a 70% or better on the final examination will receive a certificate to take the state examination. *The State of Maryland requires at least 60 hours of classroom instruction for students to sit for the Maryland Real Estate Commission Licensing Exam. There are no exceptions to this requirement. As such, students will be required to sign in/out and be on time for each class; those that arrive 10+ minutes late to a class will be considered absent for the entire class.

Veterinary Assistant

Prerequisites: Students are required to either validate previous successful college courses (C or above in reading & math) or testing into EN75 (or EN 52 or ESL 72) and score a 64 or higher on elementary algebra math assessment. Students must be a minimum of 18 years of age and have a high school diploma or GED.

CAH 145–Foundations for Healthcare Careers

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

VET 130–Veterinary Assistant I

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 1 of the veterinary assistant course series students will be introduced to veterinary office and hospital administrative procedures, communication and client relations. Students also learn Veterinary Pharmacy and Pharmacology, including filling medications, inventory control and vaccinations, and examination room procedures including small animal restraint, and basic clinical procedures to include, medical history documentation, vital signs recording, exam room grooming, dog and cat breed and gender recognition, basic nutritional requirements and topical medication application.

VET 131–Veterinary Assistant II

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 2 of the veterinary assistant course series students will be introduced to small animal nursing safety and care procedures, surgical preparation and assisting, veterinary laboratory procedures and radiology and ultrasound imaging processes. Students learn about quality nursing techniques and practices, the surgical process, from instrument identification and preparation, anesthesia, pre/post op care, to emergency and critical care. Students are introduced to Laboratory procedures including blood, urine and fecal sample collection and testing procedures and techniques. Students review the vet assistant's role in imaging procedures, imaging safety, quality control, and equipment and image care and maintenance.

VET 132–Veterinary Assistant Clinical

In the final course of the Veterinary Assistant series, students will gain hands-on experience and observation opportunities in a clinical setting while completing a clinical rotation at local veterinary clinics and hospitals, humane societies or animal shelters. Students are required to successfully complete a skills checklist documenting experience or observation in key areas of veterinary care and business operations within the purview of the veterinary assistant role.

Academic Regulations

Check the college website, www.frederick.edu, for the most up-to-date student policies and procedures.

Academic Standards Policy and Procedures

I. Philosophy and Scope

Frederick Community College ("FCC" or the "College"), with teaching and learning as its primary focus, strives to promote academic excellence in preparing an increasingly diverse student body to complete their goals of workforce preparation, transfer, career development, and personal enrichment with quality, innovative lifelong learning. In support of this mission, the Provost/Vice President for Academic Affairs (Chief Academic Officer) leads the College community in implementing the educational goals of the institution, and developing and upholding the academic standards and procedures of the institution to ensure academic excellence in instruction through the awarding of credit to our student body.

The College will establish academic standards in accordance with, but not limited to, the Code of Maryland Regulations (COMAR), the Maryland Higher Education Commission (MHEC), the Middle States Commission on Higher Education (MSCHE), and other state and federal statutes or regulations..

II. Definitions for the Purpose of this Policy and Procedures

A. **"Academic credit"** refers to the certification of a student's successful completion of a unit of a course of study.

Academic credit does not include credit associated with developmental education.

B. **"Credit Hour,"** as defined by the MSCHE, refers to the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work for approximately fifteen (15) weeks for one (1) semester or the equivalent amount of work over a different amount of time. Instructional time is calculated using fifty (50) minutes as the "hour of instructional time." For example, in a 3-credit course, students experience at least thirty-seven and one-half (37.5) hours of in-class instructional time and should invest a minimum of seventy-five (75) additional hours of time-ontask. For hybrid courses, students can expect active instructional time and "time-ontask" coursework comparable to face-to-face courses with the same format and with the same number of credits. For online courses, students can expect one hundred twelve and one-half (112.5) hours of time-on-task coursework with the same number of credits

C. **"Add/Drop"** refers to the process used prior to and at the beginning of the term when students need to alter (ex: add or remove a course) their schedules after they have initially registered.

D. **"Audit"** refers to an enrollment option chosen by the student in which class attendance is required but no grade or college credit is earned. A final grade designation of "AU" will appear on the student's academic transcript next to audited courses. AU grades may not be changed to letter grades (A, B, C, D, F, P, S) after an AU grade has been posted.

E. **"Academic Clemency"** refers to the ability of returning students to expunge prior unsatisfactory academic performance (D-F grades only) from their transcript. Academic Clemency may only be approved one (1) time per student per academic career.

F. **"Advanced Placement (AP)"** refers to a program created by the College Board, which offers college-level curricula and examinations to high school students in the United States and Canada. FCC grants college credit to students who obtain high scores on selected AP examinations. Accepted AP exams and required scores are listed in the Academic Catalog. Official score reports must be submitted to FCC for review or awarding transfer credits.

G. **"Articulation Agreement"** refers to officially approved agreements that allow students to apply credits they have earned in specific programs toward advanced standing, entry, or transfer into a specific program at another institution. These agreements outline the specific courses that count for transfer credit at the other institution, as well as the grades a student must earn in order to receive these credits.

H. **"Associate of Applied Science (A.A.S)"** refers to programs designed for immediate employment and career advancement within a particular area of study. Some A.A.S. degrees transfer to career baccalaureate programs.

I. **"Associate of Arts (A.A.)"** refers to a program of study with a concentration in arts and humanities which parallels the first two (2) years of study toward a bachelor's degree and is designed to transfer to four-year colleges and universities, or may be used as a standalone degree for employment.

J. **"Associate of Arts in Teaching (A.A.T.)"** refers to a program of study that provides the first two (2) years of courses and related qualifications needed to meet the entrance requirements to colleges of education in the state of Maryland.

K. **"Associate of Science (A.S.)"** refers to a program of study with a concentration in science, technology, engineering, and math which parallels the first two (2) years of study toward a bachelor's degree and is designed to transfer to four-year colleges and universities, or may be used as a standalone degree for employment.

L. The **"Catalog Year"** begins with the summer term and continues through the spring semester. Student program requirements are based on the Catalog Year in effect at the time they are admitted to FCC and students must follow the requirements outlined in this catalog unless they: 1) have been readmitted; 2) request a change in major or program of study, current or previous, not more than five (5) years old; or 3) request an assignment to a current Catalog Year. <http://www.frederick.edu/class-schedules/catalogs.aspx>

M. **"Certificate"** refers to a program of study at the freshman or sophomore level requiring a minimum of twelve (12) credits in a prescribed curriculum approved by the College. Courses required in certificate programs may be applied to the degree program in that area of study.

N. **"Certification"** refers to a credential granted by an external entity confirming that an individual has specific skills in a certain area. FCC offers programs and/or courses that prepare students for certifications, but FCC does not directly grant these certifications.

O. **"Class"** refers to a specific section of a course in which a student may enroll that has a beginning and ending date, a syllabus, and participation expectations.

P. **"College Level Examination Program (CLEP)"** refers to a group of standardized tests offered by the College Board which assesses college-level knowledge in several subjects and offers students the opportunity to receive credit for certain coursework after demonstrating their proficiency. A full listing of CLEP exams and the required scores to earn credit at FCC are listed in the Academic Catalog. Official score reports must be submitted to FCC in order for credit to be awarded.

Q. **"Course"** refers to a unit of study identified in the College catalog that is defined by a specific title, course number, and description, and for which credit may or may not be awarded.

R. **"Defense Activity for Non-Traditional Education Support (DANTES)"** refers to a national credit-by examination program providing students the opportunity to receive credit for college-level achievement. Official score reports must be submitted to FCC in order for credit to be awarded.

- S. **"Departmental Exam"** refers to a comprehensive departmental examination which allows students to earn credit by examination in subject areas where no CLEP exam is available. Students pay an assessment fee for the exam to be scored prior to taking the exam. Upon successful completion of the departmental exam, credit is awarded.
- T. **"Elective Courses"** refers to optional courses that students may choose to take as part of their degree/certificate program, which may count toward graduation requirements.
- U. **"FCC General Education CORE Requirements"** refers to core courses that are required for all students in order to earn a college degree. Based on program, there are specific general education CORE requirements.
- V. **"Grade Point Average (GPA)"** refers to a numerical measurement of a student's overall academic achievement which is calculated by multiplying the number value of the grade (or quality points) by the number of semester hours attempted, and then dividing the number of quality points by the number of credits attempted.
- W. **"Graduation"** refers to the receiving or conferring of an academic degree or certificate. Degrees and certificates are conferred four (4) times per year. Commencement is the ceremony each May which celebrates the conferring of the degrees and certificates awarded that academic year. Students completing degree requirements and graduation at other times of the year may participate in the May Commencement Ceremony.
- X. **"Graduation Application"** refers to the formal application process for all students planning to receive a certificate, degree, or Letter of Recognition. Students must complete and submit a graduation application by the designated deadlines published by the College.
- Y. **"Hybrid Course"** refers to a course that combines online and on-campus classroom instruction.
- Z. **"Independent Study"** refers to a course which permits students to follow individual interests beyond the limits of a more formalized course.
- AA. **"International Baccalaureate (IB)"** refers to an international educational foundation providing education to primary, middle and high school students. Award of credit by FCC for IB participation is not automatic. Students must have official candidate score results sent to FCC for evaluation.
- BB. **"Letter(s) of Recognition"** refers to a program of study available in selected career programs and requiring fewer, more specialized courses than a Certificate. These specialized courses may not be substituted, and students must submit a graduation application in order to be awarded a Letter of Recognition.
- CC. **"Major"** refers to a student's chosen field of study, which requires the successful completion of a specified number of credit hours.
- DD. **"Online course"** refers to a course taught entirely online. Instructor-student communication is facilitated by electronic technologies. Online classes require one (1) proctored exam with student picture ID. Not all FCC courses are offered online.
- EE. **"Placement tests"** refers to a series of computer-based assessments that measure the reading, writing, and math skills needed for college-level coursework. Placement test scores help to determine what courses are appropriate for students.
- FF. **"Portfolio Assessment"** refers to a process that enables students to effectively document prior learning acquired through employment, training, self-study, volunteer work, civic activities, etc. Students must demonstrate that they have acquired college-level skills directly related to the core learning outcomes of their program of study. Students pay an assessment fee for the portfolio to be reviewed. Upon successful completion of the portfolio review, credit is awarded.
- GG. **"Program"** refers to a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to the award of a certificate or degree. All programs must be approved by MHEC.
- HH. **"Student"** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- II. **"Transcript"** refers to a student's academic record.
- JJ. **"Transfer Credit"** refers to coursework completed at another college or university, provided that the other institution is accredited or recognized by the U.S. Department of Education. Transfer credit is also awarded through other FCC approved non-college programs, education and training.
- KK. **"Withdrawal Period"** refers to the period of time in which students can withdraw from a course which occurs after the Add/Drop period and concludes on a specific date as published in the schedule of classes. When a student withdraws from a course, a designation of "W" will appear on his/her academic transcript.

III. Academic Standards

A. Awarding of Credit

FCC believes that learning is a lifelong process and knowledge is acquired in many different ways. FCC awards credits for coursework completed at accredited colleges and universities as recognized by the U. S. Department of Education. In addition to the traditional classroom setting, FCC recognizes that mastery of college-level knowledge and skills may occur as a result of non-credit training and non-traditional learning experiences such as employment, military training and experience, noncollegiate training programs, and advanced high school courses.

1. Transfer Credits

- No more than forty-five (45) credits in transfer may be awarded toward an Associate Degree. If the previous institution was under the quarter system, credits must be converted to semester hours; quarter hours are multiplied by two-thirds (2/3) to equal semester credit hours.
- Transfer credit awarded is based on the major a student has declared. Not all credits may be accepted depending on the student's declared major. If a student changes his/her major after the transfer evaluation, the student may request that his/her transfer record be reevaluated.
- Credits, not grades, are transferred into the College; therefore, grades from transfer courses are not calculated into the GPA at the College. Students submitting a grade of Pass from another institution must show that the equivalent of a grade of "C" or better was attained to have transfer credit awarded.

2. College and University Credit

Credits may be granted for coursework completed at accredited colleges and universities as recognized by the U.S. Department of Education. Students must have submitted an admissions application to the College along with official transcripts from previously attended institutions to have credits evaluated. The College follows the MHEC General Education and Transfer Policies. In general, courses will be evaluated to determine equivalency to FCC courses. Courses not equivalent to FCC coursework can be transferred as elective credit assuming that the student's chosen major allows for elective credit. Credits will be awarded based on the following standards:

a. University System of Maryland College & University Credit – for students transferring from any University System of Maryland (USM) college, all applicable general education coursework with a grade of “D” or above will be accepted in transfer. For non-general education coursework from a USM college, grades of “D” will be accepted only if the calculated GPA for the block of non-general education transfer courses is 2.000 or higher. Grades of “D,” however, will not be accepted for any course within a program of study that requires a grade of “C” or higher. A grade of “D” can be used to fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher.

b. Non-University System of Maryland Colleges – for students transferring from outside of the University System of Maryland, grades of “D” will be accepted only if the cumulative grade point average from that institution is 2.000 or higher. Grades of “D,” however, will not be accepted for any course within a program of study that requires a “C” or higher. A grade of “D” can be used to fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher.

c. International College and University Credit – Credit may be granted for coursework completed at foreign colleges and universities based upon evaluation by credentialing services. The College recommends the use of American Association of Collegiate Registrars and Admissions Officer’s (AACRAO) International Education Services or WES (World Education Services) for credentialing but does accept evaluations from other credentialing services provided that the credentialing service is a member of the National Association of Credentialing Evaluation Services.

3. Non-collegiate Programs

Credit may be granted for educational programs which apply to the student’s FCC program of study successfully completed at non-collegiate organizations. The College uses A Guide to Education Programs in Non-Collegiate Organizations, compiled by the Commission of Education Credit of the American Council on Education (ACE) or the National College Credit Recommendation Service (formerly PONSI) as guidelines in awarding such credits. Other options to document prior learning may be available as described below. Official transcripts or supporting documentation for such credits must be submitted to the Welcome Center at FCC. No more than forty-five (45) credits may be earned through noncollegiate training.

4. Military Education and Training

Credits may be granted for a variety of formal military and educational programs. Programs must be described with credit recommendations in the ACE Guide to the Evaluation of Educational Experience in the Armed Services Official Community College of the Air Force transcripts, Joint Services Transcript (JST), or other military transcripts must be submitted to the Welcome Center. No more than forty-five (45) credits may be earned through military training and education.

5. National Examinations

Previous credit by examination is evaluated based upon the major chosen by the student on the admissions application. Only credits that are applicable to that major will be awarded in transfer. Therefore, if a student changes his/her major while attending FCC, he/she must request a re-evaluation based upon the new major. Credits awarded through national examination are posted at the top of the official FCC transcripts under the heading “Transfer Credits.” No more than a total of forty-five (45) credits by examination may be applied toward an associate degree. The national examination programs for which the College awards credit are:

a. Advanced Placement (AP) Exams

AP exams are subject matter examinations sponsored by the Educational Testing Services (ETS) and generally administered through high schools at the culmination of AP course offerings. The program provides an opportunity for high school students to receive advanced standing credit in college for college-level courses completed in high schools. Applicants for admission who have taken AP examinations should have an official scores report sent to the Welcome Center for evaluation and awarding of credit. A list of AP examinations accepted by the College and required scores is published in the Academic Catalog. The awarding of AP credit is evaluated annually by the College.

b. International Baccalaureate (IB) Exams

IB exams are subject-matter examinations administered in high school international baccalaureate programs. The College will evaluate International Baccalaureate (IB) subject examinations with scores of 5, 6, or 7. A list of IB examinations accepted by the College and required scores is published in the Academic Catalog. Students must have official results sent to the FCC Welcome Center. Students may be awarded up to thirty (30) credits toward the associate degree. However, those planning to transfer need to consult with potential transfer institutions regarding each institution’s policy on required scores and credits awarded. In order to receive credit for EN101, the student must have completed the IB diploma at his/her high school.

c. College-Level Examination Program (CLEP) and/or DANTES Subject Standardized Tests (DSST)

CLEP and DSST are national credit-by-examination programs providing individuals the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. FCC administers CLEP and DSST examinations to current and prospective students by appointment in the FCC Testing Center. Additional information can be obtained by contacting the FCC Testing Center. The Testing Center serves as the point of contact for CLEP and DSST.

6. Departmental Examination

If a CLEP exam is not available for a subject in which a student is knowledgeable or skilled, the student may contact the Department Chair or Program Manager overseeing the equivalent course at FCC for permission to receive credit for the course by examination. Courses for which an examination is not appropriate (laboratory, experiential, or interactive courses) are excluded. A departmental examination may be taken only once. Students pay an assessment fee before taking the exam. Students who pass a departmental examination with a grade of “C” or better, will earn the stipulated number of credits for the course. A transcript will show credit for the specific courses that were taken on a credit-by-examination basis; however, no grade will be recorded. Forms are available in the academic departments. No more than fifteen (15) credits total may be earned through departmental examinations.

7. Credit through Credential Assessment

Credits through credential assessment may be awarded for national and/or state certification or licensure. To earn credit through this option, the student must contact the program manager for that area. Credentials must be current and demonstrate that the student is in good standing with the certification and/or licensing agency.

A detailed explanation of the method used to determine credits for credential assessment must be included in the assessment and submitted by the program manager to the appropriate Associate Vice President for Academic Affairs, the Provost/Vice President for Academic Affairs, and the Registrar for approval.

8. High School Articulation Credit

FCC may develop articulation agreements with secondary school systems to award college credit for selected secondary coursework. To receive credit for these courses, students may be required to earn a specific grade and/or provide evidence of other supporting materials as stipulated in the agreement. Articulation agreements are reviewed and updated annually by the Provost/Vice President for Academic Affairs.

To request articulated high school credit, students must initiate the request for credit within two (2) years of his/her graduation from high school. Students must be enrolled in an FCC class, and submit an official high school transcript documenting the date of high school graduation and the stipulated grade in the articulated course and any other required supporting materials to the FCC Welcome Center.

9. Portfolio Assessment

The portfolio development process provides students an opportunity to document college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. The portfolio documents student-generated evidence of learning that satisfies an FCC degree requirement. Students pay an assessment fee for the portfolio to be reviewed by faculty or staff trained in prior learning assessment. No more than thirty (30) credits total may be earned through portfolio assessment.

10. Independent Study

The independent study process permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development.

Students interested in independent study classes can apply by obtaining an independent study application from the Provost/Vice President for Academic Affairs or appropriate Department Chair and contacting a faculty member who is willing to supervise the independent study. Completed independent study forms must be submitted to the Welcome Center. Students must adhere to the add/drop dates in the schedule of classes. Permission and faculty guidance is required to register for an independent study course.

11. Internships

Internships allow students to gain experience in a workplace as well as earn academic credit for structured learning that occurs through employment related to their academic majors.

To be eligible, students must meet the following guidelines:

- Earned a minimum grade point average of 2.000 and
- Be in an eligible FCC program and
- Be within the last fifteen (15) credits in their college program

Requirements: Internship credits can be earned through either part-time or fulltime employment. Part-time employment is normally carried on concurrently with part-time or full-time school enrollment. Hours of employment may vary according to the type of position. After receiving permission from the Internship Coordinator, students are able to register for either a 1, 2, or 3 credit internship course.

Details related to the internship experience are articulated online (<http://www.frederick.edu/current-students/internship-program.aspx>).

12. Reverse Transfer

Through reverse transfer, students who attended FCC and transferred to another institution prior to earning an associate degree may transfer credits earned back to FCC in order to complete an associate degree. To be eligible for reverse transfer, students must have completed a minimum of 25% of college-level credits at FCC and earned a 2.000 GPA while attending FCC. For reverse transfer consideration, students must submit an official transcript from the institution attended, as well as an FCC graduation application.

B. Change of Schedule

Students who wish to add or drop a course(s) may do so during the defined change of schedule and withdrawal period, respectively for each session. These dates are published in the schedule of classes.

1. Adding a Course

Students may add a course(s) to their schedule during the Add/Drop period for each session. Students must submit a completed Add/Drop form to the Welcome Center or they may add online via PeopleSoft. Students requesting to add a course after the change of schedule period must meet with the instructor who will make a recommendation to the Registrar. Students seeking late admission to an online course must contact the Office of Distributed Learning for approval to add a course after the change of schedule period.

2. Dropping a Course

Students may drop a course(s) with 100% refund during the drop period for each session. The dropped course will not appear on the student's transcript. Students must submit a completed Add/Drop form to the Welcome Center, or they may drop online via PeopleSoft.

3. Withdrawal

Students may withdraw from a credit course(s) after the defined Add/Drop period but before the published deadline in the Schedule of Classes. Students who withdraw from a credit course(s) will receive a grade of "W." The withdrawn credit course and the grade of "W" will appear on the student's transcript; however, no credit or quality points will be assigned. Students must submit a completed Add/Drop form to the Welcome Center or they may withdraw online via PeopleSoft. For further details, see the Student Withdrawal Policy and Procedures.

4. Co-listed Credit/Continuing Education

A student in a co-listed Credit/Continuing Education class may change from credit to Continuing Education or Continuing Education to credit during the session's add period. Students changing from Continuing Education to credit must meet all prerequisites.

C. Grading

1. Grading

- Assessment methods resulting in the assignment of a grade, are determined by the Core Learning Outcomes of the course, learner characteristics, and setting. All Core Learning Outcomes should be assessed. The instructor should use a variety of assessment tools so that students with different learning styles will have an opportunity to demonstrate their mastery of the Core Learning Outcomes. Typical assessment methods include: objective quizzes and tests, essay (short and long answer) tests, papers and reports, journals, presentations, posters, projects, group work, case studies, portfolios, work sheets and lab reports. Course attendance or participation may be included in the course assessment methods. The number and types of assessments and the value assigned to each and grading scale must be included on the course syllabus. Faculty members are required to assign a letter grade to each student according to the following table and adhere to the final grade submission deadline for each session.

Grade	Evaluation	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
Z	In Progress	0
P	Pass (Equivalent to a grade of "C" or better)	0
DX	Clemency/Passing	0
FX	Clemency/Failing	0

- Developmental courses in Math, English, and English as a Second Language (ESL) are assigned letter grades. Letter grades or grades of "S," "U," and "Z" used previously in developmental courses will not carry quality points.
- A grade of "W" is recorded for students who withdraw from a class during the defined withdrawal period for each session. These dates are published in the schedule of classes.

d. A grade of "I" may be issued in the case of extenuating circumstances at the discretion of the instructor. This grade is issued only to the student whose work has been satisfactory but because of circumstances beyond the student's control, full requirements of the course remain unfulfilled at the time of grading.

i. Student should complete course requirements within the period of time prescribed by the instructor but no later than

(a) Eight (8) weeks following the fall or spring semesters

(b) Four (4) weeks following the summer term

(c) Two (2) weeks following the J-term

ii. In the event that the incomplete grade has not been changed by the instructor in the allotted time frame in section i. above, the Incomplete will automatically become an "F".

iii. In case of extreme hardship preventing a student from completing the course requirements within the prescribed period, the student may request more time from the faculty member. If more time is denied by the faculty member, the student may appeal to the appropriate Associate Vice President for additional time to complete the requirements.

e. P – A grade of "P" is equivalent to a grade of "C" or better. A few select courses are offered on a pass/fail basis. Students taking courses on a pass/fail basis are allowed a maximum of nine (9) such credits to be counted toward their degrees. Pass/fail course credits are not computed in the student's overall GPA.

f. DX – A grade of "DX" is recorded for a student who has been granted academic clemency for a "D" grade. The grade carries no quality points and is not included in the GPA calculation.

g. FX – A grade of "FX" is recorded for a student who has been granted academic clemency for an "F" grade. The grade carries no quality points and is not included in the GPA calculation.

h. AU – Courses taken for audit do not satisfy course or program prerequisites or graduation requirements. Regular tuition and fees are charged when auditing a course. A student registering as an audit student must meet all the required prerequisites. Audited courses do not count towards a student's enrollment status. A student may change from audit to grade basis (credit) through the last day to add courses for that session. A change from grade basis (credit) to audit may be made through the last day to withdraw for each session. Students registered as audit participate in the course; however, are not required to take part in assessments.

2. Computation of Grade Point

Averages (GPA)

a. Semester Grade Point Average

The semester GPA is determined by multiplying the number of credit hours in each course attempted by the number of points corresponding to the final grade for the course. The total is then divided by the number of credit hours attempted during that semester. The semester GPA is computed only on college-level courses attempted at FCC. The grades of "I," "AU," "S," "U," "P," "Z," "DX," "FX," and "W" are not used in calculating the GPA. In the case of repeated courses, courses with the "RP" designation are excluded from the semester GPA calculation; courses with the "RI" designation are included in the semester GPA calculation.

b. Cumulative Grade Point Average

The cumulative GPA includes all college-level courses and grades attempted at FCC and is determined in the same manner as the semester GPA. In the case of repeated courses, courses with the "RP" designation are excluded from the cumulative GPA calculation; courses with the "RI" designation are included in the cumulative GPA calculation. Only the highest grade earned will be used in cumulative GPA calculations. The course included in GPA calculations is indicated on the student's transcript with the "RI" (Repeat Grade Included) designation. All repeated courses excluded from GPA calculations remain on the transcript indicated as "RP" (Repeat Grade Excluded). If the two (2) grades are the same, the most recent grade will be used in GPA calculations.

A student who successfully repeats a course for which transfer credit has been granted will have the transfer credits removed from the transcript. Students may receive transfer credits for an FCC equivalent course for which they have received an "F" grade at FCC. However, the "F" grade will remain on the transcript and will be included in GPA calculations.

c. Hours Attempted and Earned

Hours attempted are the total number of credit hours in all college-level courses for which a student receives one of the letter grades listed under Grades and Quality Points.

Hours earned are the total number of credit hours in college-level courses for which a student receives a letter grade of "A," "B," "C," "D," or "P".

3. Grades and Quality Points

Quality Points per course credit hour are assigned to each letter grade. Quality points are a numerical equivalent of grades. Grades received in developmental courses are not assigned quality points and are not calculated in the grade point average. The numerical equivalency and impact on GPA are as follows:

Grade	Quality Point value	Included in GPA
A	4	Yes
B	3	Yes
C	2	Yes
D	1	Yes
F	0	Yes
W	0	No
Z	0	No
P	0	No
S	0	No
U	0	No
I	0	No
AU	0	No
DX	0	No
FX	0	No

4. Posting of Grades

Final grades for an academic session are due from the faculty within three (3) calendar days after the end of the session.

5. Attendance Reporting

The Federal Government mandates that institutions identify students who are receiving financial aid and are not attending class, and return those aid dollars to the federal government. Instructors are key in identifying these students and assisting the College with complying with Federal Title IV Financial Aid regulations.

Faculty members are required to report the student's attendance at the beginning of the session and report no later than the dates provided by the Financial Aid Office. FCC does not disperse federal funds to students until attendance is confirmed by the instructor. Faculty who do not report attendance by the established attendance due dates, will cause a delay to students receiving their financial aid awards. Faculty must also report the last date of attendance for students assigned "F," "W," and "I" grades.

D. Academic Progress

FCC is committed to assisting students in the pursuit of their academic goals. While students at the College are expected to take responsibility for their own progress, the College periodically reviews the academic progress students are making and identifies their appropriate academic standing.

1. Academic Progress Review

- a. Students are expected to maintain minimum standards of academic achievement as indicated by both GPA and percentage of successfully completed credits.
- b. Students will be subject to Academic Progress Review after attempting a total of twelve (12) cumulative credits.
- c. All students enrolled as degree seeking, certificate seeking, and Open Campus are subject to Academic Progress Review. Students who are enrolled under the admission classification of Courses of Interest are not subject to Academic Progress Review.

2. Definitions

- a. Successfully completed credits – The following grades represent successful completion of credit: "A," "B," "C," "D," "S," "P."
- b. Unsuccessfully completed credits – The following grades represent unsuccessful completion of credit: "W," "F," "AU," "I," "Z," or "U."
- c. Credits attempted – Includes all credits attempted (including developmental courses) and courses in which a grade of withdraw, audit, incomplete, or in progress is recorded.

3. Academic Standings

- a. **Good Standing** – Students will be considered to be in good academic standing when their cumulative GPA is 2.000 or higher, and when they have successfully completed at least 50% of their cumulative credits attempted.
- b. **Academic Alert** – Students are placed on Academic Alert when their cumulative GPA is less than 2.000, and/or they have successfully completed less than 50% of their cumulative credits attempted.
 - i. While on Academic Alert, students will be required to meet with an Academic Advisor to develop an Academic Success Plan designed to provide students with academic support to facilitate their success.
 - ii. While on Academic Alert, students will be required to have their registration approved by an Academic Advisor.
 - iii. While there is no credit restriction while on Academic Alert, students on Academic Alert at the time of pre-registration for a subsequent semester can only pre-register for six (6) credits until final grades for the current semester have been posted. Students who conclude the semester in Good Standing are then able to add additional credits to their semester schedule.
 - iv. Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA has not reached the required 2.000. Students will be assigned a standing of Academic Alert with Progress.
 - iv. Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA has not reached the required 2.000. Students will be assigned a standing of Academic Alert with Progress.
- c. **Academic Alert with Progress** – Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA is less than 2.000, and/or they have successfully completed less than 50% of their cumulative credits attempted.

- i. While on Academic Alert with Progress, students are not required to have their registration approved by an Academic Advisor.
- ii. There is no credit restriction while on Academic Alert with Progress.
- iii. Students on Academic Alert with Progress at the time of pre-registration for a subsequent semester can pre-register with no credit restriction.
- d. **Academic Probation** – Students on Academic Alert or Academic Alert with Progress who fail to achieve a 2.000 semester GPA, and/or who fail to successfully complete at least 50% of semester credits attempted are placed on Academic Probation.
 - i. While on Academic Probation, students will be required to meet with an Academic Advisor to develop an Academic Success Plan designed to provide students with academic support to facilitate their success.
 - ii. Students who are on Academic Probation must have their registration approved by an Academic Advisor and will be limited to enrollment in six (6) credits.
 - iii. Students who are on Academic Probation will not be allowed to preregister for the subsequent semester until final grades for the current semester are posted.
 - iv. Students who demonstrate academic progress while on Academic Probation, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA has not reached the required 2.000. Students will be assigned a standing of Academic Alert with Progress.
- e. **Academic Suspension** – Students on Academic Probation who fail to achieve a 2.000 semester GPA, and/or who fail to successfully complete at least 50% of semester credits attempted will be academically suspended for one fall or spring semester, and any preceding J-term or summer term.
- f. **Academic Dismissal** – Students who are subject to Academic Dismissal will be dismissed for a period of two (2) semesters, and any preceding J-term or summer term. Students are subject to Academic Dismissal when:
 - i. satisfactory progress is not made in the first semester upon their reenrollment following Academic Suspension; or
 - ii. the student has been placed on Academic Suspension for a second occurrence.

4. Re-admission Following Academic Suspension

- a. Prior to re-enrollment, students who have been academically suspended must develop a plan to remediate their academic deficiencies and meet with an Academic Advisor. The Academic Advisor will develop an Academic Success Plan with the student identifying any academic requirements to be met including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services.
- b. If satisfactory progress is not made in the first semester upon his/her return, the student will be subject to Academic Dismissal.

5. Re-admission Following Academic Dismissal

- a. Prior to re-enrollment, students who have been academically dismissed must develop a plan to remediate their academic deficiencies and meet with the Associate Vice President/Dean of Students. If approved by the Associate Vice President/Dean of Students, students meet with an Academic Advisor to develop an Academic Success Plan and identify any academic conditions of re-enrollment including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services.
- b. If satisfactory progress is not made in the first semester upon his/her return, the student will again be subject to Academic Dismissal.

6. Request for Withdrawal After the Deadline Due to Extenuating Circumstances

Students with extenuating medical/emergency/military circumstances that they believe requires them to withdraw from a class after the deadline for withdrawal should consult with the instructor of the class to request a grade of "I." Incompletes that are not satisfied within eight (8) weeks after the last day of fall and spring semesters, within four (4) weeks after the last day of summer term, or within two (2) weeks after the last day for J-term convert to an "F"

E. Change of Major

1. Students declare their major at the time of application and may change their major any time. Only one major may be declared at a time; however, students may apply for multiple degrees and certificates.
2. Students who wish to change their major must obtain permission from an Academic Advisor or Veterans Advisor (if applicable) to help clarify their new educational goals. Students will be advised that changing majors could result in completed courses not applying to their new major.
3. Students changing their major will be assigned to the current catalog year.

- a. Students requesting an exception to the assignment to the current catalog year need a written recommendation signed by an Academic Advisor, faculty advisor, Department Chair, or Program Manager with written justification for the request. This request must be submitted to the Registrar. The Registrar will review the request and make a determination based on the continuous enrollment status of the student.
- b. To ensure compliance with accreditation and licensing requirements, the student's clinical portion of an allied health program will be assigned to the current catalog year.
- c. Students will not be assigned to a catalog more than five (5) years old.

F. Course Repetition

The right to repeat courses in some programs is not automatic. Individual program requirements may limit course repeatability. Students failing to successfully complete a course in some programs may be denied the opportunity to continue in those programs.

A student should consult an Academic Advisor before attempting the course for the second time. No student may attempt the same course a third time without consulting the appropriate Department Chair, Program Manager, or designee. The fourth and any subsequent attempts of the same course will require the approval of the Provost/Vice President for Academic Affairs or designee.

Course repetition restrictions do not apply to courses which are identified in the FCC Academic Catalog as repeatable for additional credit. These courses may be repeated up to the maximum number specified. Some courses are exempt and are listed in the FCC Academic Catalog. When a student repeats a course, the highest grade and corresponding credits awarded will be used in computing the GPA. If the two grades are the same, the last grade will count. All courses taken become part of the student's academic record and appear on the student's transcript. If a student receives an "F" in a course at FCC, and successfully completes the course at another institution, transfer credit may be awarded; however, the "F" grade received at FCC remains on the transcript and in the GPA calculation.

Students should be aware that federal financial aid regulations and veterans' benefits limit the number of times a student can receive federal financial aid for a graded course.

G. Graduation Requirements

FCC awards Associate degrees, certificates, and Letters of Recognition (LORs) to those students who complete a prescribed curriculum with a 2.000 grade point average or better. Students enrolled in the Associate of Arts in Teaching (A.A.T.) programs, however, are required to complete the prescribed curriculum with a 2.750 grade point average or better. Degrees, certificates, and LORs are issued four (4) times a year: August, December, January, and May.

The standard number of credits for an Associate degree from a public community college is sixty (60) credit hours. The standard number of credits required for an Associate degree (i.e. 60) does not apply if 1) the degree program is defined as more than a two-year Associate degree; 2) professional accreditation requires a higher number of credit hours or requires coursework that cannot be completed in 60 credits; or 3) certification requirements result in a need for credit hours in excess of 60. MHEC approval is required for exceptions in excess of 60 credits.

1. Associate of Arts Degree (A.A.) and Associate of Science Degree (A.S.)

To be eligible to receive the Associate of Arts or Associate of Science degree, students must:

- a. Successfully complete a prescribed curriculum as approved by the College with at least 60 credits.
- b. Complete a core of at least 31 general education credits that will include the following:
 - i. English Composition (EN101): 3 credits.
 - ii. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.
 - iii. Social and Behavioral Science: 6 credits, two courses, selected from different disciplines.
 - iv. Biological and Physical Science: 7/8 credits, two courses, one must be a lab science.
 - v. Mathematics: 3/4 credits, one course.
 - vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill the open general education elective requirement.
 - vii. Open General Education Elective: 3 credits selected from any category of General Education courses above.
- c. Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.
- d. Health, Wellness, or Physical Education requirement: 1/3 credits.
- e. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a minimum grade in designated courses).

f. Complete at least 25% of academic degree credits at Frederick Community College.

g. Complete a graduation application and submit to the Welcome Center.

2. Concentration within the Associate of Arts Degree (A.A.) or the Associate of Science Degree (A.S.)

To be eligible to receive a concentration within the Associate of Arts or Science Degrees, students must:

a. Successfully complete a prescribed curriculum approved by the College with at least 60 credits.

b. Obtain a minimum grade point average of 2.000.

c. Complete a core of at least 31 general education credits as outlined above. Complete between 12 and 30 credits in an approved area of concentration.

d. Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.

e. Health, Wellness, or Physical Education requirement: 1/3 credits.

f. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a minimum grade in designated courses).

g. Complete at least 25% of academic degree credits at Frederick Community College.

h. Complete a graduation application and submit to the Welcome Center.

3. Associate of Applied Science Degree (A.A.S.)

To be eligible to receive the Associate of Applied Science degree, students must:

a. Successfully complete a prescribed curriculum as approved by the College with at least 60 credits.

b. Complete a core of at least 20 credit hours of general education courses that will include the following:

i. English Composition (EN101): 3 credits.

ii. Arts, Humanities, Communications: 3 credits, one course.

iii. Social and Behavioral Sciences: 3 credits, one course.

iv. Biological and Physical Sciences: 3/4 credits, one course.

v. Mathematics: 3/4 credits, one course.

vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill the open general education elective requirement.

vii. Open General Education Elective: remaining credits selected from any category of general education courses above.

c. Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.

d. Health, Wellness, or Physical Education requirement: 1/3 credits.

e. Obtain a minimum grade point average of 2.000. (In addition, certain programs of study may require a minimum grade in designated courses.)

f. Complete at least 25% of academic degree credits at Frederick Community College.

g. Complete a graduate application and submit to the Welcome Center.

4. Associate of Arts in Teaching (A.A.T.)

To be eligible to receive the Associate of Arts in Teaching degree, students must:

a. Successfully complete a prescribed curriculum as approved by the College.

b. Complete a core of at least 31 credit hours of general education courses as described in the program of study and meet all state requirements.

i. English Composition (EN101): 3 credits.

ii. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.

iii. Social and Behavioral Science: 6 credits, two courses selected from different disciplines.

iv. Biological and Physical Science: 7/8 credits, two courses, one must be a lab science.

v. Mathematics: 3/4 credits, one course.

vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill the Open General Education elective requirement.

vii. Open General Education Elective: 3 credits selected from any category of General Education courses above.

c. Cultural Competence requirement: At least one course must be designated as meeting the College cultural competence requirement.

d. Health, Wellness, or Physical Education requirement: 1/3 credits.

e. Obtain a minimum grade point average of 2.750 and earn a "C" or better in all courses used to satisfy the A.A.T. program of study.

f. Complete at least 25% of academic degree credits at Frederick Community College.

g. Submit to the Welcome Center official qualifying scores from the SAT, GRE, ACT, AP, IB, Praxis 1: Pre-Professional Skills Test or Praxis Core. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers.

h. Qualifying scores are established for all Maryland institutions of higher education.

Students are strongly urged to consult with an Academic Advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require a higher grade point average as a condition of admission than that required to earn the A.A.T. degree.

i. Complete a graduation application and submit to the Welcome Center.

5. Certificate

To be eligible to receive a certificate, students must:

a. Complete a prescribed curriculum of at least twelve (12) credits as approved by the College.

b. Obtain a minimum grade point average of 2.000.

c. Complete at least 25% of the certificate credits at FCC.

d. Complete an application for graduation and submit to the Welcome Center.

6. Letter of Recognition

To be eligible to receive a letter of recognition, students must:

a. Complete a prescribed curriculum of at least six (6) credits as approved by the College.

b. No course substitutions are allowed.

c. Obtain a minimum grade point average of 2.000 in the courses required by the Letter of Recognition.

d. Complete at least 25% of the LOR credits at FCC.

e. Complete an application for graduation and submit to the Welcome Center.

7. Program Discontinuance

Following the discontinuation of a degree or certificate program, application to graduate under that degree or certificate program will be honored for five (5) years. Students must be continuously enrolled during the five-year teach-out period.

8. Additional Associate Degree or Certificate

a. Students wishing to earn more than one associate degree or certificate must fulfill all program requirements for each degree or certificate in accordance with college requirements. At the time of application for graduation, students must declare the catalog year under which they are requesting to be evaluated for degree completion. Students must select a catalog of an academic year during which they were registered and attended classes at the College.

b. Once a degree has been earned, a certificate in the same major will not be awarded.

9. Dean's List

Students who have earned twelve (12) or more credits at the College are eligible to be considered for the Dean's List. At the end of the fall and spring semesters, the Provost/Vice President for Academic Affairs will publish a list of those fulltime and part-time students who have completed at least six credits during the semester and have earned a semester grade point average of 3.500 or better.

10. Graduate with Honors

Students who have accumulated a grade point average of 3.500-3.7490 are awarded a degree with "Honors." A degree with "High Honors" is awarded to those students who have accumulated a grade point average of 3.750 or better. A Certificate will be awarded with "Distinction" to those students with a grade point average of 3.750 or higher.

11. Honors College

Students who complete twelve (12) honors credits (3 honors credits must be at the 200-level with an honors research project or completion of an honors independent study project) with an overall grade point average GPA of 3.250 or higher are eligible to graduate from the Honors College. Graduates receive a notation on their transcripts recognizing this achievement

12. Commencement

Commencement is conducted each year in the month of May, but diplomas are awarded in August, December, January, and May. Diplomas may also be awarded at additional times for special programs at the discretion of the Registrar.

H. Course Substitutions

1. Substitutions of course requirements within degree and certificate programs may be considered under special circumstances; however, no substitutions of course requirements within letters of recognition are allowed.
2. Examples of circumstances which may warrant a course substitution include those instances when:
 - a. a required course is no longer offered at the College;
 - b. a student has taken a course so similar to a required course that completing the required course would be redundant; or
 - c. a required course has been cancelled or is not scheduled to be offered soon enough that a student's ability to graduate in a timely manner is compromised.
3. A non-general education course may not be approved as a course substitute for a general education requirement. In all cases, students must meet the minimum requirements for graduation as determined by the MHEC and as approved by the College in the catalog year in which the student was assigned his/her major.

4. The number of course substitutions should be limited in order to maintain the academic integrity of the program. In no case may course substitutions constitute more than 33% of the program as this constitutes a substantial change in the curriculum as defined by MHEC.
5. Program Managers and/or Department Chairs must complete a Course Substitution form identifying the recommended course substitution which is submitted to the Registrar for review and final approval. In the event that the recommended substitution does not fall within the course substitution guidelines, the Registrar will consult with the appropriate Department Chair.
6. Students requesting a course substitution based on the presence of a disability may do so through the Services for Students with Disabilities (SSD) program. Information on the course substitution protocol is available from the SSD department.
7. Approved course substitutions are stored in students' PeopleSoft records and are reflected in the appropriate curricular requirement in students' degree audits.
8. Course substitutions should be requested, approved, and recorded prior to the last date to apply for graduation.

I. Academic Clemency

Academic Clemency provides students returning to the College an opportunity to address prior unsatisfactory academic performance. Academic Clemency expunges a limited number of "D" and "F" grades previously earned at FCC. Students will be made aware of the Academic Clemency procedure through the re-admission letter provided to them upon re-application to the College. Students who wish to apply for Academic Clemency will meet with a member of Counseling and Advising to discuss the procedure.

1. The following are conditions for requesting Academic Clemency:
 - a. A student may only request Academic Clemency once.
 - b. A student must have not attended FCC for two (2) years before he/she is eligible to request Academic Clemency.
 - c. A student must demonstrate that he/she has the ability to benefit from college. Therefore, upon re-admission to the College, a student must achieve a minimum 2.000 GPA in all courses attempted by the end of the semester in which the student reaches at least twelve (12) attempted credits (6 of which must be general education credits) before being eligible to apply for Academic Clemency. Exceptions to this provision may be granted by the College Registrar.
 - d. Only courses in which a grade of "D" or "F" has been earned will be considered for Academic Clemency.

e. Developmental courses will not be considered for Academic Clemency.

f. Courses that are required for the student's major are not eligible for consideration under the Academic Clemency procedure, therefore, students must repeat those courses. In accordance with the College procedure on repeating courses, the higher grade will be used in the calculation of GPA.

2. When a student has met the conditions of Academic Clemency, he/she will meet with a member of Counseling and Advising to develop an Academic Clemency plan and complete the Request for Academic Clemency form.
 - a. The number of credits that may be considered for Academic Clemency will be determined on a case by case basis by a Counseling and Advising staff member working with the student. In no case can the number of credits exceed twenty-four (24) credits.
 - b. The Counseling and Advising staff member will sign the completed Request for Academic Clemency form and forward it to the Registrar for final approval and recording.
 - c. All course attempts will remain on the transcript. Courses that have been approved for Academic Clemency will be designated with the grade of "FX" or "DX."

The College's official version of the Residency Policy & Procedures is on its website (www.frederick.edu) and may be revised annually.

Student Support Services

Alumni Services

Alumni services are housed in the Institutional Advancement office. The office maintains a database of active alums. The Alumni Association sponsors events for alumni and friends. For more information, call 301.846.2438.

Athletics

Mission Statement

The Department of Athletics promotes the academic and athletic growth of student athletes by offering opportunities to participate at a competitive level as part of a balanced intercollegiate athletics program. We serve the community by offering camps, clinics, and partnerships with outside groups. The department operates under the highest standards of integrity, equality, and sportsmanship.

Department Overview

Student-athletes may compete in men's and women's soccer, men's and women's lacrosse, women's volleyball and softball, men's and women's basketball, and baseball. Frederick Community College athletic teams compete in two conferences, Maryland Junior College Conference (MD JUCO) and Region XX Conference of the National Junior College Athletic Association (NJCAA). The Maryland JUCO encompasses the seventeen Maryland community colleges, while Region XX of the NJCAA is comprised of Maryland, Western Pennsylvania and eastern West Virginia. Athletes have the opportunity to compete for All-JUCO, All-Region XX and All-American honors. Teams that win the regional tournament may participate in national competition. Information on graduation/transfer rates of student athletes is available online at www.frederick.edu/srtk. A hard copy of this report is also available in the Welcome Center, Athletics department, and the Associate Vice President/Dean of Student's office.

Eligibility

Students who are interested in sports should check with the Department of Athletics before completing registration to discuss establishing eligibility. Under NJCAA rules, developmental courses can be used to establish and retain athletic eligibility. All passing grades in developmental courses such as 'S' and 'Z' will be calculated as a 'C' and will carry the number of credits that were paid at registration. A passing letter grade of A, B, C, D in a developmental class will be calculated as the grade earned and will carry the number of credits that were paid for at registration on your athletic transcript for athletic eligibility purposes only. For further information, contact the athletics office at 301.846.2500.

Center for Teaching & Learning

The Center for Teaching and Learning (CTL) supports and enhances high-quality instruction and responds to the individual learning, teaching, and support needs of students, faculty, and staff. CTL encourages exploration and innovation in a variety of learning environments by sharing knowledge and providing tools and resources. The following programs and departments are coordinated within CTL: Faculty Professional Development, the Gladhill Learning Commons, the Testing Center, International Education, and Distributed Learning.

Faculty Professional Development

Frederick Community College provides adjunct and full-time faculty a responsive, innovative system of professional development of teaching and learning reflecting the characteristics and needs of the FCC student and faculty.

The Bess & Frank Gladhill Learning Commons

The Bess & Frank Gladhill Learning Commons provides convenient access to research resources, academic support services, study spaces, and technology in order to promote collaboration and inspire academic excellence. In this welcoming learning environment, students and faculty will find Library Services, the Tutoring and Writing Center, computers, learning technologies, and study skills workshops. The Gladhill Learning Commons is on the second floor of Linganore Hall. For more information and online resources, consult the college website.

Library—The FCC Library offers a comprehensive library service program for students, faculty, and staff. A deep set of research resources supports the curricula and research needs of the College. Most content is digital, which allows for robust search options and off-campus access. Memberships in local, state, and national information networks provide extended research capabilities. The Library conducts a comprehensive information literacy program, with in-person and digital support of student learning needs.

The Library website provides the Library catalog, reference and research content, subject-based Research Guides, information literacy instruction, service request forms, and other information.

For information on hours, collections, and services, call 301.846.2444, or consult the Library website.

Tutoring and Writing Center—The Tutoring and Writing Center provides free tutoring and computer access to students currently enrolled in FCC courses. Academic support can help students develop important skills to better master course content, study more effectively, write more clearly, read more strategically, and overcome academic conflicts. The professional and peer tutors are trained to collaborate with students to help them develop their learning strategies, writing and reading techniques, and critical thinking skills. Students can work with a tutor individually, in small groups, or online. In addition, the Center conducts orientations and workshops for students and faculty. Topics may include reviewing for finals, avoiding plagiarism, stopping procrastination, or for faculty, designing writing assignments.

Science, Technology, Engineering, and Math (STEM) Learning Center

The STEM Learning Center helps students succeed in their science, engineering and math courses. Students can drop-in for tutoring, for a quiet place to study, to ask questions, get help with calculators, or use supplemental resources.

The Center is staffed with faculty and tutors, as well as STEM learning assistants who are experienced FCC science, technology, and math students who can help you with beginning Algebra through Calculus, Statistics, Biology, Chemistry, and Physics. More information is available on the STEM Learning Center webpage.

The Testing Center

The FCC Testing Center, in the Linganore Hall (L-104), is the central hub for campus-wide testing needs. The center is open six days a week. Call 301.846.2522, or consult the Testing Center website for specific hours and school closing schedule. Testing Center services include:

Placement Testing—All new students take placement testing in the Testing Center, unless exempted through SAT, ACT, or AP scores. Placement testing review materials and information on test-taking strategies are available in the Testing Center and through the Testing Center website.

ESL Placement Testing—All incoming students whose native (first) language is not English must take an initial placement test to determine English language proficiency at the time of enrollment. Students will then be referred to the ESL Program Manager at 240.629.7925.

Departmental Make-up Exams—In the event of a missed test, the Testing Center provides proctoring for departmental make-up exams by arrangement with the instructor.

Distance Learning Exams—The Testing Center has responsibility for distributed learning exams scheduled on campus. Individual instructors will communicate schedules and locations.

Students with Disabilities—The Testing Center has provisions for ADA accommodations. Students with disabilities who need accommodations for placement testing or departmental exams must contact the Director of Services for Students with Disabilities (SSD) at 301.846.2408 before coming in for a test.

CLEP and DSST—Both credit-by-examination exams provide individuals the opportunity to receive credit for college-level achievement. Examinations are fee based and are administered in the Testing Center by appointment by calling the Testing Center at 301.846.2522.

Community Proctoring Services—External distance and professional certification exam proctoring is a fee-based service that extends the Testing Center services into the community. Examinations are arranged through the Testing Center in conjunction with the student's educational institution or employer. Please contact the Testing Center Director for further information.

Distributed Learning

Students can expect that technology is utilized to enhance learning and promote information literacy. Online courses provide distance learning options for students. All campus-based course sections require access to the course Blackboard website. Students enrolled in those courses are expected to participate through the Blackboard format using their own or appropriate college-available computers.

Counseling & Advising

Mission Statement

Counseling & Advising strives to empower all students to achieve their personal, academic, and career goals by providing tools and resources to encourage self-directed learning. The office offers innovative, student-centered programs and services to meet the diverse and ever-changing needs of the community.

Department Overview

The Counseling & Advising Office has a wide range of services and resources to assist students with their career and transfer planning. Whether you need assistance exploring options, making decisions, preparing and implementing an action plan, and/or moving on to your next destination in reaching your career and transfer goals, we are here to help. For more information, call 301.846.2471.

Career Planning Services

The college offers many types of career planning assistance to help students make appropriate choices. Students who are not sure where to begin their career and college major exploration are encouraged to make an individual appointment with a career advisor within the office of Counseling and Advising. This personal approach to career and major exploration is recommended to begin early in a student's college experience. To make an appointment with a career advisor, call 301.846.2471.

Students may also be interested in a structured approach to career planning through the classroom and enroll in courses such as ACE 110- Career Assessment & Planning or ACE 111-A – Choosing a Major or Career. A planned approach to career development is facilitated by the instructor and students have the opportunity to reflect on their experiences with other students who are going through the same process.

There are numerous online career resources to assist students. This is an option for students who want to begin career exploration on their own as a starting point. On the Career Services website at www.frederick.edu/careers there is a specific section on Major and Career Exploration where students can begin to evaluate their skills, interests, values, and personality. Focus2 is a comprehensive online platform that allows students to assess all of these areas and generate possible career options and major areas of study. Students can also begin to explore what they can do with their major with regard to careers and then research careers through a number of comprehensive resources. The career services website also includes information on the Job Search, Experiential Learning, and a link to the Library's Resource Guide on Careers and Jobs.

Career Services also hosts a robust recruiting program with a diverse pool of employers. Throughout the academic year, employers schedule days on campus to talk with students about part-time jobs, internships, and full-time career opportunities. A full list of employers participating in the on-campus recruiting program can be found on the college events calendar, in addition to the Student Portal and College Central Network. College Central Network (www.CollegeCentral.com/frederick) is the online recruiting platform where students can search for part-time jobs, internships, and full-time jobs. The recruiting platform is also a robust portal of job search information and includes Podcasts, videos, and documents to help students with resume development, interviewing, the job search, networking, cover letters, and internships.

Networking with employers is very beneficial for students to help explore options in the workplace and gain experience. Students are encouraged to stop by the on-campus recruiting tables throughout the academic year, as well as attend Career Fairs. Career Fairs are usually organized by industry and are planned in collaboration with academic program managers. Career Fairs can be found on College Central Network where students can also find the valuable information about the organizations attending and how to prepare for the events.

Students are encouraged to utilize the varied career resources available to them during their time at Frederick Community College. Alumni are also able to access career services. For more information, visit the Career Services website at www.frederick.edu/careers.

Career Planning Courses

The three-credit course Career Assessment and Planning (ACE 110) is beneficial to students who need a comprehensive, structured approach to career planning. In this elective course, students will first assess their skills, interests, personality and values. Not only will they uncover many hidden talents, they will also identify what they need to be satisfied in a job. After completing this self-assessment, they will explore the occupational world for careers that match their attributes. In addition to developing decision-making skills, students will learn how to develop objectives and action plans to help achieve their goals.

Transfer Planning Services

From the time students select their first course, they are making decisions that greatly affect their transfer plans. For this reason, it is important that students work closely with an advisor for course scheduling and transfer planning.

The Counseling & Advising Office has a variety of print and electronic resources available to help with transfer planning. The center has Internet access so that students can view college websites and access online transfer resources. ARTSYS, a computerized articulation system created especially to help community college students transfer to Maryland four-year institutions, is available, as well as College Board, which is an online resource that enables students to conduct a college search using criteria such as major, size of enrollment, geographic location, cost and available student activities. College Source also allows students to view college catalogs from across the nation.

A library containing in-state and many close, out-of-state college catalogs and brochures is available for student use.

Transfer guides outlining the majors offered and requirements of the colleges to which our students most frequently transfer are maintained in the Counseling & Advising Office. Resource books such as Peterson's Guide to Four-Year Colleges, The College Board Guide to Campus Visits and College Interviews, and The College Board Index of Majors are also available.

Transfer workshops covering topics such as how to select a transfer school, the application process, transfer scholarships and practical information on the transfer process are offered throughout the year. Transfer counselors are also available to meet individually with students to help develop individualized transfer plans.

Throughout the year, opportunities are available for students to meet with representatives of four-year schools who visit the FCC campus. Both the Transfer Day Fair and the FCC-sponsored Frederick County College Night provide opportunities to explore potential transfer schools. Additionally, four-year college recruiters and advisors are available to meet with students in the Counseling & Advising Office on a weekly basis. The Counseling & Advising Office also sponsors several field trips to visit local colleges and universities each semester so students can tour campuses, meet with faculty, staff and students, and learn about transfer requirements.

The college makes every possible effort to provide access to the most current and accurate transfer information. However, students should always verify information with the intended transfer school. For more information, visit the Counseling & Advising Office Web page at www.frederick.edu. To schedule an appointment for transfer planning/advising, contact the Counseling & Advising Office at 301.846.2471.

Academic Advising

The goal of FCC's academic advising system is to assist students in developing academic plans consistent with their degree and/or career objectives. Advisors and Counselors are able to assist students in meeting requirements for degree programs both at FCC and transfer institutions, provide advice on good combinations of courses to take each semester to balance academic load, and make sure that students have the necessary prerequisites for courses to help ensure that students are successful.

All students are strongly encouraged to meet with an advisor prior to course registration each semester. Students who have been placed on probationary status are required to have an advisor's approval before registering for classes. In addition, students enrolling in college for the first time are expected to participate in the college's new student orientation program where they will have the opportunity to meet with staff to learn more about the college's offerings and resources and receive information pertaining to college policies and services. During the orientation program, students will meet individually with an advisor to plan their semester schedule and register for their classes.

Allied Health Advising

Students interested in the college's allied health programs (medical assistant, respiratory care, associate degree nursing, transition-to-RN, or surgical technology program) are encouraged to meet with the Allied Health and Nursing Advisor. Individual appointments and information sessions may be available. For more information, call 301.846.2471.

Emergency Management Advising

Students interested in the college's Emergency Management programs are encouraged to request an advising session with the Emergency Management program advisor. Individual appointments may be requested through email at EmergMgt@frederick.edu.

Personal and Social Counseling

FCC offers counseling referral services to assist students with the many choices confronting them as they enter and progress through college. In addition, staff offer workshops on a variety of topics and serve as a resource for students and faculty. Contact the Counseling & Advising Office at 301.846.2471.

Developmental Education

FCC offers a range of support services, as well as developmental courses in English, mathematics, and science. These courses are designed to help students who are identified through the college's assessment testing as needing additional preparation for college-level coursework.

English as a Second Language (ESL)

FCC offers a series of English as a Second Language (ESL) courses that focus on listening, speaking, reading, writing, pronunciation and grammar. For more information about ESL programming at FCC, call 240.629.7962. See instructions on how to apply and register for ESL classes on page 9. For community-based English as a Second Language classes, see page 147.

Job Search Assistance

The Counseling & Advising Office at FCC offers job search assistance to graduates and those students seeking part-time or full-time employment.

The office houses a variety of materials that can assist students in the job-seeking process including reference books, videos, and information on area employers. Students can access job openings via the online job board and view which employers will be visiting the Recruiter's Corner seeking job applicants for their open positions.

Students seeking job search assistance services can call 301.846.2471. For more information, visit the Counseling & Advising Office Web page at www.frederick.edu

Prior Learning Assessment (PLA)

FCC's prior learning pathways which include Portfolio Assessment, Institutional Departmental Exams, Certificate & Licensure Evaluations, Credit by Examination (CLEP/DSST, IP & AP), American Council on Education (ACE), the National College Credit Recommendation Service (NCCRS), and Military Training and Service evaluations allow students the opportunity to earn credit for college level learning, thus accelerating students' progress towards graduation. Students seeking credit for prior learning should call the Prior Learning Assessment Coordinator on 301.846.2587 for more information.

The Office of Multicultural Student Services

Mission Statement

The Office of Multicultural Student Services (MSS) provides interested students with comprehensive support that consists of academic planning, and personal support, advising, and a series of dynamic cross cultural activities which focus on enhancing or developing strategies for success. Multicultural Student Services aims to increase student success and goal achievement while enhancing access, support and opportunities that meet the needs of a diverse and changing population. To ensure the successful transition to college and completion of a college degree or certificate, we offer additional advising support to students who may be experiencing academic challenges or are having difficulty adjusting to the college environment.

Overview

Multicultural Student Services (H-103) offers academic support through personal counseling, advising, comprehensive student success academic action plans, and student advocacy by establishing strong mentoring relationships between students and faculty/staff. MSS aims to provide a smooth transition to the college and to increase the probability of success for each student. The office provides identity development activities and education beyond the classroom experience by hosting cultural engagement programming including but not limited to critical thinking discussions, cultural fieldtrips, study skills workshops, goal setting initiatives and leadership development retreats. In addition, we provide specialized support and outreach to men and women of color through our Big 6 and Elite 8 programs, support for high school students with our College Prep program and support for ESL students through a scholarship for ESL students who are enrolled in career programs. Please call 301.624.2894 for additional information.

Office of Adult Services

Mission Statement

The Office of Adult Services at Frederick Community College provides services and support in identifying and achieving educational, career, and personal goals to adults in transition. The services include academic advising, needs assessment, career and personal adjustment counseling, financial assistance, workshops, and referral to College and community services. Specific services are offered to single parents, single pregnant women, and displaced homemakers.

General Overview

The Office of Adult Services (A-103) offers a variety of services for adults returning to college. Designed to ease the transition into the classroom for those who are returning to begin or complete a degree, acquire marketable skills or retrain for a new career, the office offers information and referrals to college and community resources, workshops on topics of interest for adult students, and special services for single parents and displaced homemakers. Please call 301.846.2483 for additional information.

Project Forward Step

Project Forward Step is a counseling, information and referral program designed to meet the needs of returning adult students. Students in the Project Forward Step program receive scholarship support from the FCC Foundation and the Maryland State Department of Education. The program provides special services for the following:

Single Parents—(working or non-working) who are unmarried or legally separated with custody or joint custody of a minor child or children.

Displaced Homemakers—adults who are unemployed or underemployed and experiencing difficulty in obtaining employment or suitable employment or have worked primarily without pay to care for home and family and need to upgrade or refresh marketable skills.

Program services are designed to help individuals increase and upgrade skills leading to employment or a career change. Services provided include intake interview and needs assessment; career counseling and academic advisement; support during transitions; workshops for adult students; referral to College and community services; financial assistance with tuition, books, child care and transportation; and job placement referrals. Call 301.846.2483 for more information.

Women's Center

The Women's Center (A-103) is a partnership between the Office of Adult Services and the Frederick County Commission for Women that provides Frederick County citizens with a centralized place to access information about and referrals to community resources and services, attend workshops, and be exposed to social and professional networking opportunities. In March, the Women's Center sponsors special events for Women's History Month. The Anne-Lynn Gross Breast Cancer Resource Center is now open in the Women's Center. Information about early detection, treatment and aftercare is available, as well as community resources and referrals. A breast cancer support group meets at 7 p.m. the second Thursday of each month. Call 301.846.2483 for more information.

Allied Health Academy

The Allied Health Academy provides training, educational supports, and consideration for financial assistance to eligible students who want to become certified nursing assistants (CNA), geriatric nursing assistants (GNA), or other select allied health occupations. Call 301.846.2483 for more information. Scholarships for the Allied Health Academy are provided by the Frederick Community College Foundation.

Adult Ed STARS (Student Transition Assistance, Resources, and Support)

Adult Ed STARS assists FCC Adult Education GED® exam and National External Diploma Program (NEDP) completers who wish to transition to college or Continuing Education & Workforce Development programs at Frederick Community College. Services include intake interview and needs assessment; career, personal, and academic counseling; referral to financial aid resources; and educational case management.

Services for Students with Disabilities

Mission Statement

The Services for Students with Disabilities (SSD) office at Frederick Community College assists and supports eligible students with disabilities. Student services may include academic advising, individualized accommodation plans, transition coaching, as well as workshops and programs. Students will be empowered to become self-advocates in order to achieve individual success at FCC and beyond. The SSD office provides community outreach and collaborates with agencies and resources to meet the diverse needs of students with disabilities.

Department Overview

Frederick Community College is committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA). The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life through the Office of Services for Students with Disabilities. The particular needs of each student are considered on an individual basis. Reasonable accommodations are provided for qualified students with disabilities who self identify and provide documentation. Course standards are not altered but various support services are offered to ensure that students with disabilities can demonstrate their educational potential.

Students with disabilities are encouraged to contact the office as early as possible after applying for admission (301.846.2408). Reasonable accommodations, based on documentation, are then offered to qualified students for courses and for placement testing, if requested. Students in need of sign language interpreting services should contact the office two weeks prior to the beginning of classes to ensure services are in place.

Assessment testing in reading, writing and mathematics is required for all students as part of the admissions and registration process. Students with disabilities should contact the Services for Students with Disabilities office (301.846.2408) prior to testing so that accommodations can be provided if needed. Please note that all placement tests are untimed.

Students with disabilities may apply for the same types of financial aid available to all eligible students. Any resident of Maryland who is out of the workforce because of a permanent disability as defined by the Social Security Act, the Railroad Retirement Act, or in the case of former federal employees, the Office of Personnel Management, and enrolls in a community college class that has at least 10 regularly enrolled students, may be eligible for a tuition waiver. The tuition waiver does not apply to fees. For specific guidelines refer to the Tuition and Fees Policy and Procedure on page 28.

Contact Information:

Services for Students with Disabilities Office

301.846.2408 or via email at
DisabilityServices@frederick.edu

Coordinator for Deaf & Hard of Hearing Services

301.846.2476 (Voice), 240.575.1803 (VP),
or via email at Interpreting@frederick.edu

Student and Advisor Responsibilities in the Advising Process

Knowing what is expected of students by their advisors and, in turn, knowing what they can expect from their advisors, will help both parties involved to have a successful experience.

Student Responsibilities

1. The student has the responsibility to meet with an advisor during the early registration period of each semester.
2. The student is an active participant in the advisor/advisee relationship. As such, the student communicates concerns, needs, and problems in an effort to keep the advisor apprised.
3. The student accepts responsibility for making decisions and the consequences of those decisions.
4. The student is knowledgeable about college policies, procedures, and regulations, as well as program and graduation requirements. Sources of information include the academic catalog, the student handbook, and the catalogs of the transfer colleges, if appropriate.
5. The student schedules a preregistration advising appointment with an advisor to discuss program development in relation to course selection, major/career goals, and scheduling of classes.

6. The student has prepared in advance for the preregistration advising appointment; has reviewed courses suggested on the program page of the catalog for his/her major; has read course descriptions of these suggested courses and has reviewed the general education course requirements appropriate for his/her major; has reviewed the catalogs or guides for transfer requirements; has thought about course selections; and has made a tentative outline of courses and class meeting times.
7. The student understands the advisor is an information source. (When appropriate, the advisor may serve as a referral agent, helping the student to obtain assistance in areas of concern.)
8. The student has the responsibility to maintain a personal advising file which includes program requirements, advising notes, and other information disseminated by the advisor.
9. The student knows the office hours and location of the advisor.
10. The student is responsible for developing a realistic schedule that allows adequate time for studying, reading, writing research papers, etc., and takes into consideration the student's work schedule, commuting time, family responsibilities, and other non college demands.

Advisor Responsibilities

1. The advisor meets students during the registration period to help them formulate appropriate educational plans.
2. The advisor creates a caring relationship conducive to open communication and trust.
3. The advisor assists students in identifying educational and career goals.
4. The advisor assists students in developing an academic plan which actualizes goals and objectives consistent with the students' abilities and interests.
5. The advisor is knowledgeable about college policies, procedures, prerequisites, and college regulations, as well as program and graduation requirements. The advisor is familiar with academic requirements of receiving institutions for transfer purposes.
6. The advisor encourages students to take an active role in planning their academic programs, and guides in the selection of courses which fulfill the liberal arts core requirements, major course of study requirements, and appropriate electives.
7. The advisor serves as a primary communication source for students, providing current information about academic policies, procedures, regulations, and programs.
8. The advisor has knowledge of college referral sources and services (such as tutoring, developmental support courses, study groups, or counseling) which may assist students in their educational, career, and/or personal development. When appropriate, the advisor may act as a referral agent.
9. The advisor listens and facilitates students' growth in the areas of academic, career, and personal concerns.
10. The advisor confronts students openly and honestly on issues of integrity, academic honesty, behaviors, rights, and responsibilities.
11. The advisor ensures that a record of the advising notes is kept.

Information Technology Services for Students

IT Services

IT provides technology services and support to meet the needs of students, faculty and staff. We provide support for PeopleSoft, classroom technology, desktop computers, website, software purchasing and network security.

The IT Service Desk is a one-stop location where faculty, staff, and students can come for additional support after utilizing the resources highlighted below.

The IT Service Desk can be reached by phone 301.846.2509 as well as walk-in support located in Gambrill Hall G-122.

Computer Labs

The Macintosh Computer Lab, located in the F Building (F-107), is open to students enrolled in Computer Graphics and Digital Photography classes. The lab offers color printing and scanning. Large format color printing is available. For printing sizes and prices, contact the Bookstore. Software includes Adobe Photoshop®, Adobe Illustrator®, Adobe InDesign®, and Adobe Dreamweaver®. Hours of operation are posted on the lab's doors.

Writing Requirements

FCC recognizes that the ability to write clearly and concisely is essential to the personal and professional success of all educated people. Therefore, the college is committed to providing instructional opportunities and services necessary to help achieve competence in writing.

Students can expect to write in any course offered by the college. Grades on papers in college courses will be influenced by the student's ability to meet minimal writing standards.

The minimal standards for written work submitted in all courses are as follows:

1. All written work must demonstrate skills in presenting material in a clear and logical manner.
2. All written work must demonstrate appropriate, college-level word choice.
3. All written work must demonstrate competence in grammar, punctuation and spelling.

Welcome Center

Official Transcript

All transcripts issued by the college are free of charge. An official transcript is issued only by the Welcome Center and is sent to the receiving party by mail or through electronic transmission designed/monitored by the Maryland State Department of Education. Students may request transcripts by filling out a request form or online by logging into their PeopleSoft student account. An official issued-to-student transcript may be provided in a sealed envelope upon request. Students must show identification to obtain an official transcript. It is provided on security paper containing the college's seal and the authorizing signature. Official transcripts will be prepared within three (3) business days of received request. A raised seal is not required. The College reserves the right to impose a reasonable waiting period for providing transcripts. Request forms may be downloaded from the college's website, www.frederick.edu.

Unofficial/Issued to Student Transcripts

Unofficial transcripts are available on the web. An unofficial student transcript may be issued by the Welcome Center. Students must show proof of identification to obtain an unofficial transcript. The unofficial transcript is printed on plain white paper and is not considered official for the purpose of transfer credit.

Parking Stickers

Parking stickers are issued by the Welcome Center once registration is completed.

Student ID

All students will be assigned a student identification number when they are admitted to FCC. ID cards are issued by the Welcome Center once a student has registered for credit courses.

ID cards are required for library services, registration, and admission to college events.

Transfer Evaluation for Students

Transferring into FCC

Students who earned credit at other institutions and/or the military should provide an official transcript to the Welcome Center in Jefferson Hall. Transfer evaluations are completed within 7-10 business days (longer during peak times). Students will receive an email to their MyFCC account when the evaluation is complete.

Center for Student Engagement

Mission Statement

The Center for Student Engagement at Frederick Community College provides an atmosphere on campus that invites and encourages all members of our campus community to celebrate the richness of the human experience. Through social programming, personal/professional leadership development, and the exploration of personal interests, the CSE promotes respect and appreciation among our students, faculty and staff for self and others and an understanding of our shared responsibility to create an environment that celebrates learning.

Department Overview

At FCC we know your time in the classroom is only one part of your “college experience.” The Center for Student Engagement offers you exciting opportunities to interact with other students, cultivate your leadership skills in a variety of ways, and strengthen your knowledge and understanding of academic disciplines through applied co-curricular activities.

Student life incorporates much more than classroom instruction. As a supplement to the academic experience, the Center for Student Engagement offers students the opportunity to acquire or further develop leadership skills through participation in a broad array of co-curricular programs. Clubs and organizations on campus are as diverse as the student population, offering students the opportunity to participate in program events, meet students with similar interests, or simply enjoy quality entertainment both on and off campus.

Participation in leadership conferences and service projects provides students with hands-on experience and is a dynamic and vital component of student engagement. Information about leadership development, campus clubs and organizations, how to start a new club or organization and a current calendar of special events can be obtained by visiting the Center for Student Engagement, Student Center, or by calling 301.846.2488.

Campus Clubs

Student clubs and organizations contribute to the development of the student and enrich campus life. FCC campus clubs and organizations are student generated and student run. While faculty advisors are on hand to assist with logistics, students program and direct all club activities and events. With over 30 student organizations currently recognized, there are social, recreational, and academic clubs that support almost any interest. If there is an interest in starting a new organization, students are welcome to stop by the Center for Student Engagement for information and support. A current list of all active clubs and organizations can be found in the Center for Student Engagement or on the FCC website under clubs and organizations.

Community Service

With community as our middle name, FCC values opportunities to engage all learners in valuable service to others. Not only does volunteer service benefit the community, it builds outstanding skills and strong resume interest for engaged students. To support this active student engagement, the Center for Student Engagement houses a service learning center that provides volunteer and community service placement opportunities for all members of our campus community. Whether you've been assigned a service learning project in a class or you simply want to give back to the community, placement opportunities are abundant. Students are welcome to utilize our free placement service to help match interest to need for a long-term community service commitment or simply stop by to participate in monthly service projects on campus. Regardless of the level of commitment to service, FCC's Center for Student Engagement staff will work with you to find your perfect placement. Students who have received a Meritorious Service Certificate from a Frederick County Public School are invited to apply their meritorious service hours for recognition at FCC. The Center for Student Engagement acknowledges outstanding student service at the annual Recognition Awards Ceremony in May.

Co-curricular Programs

Because FCC values the profound learning opportunities that exist outside of the classroom, programs, events and activities are specifically designed by a diverse planning team to give students an opportunity to relate academic subject matter to real life situations. These co-curricular programs serve as a complement to in-class instruction, and engage students in exciting, thought provoking, and multi-discipline activities. Students play a critical role in shaping these offerings by recommending workshops, lectures, trips, and experiences that enhance classroom knowledge and most faculty recognize the value of these learning opportunities by offering extra credit for student participation. Co-curricular events and activities are posted in the student/faculty calendar, which can be found in the Center for Student Engagement, or can be found on the FCC website under Events.

Leadership Development

FCC values shared governance, meaning all members of the campus community have a voice in the decision-making process at FCC. The student voice is channeled through the Student Government Association, and every student on campus is considered a member by virtue of enrollment. While suggestions and opinions can be shared openly without organized involvement in SGA, opportunities exist for students who wish to take their leadership to the next level.

The SGA holds elections each year to solicit leadership on many levels. Officers are needed for service on all-college committees and task forces, leadership within campus clubs and organizations and within the SGA itself. No prior leadership experience is necessary, only the desire to make a difference, and the commitment to see the responsibility through.

Leadership is rewarded through nomination for national recognition, letters of recommendation, and resume interest. Students who are involved on campus are also highly sought after by four-year transfer institutions, local businesses, and community service providers.

To further support student leadership, FCC has created the Leadership Legacy, a training for all students who are interested in developing their leadership skills regardless of previous experience or involvement. The program is designed to give students an opportunity to develop their leadership skills on a personal, group, and community level. Through participation in the program, students will build a portfolio demonstrating their leadership skills and involvement and establish an excellent network of connections to students, college faculty and staff, and community members. Participants will learn more about themselves and the skills they need to become better leaders. In addition, FCC is a proud participant in the Maryland Community College Activities Directors Association and the Association of College Unions International. Through membership, student leaders participate in a series of high quality, state, regional and national leadership workshops, seminars, and retreats. These leadership experiences are underwritten by the Center for Student Engagement to further support and acknowledge volunteer service and leadership.

Recognition and Awards

Celebration of achievement is one of our core values. Each May, at our annual Spring Recognition and Awards Ceremony, students are publicly recognized and lauded for academic achievement, volunteer service, and campus leadership. Students may earn distinction for their contributions through faculty or staff nominations and may be eligible for nomination to several internationally recognized honors and awards programs such as Who's Who Among Students in American Community Colleges; Phi Theta Kappa International Honors Society; the USA Today Academic All Americans; and the United States Achievement Academy's Academic All American Scholars and Leaders. Specific criteria for national honors can be found in the Center for Student Engagement, in the student handbook, or on the FCC website under Student Life.

Graduation Awards

During Commencement week, numerous awards are made by various organizations in recognition of outstanding achievement by the year's graduates. Among those of recent years have been the following:

- Dr. Patricia Stanley Exemplary Community Service and Leadership Award
- Dr. Lee John Betts Student Leadership Award
- Marjorie Betts Citizenship and Family Award
- Dr. Henry P. and M. Page Laughlin Annual Distinguished Scholarship Award
- Phyllis Hamilton Award for Academic Excellence in English Literature
- Lindblad/Longman "We Are One" Award
- Award for Academic Excellence in the Business Transfer Curriculum
- Award for Academic Excellence in the Business Career Curriculum
- Career & Technology Awards

- Frederick Woman's Civic Club Award for Academic Excellence in History
- Martin Kalmar Award for Academic Excellence in Mathematics
- Dr. James Everett Bowes Award
- Frederick Regional Health System's Board of Directors Award
- Jane Garvin Excellence in Leadership Award
- Nursing Directors Award

Student Government Association

The student government association (SGA) is designed to represent student opinions and concerns on campus. SGA is the students' voice on issues concerning campus life and a relay system of information between college committees and the general student body. Leadership opportunities exist for students interested in serving as officers to the student government association and/or students wishing to take part in campus-wide committees and task forces. The executive committee of the SGA consists of president, vice president for public relations, vice president for administration, vice president of communications, and vice president of finance. Students interested in leadership positions are invited to stop by the SGA office, H-106.

An essential component to the success of the SGA is active participation in the college governance process. The SGA appoints interested students to serve as representatives to the college senate and college-wide committees and task forces. While previous student government experience is helpful, all students with interest, commitment and enthusiasm are encouraged to participate. In addition to the leadership skills student representatives develop, indication of active participation is always an excellent highlight on résumés and applications for admission to four-year colleges.

Student Publications

FCC has two major student publications. The FCC Commuter is the college's student newspaper and the Tuscarora Review is the magazine of the creative arts.

The FCC Commuter is a student publication and is a designated forum for student voice and opinion on campus events and related issues. The FCC Commuter is also a co-curricular program working cooperatively with FCC journalism classes. However, all students are welcome to work on the paper regardless of previous experience. Working on the paper offers practical experience for writers, photographers, graphic designers, marketers and public relations students. For more information, contact the advisor, Magin LaSov Gregg at 301.624.2728.

The Tuscarora Review consists of literary (poetry, fiction, essay, one-act plays) and fine arts (ceramics, mixed-media, 2D and 3D art, graphic design) contributions from students and staff. The Tuscarora Review has recently won several national awards. Student contributions are encouraged. For more information, contact Ramon Jones at 240.629.7837.

Voter Registration

Frederick Community College encourages all students, faculty, and staff to exercise their privilege and right to vote in national and local elections. Voter registration forms are available in the Center for Student Engagement (Student Center, H-101), or in the Welcome Center (Jefferson Hall).

Wellness

FCC promotes wellness in both its students and staff through on-going programming and access to healthy exercise programs. The weight room is open day and evening hours for all registered students, faculty and staff. Assistance in developing programs to help with cardiovascular and muscular functions is also available. FCC offers courses in yoga, aerobics, weight training, tennis, golf, volleyball, and fencing, along with fitness for living and health education theory courses.

For more information on any of the above student life programs, students should contact the Center for Student Engagement at 301.624.2793.

Campus Life

Bookstore

The Bookstore at FCC is open year round Monday through Friday. As hours may change, see our website (bookstore.frederick.edu) for exact hours. The Bookstore is closed when the college is closed.

The Bookstore sells course materials, school and art supplies, backpacks, culinary and allied health uniforms and equipment, clothing, gifts, greeting cards, bus passes, meal cards for the Cougar Grille, and much more.

Course materials and other merchandise can be ordered through our website and can be shipped to you or held for pick up in the store. The Bookstore accepts cash, checks (no starter checks), VISA, MasterCard, Discover, American Express, and charges to financial aid.

To pay for course materials with financial aid or to rent course materials, you must come to the store and show ID. Financial aid cannot be used on our website. Rentals must be completed in person.

The Bookstore has a textbook payment plan available. Students who are using the tuition payment plan are automatically eligible to participate in the textbook payment plan. Others may apply to be eligible. See Bookstore personnel for details.

At the end of each semester a textbook buyback is offered. You may be offered money for books you do not wish to keep. Visit our website for dates and times of buyback.

Campus Security

FCC places a high priority on maintaining a safe, secure learning and working environment. The security office (Student Center, H-116) is committed to the safety and welfare of all students, employees, and visitors. For safety and protection, security staff are on campus 24/7. Exterior emergency help phones are located adjacent to sidewalks of parking lots (#1–Bus stop, #2–lot 1, #3–lot 3, #4–lot 4, #5–lot 6, #6–lot 7 south, #7–lot 7 north, #8–lot 9, #9–lot 10, #10–lot 11 north, #11–lot 14 north, #12–lot 14 south).

Press the button and security will respond immediately. Help phones are throughout all buildings; they may be used to dial campus numbers only. Call 2453 for the security office.

Campus Crime Report

In compliance with Title II of the Crime Awareness and Campus Security Act of 1990, information related to crime statistics and security measures is posted throughout the college and is available to students in the most current Student Handbook and on the college's Internet website. Individuals may also request a paper copy of either the college safety and security policies or campus crime statistics at the college security office located in the Student Center 301.846.2453. The report contains information about campus security issues and ways students and staff can help ensure their personal safety. It also contains statistics on crime rates for the past three years.

College Closing

Note: In the absence of an announcement, Frederick Community College is open and operating under normal schedules. FCC does not follow the same schedule as Frederick County Public Schools or county government.

If and when FCC is closed due to inclement weather, hazardous road conditions, emergencies, or unforeseen circumstances, incidents, the College is committed to notifying all students and employees as quickly as possible.

The best way to receive up-to-date information about College closings, delays, or emergencies is to subscribe to FCC Alerts. Users will receive a text message or email notification. Register at www.frederick.edu/fccalert.

Communication of College Closings/Delays

- College Information Center: 301.846.2400
- FCC Alert text message (you must register at www.frederick.edu/fccalert)
- Comcast Cable: FCC TV Channel 23
- FCC Web site: www.frederick.edu

Broadcast Media

Radio:

- WFMD (AM 930)
- WFRE (FM 99.9)
- WAFY (FM 103.1)
- WARX (FM 106.9)
- WTOP (FM 103.5)

Television:

- NEWS 4 (Ch. 4)
- News Channel 8
- ABC (Ch. 7)
- WBAL (Ch. 11)
- WUSA-TV (Ch. 9)
- WDVM-TV (Ch. 25)
- WJZ-TV (Ch. 13)
- WTTG FOX-5 (Ch. 5)

Social Media:

- Twitter: www.twitter.com/frederickcc
- Facebook: www.facebook.com/frederickcommunitycollege

College Information Center

The College Information Center supports all offices of the college by answering the switchboard and providing information to all callers and visitors to campus. In addition, the Information Center can assist students with applications to the college, registration activities, and transcript requests.

Dining Services

Our mission is to provide premier dining services to the College community and guests through outstanding quality and choice of food with superb customer service.

Dining Services manages the Cougar Grille, Smooth Joe's, College catering services, and oversees College vending maintained by VendingPlus.

For more information on any of our services, contact Dining Services at 301.624.2738 / diningservices@frederick.edu or drop by our office, room H-115G in the Student Center.

For the most up-to-date information, operating hours, menus for each venue, and special events check the dining services home page, found on the college website under Campus Resources.

Meal Cards

Meal cards are valid at the Cougar Grille and Smooth Joe's and are available for purchase at both locations for any denomination of five (\$5.00) dollars or more. For further details or to purchase a meal card, please see a cashier at either location or go online to www.frederick.edu.

Cougar Grille

Located in the Student Center (Building H)

- Open fall & spring semesters:
Monday–Thursday, 9 a.m.–4 p.m.;
Friday, 8:30 a.m.–1:30 p.m.
- Open summer:
Monday–Friday, 8:30 a.m.–1:30 p.m.

Please Note: hours are subject to change.

The Cougar Grille is open to all students, faculty, staff, and the general public, and features a large dining area.

Breakfast, lunch, and Grab-n-Go options are available Monday through Friday. Other options include a salad bar, deli station, pizza, Sushi freshly made by Saikou and varying hot features.

We also offer a wide selection of pastries, bagels, desserts, delicious house-made deli wraps, salads, sandwiches, yogurt parfaits, fresh fruit, and more!

Smooth Joe's

Located in the Cougar Grille Dining Room, first floor of H Building

- Open fall & spring semesters:
Monday–Thursday, 7:30 a.m.–6 p.m.;
Friday, closed
Saturday, 8:30 a.m.–1:00 p.m.
- Summer: TBD

Please note: hours are subject to change

Smooth Joe's features a menu of espresso drinks, fresh-brewed coffee, hot teas, and smoothies. For your enjoyment and convenience, we also offer a wide selection of pastries, bagels, desserts, delicious house-made deli wraps, salads, sandwiches, yogurt parfaits, fresh fruit, and more!

FCC Catering

FCC Catering services special events for internal and external groups using College facilities. Everything from coffee service and boxed lunches to fully catered buffets for groups of thirty (30) or more.

For more information, contact FCC Catering at 301.624.2794 / diningservices@frederick.edu or drop by our office, room H-115G in the Student Center.

You can view our catering brochure at www.frederick.edu under Student Resources, then Dining Services/ Catering.

Vending

There are vending machines throughout the College and Monroe Center.

Vending issues should be sent to diningservices@frederick.edu or call 301.846.2466.

Vending refunds are available at the Cougar Grille during normal operating hours.

At the time of print all information provided here is correct but is subject to change based on market and budgetary conditions.

Photo ID and Parking

Photo ID

Students get their ID cards in the Registration & Records Office, J-101. ID cards are used by dining services, the library, the Testing Center, and must be shown when doing business with the college (e.g., picking up transcripts, paying bills, etc.).

Parking

All enrolled students may get a parking sticker, at no cost, in the Registration & Records Office, J-101. Students may park in any space not designated as staff parking or other unauthorized spaces such as handicapped or reserved spaces. Students parking in unauthorized spaces will be issued citations and vehicles parked illegally, disrupting traffic flow, or creating a safety hazard will be towed at the owner's expense. In addition to our many parking lots, FCC has a three-story, 350-space parking deck for students.

Frederick Community College Policies and Procedures

The Board of Trustees is the governing body of Frederick Community College responsible for approving all College policies. The Board has the responsibility to guarantee the integrity of the College, ensure that effective policies are established, and to entrust the administration of those policies to the President.

The Board of Trustees approved policies listed below are reviewed annually and revised when necessary. Review and revision dates are noted on each policy. These policies help the College accomplish its mission, support equity and fairness, and maintain accountability.

The Academic Catalog includes the full text of certain policies and procedures that provide necessary context in the areas of admissions, academic assessment, academic standards, residency, and tuition and fees. Visit frederick.edu for a full list of College Policies and Procedures, including those that are currently in place, those that are under review, and those that have been repealed.

- Academic Assessment and Placement Policy and Procedures, page 15
- Academic Standards Policy and Procedure, page 160
- Admissions Policy and Procedure, page 6
- Alcohol, Tobacco, Opioids and Other Drug Use and Awareness Policy and Procedures
- Code of Conduct for Visitors, Guests, and Volunteers
- Code of Student Conduct Policy and Procedures
- College-Sponsored Student Publications Policy and Procedures
- College Transportation Services Policy and Procedures
- Complaint Policy and Procedure for Students
- Field Trips and Other Student Travel Policy and Procedure
- Inclement Weather Policy
- Intellectual Property
- Non-Discrimination Policy/Procedures
- Privacy and Access to Education Records Policy and Procedures
- Public Information Requests Policy and Procedures
- Residency Policy and Procedure, page 31
- Solicitation Policy and Procedure
- Student Personal Electronic Account Privacy Policy
- Student Withdrawal Policy and Procedures
- Technology Use Policy and Procedures
- Title IX Sexual Misconduct Policy and Procedures
- Tuition and Fees Policy and Procedures, page 28
- Use of Facilities Policy and Procedure
- Video Monitoring of College Premises
- Weapons Policy & Procedures

MHEC Transfer Policies

Title 13B Maryland Higher Education Commission

Subtitle 02 Academic Regulation

Subtitle 06 General Education & Transfer Authority: Education Article 11-2-111-206, 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 Science 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 SA(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, and incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education Standards for Accreditation. No later than August 1, 2017, 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 28 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 38 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:
- Arts and humanities,
 - Social and behavioral sciences,
 - Biological and physical sciences,
 - Mathematics, and
 - English composition; or
- (2) Conforming with COMAR 13B.02.02.16D(2)(b)—(c).
- B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.
- C. General education programs of public institutions shall require at least:
- Two courses in arts and humanities;
 - Two courses in social and behavioral sciences;
 - Two science courses, at least one of which shall be a laboratory course;
 - One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study); and
 - One course in English composition, completed with a grade of C- or better.
- D. Institution-Specific Requirements.
- (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in course work outside the five areas. These courses may be integrated into other general education courses or may be presented as separate courses. Examples include, but are not limited to, Health, Diversity, and Computer Literacy.
- (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 18 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. 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.
- M. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.
- .04 Transfer of General Education Credit.**
- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.
- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10—16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
- F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
- G. A.A.S. Degrees.
- (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

- (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:

- (1) Accountable for the loss of credits that:
- Result from changes in the student's selection of the major program of study,
 - Were earned for remedial course work, or
 - Exceed the total course credits accepted in transfer as allowed by this chapter; and
- (2) Responsible for meeting all requirements of the academic program of the receiving institution.

.05 Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution.

- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
- Credit is from a college or university parallel course or program;
 - Grades in the block of courses transferred average 2.0 or higher; and
 - 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:

- 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- The first 2 years of the undergraduate education experience.

C. Nontraditional Credit.

- 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.
- 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:
 - Technical courses from career programs;
 - Course credit awarded through articulation agreements with other segments or agencies;
 - Credit awarded for clinical practice or cooperative education experiences; and
 - Credit awarded for life and work experiences.
- The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- 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.

- 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.
- 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.

- 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.
- Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- The sending institution shall:
 - Provide to community college students information about the specific transferability of courses at 4-year colleges;
 - Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
 - 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.

- Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- 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.
- 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.
- 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.

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There are more than 320 part-time faculty members teaching classes during the 2017-2018 academic year. Individuals are appointed on a semester-by-semester basis and teach in both the day and evening programs.

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Academic Office Manager
A.A., Frederick Community College
B.A., University of Maryland Baltimore County

English

Frederick Cope (2010)

Chair, English; Assistant Professor, English Composition
B.A., M.A., University of Alabama

Cheryl Peterson (2009)

Academic Office Manager

Mathematics

Gary C. Hull, Jr. (2002)

Chair, Mathematics; Associate Professor, Mathematics
B.S., Shepherd University
M.S., Shippensburg University

Jeanne Nesbitt (2009)

Academic Office Manager
B.S., Youngstown State University

Science

Marc Frankenberry (2008)

Chair, Science; Professor, Biology
B.S., Wheeling Jesuit College
Ph.D., West Virginia University

Lorell Angelety (2007)

Science Lab Technician I

Emily Boward (2014)

Science Lab Technician I
A.S., Hagerstown Community College
B.A., Hood College

Alma Diggs (1980)

Science Lab Technician I

Christopher Gladding (2012)

Science Lab Technician II
A.A., Southern Virginia University
B.S., Brigham Young University

Edith M. Hillard (1999)

Science Lab Manager
A.A., Montgomery College
B.S., University of Maryland
M.S., Hood College

Sharon Smith (1980)

Academic Office Manager

Social Sciences

Michael A. Powell (1990)

Chair, Social Sciences; Professor, History/Political Science
B.A. University of North Carolina at Chapel Hill
M.A. The George Washington University
J.D. Syracuse University
Ph.D. University of Maryland

Nicole Welch (2013)

Academic Office Manager
B.S., Mount St. Mary's University

Career Programs

Alanka Brown (2014)

Associate Vice President for Academic Affairs/Dean of Career Programs

B.S., Florida A & M University
M.A., Florida State University
M.P.A., Ed.D., Nova Southeastern University

Renee Davis (2016)

Academic Program Manager, Career Programs

B.S., M.B.A., Ed.D., University of Phoenix

Robin Shusko (2013)

Program Manager, Public Safety

B.S. Frostburg State University
M.A. Hood College
M.A. Marymount University

Kristi Waters (2007)

Office Manager, Career Programs

B.A., University of Maryland
M.S., Kansas State University

Allied Health & Wellness

Janet Sholes (1989)

Chair, Allied Health & Wellness; Associate Professor, Program Manager, Health & Physical Education

B.S., Springfield College
M.A., Kent State University

Ann Geyer (2009)

Academic Office Manager

B.A., Gustavus Adolphus College

Angela Goslin (2017)

Surgical Technology Program Clinical Coordinator

A.S., A.A.S., Montgomery College
B.T.P.S., Towson University

Computing & Business Technology

Karen A. Wilson (2008)

Chair, Computing & Business Technology; Assistant Professor, Program Manager, Medical Assisting

B.S., University of Maryland Baltimore
M.S., Kennedy-Western University
M.B.A., Western Governors University
Ph.D., Warren National University

Doree Lynn Miles (2011)

Academic Office Manager

A.A., Montgomery College
B.A., University of Maryland, Baltimore County

Nursing

Vanessa Lovato (1990)

Director of Nursing Education

A.A., Frederick Community College
B.S.N., University of Maryland, Baltimore County
M.S., University of Maryland, Baltimore

Lisa Brandenburg (2013)

Simulation Lab Manager

A.S., A.A.S., Frederick Community College
B.S., Frostburg State University

Marie Lalor (2017)

Academic Office Manager

B.S., M.S., University of the Philippines

Michele Miller (2018)

Nursing Skills Lab Assistant

B.S., Salisbury University

Center for Teaching & Learning

Kelly L. Trigger (2000)

Associate Vice President, Center for Teaching & Learning

B.S., Pennsylvania State University
M.Ed., University of Massachusetts, Amherst
Ph.D., University of Maryland

Sheri Bailey (2004)

Administrative Associate II, Library

A.A., Frederick Community College

Kimberly Carr (2006)

Academic Office Manager, Distance Learning

A.A., Baltimore City Community College

Patty Furry-Hovde (1997)

Administrative Specialist, Library

Daniel Gallaher (2017)

Information Literacy Librarian

A.A., Frederick Community College
B.A., University of Maryland, University College
M.L.S., University of Maryland, College Park

Jurgen Hilke (1989)

Executive Director of the Center for Distributed Learning

B.D., University of Goettingen, Germany
S.T.M., M.A. Yale University

Colleen McKnight (2011)

Director, Library Services

B.A., Otterbein University
M.L.S., University of Maryland, College Park

Rebecca Montgomery (2017)

Digital Resources Librarian

B.A., Morgan State University
M.L.S., University of Maryland, College Park

Brian Penko (2017)

STEM Learning Center Coordinator

A.A.S., Frederick Community College
B.S., Hood College

Alesha Rosen (2013)

Assistant Director, Testing Center

B.S., Towson University

Cheryl Schnebly (2014)

Office Manager, Center for Teaching & Learning

Amanda Schrider (2018)

Academic Testing Associate, Testing Center

B.A., Ave Maria University

Courtney Sloan (2016)

Tutoring and Writing Center Coordinator

B.S. Louisiana State University
J.D., Louisiana State University

Jennifer Unitis (2007)

Instructional Technology Training Specialist

A.A., Carroll Community College
B.A., Strayer University

Douglas Valentine (2017)

Instructional Designer

A.A., Frederick Community College
B.A., Mt. Sierra College
M.S., Southern New Hampshire University

Ina Wolf (2016)

Director of Testing Center

B.A., Trinity College
M.S., Johns Hopkins University

Jessica Young (2012)

Assistant Director of Distributed Learning

B.S., Shippensburg University
M.A., University of Phoenix

Betsey Zwing (2008)

Tutoring and Writing Center Director

B.A., Pennsylvania State University
M.A., Clemson University

Finance, Human Resources, and Auxiliary Services

Dana McDonald (2012)

Vice President for Finance and Auxiliaries

B.S., Virginia Polytechnic Institute and State University
M.B.A., Mount St. Mary's University

Fiscal Services

Jane Beatty (2006)

Director, Student Finance/Bursar

A.A., Frederick Community College

Shawn A. Chesnutwood (2001)

Senior Accountant

B.S., Johnson and Wales University
M.B.A., Frostburg State University
CPA, State of Maryland

Brenda Cunningham (2009)

Student Accounts Associate

B.A., University of Maryland Baltimore County

Pamela Dubitsky (2016)

Assistant Director, Grants Management
B.A., State University of New York,
Stony Brook University
M.A., M.S.W., State University of New York
at Albany

Jennifer “Jen” Frank (2010)

Senior Student Accounts Associate

Margaret Glessner (2016)

Senior Accountant I, Foundation
B.S., Grove City College
MBA, Loyola College of Maryland

Barbara Herald (2006)

Staff Accountant
A.A., Montgomery College

Patricia Hoyt (2017)

Director for Fiscal Services
A.A., Frederick Community College
B.S., Mount St. Mary’s University

Jeffrey Kotroba (2017)

Payroll Accountant
B.S. Towson University

Vanessa Lopez (2016)

Student Accounts Associate
A.A., Frederick Community College
B.S. University of Maryland

Elaine Marshall (2017)

Procurement Administrator
B.A., Mount Saint Mary’s University
M.B.A., Frostburg State University

Tonya McClellan (2008)

Accounts Payable Manager

Whitney Mellott-Hoch (2016)

Student Accounts Associate
B.S., M.B.A., Frostburg State University

Regina O’Rourke (2009)

Finance Associate, Accounts Receivable
A.A., Frederick Community College
B.A., Hood College

Kathryn “Katie” Reed (2010)

Administrative Associate II, Accounts Payable

Stephanie Roth (2016)

Finance Associate, Accounts Receivable
B.S., Salem International University

Fallon Seiler (2017)

Payroll Accountant
B.S., Shepherd University

Human Resources

Maryrose Wilson (2015)

Associate Vice President, Human Resources
B.A., Villanova University
M.S., Shippensburg University

Alicia Hilsher (2015)

Human Resources Recruitment Manager
B.S., M.S., University of Scranton

Carol Hulver (2015)

Benefits & Wellness Program Manager

Susan Waddington (2016)

Human Resources Generalist
B.S., Virginia Polytechnic Institute and State
University
M.S., Widener University

Felicia Watkins (2016)

Administrative Specialist - HRIS
A.A., Montgomery College

Auxiliary Services

Teresa Bickel (2005)

Director, Children’s Center
B.F.A., Indiana University of Pennsylvania
M.S., M.S., Hood College

Catherine Florimbio (2007)

Assistant Director, Children’s Center
B.A., La Roche College

Frederick “Fred” Hockenberry (2008)

Director, Bookstore
B.A., Pennsylvania State University

Peter Lee (2017)

Business Manager
B.S., M.A., Saint Francis University

Trudy L. Lyles (1995)

Bookstore Financial Manager
A.A., Frederick Community College

Kimberly Madden (2007)

General Merchandise Manager
B.A., Wake Forest University

Donna Mortimer (1987)

Bookstore Course Materials Manager
A.A., St. Mary’s College of MD
B.A., Juniata College
M.A., S.U.N.Y., New Paltz

Jean Stalnaker (2015)

Dining Assistant

Bradley Patenaude (2011)

Bookstore Textbook Assistant
B.A., University of Maine at Presque Isle
B.S., University of Maine at Augusta

Cynthia Peyton (2015)

Dining Assistant

Donna S. Sowers (1989)

Dining Coordinator
B.S., Shepherd College

Operations

John Wichser (2015)

Chief of Operations
B.A., Hartwick College
M.Ed., University of Arkansas

Christopher Sasse (2015)

*Director of College Safety and Emergency
Preparedness*
B.S., M.S., Johns Hopkins University

Linda Seek (1990)

Executive Associate to the Chief of Operations

Facilities Planning

John Anzinger (2015)

Director, Facilities Planning
B.S., Temple University

Simone Dalmida (2014)

Facilities Planning Specialist
B.B.A., Temple University

Christopher “Chris” Flaherty (2016)

Project Manager II, Facilities Planning
B.S., The Pennsylvania State University

Christine Gaites (1999)

Facilities Scheduling Specialist II
A.A., Frederick Community College
B.A., University of Maryland, Baltimore County

Sharon Hammond (2013)

Administrative Associate II
A.A., Frederick Community College

Karen Place (2018)

Project Manager II
B.A., Roger Williams University

Kathryn “Katy” Potts (2015)

Space Planning Manager
B.S., Ohio State University
M.A., Arizona State University

Receiving Operations

Gary Anderson (2009)

Receiving Operations Manager

Richard Linton (2006)

Receiving Assistant
A.A., Frederick Community College

Catherine A. Summers (1998)

Mail Room Associate

Plant Operations

Gregory “Greg” Solberg (2016)

Director of Plant Operations
B.A., Bemidji State University
M.S., Hood College

Continuing Education & Workforce Development

David Anderson, Jr. (2013)
Plant Maintenance Technician - Carpenter

Paul Barnes, Jr. (2010)
Custodian, 3rd Shift

Jeffrey L. Buhrman (1989)
Custodian, 2nd Shift

Cameron Butler (2015)
Custodian, 1st Shift

Michael Cooper (2016)
Plant Maintenance Technician – Plumber III

Chantay Corbin (2011)
Custodian, 3rd Shift

Dennis Cupp (2008)
Custodian, 3rd Shift

Brian DeCesare (2016)
Maintenance General Technician, 2nd Shift
A.F.A., Montgomery College

Reynaldo Delaluz (2008)
Custodian, 3rd Shift

David Eichelberger (2012)
Maintenance General Technician, 3rd Shift

Jerome “Jake” Ford (2013)
Custodian, 3rd Shift

James Forrester (2015)
Custodian, 3rd Shift

Pernell Harrison (2012)
Custodian, 3rd Shift

Dennis “Jerry” Hatcher (2016)
Plant Maintenance Technician – HVAC/R III

Jenny Hill (2011)
Custodial Shift Lead, 3rd Shift

Kevin Hoover (2015)
Plant Maintenance Technician – Locksmith
A.A., Hagerstown Community College

Maximo Inocencio (2016)
Plant Maintenance Technician – Electrician II

Ronald Jackson (2011)
Custodian, 1st Shift

Jackson M. Jenkins (2003)
Custodial Shift Lead, 2nd Shift

William Jenkins (2011)
Custodian, 3rd Shift

Justin Koerting (2010)
Grounds Crew Foreman

Richard A. Lawrence (1992)
Groundskeeper

Tonya R. Lewis (2003)
Custodian, 3rd Shift

Michael Linnemann (2007)
Plant Maintenance Technician - Painter

Christopher Lucas (2004)
Custodian, 1st Shift

Roxana Escobar Mendoza (2013)
Custodian, 3rd Shift

Zachery Minns (2015)
Groundskeeper

Charles Montgomery (2008)
Building Services Specialist, Monroe Center

Amparo Morales (2012)
Custodian, 2nd Shift

Jesse Morgan (2013)
Maintenance General Technician

John Neal (2016)
Groundskeeper

Alberto Othun (2007)
Custodian, 2nd Shift
A.A., Montgomery County Community College

Mark Price (2007)
Custodian, 2nd Shift

Ryan Ridge (2016)
Plant Maintenance Technician – HVAC/R II
B.A., St. Mary's College of Maryland

Kennedy Roberts (2016)
Custodian, 2nd Shift

Darrell A. Rollins (1999)
Custodian, 3rd Shift

Mary Sawyer (2008)
Administrative Associate II

McKenzie Schepis (2013)
Custodian, 3rd Shift

John Sherwood (2012)
Custodian, 3rd Shift

Larry A. Smith (1995)
Custodial Manager

Parker Young (2015)
Maintenance General Technician

Kimberly Duncan (2010)
Executive Director, Adult Education & Lifelong Learning
B.A., Mercyhurst College

Kelli Ackiewicz (2016)
Program Manager, Institute for Learning in Retirement & Personal Enrichment
B.S., Pennsylvania State University

Alexander Akpodiete
Instructional Specialist, IT
B.S., Florida State University
J.D., University of Miami

Ivania Amador (2015)
Administrative Associate II, ESL
B.A., Mount Saint Mary's University

Karen Brady (2016)
Registration Associate, CEWD
B.S., Southern Illinois University

Stephen Carter (2014)
Instructional Coordinator, Emergency Management
B.A., Thiel College
M.S., University of Maryland University College

Cheryl Concannon (2010)
Workforce Development Office Manager
A.A., Frederick Community College

Diana Culp (2016)
Instructional & Technical Designer, Emergency Management
B.A., Hiram College
M.A., Marymount University

Elizabeth DeRose (2016)
Institute Manager, Hospitality, Culinary & Tourism Institute
A.O.S., Culinary Institute of America
B.S., University of Illinois, Urbana-Champaign

Lauren Dods (2014)
Administrative Associate II, Emergency Management Programs
B.A., Hood College

Miranda Ducey (2016)
Executive Associate to the Vice President for Continuing Education and Workforce Development
B.A., M.A., University of Nebraska-Lincoln

Mary Evans (2016)
Instructional Specialist, Culinary
A.O.S., Culinary Institute of America

Stephen Ferguson

Adult Education Intake & Assessment Specialist

Valerie Fox (2012)

Administrative Associate II Workforce Development, Business & Technology
A.A., Frederick Community College
B.A., Salisbury University

Kathy Francis (2009)

Executive Director, Emergency Management Programs
B.A., Columbia College
M.S., Johns Hopkins University

Karen Freeman (2011)

Program Manager, Youth Programs and Personal Enrichment
B.A., Pennsylvania State University

Rhonda Geesaman (2005)

Administrative Associate II, CEWD Registration

Jennifer Goodridge (2009)

Administrative Associate II, Healthcare
A.A., Frederick Community College

Kathleen Groover (2014)

Program Manager, Business & Technology
B.S., Lynchburg College
Ph.D., Duke University

Kathleen Groover (2014)

Program Manager, Business & Technology
B.S., Lynchburg College
Ph.D., Duke University

Kristen Harbaugh (2017)

Registration Associate, CEWD
A.S., Hagerstown Community College
B.S., Frostburg State University

Cheryl Henman (1993)

Administrative Associate II, Youth Programs
A.A., Frederick Community College

Brian Holt (2014)

Instructional Support Technician, Building Trades

Julie Hoyle (2014)

Administrative Associate, Emergency Management
B.S., University of Maryland, College Park

Stephanie Hurd (2015)

Business Development Manager
B.A., Pennsylvania State University

Maggie Krzywicki (2016)

Administrative Associate II, Personal Enrichment
B.S., Shepherd University

Carla Lemons (2016)

Culinary Lab Technician

Mary Beth Liller (2010)

Administrative Associate II, ILR
A.A.S., Montgomery College

Samuel "Sam" Lombardo (2012)

Program Manager, Emergency Management
B.S., Seton Hall University
M.Ed., Wayne State University

Charles LoSchiavo (2013)

Program Manager, Building Trades & Vocational Training

Alan Lyons (2018)

Instructional Assistant, MACEM
B.A., McDaniel College

Angel Marshall (2016)

Program Administrator, Adult Education
B.A., American University
M.Ed., Wilmington University

Pamela Martin (2016)

ABE/ASE Instructional Specialist
A.A., Frederick Community College
A.A., Hagerstown Community College
B.A., M.A., Hood College

Richard McClellan (2016)

Special Projects Manager, Emergency Management
A.A.S., Paul Smiths College
B.S., Mount Saint Mary's University
M.S. Slippery Rock University

Patricia Meyer (2010)

Executive Director, Workforce Training
B.A., Central Connecticut State University
M.S., Rensselaer Polytechnic Institute

Carla Milan (2015)

Administrative Specialist, Emergency Management Programs
B.S., Western New England College

Amanda Miller (2016)

ESL Instructional Specialist
B.A., Oberlin College
M.A., College of Notre Dame of Maryland

Katherine Miller (2017)

Program Assistant, Adult Education
B.A., Shippensburg University

Irene Nemitsas (2017)

Workforce Development Program Coordinator
B.S., Syracuse University
M.P.A., University of Colorado, Denver

Sarah Radinsky (2014)

Clinical & Lab Coordinator, Health Care & Wellness
A.A.S., Howard Community College

Taylor Smith (2016)

Lifelong Learning Program Coordinator
A.A., Ulster County Community College
B.A., University at Albany - SUNY

Lauren Standifer (2014)

Workforce Development Program Coordinator
B.S., University of North Carolina at Greensboro

Brenda Steele (2012)

Assistant Director, CEWD Operations
A.A., Frederick Community College
B.B.A., Hood College
M.S., University of Maryland University College

Shela Stewart (2015)

Administrative Associate II, Business Development
A.A.S. Tarrant County Junior College
B.B.A., Texas Wesleyan University

Danielle Stoffer (2015)

Program Manager, Healthcare Careers
B.A., George Mason University
M.S., Marymount University

Michelle Wichman (2010)

Intake and Assessment Specialist, ESL
B.A., Wartburg College

Elizabeth Worden (2012)

Administrative Associate I, Adult Education
B.A., University of Maryland

Aissa Zagre

Intake & Assessment Coordinator, Adult Education
M.S., University of the District of Columbia

Institutional Effectiveness

Gerald "Jerry" Boyd (2010)

Special Assistant to the President for Institutional Effectiveness
B.A., M.A., George Mason University

Dana Pierce (2008)

Executive Associate to the Special Assistant to the President for Institutional Effectiveness

Communications

Caroline Cole (2014)

Communications Coordinator
B.A., Franklin & Marshall College
M.S., Boston University

Marketing & Publications

Michael Baisey (2015)

Executive Director of Marketing & Web Management
B.S., East Carolina University

Pierre Bowins (1998)

Senior Designer
B.F.A., Maryland Institute, College of Art

Angela Cochran (2015)

Graphic Designer
B.S., Indiana Wesleyan University

Christina Eichelberger (2009)

Web Content Coordinator
B.A., Salisbury University

Jennifer Kline (2013)

Marketing Coordinator
B.S., Salisbury University

Cindy Osbon (1993)

Director, Web Services
A.A., Frederick Community College
B.S., University of Maryland University College

Charles Pham (2011)

Digital Media Specialist
A.S., Everest University

Richard A. Schellenberg (1999)

Digital Media Manager/Producer

Kara Wilmoth (2015)

Marketing and Publications Project Manager
B.S., Frostburg State University

Laurie Younkins (2011)

Web Technician
A.A.S., Frederick Community College

Planning, Assessment & Institutional Research

Gohar Farahani (1995)

Executive Director, Assessment and Research
A.A., Santa Monica College
B.A., University of California, Los Angeles
M.S., California State University, Dominguez Hills
Ph.D., Virginia Polytechnic Institute & State University

Cheoleon Lee (2014)

Senior Researcher, Institutional Research & Compliance
M.A., University of Florida
Ph.D., University of California, Riverside

Andrea Matthews (2001)

Research Analyst
B.A., York University

Caleb Rose (2017)

Senior Researcher for Institutional Effectiveness
B.A., East Carolina University
M.A., Marshall University
Ph.D., University of Arkansas

Information Technology

Joseph McCormick (2017)

Chief Information Officer
B.S., M.A., Colorado Christian University

Cathy Brown (2016)

Applications Analyst
A.A., Frederick Community College
B.A., M.S., Hood College

Marie Fischer-Wyrick (2015)

User Support Technician
A.A., Frederick Community College

James R. Harris II (1999)

Enterprise Application Analyst/Programmer
A.A.S., Frederick Community College
B.S., University of Maryland University College

Franklin "Tom" Hilderbrand (2010)

Systems Administrator

Jonathan Hoffman (2016)

Senior Desktop Technician
B.S., University of Maryland University College

Edward Leaman (2018)

Systems Administrator

Karen Marquez Arguera (2017)

User Support Associate

Michael "Mike" Marshall (2012)

Manager, User Services
A.A., Montgomery College

Sandra Marshall (2005)

IT Training Coordinator
A.A., Frederick Community College
B.S., University of Maryland University College

Sara "Beth" Miles (2001)

Enterprise Application Analyst/Programmer
B.B.A., James Madison University

Gary Milihran (2015)

Copy Center Manager

Louann Miller (2017)

Enterprise Applications Analyst
A.S., Daniel Webster College
B.S., Daniel Webster College

Richard Moser (2016)

User Support Technician

Timothy O'Keeffe (2009)

Audio Visual Support
A.S., Frederick Community College

Bradley Paradise (2006)

PeopleSoft Database and System Administrator
B.S., Frostburg State University
M.S., Hood College

Scott Reese (2017)

Executive Director of Network Infrastructure & IT Security Officer
A.A., Frederick Community College
M.A., Mount St. Mary's University

Adam C. Reno (2000)

Associate Chief Information Officer
B.S., Frostburg State University

Keith J. Rice (1996)

Media Technician

Esmeralda Salgado (2017)

User Support Associate
A.A., Frederick Community College

Michael "Mike" Schlosser (2007)

Mac Lab Supervisor
A.A., University of Phoenix

Melissa D. Smith (1999)

IT Office Manager

Bryan Valko (2005)

Director, IT Instructional Projects
B.A., University of Maryland, Baltimore County
M.S., Mississippi State University

Lori A. Walker (2001)

Assistant Director, Enterprise Application Services
B.S., Shepherd University

Sharon B. Woodfield (2012)

Network and Telecommunications Administrator
A.A., Frederick Community College

Joel C. Younkins (1994)

Network Security Engineer
A.A., Frederick Community College
B.S., University of Maryland University College

Learning Support

Wayne Barbour (2013)

Vice President for Learning Support/Chief Student Affairs Officer
B.A., Virginia Union University
M.A., George Washington University
Ed.D., Morgan State University

Kara Bennett (2008)

Special Projects Coordinator, Learning Support
B.S., Shepherd University
M.B.A. Frostburg State University

Sarah Cosgrove

Enrollment Advisor
A.A., Frederick Community College
B.S., Shephard University

Lisa Hildebrand (1989)

Executive Associate to Vice President for Learning Support
A.A., Frederick Community College

Enrollment Services

Laura Mears (2011)

Associate Vice President, Enrollment Services
B.A., M.A., Washington College

Tina Berry (2017)

Associate Registrar
B.S., Shepherd University

Britney Carter (2014)

Assistant Director of Financial Aid/Communications, Outreach and Services
B.A., William Penn University
M.A., Shepherd University

Monica Chawla (2015)

Information Specialist, Records and Registration
B.Ed., Annamalai University
B.A., M.A., University of Delhi

Kaytlynn Chism (2016)

Financial Aid Advisor
A.S., The Art Institute of Pittsburgh

Sharon Copley (1989)

Enrollment Specialist, Evening

Brenda K. Dayhoff (1979)

Executive Director, Financial Aid
A.A., Frederick Community College
B.A., M.B.A., Hood College

Melissa Ensminger (2006)

Assistant Registrar
A.A., Frederick Community College
B.S., Towson University

Doris "Jane" Filler (2007)

Admissions Specialist
A.A., Frederick Community College
B.S., Shepherd University

Lisa H. Freel (2002)

Director, Admissions
B.A., M.S., Western Maryland College

Pamela Grzybowski (2010)

Financial Aid Coordinator
B.S., Virginia Polytechnic Institute & State University

Christine McFadden (2015)

Enrollment Specialist

Shelby Metzgar (2017)

*Financial Aid Administrative Associate I,
Enrollment Services*

Nicole Miles (2018)

Financial Aid Counselor II, Enrollment Services
B.S., Frostburg State University

Melanie Molesky (2006)

Transcript Services Coordinator
A.A., Frederick Community College

Jeanette Morris (2016)

*Assistant Director, Financial Aid/
Verification and Reporting*
B.A., Hood College

Jennifer Moxley (2014)

Admissions Advisor/Recruiter
A.A., Frederick Community College
B.S., Shenandoah University
M.A., Hood College

Derrick Narvaez (2018)

Transfer Evaluator
B.A., James Madison University

Agnes Nestor (2016)

Information Specialist
B.A., University of Maryland

Amy Pearson (2007)

Records Assistant
A.A., Frederick Community College

Cynthia Runnells (2015)

Financial Aid Counselor I
B.S., Boston University

Sarah Schanck (2018)

Transfer Evaluator
B.A., Asbury University

Saran Smith-McLaughlin (2006)

Welcome Center Manager
A.A., Frederick Community College

Marie Staley (1989)

Assistant Director, Admissions
A.A., Frederick Community College

Susan L. Stitely (1997)

*Associate Director of Financial Aid/Student Loans,
and Fund Management*

Deirdre Weilminster (2004)

Executive Director, Welcome Center/Registrar
A.A., Frederick Community College
B.A., M.A., Hood College

Elizabeth Witcher (2014)

Financial Aid Administrative Associate II
A.A.S., Plaza Business Institute

Student Development

Jerry Haynes (2014)

Associate Vice President/Dean of Students
B.S., Bowling Green State University
M.Ed., Miami University

Chad Adero (2006)

Executive Director, Counseling & Advising
A.A., Kirkwood Community College
B.A., University of Northern Iowa
M.Ed., Goucher College
Ed.D., Morgan State University

Persis Bates (2009)

Assistant Director, Multicultural Student Services
A.A.S., B.A., Fairmont State University
M.A., West Virginia University

Kelly Bellew (2017)

Career Advisor
B.A., Gettysburg College
M.Ed., The Pennsylvania State University

Rodney Bennett (2006)

Director of Athletics
B.S., Davis & Elkins College
M.S., California University of Pennsylvania

Chianti Blackmon (2016)

Director, Multicultural Student Services
B.A., The University of Akron
M.S., Loyola University Maryland

Janice F. Brown (2001)

Director, Office of Adult Services
B.A., Pennsylvania State University
M.A., University of Maryland, Baltimore County

Shelby V. Carmon (2000)

Office Manager, Center of Student Engagement
A.A., A.A.S., Frederick Community College

Amy Coldren (2010)

Advisor
B.S., James Madison University
M.A., Ph.D., Northwestern University

Velva Cooper (2017)

Generalist Advisor, Part Time
B.S., Morgan State University
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The listing of faculty and staff is for information purposes only and does not imply a contractual relationship. Ranks and titles were accurate as of the time of printing.

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Mr. Richard F. Burgo

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Mr. Joseph P. Campbell

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Ms. Sandra Cavalier

Director, Office of Adult Services

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Professor, Chemistry

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Professor, Business
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Academic Calendar

Summer Semester 2018

May 28.....Memorial Day - College Holiday
June 4First 3-week and first 5-week sessions begin;10-week session begins
June 208-week session begins
June 21Last day of first 3-week session
July 4Independence Day - College Holiday
July 9Last day of first 5-week session
July 10Second 3-week and second 5-week sessions begin
July 30Last day of second 3-week session
August 13.....Last day of 10-week and second 5-week sessions
August 15.....Last day of 8-week session

Fall Semester 2018

August 27.....First day of fall classes
September 1No classes - College open
September 3 Labor Day - College Holiday
November 6.....Election Day - No classes - College open
November 21.....No classes - College open
November 22-23Thanksgiving - College Holiday
November 24.....No Classes - College open
December 15.....Last day of fall classes
December 17.....Winter Holiday Luncheon
December 18.....Fall grades due 10 am.
December 21-Jan 1.....Winter Break

Jan Term 2019

January 4.....	First day of Jan Term classes
January 21	Dr. Martin Luther King Day – College Holiday
January 22	Last day of Jan Term
January 24	Jan Term grades due – 10 a.m.
January 24	Celebration of Excellence & Spring Retreat

Spring Semester 2019

January 28	First day of spring classes
February 1.....	Make-up date for Celebration of Excellence
March 25-26.....	No classes - College open
March 27-29.....	Spring Break
April 1.....	Classes resume
May 17.....	Last day of spring classes
May 21.....	Spring grades due – 10 a.m.
May 23.....	Commencement – 6 p.m.

Frederick Community College 2018-2019 Catalog, produced by the marketing and scheduling offices, April, 2018.

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If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

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The designated coordinator for FCC compliance with Section 504 of the Rehabilitation Act of 1973 and for the Americans with Disabilities Act is:

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301.846.2409 • Room A-105F

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Frederick Community College is fully accredited by the Middle States Association of Colleges and Secondary Schools. Middle States Accreditation attests that the Commission on Higher Education considers the institution to be offering its students the educational opportunities implied by its objectives. A copy of the College accreditation documentation is available in the Office of Institutional Effectiveness.

Frederick Community College is also approved by the Maryland State Department of Education. The college is certified for the education and training of veterans enabling them to receive VA benefits while attending classes.



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