

 **ANNE ARUNDEL COMMUNITY COLLEGE**

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### **ACCREDITATION**

Anne Arundel Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pa. 19104 (215-662-5606 or <http://www.msche.org>) and approved by the Maryland Higher Education Commission.

The National Association for the Education of Young Children's (NAEYC) Division of Early Childhood Associate Degree Accreditation has accredited both the Early Childhood Development Associate of Applied Science degree and the Early Childhood Education Associate of Arts in Teaching degree. The emergency medical technician-paramedic program is accredited nationally by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and in the state by the Maryland Institute for Emergency Medical Services Systems (MIEMSS). The health information technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Hospitality Business Management Option of the Hotel/Restaurant Management Associate of Applied Science degree is accredited by the Accrediting Commission for Programs in Hospitality Administration (ACPHA). The Hotel/Restaurant Management Culinary Arts Option Associate of Applied Science degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The human services program is accredited by the Council for Standards in Human Service Education (CSHSE). The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs after review by the American Association of Medical Assistants. The National Accrediting Agency for Clinical Laboratory Sciences has accredited the medical laboratory technician program through April 2015. The nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404-975-5000) and approved by the Maryland Board of Nursing. The pharmacy technician program is accredited by the American Society of Health-System Pharmacists. For information about accreditation of the Physical Therapist Assistant program, see [page 220](#). For information about the Physician Assistant program, see [page 222](#). The radiologic technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The architecture Associate of Applied Science degree option is approved by the American Institute of Architects. The paralegal studies associate of applied science and certificate programs are approved by the American Bar Association. The AACC Testing Center received accreditation from the National College Testing Association.

The Department of Public Safety is accredited by the International Association of Campus Law Enforcement Administrators (IACLEA). The Child Development Center is accredited by the National Association for the Education of Young Children, the nation's leading organization of early childhood professionals.

### **DISCLAIMER**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the college. The established procedures for making changes protect the integrity of the institution and the interest and welfare of the students.

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Notice of nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning discrimination or harassment, call Kelly Koermer, J.D., AACC's federal compliance officer, at 410-777-2607 or Maryland Relay 711.

# *Spirit of Community*

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***The college discussed, developed and adopted this statement*** in light of continuing national discussions on civility in American society. We work hard to promote the spirit of community here at AACC. Our ***Spirit of Community*** statement follows.

- ☛ **Anne Arundel Community College is built on our commitment to excellence, engagement in the learning process and mutual respect and courtesy.**
- ☛ **As a member of the Anne Arundel Community College community, I have the obligation to accept responsibility for my conduct. I will:**
  - ☞ *respect the rights and property of all members of the campus community*
  - ☞ *uphold personal and academic integrity*
  - ☞ *practice honesty in communication*
  - ☞ *listen to others' viewpoints*
  - ☞ *recognize the strength of diversity*
  - ☞ *oppose bigotry*
  - ☞ *work with others to uphold these standards*

## *Vision*

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***Anne Arundel Community College is a premier learning community whose students and graduates are among the best-prepared citizens and workers of the world.***

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# Academic Calendar

## **SUMMER TERM 2014**

May 27	Summer term begins
May 27-July 3	First six-week session
May 27-July 18	First eight-week session
May 27-Aug. 9	11-week session
May 30-July 26	Weekend classes
June 16-Aug. 8	Second eight-week session
July 4-6	Independence Day break (no classes)
July 7-Aug. 15	Second six-week session
Aug. 22	Summer term ends

*Summer term final exam will be held during the last class.*

*Note: Session start and end dates may be adjusted in the event the college experiences unscheduled closings.*

## **FALL TERM 2014**

Aug. 23	Fall term begins
Aug. 23	Weekend classes begin
Aug. 25	15-week session classes and first eight-week session classes begin
Aug. 29	No classes start 4:30 p.m. or after
Aug. 30-Sept. 1	Labor Day break (no classes)
Sept. 8	13-week session classes begin
Oct. 19	First eight-week session classes end (final exam last class)
Oct. 20	Second eight-week session classes begin
Nov. 1	Deadline for submitting application for December 2014 graduation
Nov. 26	No classes start 4:30 p.m. or after
Nov. 27-30	Thanksgiving break (no classes)
Dec. 7	15-week and 13-week session classes end
Dec. 8-14	Final exams (15- and 13-week session classes)
Dec. 14	Second eight-week session classes end (final exam last class)
Dec. 14	Weekend classes end (final exam last class)
Dec. 21	Fall term ends

*Note: The college may extend the term in the event of unscheduled closings.*

## **WINTER TERM 2015**

Dec. 22	Winter term begins
Dec. 24-Jan. 4	Winter break (no classes)
Jan. 5-16	Two-week session begins
Jan. 19	Dr. Martin Luther King, Jr., Day (no classes)
Jan. 20	Winter term ends

*Note: The college may extend the term in the event of unscheduled closings.*

## **SPRING TERM 2015**

Jan. 21	Spring term begins
Jan. 21	15-week session and first eight-week session classes begin
Jan. 23	Weekend classes begin
Feb. 2	13-week session classes begin
March 1	Deadline for submitting application for May 2015 graduation
March 15	First eight-week session classes end (final exam last class)
March 16-22	Spring break (no classes)
March 23	Second eight-week session classes begin
May 10	15- and 13-week session classes end
May 11-17	Final exams (15- and 13-week session classes)
May 17	Second eight-week session classes end (final exam last class)
May 17	Weekend classes end (final exam last class)
May 21	Spring term ends
May 21	Commencement

*Note: The college may extend the term in the event of unscheduled closings.*

## **SUMMER TERM 2015**

May 23-25	Memorial Day break (no classes)
May 26	Summer term begins
May 26-July 3	First six-week session
May 26-July 19	First eight-week session
May 26-Aug. 9	11-week session
May 29-July 26	Weekend classes
June 15-Aug. 9	Second eight-week session
July 3-5	Independence Day break (no classes)
July 6-Aug. 16	Second six-week session
Aug. 21	Summer term ends

*Summer term final exam will be held during the last class.*

*Note: Session start and end dates may be adjusted in the event the college experiences unscheduled closings.*

*Note: Academic calendar is subject to change if inclement weather or other emergencies result in canceled classes. Specific details as to locations, days and hours of registration to be announced in the schedules of classes.*

## **ANNE ARUNDEL COMMUNITY COLLEGE MISSION**

Anne Arundel Community College (AACC) is a public, comprehensive, community-engaged institution of higher education, founded in 1961 and fully accredited since 1968. AACC offers transfer and career associate degree programs; certificate programs; credit courses; and continuing education, workforce development and lifelong learning opportunities.

### **College Vision**

Anne Arundel Community College is a premier learning community whose students and graduates are among the best-prepared citizens and workers of the world.

### **Philosophy**

Anne Arundel Community College strives to embody the basic convictions of our country's democratic ideal: that individuals be given full opportunity to discover and develop their talents and interests; to pursue their unique potentials; and to achieve an intellectually, culturally and economically satisfying relationship with society.

### **Mission Statement**

With learning as its central mission, Anne Arundel Community College responds to the needs of a diverse community by offering high quality, affordable and accessible learning opportunities and is accountable to its stakeholders.

### **Mission Goals and Objectives**

#### **Goal 1. Excellence in Teaching and Learning**

- advancing the excellence of teaching and learning for students, faculty and staff;
- providing a range of integrated credentialing opportunities; and
- upholding rigorous and fair standards of student achievement.

#### **Goal 2. Student Achievement and Success**

- providing appropriate services in support of learner access, success and development; and
- providing appropriate placement for all learners.

#### **Goal 3. Access and Affordability**

- providing accessible learning opportunities responsive to a range of community needs; and
- working to make all programs and courses affordable to those who can benefit.

#### **Goal 4. Diversity**

- promoting a campus climate that is inviting to and supportive of diverse populations (dimensions of diversity include race, color, age, religion, sex, national origin, marital status, sexual orientation, ability, genetic information and veteran status).

#### **Goal 5. Community Engagement and Enrichment**

- supporting members of the community to benefit from global opportunities;
- promoting county and state economic development through a variety of educational, support and training services to business, not-for-profit and governmental organizations;

- providing a source for intellectual, cultural and physical vitality in the community; and
- promoting a culture of community involvement and stewardship.

### **Goal 6. Effective Management**

- managing all aspects of the college effectively through planning, organizing, staffing and directing; and
- establishing performance standards, assessing performance and taking appropriate action.

## **COLLEGE-WIDE CORE COMPETENCIES**

Consistent with the institutional mission and vision, Anne Arundel Community College expects students to gain and demonstrate appropriate proficiency in core competencies which encompass general education and essential life skills. The college is committed to offering experiences that allow students to acquire, develop and demonstrate growth in these competencies. The attainment of these competencies provides the foundation for lifelong learning.

### **Communication**

Using listening, speaking, reading, writing and visual communication skills effectively.

### **Technology Fluency**

Utilizing technology to enhance productivity in one's academic, professional and personal life .

### **Information Literacy**

Recognizing when information is needed and locating, evaluating, and using information appropriately.

### **Personal Wellness**

Demonstrating the use of strategies that promote holistic health and wellness.

### **Self Management**

Displaying accountability and adaptability as a learner.

### **Scientific Reasoning**

Applying logic and the scientific method to interpret observable evidence.

### **Quantitative Reasoning**

Applying mathematical concepts appropriately to analyze and interpret quantitative information.

### **Social and Civic Responsibility**

Participating in communities as an informed, committed and productive individual.

### **Global Perspective**

Awareness and understanding of the diversity and interdependence among cultures, communities and the environment.

### **Innovative and Critical Thinking**

Integrating knowledge to analyze problems using different modes of thinking (critical, creative and innovative).

## **LEARNING OUTCOMES ASSESSMENT AND ACCOUNTABILITY**

Anne Arundel Community College is committed to ensuring that its students and graduates are among the best-prepared citizens and workers of the world by offering high quality, affordable, and accessible learning opportunities while also continuing the institution's excellence, accountability, and continuous learning. To this end, practices and procedures are established to ensure faculty, staff, and administrators systematically assess student learning outcomes at the course, program and institution levels.

The assessment activities may take diverse forms including, but not limited to, standardized assessments, placement tests, faculty-developed evaluations, focus sessions, surveys, and evaluation of student work. The college believes that such input is vital to its responsibility to maintain quality instruction. Therefore, class time may be used at times for these activities and it is expected that students will participate in the processes when asked. Confidentiality of responses is ensured.

Please visit [www.aacc.edu/LOA](http://www.aacc.edu/LOA) for more information about learning outcomes assessment.

## **COMMITMENT TO INTERNATIONAL EDUCATION**

Recognizing the new opportunities and challenges facing residents of our community who are increasingly affected by worldwide social, economic and political systems, the college affirms a commitment to providing our students with the education and experience they need to understand and deal with issues that transcend national boundaries. The college recognizes that increased immigration to Anne Arundel County, increased employment of county residents abroad and increased local employment of county residents by foreign companies require that students develop a new set of basic skills in order to participate in the rapidly emerging global economy.

The international education mission of the college includes providing our students with opportunities to participate in study abroad programs as well as internationalizing the curriculum, providing English as a second language, offering courses in international business and culture studies and initiating short-term programs on campus for students, scholars and business and government leaders from abroad.

## **ENGAGED LEARNING**

In 2008, Anne Arundel Community College received the Community Engagement Classification from the Carnegie Foundation in the category of Curricular Engagement and Outreach and Partnerships. The selection recognizes the college's excellent alignment among mission, culture, leadership, resources, and practices that support dynamic and noteworthy community engagement.

## **POSITION STATEMENT ON DIVERSITY**

The guiding principle of Anne Arundel Community College is to ensure that its students will be the best prepared citizens and workers of the world. Applying this principle to campus life, the college has vowed to support and enrich students' collegial experience by recognizing and appreciating differences among students including race, religion, age, gender, sexual orientation, nationality, ethnicity and ability.

The college strives to create an environment for students and staff that is welcoming, inclusive, respectful and free from discrimination, intolerance and harassment. The college does not permit the use of its facilities, equipment or space to produce materials or engage in activities that inflict physical or emotional harm on students, faculty or staff or that impede the right of individuals to work, learn and participate in college programs and activities in violation of the United States Constitution, federal or state laws and regulations, and/or college policies.

For the college equal opportunity and nondiscrimination policy, see [page 397](#).

## **HISTORY**

On Jan. 2, 1961, the county Board of Education established Anne Arundel Community College, a comprehensive community center of higher learning. The college opened in September that year for 270 students in late-afternoon and evening classes in temporary quarters at Severna Park High School. Dr. Andrew G. Truxal became our first president. The college moved to its own 165-acre Arnold campus in September 1967. The Middle States Association of Colleges and Secondary Schools, now known as the Middle States Commission on Higher Education, awarded the college full accreditation in April 1968.

Dr. Robert P. Ludlum became the second college president upon the retirement of Dr. Truxal Aug. 1, 1968. He oversaw the expansion of the college on the Arnold campus and started the practice of offering credit and noncredit classes in locations around the county. Ludlum began the collaboration with Fort Meade so transient soldiers could continue their studies and granted tuition waivers to those older than 60, both of which continue today. He retired June 30, 1976.

Dr. Justus D. Sundermann served as the third president, July 1, 1976 to June 30, 1979, during which he established several programs ongoing today, including Weekend College, tutoring and contractual training with agencies and businesses. He opened the college's first location in Glen Burnie and the Child Development Center.

Dr. Thomas E. Florestano became the fourth president July 1, 1979 until his retirement June 30, 1994. During his tenure, the campus expanded in size to 230 acres and grew in enrollment, programs and services as a comprehensive community college. He collaborated with the county government and established two centers still active today, the Center for Environmental Studies and the Center for Study of Local Issues. The Glen Burnie Town Center, the college's current Glen Burnie location, opened during his term.

Dr. Martha A. Smith served as the college's fifth president from Aug. 1, 1994-Aug. 1, 2012. With a mantra of students first, she shared a vision that the college would meet the call for higher expectations, respond to the challenges of a global economy and educate its students to be among the best-prepared citizens and workers of the world. During her term, AACC continued expansion, adding the Hotel, Culinary Arts and Tourism Institute in Glen Burnie, the AACC at Arundel Mills Regional Higher Education Center, Center for Cyber and Professional Training and Sales and Service Training, all at Arundel Mills in Hanover and several new or renovated classroom buildings and a Student Services Center to the Arnold campus. In December 2009, AACC launched Student Success 2020, a 10-year commitment to help more students succeed that includes a goal of doubling the number of degrees, certificates and workforce credentials earned by the year 2020.

The college's sixth president, Dawn Lindsay, Ed.D., began her presidency Aug. 1, 2012. A Maryland native, Dr. Lindsay came to the college after serving as president of Glendale Community College in California. Her vision is to create a synergy on campus that stimulates innovation and collaboration, building on a foundation of transparency, honesty and trust that are hallmarks of the philosophy of servitude leadership, a style she has embraced. She aims to make sure the college's programs are sustainable over time, AACC is accountable to its stakeholders, the college delivers value and it remains true to its mission with commitment to learning at its core.

## **THE ARNOLD CAMPUS**

The Arnold campus is approximately five miles north of Annapolis and 18 miles south of Baltimore.

### **Campus Facilities**

Annex A — ANXA  
 Annex B — ANXB  
 Astronomy Laboratory — ASTR  
 Barn — BARN  
 John A. Cade Center for Fine Arts — CADE  
 Careers Center — CRSC  
 Center for Applied Learning and Technology — CALT  
 Central Services Building — CSB  
 Isaac Cox House — ICOX  
 Henry L. Dragun Science Building — DRGN  
 Dr. Thomas E. Florestano Sr. Allied Health and Public Services Building — FLRS  
 Humanities Building — HUM  
 David S. Jenkins Gymnasium — GYM  
 A. Cathryn Johnson Building — JOHN  
 Robert P. Ludlum Hall (Administration Building) — LUDL  
 Mathematics Building — MATH  
 Daniel C. Olson Memorial Pool — POOL  
 Pascal Center for Performing Arts — PCPA  
 Physical Plant and Sculpture Studio — PLNT  
 Resource Management Building — RESM  
 Lila R. Schwartz Classroom Building — SCHZ  
 Louis L. Siegert Jr. Field  
 Student Services Center — SSVS  
 Student Union — SUN  
 Andrew G. Truxal Library — LBRY

## **OFF-CAMPUS LOCATIONS**

The college offers credit and noncredit classes at a variety of off-campus locations, including the Glen Burnie Town Center (GBTC), the Center for Cyber and Professional Training (CCPT) and AACC at Arundel Mills: A Regional Higher Education Center. Both the GBTC and AACC at Arundel Mills: A Regional Higher Education Center are full-service centers equipped with science labs, computer labs and general-purpose classrooms that provide maximum flexibility to accommodate customized training, conferencing and other educational opportunities. The Hotel, Culinary Arts and Tourism Institute is around the corner from the GBTC. The college's STEM Center is at AACC at Arundel Mills: A Regional Higher Education Center.

Off-campus offices at GBTC, the Fort Meade Army Education Center and Arundel Mills provide registration, academic advis-

ing, testing and other academic support services. GBTC and Arundel Mills also offer bookstore services.

The Hotel, Culinary Arts and Tourism Institute (HCAT) at the GBTC offers commercial instructional kitchens plus two café classrooms, a computer lab and smart classroom.

Instruction is provided at select high schools and middle schools and a variety of additional sites throughout the county. In addition, the college offers classes at the Sales and Service Training Center at Arundel Mills.

## **INSTITUTES AND CENTERS**

### **AACC Regional Science, Technology, Engineering and Mathematics (STEM) Center**

Science, Technology, Engineering and Mathematics (STEM) is a national, regional and local initiative emphasizing the need to increase our competitiveness in these areas. **410-777-1948.**

Website: [www.aacc.edu/stemcenter](http://www.aacc.edu/stemcenter).

The Anne Arundel Community College Regional STEM Center is working with its partners to:

- Increase the number of STEM students and graduates in the pipeline through enhanced K-12 and baccalaureate articulation agreements;
- Increase the number of highly qualified secondary teachers in STEM;
- Prepare all segments of the STEM workforce (future workers, new workers, current workers, transitional workers and entrepreneurial workers).

### **STEM Engaged Learning**

Established as a joint collaboration of the AACC Regional Science, Technology, Engineering and Mathematics (STEM) Center and the Sarbanes Center for Public and Community Service, STEM Engaged Learning supports all community-based engaged learning activities such as internships, service-learning and research. STEM Engaged Learning seeks to increase the number of internship and other engaged learning opportunities for students, strengthen and develop relationships with community partners and enhance student readiness for the STEM workforces. Students can connect activities in community-based settings to issues and concepts in courses, gain valuable experience and meet community needs.

Website: [www.aacc.edu/stemengagedlearning](http://www.aacc.edu/stemengagedlearning).

### **CyberCenter**

The college established the CyberCenter as a resource to address information assurance and cybersecurity workforce development needs of local and regional businesses, industry, government agencies, nonprofits and other organizations. Training solutions can be customized to meet the needs of a specific employer's workforce and are not limited to technology, but solutions address cybersecurity issues across the curriculum. Participants can earn credit degrees and certificates, as well as prepare to sit for industry-recognized certifications through credit and non-credit courses and training. In May 2013, AACC became the first college in the country designated as a National Center of Digital Forensics Academic Excellence by the Defense Cyber Crime Center. Courses can be offered in a traditional classroom setting, online or in a hybrid format. In fall 2012, AACC expanded capacity by opening its Center for Cyber and Professional Training (CCPT) located at 7556 Teague Road, Suite 300, Hanover, MD. Website: [www.aacc.edu/cybercenter](http://www.aacc.edu/cybercenter). Phone: **410-777-1333.**

### Entrepreneurial Studies Institute

Existing or aspiring entrepreneurs receive training in the steps, background and skills it takes to start and operate their own business with credit and/or noncredit courses offered by the Entrepreneurial Studies Institute. Instruction includes writing a business plan, funding the business, financial and managerial accounting, sales and marketing, strategic planning, business law, ethics, business management, leadership, business communications and networking. Financial support to qualified students in the program is available from the Philip E. and Carole R. Ratcliffe Foundation Entrepreneurial Studies Scholarship. Website: [www.aacc.edu/esi](http://www.aacc.edu/esi).

### Environmental Center

Established in 1980, the center conducts research and educational activities concerning the quality of natural waterways in the county and how that quality is affected by human activities. Through applied research, the center identifies problems and devises solutions in such areas as fisheries, wetlands, water quality monitoring, shoreline stabilization, aquatic plant control and effluent treatment for both government and industry.

Diverse projects provide student employment and experiential learning opportunities, unique teaching resources and professional development activities for students, faculty and staff. The center also serves the community through advice and lectures on environmental topics. Website: [www.aacc.edu/envcenter](http://www.aacc.edu/envcenter).

### Homeland Security and Criminal Justice Institute

The Homeland Security and Criminal Justice Institute prepares learners for challenging careers in the criminal justice field and in a wide range of occupations in the field of homeland security management. Institute courses and curricula address constantly changing laws, policies and methodologies to allow students to build upon existing skills or to launch into new career paths. Among the offerings are a Maryland Police and Correctional Training Commission-certified Police Academy, a Homeland Security Management degree, a Transportation and Border Security degree track, an Intelligence Analytics degree track and certificate and numerous other certificates, as well as partnerships with local and federal agencies and with private sector employers. Internship opportunities are available through programs. The institute also sponsors special public forums, and conferences and special events. Website: [www.aacc.edu/homeland](http://www.aacc.edu/homeland).

### Hotel, Culinary Arts and Tourism Institute

The Hotel, Culinary Arts and Tourism Institute offers credit and noncredit programs to meet the needs of a dynamic and expanding hospitality industry, Maryland's largest private employer. Among several degree and certificate options is the Culinary Arts degree option, accredited by the American Culinary Federation Foundation's Accrediting Commission, and the Hospitality Business Management degree option, accredited by the Accrediting Commission for Programs in Hospitality Administration. The HCAT Institute has commercial training kitchens at its Glen Burnie facility and on the Arnold campus, but also operates classes in other locations. Programs include a competitive culinary team and internship opportunities, both here and abroad. Website: [www.aacc.edu/hcat](http://www.aacc.edu/hcat).

### Legal Studies Institute

The Legal Studies Institute offers credit and noncredit programs and training for students interested in the law, legal professionals and the community. Programs include the American Bar

Association-approved paralegal degree and certificate programs, including a paralegal certificate program for Maryland Judiciary employees statewide; a pre-law transfer degree program in law and jurisprudence; and an internship program providing experience in local, state and federal legal agencies, courts, and private sector employers and law firms in the Annapolis/Baltimore/Washington, D.C. region. The Institute also sponsors special public forums and conferences on timely legal issues and topics, such as the annual Paralegal Forum, annual Forum on the Judiciary and the Community Law Forum in partnership with the Anne Arundel Bar Association. For information on programs and internships, call the Legal Studies Institute at **410-777-7323** or visit our website: [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies).

### Sarbanes Center for Public and Community Service

Learning through experience. Meeting community needs. The Sarbanes Center provides leadership and support to engaged learning activities for the college and the community it serves. Engaged Learning is the active, hands-on application of classroom theories and concepts in real world situations. Also referred to as experiential learning or applied learning, engaged learning provides opportunities for students to interact with the community in mutually beneficial activities that expand the students' awareness of issues and understanding of course content. Website: [www.aacc.edu/getexperience](http://www.aacc.edu/getexperience).

### Center for Learning through Service

The Center for Learning through Service promotes citizenship and learning by providing opportunities for students, faculty and staff to serve their community through academically based service-learning assignments and general community service projects. The Center works with over 100 community partners to match students and college staff with activities that meet community needs.

For students, service learning is a strategy to help connect class learning objectives to community service projects and faculty-guided reflection. Service learning is offered as an option in many courses each term and requires working with a nonprofit organization for 10-20 hours. Instructors will inform their classes if they offer this option and will provide specific guidelines and requirements. For information, call the Center for Learning through Service **410-777-2366** or visit the website [www.aacc.edu/servicelearning](http://www.aacc.edu/servicelearning).

### Center for the Study of Local Issues (CSLI)

Established in the Division of Social Science in 1978, the center serves as the principal means for students to use applied research techniques in the study of issues that affect Anne Arundel County. The center enhances the professional growth of faculty through such research and reinforces the role of the college as a major resource in the intellectual life of the community. Website: [www.aacc.edu/csli](http://www.aacc.edu/csli).

### Institute for the Future (IF@AACC)

The Institute for the Future seeks to be the local information and training source for information on the future. The institute promotes future thinking: develops the art of foresight; advises, consults, collaborates and trains; and facilitates creativity, planning and trend analysis. Diverse projects provide students opportunities to learn and apply futuring techniques to real world issues. For information, call the Institute for the Future **410-777-2708** or visit the website [www.aacc.edu/future](http://www.aacc.edu/future).

### Internships

An internship is a learning strategy that applies classroom knowledge to real world experience. An internship can be a credit or noncredit, and a paid or unpaid opportunity. Internships for credit typically fall under the 275-278 course number range. For example, "Internship in Business" courses are "BPA 275" (Internship in Business 1) and "BPA 276" (Internship in Business 2). Additionally, the Internship Experience courses (IEX 275-278) are available to students seeking multiple internships as well as those whose major does not have a dedicated internship course.

For more information about how to look for an internship or to sign up for an internship course, visit [www.aacc.edu/internships](http://www.aacc.edu/internships) or email [internships@aacc.edu](mailto:internships@aacc.edu).

### Office of Travel Study and Global Engagement

The Office of Travel Study and Global Engagement offers short-term travel opportunities for students to domestic and international locations to enhance their educational experience. Faculty-guided trips are generally related to the study areas of selected credit courses and are offered in credit and noncredit options. New destinations are offered each year. For more information, visit [www.aacc.edu/travelstudy](http://www.aacc.edu/travelstudy).

### Teacher Education and Child Care Institute (TEACH)

The Teacher Education and Child Care Institute (TEACH) addresses the community's need for additional qualified teachers and child care providers. All college credit and noncredit courses that prepare students for careers in teaching and child care or provide professional development to those already in these fields are brought together in the TEACH Institute. The institute is able to provide programming for parents, who are children's earliest teachers, as the Parenting Center is another component of TEACH. Experiential learning, continuing professional education and customized contract training are available to meet the needs of students and the community. Website: [www.aacc.edu/teach](http://www.aacc.edu/teach).

### COLLEGE EVENTS AND SERVICES

The college sponsors special events, lectures, clinics, workshops, topical seminars and a variety of other services to benefit the community. We share college facilities and services to enrich business symposiums, conferences, government, professional and avocational interests. Each year, thousands of community citizens participate in and attend campus events ranging from dramatic productions to athletic contests.

Student and faculty groups present a variety of concerts, lectures, art exhibits, plays and other campus events for community benefit. Faculty and staff share knowledge and expertise with numerous community groups through the Speakers Bureau. Website: [www.aacc.edu/events](http://www.aacc.edu/events).

### INSTITUTIONAL ADVANCEMENT/AACC FOUNDATION

#### Anne Arundel Community College Foundation Inc.

Anne Arundel Community College Foundation, Inc. is a 501(c)(3) corporation. The mission of the foundation is to secure and steward private funds to enhance the educational endeavors of the college. The foundation works in partnership with the college to achieve and enrich the vision of the institution by accomplishing goals not otherwise possible.

The foundation focus has historically been on scholarships which will always remain one of its primary purposes. However, as the complexities of education increase, additional resources in areas such as technology, equipment, facilities and professional development help to protect the college's position of strength so critical to the delivery of educational excellence. The generous investments made by individuals and businesses protect this margin of excellence and ensure a regional vitality powered by an educated citizenry and workforce.

Governed by a dynamic board of community leaders, foundation activities are focused on building assets for college strategic

initiatives and helping to ensure the college's future. The vast majority of the foundation's assets are endowed, managed through an investment strategy that maximizes the availability of current funds while building the asset base for future initiatives.

The foundation partners with the college in support of student success. By expanding funding sources the foundation helps build the college's capacity for educational excellence. The foundation's activities focus on increasing the endowment, adding funds for student aid, and expanding the college's sphere of influence. These measures ensure the brightest future for the institution, allowing the college to meet, with distinction, the educational challenges of the 21st century in concert with the traditional funding sources of state, county and student tuition. This public/private partnership strengthens the delivery of education immeasurably, providing the quality and currency necessary for a world-class citizenry and workforce.

Visit our website: [www.aacc.edu/foundation](http://www.aacc.edu/foundation).

# Admissions

Anne Arundel Community College admits those who may benefit from postsecondary education. To help students succeed in college courses and programs, Anne Arundel Community College established policies and procedures to evaluate and assess their academic abilities.

A student's academic credentials, appropriate test scores from the Scholastic Assessment Test (SAT), American College Test (ACT), Anne Arundel Community College assessment tests and/or successful completion of equivalent college courses determine eligibility for enrollment in courses and programs.

Anne Arundel Community College reserves the right to refuse or revoke admission to the college if the applicant or student poses a present or future threat to himself/herself or others, is disruptive to the college community, or poses an adverse impact on the operation or safety of the college.

## **GENERAL ADMISSION PROCEDURES**

### **Degree- and Certificate-seeking Students (must be age 16 or older)**

1. Submit an application (located on website [www.aacc.edu](http://www.aacc.edu)) to the Admissions and Enrollment Development office as early as possible and before the term when admission is desired.
2. Forward any ACT, SAT, AP and CLEP scores as well as the following official documentation to the Records and Registration office:
  - a. *High school graduates*: submit an official copy of a secondary school transcript.
  - b. *General Educational Development Diploma (GED)* students: request the appropriate state department of education to mail a copy of the test results.
  - c. *Students who have attended other colleges*: forward an official transcript from each college attended.
3. Assessment and Placement  
All students who wish to pursue a degree or certificate must be assessed for proficiency in English, reading and mathematics prior to their first registration. Please visit [www.aacc.edu/testing/NewStudent.cfm](http://www.aacc.edu/testing/NewStudent.cfm) for further information.

Take an assessment test through the college's testing office, or forward ACT, SAT, AP or CLEP test results or official transcripts to the Records and Registration office, or bring them to the Admissions and Enrollment Development office before registering for classes.

- a. Assessment and placement for English and reading proficiency shall be determined by appropriate scores, as established by the college, on any of the following assessment devices: American College Test (ACT); Scholastic Assessment Test (SAT); Anne Arundel Community College assessment tests; Advanced Placement Examination (AP); College-Level Examination Program (CLEP); or by satisfactory completion of appropriate college-level English at other regionally accredited colleges and universities.

Test results are used to place students in appropriate courses, not for determining eligibility for admission to the college. Tests are waived for students who can establish

eligibility through prior education, other test results or relevant life experience. Based on the results of the English and reading assessment, students will be assigned a status of either "regular" or "developmental" (see [page 11](#)).

Students with regular status are eligible to enter ENG 111, Composition and Introduction to Literature 1 or ENG 121, Composition and Literature if qualified. Students with developmental status will be required to successfully complete appropriate equivalent developmental English and reading classes before entering any credit-level English courses. Certificate-seeking students with developmental status must complete all required developmental courses. Students can take the English/reading sections of the AACC placement test two times.

Students who do not speak English or whose second language is English, may be given the ACCUPLACER LOEP exam. Based on the student's background, ACCUPLACER will automatically determine if the LOEP exam is required. After completing the LOEP exam a student may be required to write an essay to complete the LOEP placement. Please visit [www.aacc.edu/esl](http://www.aacc.edu/esl) or call 777-2901 for further information. Students taking the college English as a Second Language Assessment test will be permitted to register for credit courses as stated in the ESL assessment category. (Students who take the ESL assessment test and score into ENG 115 are assigned regular status. However, scores on their assessment test qualify a student only to take the ENG 115-116 sequence of English courses, not the ENG 111-112 sequence.)

- b. Assessment and placement for mathematics  
*All degree-seeking students must be assessed for proficiency in mathematics prior to their first registration.*  
*All certificate-seeking students whose program includes a mathematics prerequisite must also be assessed for proficiency in mathematics prior to their first registration.*

Based on the mathematics assessment, students may be required to complete appropriate equivalent developmental mathematics courses to prepare students to enter credit-level mathematics courses. To facilitate the timely completion of the academic program, students are encouraged to complete any equivalent developmental math courses as early as possible.

### **Nondegree-seeking Students (must be age 16 or older)**

This designation is assigned to students who wish to take credit courses without pursuing a degree or certificate.

1. Submit an official application form to the Admissions and Enrollment Development office as early as possible.
2. High school transcripts, ACT, SAT scores or transcripts from other colleges are not needed. However, unless additional documentation is provided, nondegree-seeking students are not eligible for credit English, mathematics, Principles of Accounting 1, Principles of Economics or any course that has a stated prerequisite. Applicants not certain of their eligibility for specific courses should consult an admissions adviser or the Counseling, Advising and Retention Services. Unofficial transcripts may be used for prerequisite or corequisite verification.

3. Transfer to Home College or University — Students currently enrolled elsewhere who wish to earn credits at Anne Arundel Community College for transfer to that college or university are encouraged to obtain advance approval from the appropriate academic office of the college or university they now attend. Written approval from the home college or university does not indicate eligibility for AACC course prerequisites. Students must submit a transcript of previous course work to the Admissions and Enrollment Development office or Counseling, Advising and Retention Services to satisfy any prerequisite and corequisite requirements.

4. Students may change their goal to degree- or certificate-seeking by submitting a change form and the documentation described under Degree- and Certificate-seeking Students on [page 10](#) to the Records and Registration office.

There are special admissions procedures for alternate education programs for some students who are eligible and do not meet the criteria outlined above.

### **STATE AUTHORIZATION**

Various state regulations require legal authorization for postsecondary institutions to offer distance education classes/programs, internships and clinical placements, to students who live outside the institution's home state. As a consequence AACC may not offer online classes/programs, internships or clinical placements in some states.

AACC has determined that to operate in some states is not in the best interest of the college. If you are not a resident of Maryland, please visit <http://www.aacc.edu/stateauthorization> for information on the states in which AACC is authorized, exempt, not subject to governance, or in compliance, and has chosen to operate. You will also find informational statements as required by some state agencies.

### **STUDENT STATUS**

Upon admission, students are assigned a placement status. This status may change based on academic performance:

#### **1. Regular (18 maximum credit hours)**

Students assigned regular status may register for up to 18 equivalent credit hours during sessions of 13 to 15 weeks duration. Regular students enrolled in abbreviated sessions (fewer than 13 weeks) may register for no more than nine equivalent credit hours that meet at any one time.

Regular status is assigned to students who meet ENG 111, Composition and Introduction to Literature 1, eligibility by one of the following:

- SAT, ACT, AP or CLEP test results;
- Anne Arundel Community College English and reading assessment tests; or
- successful completion of equivalent college course work.

For regular status consideration, students must submit test scores from either the SAT, ACT or Anne Arundel Community College assessment tests; or transcripts of previously completed college course work to the Admissions and Enrollment Development office.

#### **2. Developmental (13 maximum credit hours)**

Students assigned developmental status may register for up to 13 equivalent credit hours during sessions of 13 to 15 weeks duration. Developmental students enrolled in abbreviated sessions (fewer than 13 weeks) may register for no more than seven equivalent credit hours that meet at any one time.

Developmental status is assigned to students whose SAT, ACT or Anne Arundel Community College assessment test scores indicate a need to complete specific equivalent English and reading developmental courses before registering for credit English or other courses that have an English or reading prerequisite. Students with developmental status may not exceed a total enrollment of 13 hours of credit and equivalent course work during sessions of 13 to 15 weeks duration.

The college notifies developmental students of the courses they are required to take. Degree and certificate-seeking students with developmental status should begin developmental requirements in their first term. Developmental courses in English and reading must be in progress by the time 12 AACC hours (credit or equivalent) have been attempted.

Developmental requirements must be completed within the first 30 AACC hours (credit or equivalent) attempted. An extension of one term may be granted by an academic adviser.

Enrollment in credit courses is limited by the developmental requirements and other course prerequisites. For information regarding course prerequisites, look in the Courses of Instruction section of this catalog or consult an academic adviser.

#### **3. English as a Second Language (ESL) (13 maximum credit hours)**

Students assigned ESL status may register for up to 13 equivalent credit hours during sessions of 13 to 15 weeks duration. ESL students enrolled in abbreviated sessions (fewer than 13 weeks) may register for no more than seven equivalent credit hours that meet at any one time. Students wishing to pursue a more intensive language program must be approved by the coordinator of English as a Second Language.

Any student interested in taking an ESL course is required to take the English as a Second Language Assessment test prior to registration. ESL status is assigned to students whose native language is not English and whose academic record or Anne Arundel Community College assessment test scores indicate they must complete certain noncredit ESL courses before registering for any credit courses. The college advises these students which ESL courses they are required to take. All ESL students should consult an ESL adviser before registering for any courses.

Students who score into beginning ESL may not register for credit courses. Students who score into intermediate or high-intermediate ESL may register for credit courses only with written permission of an ESL adviser. ESL and credit course work may not exceed a total of 13 credit hours during the spring or fall sessions or seven credits during the summer sessions.

Students who score into advanced or capstone ESL may register for a combination of ESL and credit courses not to exceed a total of 13 credit hours during fall or spring sessions. The student's status will change from ESL to regular after completing the capstone ESL courses.

Students who take the English as a Second Language placement test and score into ENG 115 are assigned regular status. However, scores on this placement test qualify a student only to take the ENG 115-116 sequence of English courses, not the ENG 111-112 sequence.

#### 4. Probationary (14 maximum credit hours)

Students assigned probationary status may register for up to 14 equivalent credit hours during sessions of 13 to 15 weeks duration. Probationary students enrolled in abbreviated sessions (fewer than 13 weeks) may register for no more than seven equivalent credit hours that meet at any one time.

Students with probationary status have been dismissed from or were not in good academic standing at another college or university. Students who complete 12 credit hours with a grade point average of 2.0 or better will be classified as regular status.

#### 5. Nondegree (11 maximum credit hours)

Students assigned nondegree status may register for up to 11 equivalent credit hours during sessions of 13 to 15 weeks duration. Nondegree students enrolled in abbreviated sessions (fewer than 13 weeks) may register for no more than seven equivalent credit hours that meet at any one time.

This status is assigned to students who wish to take courses for personal enrichment without pursuing a degree or certificate. Nondegree students who wish to take courses in English, mathematics or any course with an English or mathematics prerequisite must be assessed prior to registration. Nondegree students whose native language is not English are required to take the college ESL assessment test and will be permitted to register for credit courses as stated in the ESL student status category (see [page 11](#)). (Students who take the ESL assessment test and score into ENG 115 are assigned regular status. However, scores on their placement test qualify a student only to take the ENG 115-116 sequence of English courses, not the ENG 111-112 sequence.)

Nondegree status will be reviewed after achieving 18 credits to determine the student's goals.

Nondegree students are not eligible for federally funded financial aid.

## SPECIAL ADMISSION PROCEDURES

### Nongraduates of High School

Applicants at least 16 years old who have neither completed a formal high school program nor received an acceptable diploma or certificate are eligible to apply for admission to the college.

Students are admitted and enrolled according to general admission policies and procedures. Nongraduates of high school should meet with an adviser prior to enrolling for classes to discuss career and educational goals.

The college strongly encourages such students to complete their high school graduation requirements or obtain a General Educational Development Diploma (GED). Courses for GED preparation are offered at sites throughout the county. For information, call **410-777-1823**.

### Health Professions Programs

Application to the college and application to the health professions programs are separate procedures. Admission to the following programs is competitive: EMT bridge option, EMT Intermediate, EMT-Paramedic, geriatric nursing assistant, health information

technology, LPN to RN upward mobility option, medical assisting, medical coding, medical laboratory technician, nursing (RN), patient care technician, pharmacy technician, phlebotomy, physical therapist assistant, physician assistant, practical nursing, radiologic technology, RN First Assistant and surgical technology. Consult the Admissions and Enrollment Development office or the School of Health Professions, Wellness and Physical Education for information on eligibility requirements and selection procedures, [www.aacc.edu/healthprofessions](http://www.aacc.edu/healthprofessions).

### Criminal Background Checks and Drug Screening

All health professions students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants' final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.\*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen — as may be required by the program — that results in satisfactory reports. If an accepted student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health professions program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health professions program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a health professions program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Professions Admissions Office at [healthprofessions@aacc.edu](mailto:healthprofessions@aacc.edu).

*\*Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students in any and all programs to comply with drug screening.*

### Early College Access Programs: Selective Admission Programs for Secondary School-Age Students

Individuals may benefit from a college experience prior to completing high school graduation requirements. Five distinct programs are available to accommodate these individuals: Concurrent Enrollment, Dual Credit, Early College Access, Early Admission and Gifted and Talented.

Although applications to the college are accepted on an ongoing basis, students should begin the application process early to ensure appropriate documents, testing and course selection are completed. Students should complete the application process at least 30 days prior to the start of classes each term. See the Admissions Procedures that follow for information on how to apply for any Early College Access program.

**Concurrent Enrollment** — Concurrent Enrollment allows qualified students (age 16 or older) to enroll in a limited number of courses at the college while completing high school graduation requirements.

**Dual Credit** — Dual Credit is a program jointly sponsored by Anne Arundel Community College and the Anne Arundel County Public High Schools. This program allows students to take a college course and earn both college and high school credit. With permission from an Anne Arundel County Public Schools (AACPS) and approval of a parent or guardian of a current Anne Arundel County Public High School student, who is 16 years of age by the first day of Anne Arundel Community College (AACC) classes, may enroll in dual-credit courses offered by AACC from the list of courses approved by AACPS. To qualify for equated high school credit, at the time of registration a student must submit to AACC a dual-credit permission form that specifies both the course for which enrollment is requested and identifies the equated high school credit. Upon successful course completion the student will earn college credit and AACPS will be provided an official grade report.

**Early College Access** — Early College Access is a program jointly sponsored by Anne Arundel Community College and the Anne Arundel County Public High Schools. This program allows students 16 years of age or older to begin exploring college-level courses and programs while they are still in high school. Early College Access participants may qualify to receive a discount for up to 50 percent of their tuition costs. Please refer to Tuition Waivers and Reductions on pages 21-23. Eligible students may take regular college classes that will complement their high school schedules.

**Early Admission** — High school students with a 3.0 grade point average at the end of their junior year may apply for early admission to Anne Arundel Community College with permission from their high school. Requirements for high school graduation may be completed at the college during the summer term following the junior year or may be fulfilled by successfully completing the first year of college. Students seeking early admission should follow the procedures listed in this section and consult with their high school counselors to ensure their planned college program will satisfy the requirements for a high school diploma.

**Gifted and Talented Program** — The college Gifted and Talented program is the only program in which students under age 16 may be eligible to take college credit courses. This program is for students who have been identified as having exceptional academic or fine arts talent. Students under 16

years of age who have completed seventh grade or the equivalent may be allowed to take college-level classes in academic or fine arts subjects not available at their schools through the college's Gifted and Talented program. Students admitted to the Gifted and Talented program shall not be allowed to enroll in physical education courses and/or HEA 100.

**Admissions Procedures** — Students interested in Early College Access programs are required to meet with an adviser and submit the following to the Admissions and Enrollment Development office:

- an application for admission;
- an official high school transcript or grade report;
- SAT, ACT or Anne Arundel Community College assessment test scores (*note: required for any college course*); and
- a completed Early College Access Application form.

This form gives permission by signature for release time and lists courses from the college catalog approved by the parent(s), school official (high school guidance counselor or principal or in the case of home school, the director of the sponsoring home school program) and the college. This form is available at high school guidance offices and the college Admissions and Enrollment Development office.

Recommendations for the Gifted and Talented program are screened by representatives of the Admissions and Enrollment Development office and related academic department(s). Then an interview with the nominee will be arranged. If a student is nominated for courses in fine arts (art, music and theater), the student may be asked to audition or to present a portfolio of work. The final decision to admit a student is made by the Gifted and Talented Team.

For information and copies of the policies and procedures, call the Admissions and Enrollment Development office at **410-777-2246**.

### Noncredit Gifted and Talented Courses

The college and the Anne Arundel County Board of Education co-sponsor noncredit gifted and talented courses, EXPLORE and Middle School Scholars, specifically designed for students, grades K-8. For information visit [www.aacc.edu/kic/gifted](http://www.aacc.edu/kic/gifted).

### International Students/Non-U.S. Citizens

Anne Arundel Community College is committed to responding to the educational needs of its community, including those whose native language is not English. These students include United States citizens, permanent immigrants to the United States and citizens of other countries temporarily visiting, working or studying in Anne Arundel County. Students with undocumented citizenship status who have graduated from a high school in the United States or who have earned a General Educational Development Diploma (GED) in the United States may be admitted to Anne Arundel Community College. These students may be eligible for a special tuition rate in accordance with the Maryland DREAM Act. Please see Tuition, Fees and Payments on pages 19-25.

In all cases, the college requires students whose native language is not English to be tested for English language ability using the English as a Second Language (ESL) Assessment test. Scores on the college's English as Second Language Assessment test are used to determine if classes are needed to improve English language skills for a successful college experience.

For students whose ability in English is not yet sufficient to succeed in college credit courses, the college provides comprehensive preparatory course work in English as a Second Language (ESL) through Continuing Education. For ESL course descriptions see [pages 312-313](#) of this catalog.

**Permanent Resident Status** — A student with an Alien Registration Receipt Card has been given permanent residence in the United States as an immigrant, refugee or alien and may enroll at any college location for full- or part-time study. Tuition costs are determined by location of residence. Verification of permanent residence status is required at the time of application. Any student without appropriate identification as a permanent resident is required to pay out-of-state rates.

To apply as a student with permanent residence status, submit:

- an application for admission signed by the student;
- SAT or ACT scores if available (the college's assessment tests may be required for enrollment in certain courses);
- transcripts from secondary and postsecondary schools attended (translated into English); and
- proof of permanent resident status: temporary evidence or actual Alien Registration Receipt Card (I-551 or I-151).

**Admission of International Students With a Student Visa (F-1)** — Nonimmigrant international students who apply to Anne Arundel Community College must meet special admission requirements.

The college admits students from abroad into its ESL area of study and associate degree programs. Requirements for admission of F-1 students into either ESL sequence or associate degree programs are the same except that a higher level of English proficiency is required for admission into an associate degree program.

Students who score into intermediate or high intermediate ESL may register for credit courses only with written permission of an ESL adviser. Students who complete the ESL sequence may request a change of status to an associate degree program.

Students who apply to come to the United States for the purpose of studying at Anne Arundel Community College may be issued an I-20 Certificate of Eligibility form by the college after submitting the following documents:

- an application for admission signed by the student;
- official or certified copy of transcripts and diploma or certificate from secondary and postsecondary schools attended (translated into English);
- to obtain transfer credit for education completed at non-U.S. postsecondary institutions, all academic records must be converted into their U.S. educational equivalents by a recognized credentialing agency. The following organizations specialize in international credential evaluation: American Association of Collegiate Registrars and Admissions Officers (AACRAO) — [www.aacrao.org](http://www.aacrao.org); Educational Credential Evaluators (ECE) — [www.ece.org](http://www.ece.org); and World Education Service (WES) — [www.wes.org](http://www.wes.org);
- evidence of proficiency in English based on one of the following: (1) an official Test of English as a Foreign Language (TOEFL) score no more than two years old; or (2) documentation of satisfactory completion of an intensive curriculum of English instruction such as the college's course sequence; and

- official bank statements or bank letter and a completed Statement of Financial Resources signed by the student and sponsor or family (if applicable) guaranteeing that the student has financial support for one year. The form must also indicate how the student will be supported for the remaining years in the program.

The TOEFL score determines the student's initial level of English proficiency. Students with a satisfactory score (TOEFL — Paper Test score minimum of 435 or TOEFL — Computerized Test score minimum of 123 or TOEFL — Internet Based Test score minimum of 41) may be admitted to the ESL course sequence. Students with a satisfactory score (TOEFL — Paper Test score minimum of 550 or TOEFL — Computerized Test score minimum of 213 or TOEFL — Internet Based Test score minimum of 79) may be admitted to an associate degree or certificate program. The Admissions and Enrollment Development office verifies that applicants have met all of the requirements before admitting students for a program. After arriving at the college, students must do the following before registering for courses:

- complete an interview, attended by the student's local sponsor (if applicable), with an adviser; and
- take the college's ESL or English, reading and mathematics assessment tests as required.

Final placement into courses is determined by performance on the college's assessment tests.

**Application for a Student Visa** — The college issues an I-20 Certificate of Eligibility form to students who qualify for admission. Students present this form with other documentation to a U.S. Consular Office in the country where they are applying for a student (F-1) visa. Final decision on admission into the United States and permitted length of stay is made by the U.S. Citizenship and Immigration Services (USCIS).

**F-1 Transfer Students** — Students with an F-1 visa seeking to transfer to Anne Arundel Community College from another U.S. institution must submit the following documents and meet the following criteria:

- a copy of the I-20 from the previous institution;
- a letter from the institution previously attended indicating that the student is in good standing and is "in-status" as an international student;
- an application for admission signed by the student;
- official or certified copies of transcripts and school diploma or certificate from secondary and postsecondary schools attended (translated into English);
- evidence of proficiency in English based on one of the following: (1) an official TOEFL score report no more than two years old; or (2) documentation of satisfactory completion of an intensive curriculum of English instruction such as the college's ESL course sequence; or (3) eligibility determined by the college's English assessment test;
- official bank statements or bank letter and a completed Statement of Financial Resources signed by the student and sponsor or family (if applicable) guaranteeing that the student has financial support for one year (the form must also indicate how the student will be supported for the remaining years in the program); and
- an interview, attended by the student's local sponsor (if applicable), with an admissions adviser.

**Students With Other Types of Visas** — Prospective students with a temporary visa status such as J or B (visitors, business, exchange, etc.) should contact the Admissions and Enrollment Development office to have their applications approved before registering for classes. Nonimmigrant students other than F-1 international student visa holders may take as many credit courses as their college admission status permits, as long as the term begins and ends within the duration of stay indicated on the I-94 in their passport. They are subject to the out-of-state tuition rates. Refunds will not be issued after the term's scheduled drop dates.

**Application Deadlines** — To meet federal requirements and allow adequate processing of applications for international students with F-1 visas, students must submit appropriate documents by the following dates:

- June 1 for fall (August) enrollment
- Nov. 1 for spring (January) enrollment.

For international transfer students, the process must begin 30 days before the start of classes for the session requested.

Students who want to obtain an associate degree also should refer to Transfer Students information in this college catalog for information about credit requirements and course evaluation processes.

**Students with Undocumented Citizenship Status** — Students with undocumented citizenship status must meet the following enrollment criteria:

- must have graduated from a high school (public or private) or must have earned the equivalent General Educational Development Diploma (GED) in the United States.
- if wishing to participate in high school concurrent enrollment programs must be attending a high school (public or private) in the United States.
- must submit a statement with the Community College affirming that he or she has filed an application to establish appropriate immigration status or will file an application as soon as they are eligible to do so.
- must submit an Enrollment Request Form including a signed statement affirming that the student has met all of the requirements outlined above. Information obtained in this process is strictly confidential and will not be disclosed unless required by law.

Students with undocumented citizenship status are subject to the out-of-state tuition rates and are not eligible for federal or state financial aid.

**Additional Information** — Nonimmigrant students are subject to out-of-state tuition rates. Students with an F-1 visa must enroll for a full-time course of study, which is a minimum of 12 credits/billable hours each term. Courses in the college's ESL core program may be included as all or part of the 12 hours.

Questions pertaining to the most current regulations regarding the admission of international students should be directed to the Admissions and Enrollment Development office in the Student Services Center, **410-777-2246**.

sources such as military experience and standardized examinations. The college adheres to the transfer credit mandates of the Maryland Higher Education Commission.

### Transfer Credit Criteria

Students must complete all admission procedures before AACC will evaluate requests to transfer credits from other institutions. Students should submit official transcripts from all previous institutions attended. Official transcripts must be received by AACC in a sealed envelope within one year of the date the transcript was printed to be considered for transfer credit. All transcripts should be sent to the Records and Registration office, which reviews courses on an individual basis. All transfer credit award determinations are made by the Records and Registration office in conjunction with the academic departments. Some academic departments may limit the courses that can be accepted for transfer credit at AACC based on professional accreditation or licensure requirements. Transfer credit will not be awarded if credit has already been earned at AACC. Credit may be awarded if one of the following criteria is met:

1. The institution is accredited by a commission on higher education approved by the United States Department of Education. To verify accreditation, AACC uses the Council for Higher Education Accreditation (CHEA) Database of Institutions and Programs Accredited by Recognized United States Accrediting Organizations.
  - a. AACC recognizes the following regional accreditation associations:
    - Middle States Association of Colleges and Schools
    - North Central Association of Colleges and Schools
    - New England Association of Colleges and Schools
    - Northwest Association of Schools and Colleges
    - Southern Association of Colleges and Schools
    - Western Association of Schools and Colleges
  - b. The institution is legally authorized to grant standard college degrees and is accredited by an accrediting agency recognized by the United States Department of Education. The college may award transfer credit based upon course equivalencies, expected learning outcomes and applicability to the college's curricula, standards, and course offerings. Applicants seeking transfer of credit should contact the Records and Registration office at time of application to the college if they are unsure as to which documents are necessary.
  - c. Credit may not be accepted from schools that are candidates for regional accreditation and not fully accredited, or for coursework completed while an institution was not accredited by a commission on higher education approved by the United States Department of Education.
2. AACC has an approved articulation agreement with a high school, business or industry. Articulation agreements specify award of credit for meeting certain criteria and presenting certain documents.
3. The American Council on Education (ACE) or National College Credit Recommendation Service (CCRS) has reviewed the training or military occupation and recommended award of college credit. AACC uses ACE and National CCRS recommendations as credit award guidelines. See the section that follows on Transfer Credit from Nontraditional Sources for more information.

### AWARD OF CREDIT FOR PREVIOUS LEARNING

Learning occurs in a variety of settings and formats. Anne Arundel Community College reviews credit for previous learning from traditional college coursework and from nontraditional

4. Coursework completed at a non-U.S. postsecondary institution, which is not regionally accredited by one of the aforementioned associations, must be evaluated by a professional transcript evaluation service before AACC will review courses for transfer credit. AACC requires the course-by-course evaluation for transfer credit review and accepts evaluations only from these approved evaluation services:  
World Education Services (WES)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
Educational Credential Evaluators (ECE)
5. If the student's cumulative grade point average from a previous institution is less than a 2.0 on a 4.0 scale, AACC will review only courses with a grade of C or better for transfer credit. Exception: If a student has less than a 2.0 GPA from a regionally accredited Maryland public institution and then transfers to AACC, AACC will accept credits for general education courses in which the student earned a grade of D.

### Transfer Credit from Other Institutions

In review of transfer credit from other institutions, the college considers the institution where the course was taken, the date completed, course description, and grade in deciding whether credit will transfer to AACC and if the course will be designated as a specific AACC course equivalency or elective. In some cases, AACC will need to review the syllabus or additional documentation. Upon request, students must supply this information from the sending institution. AACC will convert courses taken at institutions operating on the quarter system to semester hours if the credit transfers. Quarter hours are multiplied by 2/3 to equal semester credit hours.

Current AACC students who wish to take a course at another institution and transfer the credit back to AACC must file a Permission to Study at Another Institution form with the Records and Registration office to ensure the coursework will transfer back and meet AACC requirements.

### Transfer Credit from Nontraditional Sources

The college may give credit for demonstrated proficiency in areas related to college level courses. Sources used to determine such proficiency are College-Level Examination Program (CLEP); Advanced Placement Examination (AP); International Baccalaureate (IB); Program Pathways Articulation; DANTES Standardized Subject Test (DSST); Office of Education Credit and Credentials of the American Council on Education (ACE); and National College Credit Recommendation Service (CCRS). In assigning credits of this nature, the recommendations of the American Council on Education (ACE) or National College Credit Recommendation Service (CCRS) will be used as guidelines. Applicants who seek credit from nontraditional sources should contact the Records and Registration office at the time of application to the college if they are unsure as to which documents are necessary. A maximum of 30 credit hours may be earned in this nontraditional manner.

Each institution sets its own policy on acceptance of nontraditional credit. When planning their choice of classes, students need to consult with their proposed transfer institution.

**Military** — Students wishing to earn credit for their military experience may be able to accelerate their goal completion through prior learning assessment. The first step is to submit official transcripts. Students who are active duty military may present an original DD-295, an official Army/American Council on Education Registry Transcript Service transcript (AARTS), an official Community College of the Air Force (CCAF) transcript, an official Sailor/Marine American Council on Education Registry (SMART) transcript, or an official Coast Guard Institute (CGI) transcript. Students who are no longer active duty military or who have been discharged from the military may present their original DD-214. Students may use the portfolio development process to demonstrate learning that applies to their educational goal that is not listed on their military transcripts (see the section that follows on Portfolio Assessment).

**Program Pathways** — Program Pathways is an initiative between Anne Arundel Community College (AACC) and Anne Arundel County Public Schools (AACPS) to support successful transition of students from high school to college and careers. Plans of study have been created to visually demonstrate how high school programs can move into college degree and certificate programs.

High school students have the opportunity to earn AACC credit for successfully completing specific high school pathways in areas including business, engineering, information technologies and health. To view plans of study and details on receiving college credit, visit [www.aacc.edu/programpathways](http://www.aacc.edu/programpathways).

Students enrolled in Program Pathways should arrange to meet with an academic or department adviser prior to attending AACC. Questions or requests for additional information should be directed to the Program Pathways Office at 410-777-2891 or visit [www.aacc.edu/programpathways](http://www.aacc.edu/programpathways).

**Proficiency Assessment Credit** — An Anne Arundel County Public School student who is admitted to Anne Arundel Community College (AACC) can be awarded AACC course credit for course(s) for which they have demonstrated competency through a Proficiency Assessment developed by AACC faculty and evaluated according to AACC department standards. A Proficiency Assessment grade of C or higher, assigned by AACC faculty, is recorded on the student's AACC transcript. A student who has received college credit through proficiency may request and receive an official transcript of these grades regardless of having completed coursework at AACC. In accordance with the college's Academic Regulations, only credit courses taken at Anne Arundel Community College will be calculated as part of the student's grade point average and therefore will not include the Proficiency Assessment grades or any quality points as a result of Proficiency Assessment credit. For information on proficiency credit opportunities, visit [www.aacc.edu/programpathways/proficiency.cfm](http://www.aacc.edu/programpathways/proficiency.cfm).

AP EXAM TITLE	PASSING SCORE	AACC EQUIVALENT	CREDIT AWARDED
Art History	3	ART 209, ART 210	6
Art Studio (General Portfolio)	4	See department	3
Biology	3	BIO 101	4
	4	BIO 101, BIO 105	8
Calculus AB	3	MAT 151, MAT 191	8
Calculus BC	3	MAT 191, MAT 192	8
Chemistry	3	CHE 111, CHE 112	8
Comparative Government and Politics	3	PLS 131	3
Computer Science (A)			
For exams after Spring 1999	4	CSI 155	4
For exams after Fall 2005	4	CSI 161	4
Computer Science (AB)			
For exams after Spring 1999	4	CSI 155, CSI 250	8
For exams after Fall 2005	4	CSI 161, CSI 162	8
English (Language and Composition)	3	ENG 111, ENG 112	6
English (Literature and Composition)	3	ENG 111, ENG 112	6
Environmental Science	4	BIO 108	4
European History	3	HIS 111, HIS 112	6
French (Language)	3	FRE 211, FRE 212	6
French (Literature)	3	FRE 211	3
	4	FRE 211, FRE 212	6
German (Language)	3	GER 211, GER 212	6
Human Geography	3	GEO 103	3
Latin (Literature)	3	LAT 111	3
Latin (Virgil)	3	LAT 111	3
Macroeconomics	3	ECO 211	3
Microeconomics	3	ECO 212	3
Music (Theory)	3	MUS 113, MUS 114	6
Physics (B)	3	PHY 111, PHY 112	8
Physics (C)	3	PHY 211, PHY 212	8
Psychology	3	PSY 111	3
Spanish (Language)	3	SPA 211, SPA 212	6
Spanish (Literature)	3	SPA 211, SPA 212	6
Statistics	3	MAT 135	3
U.S. Government and Politics	3	PLS 111, PLS elective	6
United States History	3	HIS 211, HIS 212	6
World History	3	HIS 111, HIS 112	6

**Advanced Placement (AP)** — These exams are usually taken in high school, concluding a specially designed advanced placement course. Students must have official Advanced Placement score reports sent to Records and Registration office. Student grade reports are not accepted for credit, but may be used for placement or waiver of course prerequisites at time of registration. To request an official AP score report be sent to AACC, see the AP website at <http://www.collegeboard.com>.

Because each college sets its own policy on required AP scores and credits awarded, students planning to transfer need to consult with their transfer institution.

AACC will award credit based on the AP exams and minimum scores listed.

CLEP EXAM TITLE	PASSING SCORE	AACC EQUIVALENT	CREDIT AWARDED
Accounting, Financial	50	BPA 201	3
American Government	50	PLS 111	3
American Literature	50	ENG 216, ENG 217	6
Analyzing and Interpreting Literature			
For exams prior to 7/1/2010	50	ENG 112	3
For exams on/after 7/1/2010	50	ENG 111	3
Business Law, Introductory	50	BPA 253	3
Calculus	50	MAT 191	4
College Algebra	50	MAT 141	3
College Composition (with Essays)	50	ENG 112 or ENG 121	3
College Mathematics	50	Math Gen. Ed.	3
Educational Psychology	50	EDU 211	3
English Literature	50	ENG 213, ENG 214	6
French Language	50	FRE 111, FRE 112	6
Freshman College Composition	50	ENG 111	3
German Language	50	GER 111, GER 112	6
Human Growth and Development	50	PSY 211	3
Humanities	50	Humanities elective	3
Information Systems/Computer Applications	50	CSI 112 or CSI 113	3
Macroeconomics, Principles of	50	ECO 211	3
Management, Principles of	50	BPA 142	3
Marketing, Principles of	50	BPA 125	3
Microeconomics, Principles of	50	ECO 212	3
Natural Sciences	50	Science elective (nonlab)	6
Precalculus	50	MAT 121 or MAT 151	4
Psychology, Introductory	50	PSY 111	3
Social Science/History	50	Social Science elective	6
Sociology, Introductory	50	SOC 111	3
Spanish Language	50	SPA 111, SPA 112	6
United States History 1	50	HIS 211	3
United States History 2	50	HIS 212	3
Western Civilization 1	50	HIS 111	3
Western Civilization 2	50	HIS 112	3

**College-Level Examination Program (CLEP)** —

The College-Level Examination Program (CLEP) is a nationally recognized credit by exam program. The exams allow students to earn college credit for knowledge gained through experience or independent learning. Students interested in learning more about CLEP should visit the website:

[www.aacc.edu/testing/CertTesting.cfm](http://www.aacc.edu/testing/CertTesting.cfm) or contact the Testing office at **410-777-2375**. Upon receipt of an official CLEP score report, the Records and Registration office will review the exam results for award of credit. It is the student's responsibility to have official CLEP score reports sent to AACC. To request an official CLEP score report, write to:

CLEP Transcript Service  
 P.O. Box 6600  
 Princeton, NJ 08541-6600  
 or call **800-257-9558**  
<http://www.collegeboard.com>

Each college sets its own policy on required scores and credits awarded. When planning their choice of classes, students need to consult with their proposed transfer institution. AACC will award credit for the CLEP exams listed below provided the passing score, also noted below, has been met.

**International Baccalaureate** — AACC will award credit for International Baccalaureate (IB) subject examinations with scores of 5, 6, or 7. To receive credit for IB exams, students must have official results sent to the Records and Registration office. Credit earned through IB subject area

examinations may be used to satisfy general education requirements, course equivalencies, prerequisite requirements or elective credit. Students may be awarded up to 30 credits toward the associate degree.

Because each college sets its own policy on required scores and credits awarded, students planning to transfer need to consult with their proposed transfer institution.

To request an official candidate score report be sent to AACC, see the International Baccalaureate website at <http://www.ibo.org>.

**Credit by Departmental Examination** — In the subjects which college-level examinations (CLEP) are not available, department chairs may arrange to give examinations to qualified applicants. A maximum of 15 credits may be earned through combination of credit by departmental examination and portfolio assessment. Applicants must:

1. Complete an application for admission.
2. Obtain a form for Request for Credit by Departmental Exam from the department chair.
3. Have the completed form approved by the appropriate department chair.
4. Take the completed and approved form to the Cashier's office and pay application and exam fees.
5. Return the form to the department chair and arrange a time to take the exam.

Credit by exam is graded on a pass/fail basis. Courses for which passing grades are earned will be listed on the student's academic record as transfer of credit. The student's grade point average (see Academic Regulations) will not be affected. Students who fail may not repeat credit by exam, but may take the course.

**Portfolio Assessment** — This evaluation method requires students to complete a portfolio that demonstrates their experience and knowledge. It is useful for earning credit for knowledge acquired outside of the traditional classroom. AACC recognizes Learning Counts to provide a standardized, nationally available credit by portfolio process and credit recommendations. Upon meeting eligibility requirements (see below) to proceed with the portfolio assessment process, students register for an online "Do It Yourself" course called Developing Your Portfolio for College Credit ([www.learningcounts.org](http://www.learningcounts.org)). This self-paced course includes identifying college-level learning experiences, relating the learning to course objectives for the targeted college courses and demonstrating their college-level learning through direct evidence. Upon receipt of portfolios completed by students, Learning Counts certified practitioners will evaluate the portfolio and make a recommendation to award credit. AACC awards college credit for portfolios completed through Learning Counts based on credit recommendations from the National College Credit Recommendation Service. Portfolio credits do not affect a student's grade point average. A maximum of 15 credits may be earned through combination of credit by departmental examination and portfolio assessment. The following are the eligibility requirements for participation in the portfolio assessment program:

1. Students are enrolled in a degree or certificate program at AACC
2. Students have ENG 111 eligibility
3. No CLEP examination is available for the targeted course

To determine eligibility and for a description of policies, procedures, and fees, call **410-777-2430** or visit the website <http://www.aacc.edu/priorlearning>.



# Tuition, Fees and Payments\*

## Tuition per credit hour\*

Residents of Anne Arundel County .....	\$102
Residents of other Maryland counties .....	\$196
Residents of other states and foreign students.....	\$347

## Tuition reduction

Some students enrolled in specific programs and/or courses may be eligible for waiver of some tuition charges. See tuition waivers and reductions, [pages 21-23](#).

**Registration fee per term** .....\$25

## General student fees

Athletic .....	\$1 per credit hour
Educational services.....	\$21 per credit hour
Student activity .....	\$2 per credit hour

## Graduation fees

Associate .....	\$20
Certificate.....	\$20

## Individual course fees

Lab/clinical fees (vary per course) .....	\$5-\$1,950
Physical Education fee (per term if enrolled in a PHE course) .....	\$6

## Penalty fees

Late payment.....	\$10
Late registration.....	\$10
Returned check .....	\$25

## Testing fees

The most current fees may be found at our website:  
<https://www.aacc.edu/testing/file/testingfees.pdf>

## Credit by exam

Per credit hour .....	\$7
plus application fee.....	\$5

\*Tuition and fees are subject to change. Please visit [www.aacc.edu/tuitionfees](http://www.aacc.edu/tuitionfees) for current rates.

## FEE EXPLANATIONS

**Athletic fee** funds athletic facilities, membership on intercollegiate athletic teams and admission to sporting events.

**Clinical fees** offset the cost of clinical placements and supervision. Request a complete explanation of clinical fee expenditures from the appropriate academic department.

**Educational Services fees** fund information literacy initiatives and instructional support services including online access to research information, maintenance and upgrade of the library automation system, peer tutoring, online tutoring and open-access computer labs.

**Graduation fee** is charged to a student upon application to graduate.

**Lab fees** pay for materials and supplies for science experiments, computer supplies, equipment maintenance and special materials. Request a complete explanation of lab fee expenditures from the appropriate academic department.

**Late Payment fee** is assessed for each tuition and fee payment made after the scheduled due date. Due dates are listed in the class schedule and on the student's bill.

**Late Registration fee** is charged when students register for classes during the first week of classes.

**Physical Education fees** charged to all students enrolled in PHE courses for maintenance of instructional equipment.

**Registration fees** cover costs of the student identification card and registration.

**Returned Check fee** is assessed when a student's check is returned from the bank for any reason.

**Student Activity fees** offset the cost of co-curricular educational, cultural and recreational activities, publications and programs including the campus newspaper, drama performances and speakers.

## PAYMENT OF TUITION AND FEES

All tuition charges and fees must be paid by the scheduled due date to complete your registration. Acceptable payment methods include cash, check, money order, credit card (American Express, Discover, Visa and MasterCard) and debit card. Payments can be made on MyAACC, at the Cashier's office or over the telephone at **410-777-2236**. Students are considered officially registered only when they have registered for a course(s) and have made payment or payment arrangements with the college.

Checks and money orders should be made payable to Anne Arundel Community College. They must be made out in the exact amount of the charges and must include the student's name and student identification number. A penalty of \$25 will be charged each time a check is returned by the bank. The Cashier's office will resubmit a check only once unless the bank indicates otherwise. If a student has more than one returned check posted to their account, the student can no longer write checks anywhere on campus.

Student bills not paid in full by the due date are considered past-due accounts subject to collection action. Students whose accounts must be turned over to an outside collection agency will be held financially responsible for all tuition and fees, late fees and reasonable attorneys' fees and collection costs. In addition, the student will not be able to register for future semesters or get transcripts until payment is made in full. For more information visit [www.aacc.edu/tuitionfees](http://www.aacc.edu/tuitionfees).

**TUITION PAYMENT PLAN**

All credit students are eligible to participate in the payment plan listed in the schedule of classes. You are automatically enrolled in the payment plan if you pay at least the minimum amount due on your bill. You are required to make a payment by the scheduled dates listed in your bill. A minimum payment is also required for registrations done through the Web unless you have approved financial aid or tuition assistance.

The payment plan is not available to students who register for continuing education courses or who have delinquent tuition and fee charges from a prior term. Students who withdraw from their classes or who fail to drop their classes by the due date are still financially responsible for all tuition and fees, less any refunds.

A penalty of \$10 will be charged for each late payment. In addition, a financial hold will be placed on the account which will not allow the student to register or request transcripts. All students with delinquent accounts are subject to collection action. If an account is turned over to an outside collection agency, reasonable attorney's fees and collection costs will be added to the student's account. For more information visit [www.aacc.edu/tuitionfees/paymentplans.cfm](http://www.aacc.edu/tuitionfees/paymentplans.cfm)

**EDUCATIONAL TAX CREDITS**

The Taxpayer Relief Act of 1997 provides educational tax credit programs. Students should consult with tax professionals regarding the educational tax credits. AACC will send a 1098T Tuition Statement to all students who have been billed within the calendar year. More information can be found at [www.irs.gov](http://www.irs.gov).

**REFUNDS**

**Drop/Withdraw with a Refund:** Students who officially drop a credit class before the designated drop deadlines are eligible for a full refund of tuition and associated fees. A schedule of deadline dates to drop a class and receive a 100 percent refund is published in the schedule of classes.

To be eligible for a refund, you must file a drop/add form with the Records and Registration office, or at MyAACC to officially drop a course by the deadline. If you stop attending classes but do not officially drop the classes, you continue to be financially responsible for all tuition and fees.

Students who do not officially drop by the drop deadline, but withdraw from a class (that is scheduled for eight weeks or more) during the five calendar days after the drop period are eligible for a refund of 60 percent of the total tuition and fees associated with the class. If you withdraw after the partial refund period, you are still obligated to pay the full tuition and fees associated with the class from which you withdraw.

Students are provided a full refund of all tuition and associated fees when the college cancels a class.

Students who are enrolled in noncredit courses may receive a refund only if they officially drop at least one day before the first class session. No refund will be given after the noncredit class starts.

All students receiving federal student aid should be aware that withdrawing from all of their classes might affect the amount of financial aid they will receive. Refer to "Effects of Withdrawing" on [page 29](#).

**Financial Aid Refunds**

Students who officially withdraw from the course may jeopardize their financial aid eligibility or have their award reduced but are still responsible for their tuition and fees minus any refunds outlined above.

If your total semester financial aid exceeds the total of your tuition, mandatory fees, bookstore charges and any unpaid balance, the Business Office will mail you a refund check within 14 days after your aid payments create a credit balance.

**RESIDENCY AND TUITION PROCEDURES**

Students at Anne Arundel Community College are charged tuition according to their residence as established on the first day of the class session and are classified to be one of the following:

1. Residents of Anne Arundel County – in county
2. Residents of the State of Maryland but outside of Anne Arundel County – out of county
3. Residents of other states, including students who are not U.S. citizens or permanent U.S. residents not holding an Alien Registration Receipt card – out of state
  - A. Regardless of a student's residency, students must sign by appropriate means, an application and registration form attesting to their residency. At prescribed intervals during a student's enrollment at the college, the students may be asked to verify that their residence is the same as originally obtained or officially changed. If their residence has changed since submitting the written application and/or registration form, students shall notify the Records and Registration Office, in writing, and attest to their new residence.
  - B. Legal domicile shall be defined as a person's permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely.  
*OR*  
The permanent place of abode of any person or persons contributing more than one-half of the student's financial support during the most recent completed year.
  - C. Students shall be considered residents of a county of state if they maintain their legal domicile there and have done so for a period of not less than three months before the stating date of the class session in which the class for which tuition is charged is scheduled.
  - D. When students change residence, they must report the new residence to the registrar within 30 days. Students shall complete a written statement and may be required to provide documentation of the new residence and the date when the change was effective.
  - E. Determination of student residency is made by the registrar based on the documents provided. The college shall consider any or all of the following factors in determining residency and may request evidence for substantiation:
    1. Ownership or rental of local living quarters;
    2. Substantially uninterrupted physical presence, including the months when the student is not in attendance at the college;
    3. Maintenance in Maryland and in the county of all, or substantially all, of the student's possessions;
    4. Payment of state and local income taxes on all taxable income-earned, including all taxable income earned, including all taxable income earned outside the state;
    5. The student's Visa status;
    6. Registration to vote in the state and county;
    7. Registration of a motor vehicle in the state, with a local address specified;

*AND*

8. Possession of a valid Maryland driver's license or identification card issued by the Maryland Motor Vehicle Administration.
- F. An individual's immigration status may not preclude award of Maryland residency under this policy if the individual has a legal capacity to establish domicile in Maryland.
- G. In addition to the general requirements above, the following provisions apply to the specific categories of students indicated.
1. A qualified student that moves to Maryland as a result of Base Realignment and Closure (BRAC) is eligible to establish residency for tuition immediately if in-county or out-of-county residence is established at any date prior to the state of the term.
  2. A qualified member of the Maryland National Guard who is stationed, resides or is domiciled in the State of Maryland will pay tuition at the out-of-county rate unless they are residents of the county. Those members of the Maryland National Guard who are residents of the county will pay tuition at the in-county rate.
  3. An individual who is an active duty member of the United States Armed Forces, the spouse of an active duty member of the United States Armed Forces or a financially dependent child of an active duty member of the United States Armed Forces is exempt from paying the out-of-state tuition differential if the active duty member of the United States Armed Forces is stationed in Maryland, resides in Maryland or is domiciled (residents of record) in Maryland. Such an individual will pay tuition at either the in-county or the out-of-county tuition rate based on where he/she resides, as demonstrated by supporting documentation (see section F).
  4. An individual who's an active duty member of the United States Armed Forces, their residency for tuition purposes as well as that of their spouse or a financially dependent child who is continuously enrolled after establishing in-county or out-of-county residency for tuition purposes will be considered out-of-county for tuition purposes.
  5. A spouse or financially dependent child of an active duty member of the United States Armed Forces who is exempt under section G.1 from paying the out-of-state tuition differential shall continue to be exempt from paying the out-of-state tuition differential if the active duty member of the United States Armed Forces no longer meets the requirements of section G.1 and the spouse or financially dependent child remains continuously enrolled at Anne Arundel Community College. Such an individual will pay tuition at either the in-county or the out-of-county tuition rate based on where he/she resides, as demonstrated by supporting documentation (see section F).
  6. An honorably discharged veteran of the United States Armed Forces who registers as an entering student in Anne Arundel Community College is exempt from paying out-of-state tuition differential if, within one year after the veteran's discharge, the veteran presents the registrar with documentation evidencing that the veteran attended a public or private secondary school in Maryland for at least three years and that the veteran graduated from a public or private secondary school in Maryland or received the equivalent of a high school diploma in Maryland. Such an individual will pay tuition at either the in-county or the out-of-county tuition rate based on where he/she resides, as demonstrated by supporting documentation (see section F).
  7. A veteran honorably discharged in the three years prior to the first day of the session who resides in Maryland will be charged tuition at the in-county rate.
  8. A qualified member of the United States Armed Forces, their spouse or dependent child whose domicile or permanent duty station is in Maryland and is continuously enrolled at the college when the permanent duty station is changed to a location outside the state shall pay tuition at the out-of-county rate (Higher Education Opportunity Act).
  9. A student who is a resident of the state of Maryland enrolled in a program designated as statewide or a Health Manpower Shortage Program by the Maryland Higher Education Commission may apply for a waiver of out-of-county tuition differential for courses included in an established program of student when the program of study is not offered in the public community college serving the region of their domicile.

### **DESIGNATED TUITION RATES (ECAP)**

#### **Dual-enrolled high school students (Early College Access Program)**

High school students who attend a high school located in Anne Arundel County may qualify for a special tuition rate equivalent to 50 percent of their tuition for credit courses. To qualify, the student must complete the Early College Access Program application form. All remaining tuition and fees must be paid on or before the due date. The ECAP form is available online at <http://www.aacc.edu/ecap/> and must be submitted with the required signatures to the cashier's office each semester. For more information, please call the admissions office at **410-777-2246**.

### **TUITION FOR INTERNATIONAL STUDENTS/NON-U.S. CITIZENS**

For a non-U.S. citizen to be considered a Maryland resident for the purposes of this policy, the student shall possess the legal capacity under state and federal law to establish Maryland domicile. Students with an F, B or J visa status pay out-of-state tuition. Undocumented immigrants who attended high school in Maryland can apply for a special tuition rate equivalent to either the in-county or out-of-county rate. In order to qualify for the Maryland Dream Act tuition rate, students must provide documentation that they meet the requirements. To apply complete the Maryland Dream Act application and submit it to the Admissions Office. For more information call **410-777-2152**.

### **TUITION WAIVERS AND REDUCTIONS**

Students must apply for waivers or tuition reductions each term before the first day of classes. Waivers or reductions are not applied until payment has been received unless the student has approved financial aid or tuition assistance. Direct questions to the Cashier's office at [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu).

In compliance with the Code of Maryland Regulations and the Education Article of the Maryland Annotated Code, the Board of Trustees of Anne Arundel Community College authorizes full or partial waivers of tuition for qualifying individuals in the categories listed on next page.

**Maryland Foster Care Recipient**

A Maryland foster care recipient is exempt from paying tuition and mandatory fees if the foster care recipient:

- is enrolled at the institution by the date the recipient reaches the age of 25;
- is pursuing an associate’s degree; and
- has filed for federal and state financial aid by March 1 each year.

For more information call financial aid at **410-777-2203**.

**Tuition Waivers**

**Maryland residents who are age 60 years or older**

The college waives tuition charges for credit and eligible continuing education courses for Maryland residents who are age 60 years and older by the first day of the term. All other fees must be paid on or before the due date.

**Maryland residents who are disabled individuals**

In accordance with Maryland law, the college waives tuition charges for credit courses for Maryland residents who are certified as disabled by the Social Security Administration. The college will only waive tuition charges not already covered by federal grants. Students are required to complete the FAFSA and notify the Cashiers office that a waiver is on file every term. All fees other than tuition must be paid on or before the due date. Waiver forms are available online at <http://www.aacc.edu/tuitionfees/payment.cfm> or at the Cashier’s office and are valid for a year from the date signed by the Social Security Administration.

**Members of the Maryland National Guard**

Students who are members of the Maryland National Guard are eligible for a waiver of 50 percent of their tuition for credit courses at Anne Arundel Community College. To qualify for this waiver, members of the Maryland National Guard must submit their certification form signed by their unit commander to the Cashiers office each term. The remaining tuition and fees must be paid on or before the due date. Students must be enrolled in regularly scheduled credit courses with sufficient tuition paying students to warrant the college’s offering the classes. For more information, call the cashier’s office at [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu).

**Maryland Dream Act**

The Maryland Dream Act qualifies certain undocumented immigrants for a tuition rate equivalent to the in-state rate. A complete application requesting approval must be submitted before the start of the term. Application and details are available at [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu).

**Maryland Veterans**

A veteran honorably discharged in the three years prior to the first day of the session who resides in Maryland will be charged tuition at the in-county rate.

**Tuition Reductions**

**Health Manpower Shortage Tuition Reduction Program**

Maryland residents who by the first day of the term are enrolled in a program of study designated by the state as a Health Manpower Shortage Program may be eligible for in-county tuition rates for courses required for program completion. It is the students’ responsibility to confirm that a program is designated as a Health Manpower Shortage Program before applying for a tuition reduction. Please refer to the cashier’s office at **410-777-2236** to confirm this information. To apply for this

tuition reduction program, students must notify the cashier’s office that they are enrolled in a Health Manpower Shortage Program prior to making their first payment of tuition and fees and when they add a class. Written appeals of eligibility for tuition reduction received by the Accounts Receivable Manager will be determined within 10 days of receipt. Health Manpower Shortage Programs are subject to change. A current listing is available at [www.mhec.state.md.us](http://www.mhec.state.md.us). For information on a specific program, contact the cashier’s office, at **410-777-2236** or [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu). The following AACC programs are designated as Health Manpower Shortage Programs as of Jan. 1, 2011:

- EMT Bridge Option: Intermediate to Paramedic..... Certificate
- EMT-Intermediate .....Certificate
- EMT-Paramedic.....Degree and Certificate
- Human Services Law and Social Practice Option.....Degree
- Human Services .....Degree and Certificate
- Human Services Direct Support .....Certificate
- LPN to RN Upward Mobility.....Degree
- Medical Assisting.....Degree and Certificate
- Medical Coding .....Certificate
- Medical Laboratory Technician .....Degree
- Nursing (RN) .....Degree
- Pharmacy Technician .....Certificate
- Physical Therapist Assistant .....Degree
- Physician Assistant .....Certificate
- Practical Nursing .....Certificate
- Radiologic Technology.....Degree
- Therapeutic Massage.....Degree and Certificate

**Health Manpower Shortage Program Tuition Reduction for Nonresident Nursing Students**

This program is available to out-of-state students who are enrolled, have been accepted in an eligible nursing program and are pursuing a program leading to a nursing degree. Students may apply for a reduction of the out-of-state tuition differential for courses required for program completion. In return, students must sign a promissory note stating that upon completion of the nursing program, they will sit for the nursing licensure exam and work for at least two years on a full-time basis in a Maryland hospital or related institution. Obtain further information at the financial aid office. Health Manpower Shortage Programs are subject to change. A current listing is available [www.mhec.state.md.us](http://www.mhec.state.md.us). For information, contact the cashier’s office at **410-777-2236** or [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu).

**Statewide Tuition Reduction Program**

Maryland residents who by the first day of the term are enrolled in a program of study designated by the state as a Statewide Program may be eligible for in-county tuition rates for courses required for program completion. It is the students’ responsibility to confirm that a program is designated as a Statewide Program of Study before applying for a tuition reduction. Please refer to the cashier’s office at **410-777-2236** to confirm this information. To apply for this tuition reduction program, students must notify the cashier’s office that they are enrolled in a Statewide Program of Study prior to making their first payment of tuition and fees and when they add a class. Written appeals of eligibility for tuition reduction received by the Accounts

Receivable Manager will be determined within 10 days of receipt. Statewide Programs are subject to change. A current listing is available at [www.mhec.state.md.us](http://www.mhec.state.md.us). For information on a specific program, contact the cashier's office, at **410-777-2236** or [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu). The following AACC programs are designated as statewide programs as of Jan. 1, 2011:

- Alternative and Sustainable Energy.....Certificate
- Homeland Security .....Degree
- Hotel/Restaurant Management.....Degree and Certificate
- Intelligence Analytics .....Certificate
- Paralegal Studies.....Degree and Certificate
- Transportation, Logistics and Cargo Security.....Certificate

**Third Party Payments**

Anne Arundel Community College accepts third party payments for tuition assistance from students' employers, college tuition trust funds, external scholarships or from other organizations or individuals. If students receive third party assistance (payments), they must bring supporting documentation from the sponsoring agency to the cashier's office at the time of registration. If you do not submit payment or third party documentation, your registra-

tion may be canceled for non-payment. For more information, please contact the cashier's office at [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu) or review the third party procedures at <http://www.aacc.edu/tuitionfees/payment.cfm>. Students are responsible for any charges not covered by third party assistance.

**Workforce Investment Act (WIA)**

Many of our areas of study provide career enhancement that may meet guidelines set forth by the federal Workforce Investment Act. The Anne Arundel Workforce Development Corporation, Anne Arundel County's WIA services provider, assists job seekers by delivering career services and workforce training funds. An individual qualifies for short-term workforce training or career development if he or she has been laid off from a job and/or meets WIA income eligibility guidelines. Determining funding eligibility requires a meeting with an AAWDC staff person prior to course enrollment to establish a training plan. For information, call **410-987-3890** to be directed to an AAWDC location convenient to you. After meeting with an AAWDC staff person, students wishing to inquire about the WIA-approved AACC areas of study can call the Admissions and Enrollment Development office at **410-777-2246**.

**COURSE FEES**

COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES
<b>Allied Health</b>		ACH 234 .....	15	ART 170 .....	40	BIO 113 .....	25
AHT 280-299 .....	\$10-50	ACH 235 .....	40	ART 171 .....	40	BIO 121 .....	25
<b>Alternative and Sustainable Energy</b>		ACH 240 .....	40	ART 174 .....	50	BIO 136 .....	30
SES 200 .....	\$40	ACH 242 .....	40	ART 200 .....	30	BIO 201 .....	25
SES 201 .....	40	ACH 245 .....	40	ART 201 .....	30	BIO 204 .....	25
SES 250 .....	40	ACH 255 .....	40	ART 202 .....	50	BIO 207 .....	30
<b>Architecture</b>		ACH 260 .....	40	ART 232 .....	20	BIO 208 .....	20
ACH 100 .....	\$20	ACH 261 .....	40	ART 233 .....	20	BIO 210 .....	40
ACH 104 .....	40	ACH 265 .....	40	ART 235 .....	60	BIO 211 .....	60
ACH 105 .....	40	ACH 270 .....	40	ART 237 .....	40	BIO 213 .....	60
ACH 106 .....	40	ACH 271 .....	40	ART 238 .....	60	BIO 220 .....	40
ACH 111 .....	40	ACH 280-299 .....	40	ART 239 .....	50	BIO 221 .....	40
ACH 112 .....	40	<b>Art</b>		ART 240 .....	30	BIO 223 .....	50
ACH 115 .....	40	ART 100 .....	\$30	ART 242 .....	60	BIO 230 .....	30
ACH 121 .....	40	ART 102 .....	50	ART 245 .....	70	BIO 231 .....	30
ACH 122 .....	40	ART 103 .....	15	ART 246 .....	40	BIO 232 .....	30
ACH 201 .....	40	ART 106 .....	40	ART 247 .....	40	BIO 233 .....	30
ACH 202 .....	40	ART 112 .....	40	ART 248 .....	40	BIO 234 .....	30
ACH 203 .....	40	ART 117 .....	40	ART 251 .....	50	BIO 275 .....	Fee will vary
ACH 204 .....	40	ART 120 .....	60	ART 255 .....	50	BIO 280-299 .....	Fee will vary
ACH 205 .....	40	ART 121 .....	50	ART 256 .....	50		
ACH 206 .....	40	ART 122 .....	50	ART 258 .....	50	<b>Business Administration</b>	
ACH 207 .....	40	ART 125 .....	20	ART 260 .....	50	BPA 104 .....	\$10
ACH 208 .....	40	ART 131 .....	20	ART 264 .....	40	BPA 111 .....	5
ACH 209 .....	40	ART 135 .....	60	ART 266 .....	40	BPA 116 .....	25
ACH 210 .....	40	ART 137 .....	15	ART 270 .....	40	BPA 126 .....	10
ACH 211 .....	40	ART 140 .....	30	ART 271 .....	40	BPA 129 .....	Travel fees vary
ACH 212 .....	40	ART 142 .....	60	ART 273 .....	40	BPA 136 .....	5
ACH 213 .....	40	ART 145 .....	50	ART 274 .....	50	BPA 137 .....	10
ACH 214 .....	40	ART 146 .....	60	ART 280-299 .....	0-100	BPA 141 .....	15
ACH 215 .....	40	ART 148 .....	40	<b>Astronomy</b>		BPA 151 .....	15
ACH 216 .....	40	ART 149 .....	40	AST 112 .....	\$40	BPA 212 .....	5
ACH 218 .....	40	ART 154 .....	50	AST 114 .....	40	BPA 217 .....	10
ACH 219 .....	40	ART 155 .....	50	<b>Biology</b>		BPA 231 .....	10
ACH 226 .....	40	ART 156 .....	50	BIO 101 .....	\$30	BPA 232 .....	5
ACH 230 .....	40	ART 157 .....	50	BIO 103 .....	40	BPA 250 .....	5
ACH 231 .....	40	ART 158 .....	50	BIO 105 .....	45	BPA 253 .....	5
		ART 160 .....	50	BIO 107 .....	40	BPA 254 .....	5
		ART 161 .....	50	BIO 112 .....	25	BPA 260 .....	50
		ART 166 .....	40			BPA 270 .....	10
						BPA 280-299 .....	0-30

COURSE FEES

COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES
<b>Chemistry</b>		CSI 274.....	100	<b>Engineering Technologies</b>		HRM 162.....	35
CHE 111.....	\$40	CSI 280-299.....	5-100	ENT 111.....	\$25	HRM 165.....	35
CHE 112.....	40	<b>Criminal Justice and Law Enforcement</b>		ENT 241.....	35	HRM 180.....	40
CHE 113.....	50	CJS 127.....	\$20	ENT 242.....	35	HRM 190.....	165
CHE 115.....	40	CJS 128.....	20	ENT 243.....	35	HRM 201.....	125
CHE 213.....	50	CJS 131.....	15	ENT 260.....	35	HRM 202.....	170
CHE 214.....	50	CJS 207.....	110	ENG 261.....	50	HRM 203.....	170
<b>Computer Technologies</b>		CJS 208.....	40	ENT 280-299.....	5-21	HRM 205.....	250
CSI 001.....	\$13	CJS 215.....	5	<b>Entrepreneurial Studies</b>		HRM 212.....	35
CSI 112.....	25	CJS 216.....	5	ESI 104.....	\$10	HRM 213.....	30
CSI 113.....	25	CJS 219.....	20	ESI 111.....	5	HRM 220.....	290
CSI 114.....	13	CJS 222.....	20	ESI 217.....	10	HRM 221.....	35
CSI 116.....	25	CJS 250.....	25	ESI 231.....	10	HRM 223.....	180
CSI 117.....	25	CJS 280-299.....	0-30	ESI 250.....	5	HRM 224.....	180
CSI 118.....	25	<b>Cyber</b>		ESI 260.....	50	HRM 225.....	290
CSI 119.....	25	CYB 270.....	\$100	ESI 270.....	10	HRM 226.....	125
CSI 120.....	100	<b>Dance</b>		<b>Gender and Sexuality Studies</b>		HRM 227.....	125
CSI 121.....	25	DAN 191		GSS 270.....	\$10	HRM 243.....	85
CSI 122.....	100	(192-197).....	\$250	<b>Health</b>		HRM 251.....	50
CSI 123.....	35	<b>Economics</b>		HEA 100.....	\$40	HRM 255.....	10
CSI 124.....	100	ECO 232.....	5	HEA 150.....	10	HRM 280-299.....	0-1,020
CSI 125.....	100	ECO 280-299.....	\$0-30	HEA 261.....	15	<b>Human Services</b>	
CSI 126.....	100	<b>Electronic Engineering Technology</b>		<b>Health Information Technology</b>		HUS 115.....	\$15
CSI 127.....	25	EET 118.....	\$40	HIT 111.....	\$30	HUS 210.....	15
CSI 128.....	40	EET 130.....	25	HIT 200.....	30	HUS 217.....	15
CSI 130.....	35	EET 141.....	30	HIT 210.....	30	<b>Mathematics</b>	
CSI 132.....	40	EET 150.....	25	HIT 276 clinical.....	30	MAT 281-299.....	\$0-30
CSI 133.....	35	EET 160.....	50	<b>History</b>		<b>Mechatronics</b>	
CSI 135.....	25	EET 205.....	30	HIS 221.....	\$30	MEC 110.....	\$30
CSI 138.....	35	EET 223.....	25	HIS 231.....	40	MEC 120.....	30
CSI 141.....	30	EET 231.....	25	HIS 280-299.....	Fee will vary	MEC 130.....	30
CSI 149.....	25	EET 250.....	50	<b>Homeland Security Management</b>		MEC 140.....	30
CSI 151.....	25	EET 260.....	25	HLS 211.....	\$20	MEC 150.....	30
CSI 157.....	100	EET 280-299.....	14-21	HLS 213.....	20	<b>Medical Assisting</b>	
CSI 158.....	100	<b>Emergency Medical Technician</b>		HLS 220.....	20	MDA 118.....	\$50
CSI 161.....	25	EMT 104 lab.....	\$25	HLS 225.....	20	MDA 119.....	60
CSI 162.....	25	EMT 105 lab.....	75	HLS 230.....	20	MDA 125.....	100
CSI 164A.....	100	EMT 109 lab.....	75	HLS 240.....	20	MDA 140.....	100
CSI 164B.....	100	EMT 111 lab.....	100	HLS 245.....	20	MDA 142.....	125
CSI 165.....	100	EMT 112 lab.....	75	<b>Honors</b>		MDA 280-299.....	0-50
CSI 172.....	35	EMT 114 lab.....	75	HON 155.....	\$10	<b>Medical Laboratory Technician</b>	
CSI 182.....	35	EMT 114 clinical.....	25	<b>Hotel/Restaurant Management</b>		MLT 100.....	\$125
CSI 207.....	110	EMT 140 lab.....	150	HRM 121.....	\$195	MLT 101 lab.....	125
CSI 208.....	40	EMT 140 clinical.....	50	HRM 122.....	265	MLT 101 clinical.....	100
CSI 209.....	100	EMT 142 lab.....	150	HRM 123.....	250	MLT 202.....	125
CSI 211.....	25	EMT 142 clinical.....	50	HRM 124.....	110	MLT 203.....	125
CSI 217.....	50	EMT 200 lab.....	150	HRM 125.....	30	MLT 204.....	125
CSI 219.....	100	EMT 200 clinical.....	50	HRM 127.....	45	MLT 205.....	125
CSI 222.....	25	EMT 210 lab.....	150	HRM 145.....	35	MLT 276 clinical.....	40
CSI 224.....	40	EMT 210 clinical.....	50	HRM 148.....	35	MLT 277 clinical.....	40
CSI 225.....	40	EMT 236 lab.....	200	HRM 150.....	35	MLT 278 clinical.....	40
CSI 230.....	35	EMT 236 clinical.....	50	HRM 151.....	35	MLT 279 clinical.....	40
CSI 232.....	35	EMT 280-299.....	0-50	HRM 156.....	35	MLT 280-299.....	0-150
CSI 233.....	35	<b>Engineering</b>		HRM 157.....	35	<b>Music</b>	
CSI 235.....	35	EGR 120.....	\$30	HRM 158.....	30	MUS 182.....	\$10
CSI 236.....	35	EGR 141.....	30	HRM 159.....	35	MUS 191	
CSI 237.....	35	EGR 235.....	25	HRM 161.....	100	(192-212, 215-219, 221, 222).....	250
CSI 238.....	25	EGR 241.....	20	<b>Medical Assisting</b>		MUS 191B	
CSI 248.....	25	EGR 244.....	25	<b>Medical Laboratory Technician</b>		(192-212, 215-219, 221, 222).....	250
CSI 250.....	25	EGR 280-299.....	Fee will vary	MLT 100.....	\$125	<b>Medical Laboratory Technician</b>	
CSI 255.....	40	<b>Emergency Medical Technician</b>		MLT 101 lab.....	125	MLT 100.....	\$125
CSI 257.....	100	EMT 104 lab.....	\$25	MLT 101 clinical.....	100	MLT 202.....	125
CSI 258.....	100	EMT 105 lab.....	75	MLT 203.....	125	MLT 204.....	125
CSI 259.....	280	EMT 109 lab.....	75	MLT 205.....	125	MLT 276 clinical.....	40
CSI 261.....	100	EMT 111 lab.....	100	MLT 277 clinical.....	40	MLT 278 clinical.....	40
CSI 262.....	100	EMT 112 lab.....	75	MLT 279 clinical.....	40	MLT 280-299.....	0-150
CSI 264.....	100	EMT 114 lab.....	75	<b>Honors</b>		<b>Music</b>	
CSI 265.....	40	EMT 114 clinical.....	25	HON 155.....	\$10	MUS 182.....	\$10
CSI 266.....	40	EMT 140 lab.....	150	<b>Hotel/Restaurant Management</b>		MUS 191	
CSI 269.....	50	EMT 140 clinical.....	50	HRM 121.....	\$195	(192-212, 215-219, 221, 222).....	250
CSI 270.....	25	EMT 142 lab.....	150	HRM 122.....	265	MUS 191B	
CSI 271.....	40	EMT 142 clinical.....	50	HRM 123.....	250	(192-212, 215-219, 221, 222).....	250
CSI 272.....	100	EMT 200 lab.....	150	HRM 124.....	110	<b>Medical Assisting</b>	
CSI 273.....	100	EMT 200 clinical.....	50	HRM 125.....	30	MDA 118.....	\$50
		EMT 210 lab.....	150	HRM 127.....	45	MDA 119.....	60
		EMT 210 clinical.....	50	HRM 145.....	35	MDA 125.....	100
		EMT 236 lab.....	200	HRM 148.....	35	MDA 140.....	100
		EMT 236 clinical.....	50	HRM 150.....	35	MDA 142.....	125
		EMT 280-299.....	0-50	HRM 151.....	35	MDA 280-299.....	0-50
		<b>Engineering</b>		HRM 156.....	35	<b>Medical Laboratory Technician</b>	
		EGR 120.....	\$30	HRM 157.....	35	MLT 100.....	\$125
		EGR 141.....	30	HRM 158.....	30	MLT 101 lab.....	125
		EGR 235.....	25	HRM 159.....	35	MLT 101 clinical.....	100
		EGR 241.....	20	HRM 161.....	100	MLT 202.....	125
		EGR 244.....	25	<b>Honors</b>		MLT 203.....	125
		EGR 280-299.....	Fee will vary	HON 155.....	\$10	MLT 204.....	125
		<b>Emergency Medical Technician</b>		<b>Hotel/Restaurant Management</b>		MLT 205.....	125
		EMT 104 lab.....	\$25	HRM 121.....	\$195	MLT 276 clinical.....	40
		EMT 105 lab.....	75	HRM 122.....	265	MLT 277 clinical.....	40
		EMT 109 lab.....	75	HRM 123.....	250	MLT 278 clinical.....	40
		EMT 111 lab.....	100	HRM 124.....	110	MLT 279 clinical.....	40
		EMT 112 lab.....	75	HRM 125.....	30	MLT 280-299.....	0-150
		EMT 114 lab.....	75	HRM 127.....	45	<b>Medical Laboratory Technician</b>	
		EMT 114 clinical.....	25	HRM 145.....	35	MLT 100.....	\$125
		EMT 140 lab.....	150	HRM 148.....	35	MLT 101 lab.....	125
		EMT 140 clinical.....	50	HRM 150.....	35	MLT 101 clinical.....	100
		EMT 142 lab.....	150	HRM 151.....	35	MLT 202.....	125
		EMT 142 clinical.....	50	HRM 156.....	35	MLT 203.....	125
		EMT 200 lab.....	150	HRM 157.....	35	MLT 204.....	125
		EMT 200 clinical.....	50	HRM 158.....	30	MLT 205.....	125
		EMT 210 lab.....	150	HRM 159.....	35	MLT 276 clinical.....	40
		EMT 210 clinical.....	50	HRM 161.....	100	MLT 277 clinical.....	40
		EMT 236 lab.....	200	<b>Honors</b>		MLT 278 clinical.....	40
		EMT 236 clinical.....	50	HON 155.....	\$10	MLT 279 clinical.....	40
		EMT 280-299.....	0-50	<b>Hotel/Restaurant Management</b>		MLT 280-299.....	0-150
		<b>Engineering</b>		HRM 121.....	\$195	<b>Medical Laboratory Technician</b>	
		EGR 120.....	\$30	HRM 122.....	265	MLT 100.....	\$125
		EGR 141.....	30	HRM 123.....	250	MLT 101 lab.....	125
		EGR 235.....	25	HRM 124.....	110	MLT 101 clinical.....	100
		EGR 241.....	20	HRM 125.....	30	MLT 202.....	125
		EGR 244.....	25	HRM 127.....	45	MLT 203.....	125
		EGR 280-299.....	Fee will vary	HRM 145.....	35	MLT 204.....	125
		<b>Emergency Medical Technician</b>		HRM 148.....	35	MLT 205.....	125
		EMT 104 lab.....	\$25	HRM 150.....	35	MLT 276 clinical.....	40
		EMT 105 lab.....	75	HRM 151.....	35	MLT 277 clinical.....	40
		EMT 109 lab.....	75	HRM 156.....	35	MLT 278 clinical.....	40
		EMT 111 lab.....	100	HRM 157.....	35	MLT 279 clinical.....	40
		EMT 112 lab.....	75	HRM 158.....	30	MLT 280-299.....	0-150
		EMT 114 lab.....	75	HRM 159.....	35	<b>Medical Laboratory Technician</b>	
		EMT 114 clinical.....	25	HRM 161.....	100	MLT 100.....	\$125
		EMT 140 lab.....	150	<b>Honors</b>		MLT 101 lab.....	125
		EMT 140 clinical.....	50	HON 155.....	\$10	MLT 101 clinical.....	100
		EMT 142 lab.....	150	<b>Hotel/Restaurant Management</b>		MLT 202.....	125
		EMT 142 clinical.....	50	HRM 121.....	\$195	MLT 203.....	125
		EMT 200 lab.....	150	HRM 122.....	265	MLT 204.....	125
		EMT 200 clinical.....	50	HRM 123.....	250	MLT 205.....	125
		EMT 210 lab.....	150	HRM 124.....	110	MLT 276 clinical.....	40
		EMT 210 clinical.....	50	HRM 125.....	30	MLT 277 clinical.....	40
		EMT 236 lab.....	200	HRM 127.....	45	MLT 278 clinical.....	40
		EMT 236 clinical.....	50	HRM 145.....	35	MLT 279 clinical.....	40
		EMT 280-299.....	0-50	HRM 148.....	35	MLT 280-299.....	0-150
		<b>Engineering</b>		HRM 150.....	35	<b>Medical Laboratory Technician</b>	
		EGR 120.....	\$30	HRM 151.....	35	MLT 100.....	\$125
		EGR 141.....	30	HRM 156.....	35	MLT 101 lab.....	125
		EGR 235.....	25	HRM 157.....	35	MLT 101 clinical.....	100
		EGR 241.....	20	HRM 158.....	30	MLT 202.....	125
		EGR 244.....	25	HRM 159.....	35	MLT 203.....	125
		EGR 280-299.....	Fee will vary	HRM 161.....	100	MLT 204.....	125
		<b>Emergency Medical Technician</b>		<b>Honors</b>		MLT 205.....	125
		EMT 104 lab.....	\$25	HON 155.....	\$10	MLT 276 clinical.....	40
		EMT 105 lab.....	75	<b>Hotel/Restaurant Management</b>		MLT 277 clinical.....	40
		EMT 109 lab.....	75	HRM 121			

COURSE FEES

COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES	COURSE	LAB/CLINICAL FEES
<b>Nursing</b>		<b>Physical Education</b>		PHA 122 clinical	250	RAD 261 lab	30
NUR 100 lab	\$50	PHE 218	\$10	PHA 219 clinical	700	RAD 262 clinical	200
NUR 103 lab	150	PHE 219	10	PHA 220 clinical	700	RAD 280-299 lab	0-50
NUR 120 lab	200	PHE 235	20	PHA 221 clinical	700	<b>Surgical Technology</b>	
clinical	200	PHE 236	50	PHA 222 clinical	700	SGT 102 lab	\$300
NUR 130 lab	75	PHE 237	10	PHA 223 clinical	700	SGT 102 clinical	200
clinical	100	PHE 256	10	PHA 224 clinical	700	SGT 200 lab	300
NUR 131 lab	75	PHE 258	10	PHA 225 clinical	700	SGT 200 clinical	200
clinical	100	PHE 259	10	PHA 226 clinical	700	SGT 204 lab	300
NUR 220 lab	75	PHE 263	90	PHA 227 clinical	700	SGT 204 clinical	200
clinical	100	<b>Physical Science</b>		<b>Physics</b>		SGT 205 lab	300
NUR 221 lab	75	PHS 100	\$40	PHY 111	\$40	SGT 205 clinical	150
clinical	100	PHS 105	30	PHY 112	40	SGT 206 lab	300
NUR 230 lab	200	PHS 113	30	PHY 211	40	SGT 206 clinical	150
clinical	200	PHS 119	30	PHY 212	40	SGT 208 lab	300
NUR 280-299 lab	0-50	<b>Physical Therapist Assistant</b>		PHY 213	40	SGT 208 clinical	100
<b>Paralegal Studies</b>		PTA 101 lab	\$75	PHY 280-299	0-40	<b>Telecommunications Technologies</b>	
LGS 100	\$10	PTA 102 lab	225	<b>Practical Nursing</b>		TCT 120	\$20
LGS 111	10	PTA 104 lab	225	LPN 180 lab	\$250	TCT 230	50
LGS 112	25	PTA 105 clinical	25	LPN 180 clinical	200	TCT 235	50
LGS 141	35	PTA 106 lab	75	LPN 193 lab	200	<b>Theater Arts</b>	
LGS 143	10	PTA 150 lab	25	LPN 193 clinical	200	THA 132	\$15
LGS 144	45	PTA 201 lab	75	LPN 194 lab	200	THA 133	15
LGS 215	5	PTA 202 lab	75	LPN 194 clinical	200	THA 134	15
LGS 216	5	PTA 203 clinical	100	<b>Psychology</b>		THA 135	250
LGS 218	5	PTA 204 lab	75	PSY 100	\$5	THA 285-299	5-250
LGS 225	5	PTA 206 clinical	100	<b>Radiologic Technology</b>		<b>Therapeutic Massage</b>	
LGS 236	10	PTA 207 clinical	100	RAD 101 lab	\$50	MAS 110	\$60
LGS 240	10	PTA 280-299 lab	0-94	RAD 111 lab	100	MAS 111	60
LGS 241	5	<b>Physician Assistant</b>		RAD 112 clinical	175	MAS 113	60
LGS 250	5	PHA 105 lab	\$300	RAD 121 lab	100	MAS 201	10
LGS 253	5	PHA 105 clinical	200	RAD 122 clinical	175	MAS 202	10
LGS 254	5	PHA 110 lab	200	RAD 212 clinical	175	MAS 280-299	0-100
LGS 260	10	PHA 112 lab	150	RAD 231 lab	100		
LGS 270	10	PHA 118 lab	300	RAD 232 clinical	175		
LGS 280-299	0-30	PHA 121 lab	550	RAD 240 lab	100		
<b>Pharmacy Technician</b>				RAD 252 clinical	175		
RXN 212	\$120						
RXN 213	120						



# Military and Veteran Education

## **MILITARY EDUCATION OPPORTUNITIES**

Veterans, military personnel and their families can find training and academic programs at Anne Arundel Community College designed to meet their educational goals and advance their careers. AACC has programs and certifications that build on experience and are tailor-made for individuals transitioning from the military or changing careers.

AACC has created a Military and Veterans Resource Center where active, reserve and retired members of the military, veterans and their families can obtain additional information or resources about attending college. The center, in Careers Center building Room 107, also is a place where military service members and veterans can gather together informally.

AACC is a participating member of Servicemembers Opportunity Colleges (SOC), a consortium of 1,550 colleges and universities dedicated to providing educational opportunities for service members and their families. AACC is committed to serving the military, veterans, reservists and their dependents and participates in GoArmyEd, the Air Force's General Education Mobile (GEM) initiative, the Reserve Officer Training Corps (ROTC) and Military Spouse Career Advancement Accounts (MyCAA).

The college offers a variety of services at the Fort Meade Army Education Center for soldiers and their families and accepts military credits for transfer into AACC programs (see [page 16](#) for details). Active duty military, military spouses and dependents, veterans, reservists and civilians who have base access are welcome. Staff members are knowledgeable about tuition policies and procedures for military and nonmilitary students. The Fort Meade Army Education Center is located at 8601 Zimborski Avenue, Fort Meade, MD 20755-5093 **(410-672-3554)**.

### **Servicemembers Opportunity Colleges (SOC)**

The college was designated a Servicemembers Opportunity Colleges (SOC) by the Department of Defense and the American Association of Community Colleges in April 1973, and became a member of the SOC associate degree network of colleges and universities in August 1978. The college also is a member of SOCNAV (Navy) for qualifying Sailors, Marines and their dependents to contract for a degree under the SOC.

Students enrolled at Anne Arundel Community College as Servicemembers Opportunity Colleges Associates Degree (SOCAD) network candidates may satisfy the academic residence requirement by completing a minimum of 25 percent of their program in residence at the college. For information about SOC, call the college's Fort Meade Army Education Center at **410-672-2117**.

### **GoArmyEd**

The GoArmyEd portal is available 24 hours a day to active-duty soldiers to help them manage their education. By using this virtual gateway, soldiers can apply for admission to the college, register for classes and request tuition assistance. For information, contact AACC at the Fort Meade Army Education Center at **410-672-2117**.

### **General Education Mobile (GEM)**

AACC has joined the Community College of the Air Force (CCAF) in its new initiative, General Education Mobile (GEM). GEM is a partnership between CCAF and civilian academic institutions to

offer a cluster of freshman/sophomore-level courses through online delivery. AACC offers online courses in each of the five general education areas — mathematics, written communication, oral communication, social sciences and humanities. For information, contact AACC at the Fort Meade Army Education Center at **410-672-2117**.

### **Reserve Officer Training Corps (ROTC)**

The Reserve Officer Training Corps (ROTC) area provides an opportunity for both men and women to earn commissions as second lieutenants in the United States Air Force or Army while completing their college degree requirements.

While at Anne Arundel Community College, students may enroll in either the Air Force ROTC at the University of Maryland College Park or the Army ROTC at Bowie State University.

Students may apply up to eight credits of ROTC lecture classes taken at other colleges toward an associate degree at Anne Arundel Community College. ROTC credits may be applied only as electives in programs that allow for them.

### **Air Force ROTC — UMCP**

Air Force Reserve Officer Training Corps (AFROTC) is available to Anne Arundel Community College students through an agreement with the University of Maryland College Park (UMCP). AFROTC courses are scheduled so students from Anne Arundel Community College may complete all AFROTC requirements at the College Park campus. In addition, students are eligible to compete for all AFROTC scholarships and flying programs. The four-, three- and two-year scholarships pay tuition, books, fees and a monthly allowance during the school year.

After two years, Anne Arundel Community College students transfer to UMCP (or to a four-year institution with a UMCP cross-town agreement). After graduation and successful completion of AFROTC requirements, students are commissioned second lieutenants in the Air Force. Students interested in AFROTC may contact:

AFROTC Detachment 330  
University of Maryland  
Cole Student Activities Building  
2126 Campus Drive  
College Park, MD 20742-1021  
**301-314-3242**  
[www.afrotc.com](http://www.afrotc.com)

### **Military Spouse Career Advancement Accounts (MyCAA)**

The Department of Defense (DoD) Military Spouse Career Advancement Accounts (MyCAA) program provides Financial Assistance for military spouses who are pursuing associate degrees, certification and licensures.

### **The Yellow Ribbon Program**

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008.

Anne Arundel Community College will contribute 50 percent while VA will match the amount to cover additional out of state expenses. To see if you are eligible, visit this website, <https://www.aacc.edu/aid/veterans/>

### Contact Us

For more information about AACC and services for military, veterans, and dependents, call **410-777-4VET (4838)** or email us at [military@aacc.edu](mailto:military@aacc.edu) or [veterans@aacc.edu](mailto:veterans@aacc.edu).

### MILITARY AND VETERANS' EDUCATION BENEFITS

For a full explanation of all available veterans' benefits please visit [www.gibill.va.gov](http://www.gibill.va.gov). The Maryland Higher Education Commission has approved the college's programs for the training of eligible veterans, service persons on active duty and eligible dependents of veterans.

A veteran honorably discharged in the three years prior to the first day of the session who resides in Maryland will be charged tuition at the in-county rate.

AACC's Financial Aid Office (FAO) helps eligible students apply for education benefits from the Department of Veteran Affairs. To apply for these benefits, students should complete the following steps:

1. Apply for admission to the college
2. Register for their classes
3. Submit the required VA forms to the VA and FAO
4. Submit the AACC Veterans Enrollment Verification Form to the Financial Aid Office for each term that they wish to receive benefits
5. If students have attended other postsecondary institutions, they must ask those institutions to send official academic transcripts to the AACC Office of Records and Registration for an evaluation of credits already earned
6. Students must notify the FAO of any change in their program, courses or status. Timely reporting is necessary in order to avoid overpayment to students.

To be academically eligible for VA education benefits, the Department of Veteran Affairs requires VA students to comply with the college-wide Academic Integrity policy, which is listed on [page 393-395](#) of this catalog. To remain eligible to enroll in classes and receive VA benefits, students must be in good academic standing or on academic probation. This policy has been approved by the Maryland Higher Education Commission. The

Satisfactory Academic Progress (SAP) Policy for financial aid students, which is listed on [page 29](#) of this catalog, has no bearing on students' eligibility to receive VA benefits. That policy only affects eligibility for non-VA aid.

Department of Veteran Affairs payment rates, advance payments, current VA rules and regulations and other important data are available from the Financial Aid office. For information, call **410-777-2203** or visit our website at [www.aacc.edu/aid/veterans](http://www.aacc.edu/aid/veterans).

The Maryland Higher Education Commission also offers several aid programs to current and former members of the U.S. Armed Forces and their dependents.

- The Edward T. Conroy Memorial Scholarship Program assists Maryland residents who are the dependent children of permanently or totally disabled veterans or deceased veterans. It is open to current high school seniors, full-time and part-time degree-seeking undergraduate and graduate students. Financial need is not required. Awards can cover tuition and fees not to exceed certain maximum amounts. More information is available online at: [www.aacc.edu/aid/conroy.cfm](http://www.aacc.edu/aid/conroy.cfm).
- The Veterans of the Afghanistan and Iraq Conflicts Scholarship Program assists veterans, active duty service members, reservists, and their children or spouses. Students must be seeking a degree and must enroll either full-time (12 or more credits) or part-time (6-11 credits). Apply by March 1 for each academic year. Awards are 50% of the annual tuition and mandatory fees not to exceed certain amounts. To apply, complete the Free Application for Federal Student Aid (FAFSA) and the Veterans of the Afghanistan and Iraq Conflicts Scholarship application, which is available online at: [www.mhec.state.md.us/financialaid/programdescriptions/prog\\_vaic.asp](http://www.mhec.state.md.us/financialaid/programdescriptions/prog_vaic.asp). For information, call **410-777-2203** or visit our website at [www.aacc.edu/aid/veterans](http://www.aacc.edu/aid/veterans).

AACC also offers an institutional scholarship, the IKO Scholarship for students who are in the military, a veteran or a dependent.



# Financial Aid

**I**t is the philosophy of the college that no qualified student should be restricted from attempting college because of limited financial resources. Grants, scholarships, loans and employment programs are available to eligible students who are enrolled in eligible degree or certificate programs.

For more information, contact the Financial Aid Office:

Website: [www.aacc.edu/aid](http://www.aacc.edu/aid)

Phone: 410-777-2203

Email: [finaid@aacc.edu](mailto:finaid@aacc.edu)

Fax: 410-777-4019

## Eligibility for Federal and State Financial Aid

To be eligible for federal and state financial aid (including student loans), students must meet the following criteria:

- Be admitted to an eligible degree or certificate program.
- Be U.S. citizens or eligible non-citizens.
- Have a high school diploma or GED or complete a state-approved homeschool program.
- Maintain Satisfactory Academic Progress (see policy on [page 29](#)).
- Male students age 18-26 must register for Selective Service.
- Not be in default on a federal education loan or owe a refund on a federal grant.
- Meet other eligibility requirements for the financial assistance program(s) for which they are applying.
- Students may not be eligible to receive financial aid if they were convicted for the possession or sale of illegal drugs while they were receiving federal student aid. Contact the Financial Aid Office for more information on the period of ineligibility.
- To receive need-based aid, students must also demonstrate financial need.

Students who are concurrently enrolled in high school are not eligible for federal financial aid but may be eligible to receive an Early College Access grant.

## Enrollment Levels

Federal financial aid programs (grants, loans, and work-study) classify students' enrollment levels based on their number of credit hours for each term. Full time = 12 or more credits. Three quarter time = nine-11 credits. Half time = six-eight credits. Less than half time = one-five credits.

## Financial Need

Financial need is defined as the difference between each student's estimated educational expenses (including tuition, fees, books, supplies, transportation and living expenses) and the student's/family's ability to contribute toward those expenses. The U.S. Department of Education determines ability to contribute using information provided on the Free Application for Federal Student Aid (FAFSA).

## How To Apply

To apply for grants, loans, and work-study programs, complete a Free Application for Federal Student Aid (FAFSA) for each academic year (Fall-Spring-Summer). Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). AACC's FAFSA School Code is 002058.

To apply for AACC Scholarships, complete the FAFSA and the

AACC Scholarship Application for each academic year. The scholarship application is available on the MyAACC website. For more information go to [www.aacc.edu/aid/scholarships/faqs.cfm](http://www.aacc.edu/aid/scholarships/faqs.cfm)

## When to Apply

Every January or February, students should submit a FAFSA for the following academic year (Fall-Spring-Summer). To be considered for Maryland state aid, the FAFSA must be submitted by March 1. Students who miss this priority deadline should still file a FAFSA as soon as possible after March 1, but they will only be considered for federal and institutional aid. While all students should file early, it is still possible to apply for federal aid after a semester has started.

## Reviewing Application Data

Each student who submits a FAFSA will receive a Student Aid Report (SAR) summarizing the information. The student should review the SAR to make sure all the information is correct. AACC will also receive and review this data and will determine the student's eligibility for federal and institutional aid.

## Transcripts

For financial aid processing, students must submit high school diploma/final transcript/GED documentation. Students who have attended other colleges must submit official transcripts from each college attended.

## Verification

Students whose applications are selected for verification must document the accuracy of information on the FAFSA and may have to provide copies of federal income tax return transcripts for themselves, their spouse (if married) and parents (if dependent). Applicants selected for verification cannot be offered any financial aid until all required information is submitted.

## Notification

After processing is completed, a student receives a notice listing the grants, loans, scholarships, and/or work programs for which they are eligible.

## Renewing Financial Aid

Students generally must reapply each academic year to continue receiving financial aid.

## Payment Arrangements

All registered students must make payment arrangements by the term's due date. Payment arrangements include full payment, acceptance into a payment plan, awarded financial aid or third-party payments. For the summer term, a pending aid application is not a sufficient payment arrangement; the aid must already be awarded. Students who do not make payment arrangements by the term's due date may have their classes dropped due to non-payment.

*Note: Once payment arrangements are made, students are held fully responsible for all term charges unless they choose to formally drop their classes within the designated drop/add period (see the schedule of classes). If aid cannot be issued, or third-party payments or remaining payments are not received, students are still held responsible for all charges.*

## Financial Aid Refunds

If your total semester financial aid disbursements exceed the total of your tuition, mandatory fees and bookstore charges, the Business Office will mail you a refund check within 14 days after your aid payments create a credit balance.

## Satisfactory Academic Progress (SAP) Policy

Please refer to the current Satisfactory Academic Progress policy and to [www.aacc.edu/aid/sap.cfm](http://www.aacc.edu/aid/sap.cfm) for the most up-to-date information. To receive financial aid (including federal and state grants, student loans, student employment funds, and many scholarships), students must be pursuing an eligible AACC degree or certificate program and must meet Satisfactory Academic Progress (SAP) standards toward the completion of their program. These SAP standards only apply to financial aid applicants and are different and separate from the college's academic policies. SAP standards are evaluated for all financial aid students at the end of each term.

### Cumulative Standards For All Financial Aid Recipients

1. Maintain a cumulative grade point average (GPA) of 2.0 or better.
2. Complete 2/3 (67 percent) of all cumulative attempted credits with a passing grade. Excessive withdrawals, failures and other non-passing grades can lead to completion rate problems. Passing grades include: A, B, C, PASS and sometimes D. Attempted credits include all AACC credit courses and credit transfer courses including but not limited to credit, ESL, noncredit developmental, passed, failed, withdrawn, forgiven, "no-grade" courses and courses taken when students were not receiving financial aid.
3. Students must complete their program(s) of study before they have attempted more than 150 percent of the published required credits for their official AACC academic program goal(s). Example: Students enrolled in 60-credit programs must complete all required courses in their program before they attempt more than 90 credits. If students complete one program of study, they may be able to receive funds for additional programs of study.

### Satisfactory Academic Process

Satisfactory Academic Progress is evaluated at the conclusion of each term. If students are not meeting these SAP standards, their eligibility to receive financial aid may be suspended. Students can appeal their suspensions. Appeals must include documentation (e.g., doctor's note to verify illness). All students must have an Academic Success Plan on file in the Financial Aid Office. Official college transcripts will also be included in the review. The SAP Committee reviews all appeals. If the committee approves an appeal, the student is placed on SAP Probation. The SAP Committee may restrict the student's semester enrollment. Students on SAP Probation are academically eligible to receive financial aid, and their academic progress will be re-evaluated at the end of their next term.

### Effects of Withdrawing

Federal law requires the Financial Aid Office to recalculate eligibility for federal Title IV financial aid program funds for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a payment period or term. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of term completed = the number of days completed up to the with-

drawal date divided by the total days in the 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 aid program based on the percentage of unearned aid using the following formula: Aid to be returned = (100 percent 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 term. If a student earned less aid than was disbursed, AACC and the student would both be required to return a portion of the funds. When Title IV funds are returned, the student may owe a balance to AACC. If a student earned more aid than was disbursed to him/her, AACC would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal. AACC 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. Refunds are allocated in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of Funds is required
- Federal Supplemental Educational Opportunity Grants for which a Return of Funds is required
- Federal TEACH Grant.

## GRANTS

To be considered for Federal grants and Maryland Part-Time Grants, students must meet the federal eligibility and application requirements listed on [page 28](#), must not have a bachelor's degree, and must show high financial need.

### Federal Pell and SEOG Grants

Federal Pell Grants are awarded to all eligible students who meet the financial need criteria, which are based on each student's Federal Expected Family Contribution. AACC has a limited amount of Federal Supplemental Educational Opportunity Grant (SEOG) funds to award to Pell-eligible students who show exceptional financial need. Both awards are pro-rated based on the student's number of credits enrolled.

### Maryland Part-Time Grants

AACC has a limited amount of Part-Time Grant funds to award to needy Maryland residents who are pursuing an associate degree and who register for six to 11 credits per term.

### Maryland State Scholarships and Grants

The Maryland Higher Education Commission (MHEC) offers a wide variety of grants and scholarships to state residents. Some programs require financial need, but many do not. For most of these programs, students must submit a FAFSA by March 1 to receive aid for the following academic year (Fall-Spring-Summer). Some programs are based on financial need while others are based on academic achievement, membership in a unique population (veterans of conflicts in Iraq and Afghanistan, Maryland National Guard, foster-care students) or enrollment in the career fields of child care, dentistry, education, emergency medical services, gerontology, human services, nursing, optometry, physical and occupational therapy, primary care physicians and public service in state and local government or nonprofit agencies. To apply for the state's Educational Assistance Grants,

students should seek assistance from their high school guidance counselors. For more information about all state aid programs, contact the MHEC Office of Student Financial Assistance at [www.mhec.state.md.us](http://www.mhec.state.md.us), 410-767-3300 or 800-974-0203.

### Federal TEACH Grant

The federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program will provide grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. This program does not require students to demonstrate any financial need. For more information, visit [www.teachgrant.ed.gov](http://www.teachgrant.ed.gov).

### STUDENT EMPLOYMENT PROGRAMS

The Federal Work-Study (FWS) program increases student employment opportunities by providing eligible campus-based employers with funds to pay eligible student employees. To apply for FWS funds, students must meet the federal eligibility and application requirements listed on [page 28](#), must show financial need, and students with completed AACC courses must have a 2.5 G.P.A. or higher. Eligible students can apply for available FWS jobs. The total number of students that can be hired each year is limited. Students who are hired for these FWS positions can work up to 20 hours per week and will receive bi-weekly paychecks for their earned wages.

Students with desired skills who are not eligible for the Federal Work Study Program may pursue the Institutional Student Employment Program regardless of financial need. This program targets students with excellent or unique job skills. To apply, contact the Financial Aid Office.

For assistance finding off-campus jobs, see the Career Services and Employment Services sections on [page 380](#).

### LOANS

#### Federal Direct Loans

Federal Direct loans are low interest loans for students attending school at least half time (six credits). Students do not have to start repaying these loans until six months after they graduate or six months after they drop below half-time status. Subsidized Direct Loans require financial need and are interest-free while students are enrolled at least half-time in courses required for an eligible degree or certificate program. Unsubsidized Direct Loans are not interest-free during school. There is a federal loan fee deducted from all loans.

To apply for these loans, students must meet the federal aid eligibility and application requirements listed on [page 28](#). In addition, all borrowers must complete a separate loan application. First-time borrowers must also complete an entrance counseling before their loan funds can be disbursed. Because transfer credits affect maximum loan amounts, transfer students should submit their admissions applications and academic transcripts to AACC at least 30 days before they apply for their loan funds.

Students should allow approximately four weeks processing time for loan applications, in addition to the time required to process the FAFSA.

#### Maximum annual loans for dependent students:

- \$3,500 subsidized loan and up to an additional \$2,000 unsubsidized if students have completed less than 28 credits of study.\*
- \$4,500 subsidized loan and up to an additional \$2,000 unsubsidized if students have completed more than 28 credits of study.\*

#### Maximum annual loans for independent students:

- \$3,500 subsidized loan and up to an additional \$6,000 unsubsidized loan if students have completed less than 28 credits of study.\*
- \$4,500 subsidized loan and up to an additional \$6,000 unsubsidized loan if students have completed more than 28 credits of study.\*

\* These amounts are based on fall and spring enrollment. Amounts may be lower for other periods of enrollment. Students in the Physician's Assistant program may be able to borrow higher amounts.

### Federal Parent Loans for Undergraduate Students (PLUS)

Federal PLUS Loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least half time. Contact the AACC Financial Aid Office for additional information.

### BOOK ADVANCE PROGRAM

The Book Advance Program allows a student who is eligible for financial aid to purchase required books and supplies from the AACC Bookstore by charging them against their pending financial aid awards or against aid funds that they appear potentially eligible to receive based on a late financial aid application that has not been fully processed. To be eligible, students' actual or estimated total term aid must exceed their total term tuition and fee charges.

### EMERGENCY ADVANCE PROGRAM

If students are experiencing a financial emergency (utility shut-off or eviction), and they are scheduled to receive financial aid refund checks because their term aid exceeds their term charges, they can request partial emergency advances against their pending financial aid refunds. To request advances, students must provide documents to the Financial Aid Office. The FAO will determine the student's eligibility based on the student's situation, documentation and college records.

### SCHOLARSHIPS

Scholarships have been established through the generosity of individuals, civic organizations and the business community to the Anne Arundel Community College Foundation, Inc. The AACC Foundation, Inc. manages the assets and determines the award levels possible for each year. To be eligible to receive these scholarships, students also must meet the "Satisfactory Academic Progress" policy listed on [page 29](#). To apply for these scholarships, students must complete the application steps on the Financial Aid website.

Additional scholarships are continually in development. Information regarding these scholarships may be obtained through the Office of Institutional Advancement, 410-777-2515 or [foundation@aacc.edu](mailto:foundation@aacc.edu). Scholarships are awarded through the college's Financial Aid office.

### AMERICAN STUDIES

- American Studies Scholarship

### ATHLETICS

- AACC Baseball Scholarship
- AACC Men's Lacrosse Scholarship
- AACC Women's Lacrosse Scholarship
- AACC Women's Soccer Scholarship

- C.A. "Bud" Beardmore Lacrosse Scholarship
- Cross Country Women
- Gil Bellistri Memorial Lacrosse Scholarship
- Andrew Eser Memorial Scholarship
- Kevin Haller Memorial Lacrosse Scholarship
- Lawrence F. Marcous and George C. Council Memorial Scholarship
- Jerry D. Nicklow, Jr. Student Athlete Scholarship
- The Ray Proutt Athletic Scholarship

### **BUSINESS TECHNOLOGIES**

- Annapolis and Anne Arundel County Chamber of Commerce Scholarship
- Gwen V. Atwell Memorial Scholarship
- The Belle Grove Corporation Endowed Scholarship
- W. Ray Huff, Jr. Memorial Scholarship
- Marley Station Business Scholarship
- Rocci S. Mastroberti Memorial Scholarship
- William and Doris Neall Endowed Scholarship
- Kyle McKinley Pollero Scholarship
- Walter Sexton Scholarship

### **CENTER FOR THE STUDY OF LOCAL ISSUES**

- CSLI Scholarship

### **COMMUNICATION ARTS**

- Henry D. Burroughs Memorial Scholarship

### **COMPUTER TECHNOLOGIES**

- Jimmie M. Porter Endowed Scholarship
- Professor Steve Renz Computer Technology Scholarship Fund

### **CYBER PROGRAMS**

- Barrett and Anne McKown Scholarship for Cyber Security Study
- Mark and Lynne Powell Cyber Security Scholarship

### **EDUCATION**

- Ernest and Lena Florestano Scholarship
- Robert E. and Lila R. Schwartz Endowment Scholarship
- Lisa Lynn Troyer Memorial Scholarship
- Beverly H. Zimmerman Memorial Scholarship

### **ENGINEERING AND TECHNOLOGIES**

- AFCEA CMD Scholarship Endowment
- IKO Foundation Endowed Scholarship
- Mandrin Construction Company Scholarship
- Northrop Grumman Scholarship
- Praxis Engineering Endowed Scholarship

### **ENTREPRENEURIAL STUDIES**

- Philip E. and Carole R. Ratcliffe Foundation Entrepreneurial Studies Scholarship

### **FINE ARTS**

- Barbara Beach Memorial Scholarship
- Cade Music Scholarship
- Carol L. Fisher Scholarship Fund
- Donna Morrison Annual Memorial Scholarship
- Peggy Peach Memorial Scholarship
- Leonard N. Plavin Scholarship for Dance
- Katy Friel Sanders Memorial Scholarship
- Theater Arts Scholarship

### **GENERAL SCHOLARSHIPS**

- AACC Foundation General Scholarship
- AACC Foundation Presidential Scholarship
- The American Dream Scholarship Fund
- Annapolis Opportunity Scholarship
- Annapolis Triathlon Club Endowed Scholarship
- Anne Arundel County Association of Realtors' Scholarship
- Carole B. Baker Endowed Scholarship for Displaced Homemakers
- Bank of America Scholarship
- William A. Blankenship American Legion Post 278 Scholarship
- Michael E. Busch Annual Scholarship
- The Calliope Tsoulis Morfessis Braun Scholarship
- Champion Realty Scholarship
- Chartwell Foundation Scholarship
- Hilda Cohen Memorial Scholarship
- GED Literacy Scholarship
- The Joseph Green Memorial Scholarship
- College Women's Club of Annapolis and Anne Arundel County Scholarship
- Edith G. & F. Ward DeGrange, Sr. Scholarship
- Martha P. Devaney Scholarship
- Friends of Bay Woods of Annapolis Scholarship Fund
- Dr. Thomas E. Florestano Scholarship Endowment
- Guild For Life Scholarship
- Andrew Albert Hall Memorial Scholarship Endowment Fund
- Hero's Lacrosse General Scholarship
- Knights of Columbus Holy Trinity Council #3413 Scholarship
- David S. Jenkins Endowed Scholarship
- Kappa Alpha Psi Fraternity, Inc. Annual Scholarship
- Continuing Education Job Training Scholarship
- Dr. Bertram and Dorothy S. Kraus Memorial Scholarship
- LAMBDA Scholarship
- John J. Leidy Foundation Scholarship
- Robert P. and Ruth S. Ludlum Memorial Scholarship
- Ervin A. and Dorothy E. Meyer Memorial Scholarship
- New Annapolitans Scholarship Fund
- Daniel C. and Edith B. Olson Endowed Scholarship
- Dean John Palmer Memorial Scholarship
- Parole Rotary Foundation Endowed Scholarship
- Peer Learning Partnership Endowment Fund
- Diane "Mom" Phelps Memorial Scholarship
- Prudential-Bache Inc. Scholarship

- Rebecca A. Randall Memorial Scholarship Endowment
- Dr. Donald C. Roane, M.D. Scholarship Endowment
- William Donald Schaefer Scholarship
- Severn Town Club's Doris P. Troutman Memorial Scholarship
- Sarah Shanefelter Memorial Fund
- Mary and Timothy Shoemaker Scholarship
- Martha A. Smith Scholarship
- Student Achievement and Success Program (SASP) Scholarship
- Teodoli Scholarship Fund
- Paula Truluck-Brown and Louis Aymard Jr. Scholarship
- Verizon Scholarship
- Edward M. Webster and The Bank of Glen Burnie Memorial Scholarship
- West County Guild Student Assistance Fund
- Howard W. Wheeler, Sr. Memorial Scholarship
- Kathy and Jerry Wood Memorial Annual Scholarship
- The Lynne Wood Memorial Scholarship

### **HEALTH AND PHYSICAL EDUCATION**

- Charlotte Duncan Physical Education Endowed Scholarship
- Paul J. Burash Memorial Scholarship

### **HEALTH PROFESSIONS**

- Anne Arundel County Professional Fire Chief's Scholarship
- Anne Arundel Medical Center Endowed Scholarship
- AAMC Health Care Partnership Endowed Scholarship
- Baltimore Washington Medical Center Endowed Scholarship
- Henry and Ethel Barton Nursing Scholarship
- Mary Kay Bondy Memorial Fund
- Carpenter-Husman Scholarship
- Evelyn and Craig Cook Annual Scholarship
- William Edward Dey Memorial Endowed Scholarship
- Fairfield Community Foundation Annual Nursing Scholarship
- Health Professions Scholarship
- Knights of Pythias Friendship Lodge #8 and Keith B. Kitts Memorial Endowed Scholarship
- Andrew Krause, Jr. Memorial Scholarship
- Ladies of the Elks of Severna Park Scholarship
- Larkin Family Nursing Scholarship
- Louis and Jackie Marconi Endowed Nursing Scholarship
- Mary Virginia Meredith Scholarship
- Robert E. & Theresa O. Minte Memorial Scholarship
- Pythian Sisters Friendship Temple #6 and Junior Danser Nursing Endowed Scholarship
- Cheryl Rae Resch Memorial Scholarship
- George Revitz Memorial Scholarship
- William E. Seale Family Foundation Scholarship
- Sharon's Way Benevolent Fund Scholarship
- Ann Smith Scholarship
- Charlotte A. Smith Memorial Scholarship
- Tate Automotive Group Scholarship
- Sandra Urick Memorial Endowment

- Alice Y. Wechsler Memorial Scholarship Fund
- The Women's Club of Annapolis at Heritage Harbour Nursing Scholarship
- Jeff Young Therapeutic Massage Scholarship

### **HOTEL/RESTAURANT MANAGEMENT**

- American Institute of Wine and Food Endowed Scholarship
- Kristin Aymard Scholarship
- A.M. Briggs Company's Charles W. Harris and Hendrikus Wisker Memorial Scholarship
- Gill Grilling Company Scholarship
- International Food Service Executive Association Endowed Scholarship
- Justin Paul Raddie HCAT Scholarship Fund
- Andy Thompson Memorial Scholarship
- Travel Advantage Network Hotel & Lodging Management Scholarship
- Whole Foods Market Culinary Arts Scholarship

### **HUMAN SERVICES**

- Engelhardt-Jandy-Livingstone (EJL) Scholarship

### **LAW ENFORCEMENT/CRIMINAL JUSTICE**

- City of Annapolis Lodge #1 Fraternal Order of Police Scholarship
- Cpl. Thomas P. Connelly, III Memorial Scholarship
- Warren B. Duckett Jr. Scholarship
- Maryland Law Enforcement Officers Scholarship
- Sgt. Ronald M. Randazzo Endowed Memorial Scholarship
- Jason C. Schwenz Memorial Endowed Scholarship

### **LEGAL STUDIES INSTITUTE**

- Cade Legislative Scholarship
- Evelyn and Craig Cook Annual Scholarship
- Al Johnston Memorial Scholarship Fund
- Edwin J. Lasner Paralegal Scholarship

### **LIBERAL ARTS**

- Thomas P. Carpenter Memorial Scholarship
- Carpenter-Husman Scholarship
- James L. Dollar Humanities Scholarship
- Joanne and David Hilton Scholarship
- Marian Blanche Moss Memorial Scholarship Fund

### **MECHATRONICS**

- The Drs. Richard and Jewell Wunderlich Endowed Scholarship Fund

### **MILITARY PERSONNEL, SPOUSES, DEPENDENTS AND VETERANS**

- American Military Spouse Education Scholarship
- Sgt Jason David Mileo Hall, USMC Memorial Scholarship Endowment Fund
- IKO Foundation Endowed Scholarship

**PSYCHOLOGY**

- Anthony V. Pappas, Jr. Memorial Scholarship
- Dr. Jerina Wainwright Psi Beta Alumni Scholarship

**RADIOLOGIC TECHNOLOGY**

- Caleb Linder Endowed Memorial Scholarship
- Mary Loeb Memorial Scholarship
- Teresa Denice McCarty Scholarship

**SCIENCE**

- August (Gus) and Marjorie Berlitz Endowed Scholarship
- BFI Environmental Scholarship
- Carpenter-Husman Scholarship
- The Chaney Scholarship for Sustainable Land Use
- Anna and John Dragan Memorial Scholarship
- Stephen Aaron Luck Endowed Memorial Scholarship
- Jim Gutman Magothy River Association Scholarship
- E. Gordon Riley Magothy River Association Scholarship
- Science Scholarship

**STUDENTS WITH DISABILITIES**

- Broadneck Elks Mark George Memorial Scholarship
- Michael Smith Memorial Scholarship
- The Tracy Tabor Scholarship Fund

**VISUAL ARTS**

- Drewanz Merit Scholarship Fund

**TRIBUTE/MEMORIAL SCHOLARSHIPS**

Criteria: full- or part-time student who has completed nine credits, degree or certificate seeking, minimum 2.5 GPA.



# Ways to Earn Credit

The college has four terms — fall, winter, spring and summer — in which students can earn credit in a variety of formats. Formats offer flexibility in the time spent in a course, in the method used to convey the instructional material to students and to test their comprehension of the material. Information on special-format courses and instructional delivery methods follows.

## **ACCELERATED COURSE FORMATS**

### **Fall and Spring Terms**

During the fall and spring terms, the college offers a variety of credit courses in formats ranging from two to 15 weeks.

### **Winter Term**

Between the fall and spring terms, the college offers a limited number of courses in an intensive format. Students enrolling in the Winter Term may register for no more than four equivalent credit hours.

### **Summer Term**

The college offers summer courses in six-, eight- and 11-week formats.

## **WEEKENDYOU™**

**WEEKENDYOU™** is a true college experience offered on the weekends for career changers, job advancement and enrichment. Courses are offered on the weekend for students who need a flexible format and the convenience of a full array of support services without the wait. Students can complete degrees and certificates through a combination of weekend, online and hybrid classes. Noncredit classes include wide array of subject areas such as culinary, computer, health, motorcycle safety, parenting skills and art to name a few. For information, call **410-777-2555** or visit [www.aacc.edu/weekend](http://www.aacc.edu/weekend).

## **COLLEGE-LEVEL EXAMINATION PROGRAM**

The College-Level Examination Program (CLEP) is a nationally recognized credit by exam program. The exams allow students to earn college credit for knowledge gained through experience or independent learning. For more information, see [page 17](#) or call **410-777-2375** or visit our website [www.aacc.edu/testing](http://www.aacc.edu/testing).

## **CREDIT BY DEPARTMENTAL EXAM**

In the subjects in which College-Level Examinations (CLEP) are not available, department chairs may arrange to give examinations to qualified applicants. See [page 17](#) for more details.

## **DISTANCE EDUCATION FORMATS**

### **The Virtual Campus**

AACC Virtual Campus provides learning programs and courses supported by integrated and responsive student services delivered any time and any place. For information about these programs or the Virtual Campus, call **410-777-2464** or visit the website, [www.aacc.edu/virtualcampus](http://www.aacc.edu/virtualcampus).

*Note: Learners who enroll in online or hybrid courses may be required to take proctored exams or on-campus assessments at a test center.*

## **Online Courses**

Online courses give learners the flexibility of studying where they want and when they want. Learners in online courses explore the same content and achieve the same learning outcomes. The difference is in the delivery.

The **Meet the Virtual Campus** tutorial provides an overview of distance education opportunities, requirements for participation and support services available to AACC students. Go to <http://www.aacc.edu/virtualcampus/orientation> for information.

Learners who do not have adequate computer access can use the Technology Learning Center on the Arnold campus in the Truxal Library, the Glen Burnie Town Center or AACC at Arundel Mills or the Computer Commons in the Careers Center Building (CRSC 264). Students should check with academic departments for specific information on course technology/software requirements.

The following degrees can be completed fully online:

- Business Administration Transfer — A.S. degree
- Business Management — A.A.S. degree
- Computer Information Systems, Programming/Analysis Option — A.A.S. degree
- Computer Science: Internet and Mobile Device Software Development, Internet Applications Development Option (A.A.S.)
- Computer Science Transfer, Computer Information Systems Option (A.S.)
- Computer Science Transfer, Management Information Systems Option — A.S. degree
- Financial Accounting (A.A.S.)
- General Technology — A.A.S. degree
- Transfer Studies — A.A. degree

## **Hybrid Courses**

Hybrid courses combine face-to-face classroom instruction with online learning to enable learners to achieve course objectives. A significant amount of the learning activities occurs online, making it possible to reduce the amount of time spent in the classroom. Traditional face-to-face instruction is reduced but not eliminated.

## **Interactive Learning**

In interactive classes, the instructor may be present on the Arnold campus, at the Arundel Mills Center and at the Glen Burnie Town Center or at a remote site and viewable via a large screen monitor. Lectures and presentations are held in a designated classroom and broadcast to remote classrooms through video conferencing. Learners can interact with peers from around the state while attending classes and earning credits from AACC.

## **INDEPENDENT STUDY**

Special programs of independent study within the areas of regular courses of instruction are encouraged. Students wishing to earn credit through independent study should contact the academic department, which will inform them about the procedures and fees involved.

**INTERNSHIPS**

An internship is a learning strategy that applies classroom knowledge to real world experience. An internship can be a credit or noncredit, and a paid or unpaid opportunity. For more information about how to look for an internship or to sign up for an internship course, visit: [www.aacc.edu/internships](http://www.aacc.edu/internships) or email [internships@aacc.edu](mailto:internships@aacc.edu).

**PRIOR LEARNING ASSESSMENT**

Earn college credit for work and life experience through a variety of tools, including credit by exam and portfolio assessment. Information sessions are offered several times each term to explain the process. For information see [page 18](#) or visit [www.aacc.edu/priorlearning](http://www.aacc.edu/priorlearning).

**THEMATIC LEARNING COMMUNITIES**

Thematic learning communities are sets of courses that are connected by a theme and enroll a common group of students. Enrolling in clustered courses offers a unique opportunity to connect what you learn in one class to the material you learn in a totally different course. Participating in a TLC is a great way to connect with fellow students who share a common interest with you. The thematic learning community opportunities will be listed in the schedules of classes publication and on the website each term. Visit [www.aacc.edu/learningcommunities](http://www.aacc.edu/learningcommunities).



# Ways to Transfer

## **TRANSFER AGREEMENTS/PROGRAM PARTNERSHIPS**

To assist students in transferring, Anne Arundel Community College has developed articulation agreements with a variety of institutions. The agreements maximize the number of credits students will be able to transfer from Anne Arundel Community College by detailing required curricula and policy that will result in the student's smooth transition from one institution to the other. The articulation agreement serves as a "road map" to move the student from Anne Arundel Community College to another institution without loss of credit or time.

Anne Arundel Community College provides students with a range of program pathways that allow students to pursue their baccalaureate degrees. They include:

- Program specific articulations into and out of Anne Arundel Community College aligned with designated majors
- 2+2 agreements that provide a program pathway that requires completion of the associate degree prior to transfer (including high school program pathway articulations).
- 3+1 agreements that provide students with a program pathway allowing for the completion of a bachelor's degree by taking three out of four years at Anne Arundel Community College
- General agreements that provide general guidelines for students without addressing programs and majors
- Course equivalencies that provide information as to the transferability of Anne Arundel Community College courses.

## **Maryland Public Institution Transfer**

Students pursuing traditional transfer program pathways including the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Science in Engineering (A.S.E.) and the Associate of Arts in Teaching degree (A.A.T.), and who wish to transfer to a Maryland public institution, as well as some Maryland private institutions, should review ARTSYS, the online transfer articulation system for Maryland colleges. For additional information: [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Anne Arundel Community College at Arundel Mills: A Regional Higher Education Center**

Anne Arundel Community College students are able to continue their education toward specified bachelor's and master's degrees or certificates without leaving Anne Arundel County by taking classes at AACC locations with members of the Anne Arundel Community College University Consortium, a select group of four-year colleges and universities. The consortium is headquartered at AACC at Arundel Mills, a Regional Higher Education Center. Degree programs are also offered on the Arnold campus. Degrees offered by the four-year partners link with AACC associate degree programs, offering a seamless transfer. Members of the AACC University Consortium include Frostburg State University, McDaniel College, Notre Dame of Maryland University, Stevenson University and University of Maryland University College. For information call **410-777-2472** or visit [www.aacc.edu/consortium](http://www.aacc.edu/consortium).

## **Maryland Transfer Advantage Program (MTAP)**

MTAP is available to AACC students interested in completing a baccalaureate degree at the University of Maryland College Park. Qualified AACC students may apply for acceptance to UMCP after completing 11 credits at AACC. For additional information: [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Temple University, Japan Campus**

Students interested in an international education experience will have their admissions application fee waived through an agreement with Temple University, Japan Campus. In addition, the agreement gives students priority to home-stays and Temple University, Japan Campus housing.

## **University of Baltimore County Transfer Student Alliance**

The Transfer Student Alliance (TSA) offers eligible AACC students who intend to earn a bachelor's degree at UMBC upon completion of their associate degree, the opportunity to benefit from joint programmatic efforts, shared resources and other privileges while still enrolled at AACC. Upon graduation from AACC and initiation of transfer to UMBC, eligible students will be guaranteed admission, scholarship and housing.

## **University of Maryland University College Alliance**

Through the University of Maryland University College Alliance students are accepted into UMUC and can enroll at AACC and the UMUC simultaneously. This program assures an easy transition to UMUC after graduation from AACC. For additional information: [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Articulation Agreements**

Articulation agreements are maintained with colleges and universities for students completing an Associate of Applied Science degree (A.A.S.). These agreements are in addition to those already existing through transfer policy with the University System of Maryland.

- Assumption College\* — bachelor's degree in human services and rehabilitation
- Bluefield State College — bachelor's degree in architectural engineering technology
- Bowie State University — bachelor's degree in criminal justice
- Capitol College — bachelor's degree in information assurance
- Catholic University of America — bachelor's degree in biomedical engineering, civil engineering, computer science engineering, electrical engineering and mechanical engineering, business management and interdisciplinary studies concentration in social science with a human services administration track offered through CUA Metropolitan School of Professional Studies
- Drexel University — bachelor's degree in nursing
- Excelsior College\* — bachelor's degree in general business, health sciences, information technology with a general concentration, technology with a concentration in computer technologies
- Frostburg State University\*\* — bachelor's degree in engineering, concentration in electrical engineering

- Johnson & Wales University — bachelor's degree in food service management
- Morgan State University — bachelor's degree in architecture and environmental design program with a concentration in architecture
- Notre Dame of Maryland University\*\* — bachelor's and master's degrees in education
- Saint Francis University — master's degree in medical sciences
- Saint Joseph's College\* — bachelor's degree in business administration, radiologic science administration and general studies with a concentration in human services
- Salisbury University — bachelor's degree in medical laboratory science
- Savannah College of Art and Design — bachelor's degree in architecture, visual communication with a concentration in photography, visual communication with a concentration in graphic design
- Stevenson University\*\* — bachelor's degree in human services, medical lab technician, nursing,\* paralegal studies and visual communication design
- Strayer University — bachelor's degree in accounting, business administration and information systems
- Syracuse University — bachelor's degree in biology, chemistry, humanities or social sciences, information management and technology, mathematics, physics, premedicine and psychology
- Towson University — bachelor's degree in business administration and allied health
- University of Baltimore — bachelor's degree in applied information technology; business administration with a concentration in real estate and economic development; business administration with concentrations in accounting, computer information systems, entrepreneurship, finance management, human resources management, internal business and marketing; corporate communications; criminal justice; digital communication; environmental sustainability and human ecology; forensic studies – forensic science; forensic studies – police science; health systems management; human services administration; jurisprudence; and simulation and digital entertainment
- University of Maryland, Baltimore — master of health sciences
- University of Maryland Department of Medical and Research Technology — bachelor's degree in medical technology
- University of Maryland University College\*\* — bachelor's degree in accounting with a minor in business administration, business administration with a minor in business supply chain management, computer and information science, computer science, criminal justice, digital media and web technologies, emergency management, environmental management, fire service administration, gerontology, homeland security, information systems management, investigative forensics, laboratory management, legal studies, management studies, political science and public safety management
- Walden University\* — bachelor's degree in business administration, criminal justice, nursing, psychology

*\*Students may earn 75 to 90 credit hours in residency at Anne Arundel Community College prior to transfer as determined by the receiving institution*

*\*\*Anne Arundel Community College University Consortium member institutions*

### **GRADUATION RATES AND STUDENT RIGHT-TO-KNOW**

A report detailing the racial and gender makeup of the full-time, degree-seeking student body is available from the Admissions and Enrollment Development office and the Records and Registration office. Beginning July 1, 2012, the characteristics of full-time degree-seeking students and student athletes for fall 2011 are available on the college's website [www.aacc.edu/aboutaacc/policies/file/studentsrighttoknow.pdf](http://www.aacc.edu/aboutaacc/policies/file/studentsrighttoknow.pdf). A three-year graduation or transfer rate of students entering the college is available at <http://nces.ed.gov/collegenavigator/?q=Anne+Arundel&s=all&id=161767>.



# Academic Awards

## **DEGREES, CERTIFICATES AND LETTERS OF RECOGNITION**

Anne Arundel Community College offers programs that lead to an associate degree or certificate and areas of study that lead to a letter of recognition. Students may enter a program designed for transfer to a four-year institution, or one that prepares for immediate entry into, or upgrading in, a career. Requirements for each area of study, as stated in this catalog, may be altered only by petition to the college. For assistance, contact an academic adviser.

The State of Maryland mandates that every associate degree program contain general education requirements designed to introduce students to the fundamental knowledge, skills and values that are essential to the study of academic disciplines, to encourage the pursuit of lifelong learning and to foster the development of educated members of the community and the world. AACC defines general education to be that body of knowledge which enables the student to:

- master essential competencies in communication and computation;
- demonstrate research, interpretive and analytical skills;
- understand the nature and relationship among the arts, sciences and technology;
- develop ethical and cultural awareness;
- gain a community and global perspective;
- continue the process of self-knowledge and personal development, both intellectual and physical; and
- pursue learning throughout life.

## **ASSOCIATE DEGREES**

### **Transfer Programs**

- The *Associate of Arts (A.A.) degree* recognizes mastery in the liberal arts and in the fine arts.
- The *Associate of Science (A.S.) degree* recognizes mastery in science or technology.
- The *Associate of Arts in Teaching (A.A.T.) degree* is designed for transfer to a four-year institution to obtain a baccalaureate degree and teacher certification.
- The *Associate of Science in Engineering (A.S.E.) degree* is designed for transfer to a four-year institution to obtain a baccalaureate degree in engineering.

Associate degree programs consist of general education courses, area specific courses and electives. To qualify for an associate degree, students must complete the minimum number of credit hours required in their program and earn a cumulative grade point average of 2.0 or better.

To assure that associate degree students meet the general education requirements defined by the State of Maryland, each associate degree program includes a distribution of general education credits. Courses which meet general education requirements must be approved general education courses. A complete list of approved general education courses can be found on [pages 41-44](#).

*The following general education requirements are incorporated into all A.A., A.A.T., A.S. and A.S.E. degree areas of study.*

1. A minimum of 34 general education credits distributed within the following categories.

- *Arts and humanities*  
Two arts and humanities general education courses. These courses must be from two different disciplines and have different course prefixes.
  - *Biological and physical sciences*  
Two biological and physical sciences general education courses; at least one of these must be a laboratory science course.
  - *English composition*  
ENG 111-ENG 112    Composition and Introduction to Literature 1, 2  
or  
ENG 115-ENG 116    Composition and Introduction to Literature 1, 2 for Non-Native Speakers  
or  
ENG 121                Composition and Literature (Successful completion of ENG 121 fully satisfies the college English composition general education requirement.)
  - *Health/fitness/wellness*  
One three-credit health/fitness/wellness general education course.
  - *Mathematics*  
One mathematics general education course.
  - *Social and behavioral sciences*  
Two social and behavioral sciences general education courses. These courses must be from two different disciplines and have different course prefixes.
  - *One additional general education course* from computer technology, interdisciplinary studies or mathematics.
2. Demonstration of competence in computing and information technology as defined on [page 45](#). (An exception is made for students who officially entered their associate degree areas of study prior to the fall 1995 term and who have been continuously enrolled.) Regardless of how computing and information technology competency is met, students must complete the number of credits required by their degree programs.
  3. Diversity Requirement — In order to develop social and civic responsibility and to gain a community and global perspective — two of the eight college competencies, students in associate degree areas of study at Anne Arundel Community College must satisfy the diversity requirement as part of their general education core of studies. Associate degree students may fulfill the diversity requirement in one of four ways:
    - Complete a course from the list approved by the college for fulfilling the diversity requirement (see [pages 46-47](#));
    - Transfer from another accredited institution of higher education a course equivalent to one on the college list of approved courses. Consult with the Records and Registration office;
    - Test out of an approved course by passing a CLEP exam, a DANTES exam or a departmental exam approved for one of the courses on the college list of eligible courses. Consult the Testing Office; or
    - Complete a designated sequence of courses within a program.

**Career Programs**

- The *Associate of Applied Science (A.A.S.) degree* is designed primarily for immediate employment and is identified with a specialty designation, e.g., computer technology, engineering technology, etc.

In the Areas of Study table, career programs are designated as Associate of Applied Science degree or Certificate or Letter of Recognition areas of study. Career programs are for students who intend to seek employment upon graduation. Associate of Applied Science degree (A.A.S.) programs include specific career courses leading to employment in a specific occupation, in addition to general education courses that provide the basis for a well-rounded college education. Certificate programs, usually about 30 credits, are designed for those who wish to develop or upgrade their job skills. Nearly all courses in the certificate programs relate to the skills required by the career field. Letters of recognition are awarded to students who complete a shorter prescribed sequence of courses required for employment enhancement in a specific employment area.

While the primary objective of career programs is job entry, a growing number of graduates in career areas of study are transferring courses to specialized bachelor degree programs at bachelor's degree-granting institutions.

*The following general education requirements are incorporated into all A.A.S. degree programs.\*\**

1. A minimum of 24 general education credits distributed within the following categories. (Students who successfully complete ENG 121, Composition and Literature, fully satisfy the college English composition general education requirement and may graduate with a minimum of 21 general education credits.)
  - *Arts and humanities*  
One arts and humanities general education course.
  - *Biological and physical sciences*  
One biological and physical sciences general education course.
  - *English composition*  
ENG 111-ENG 112    Composition and Introduction to Literature 1, 2  
or  
ENG 115-ENG 116    Composition and Introduction to Literature 1, 2 for Non-Native Speakers  
or  
ENG 121                Composition and Literature  
(Successful completion of ENG 121 fully satisfies the college English composition general education requirement.)
  - *Health/fitness/wellness*  
One three-credit health/fitness/wellness general education course.
  - *Mathematics*  
One mathematics general education course.
  - *Social and behavioral sciences*  
One social and behavioral sciences general education course.
  - *One additional general education course from biological and physical sciences, computer technology or mathematics.*
2. Demonstration of competence in computing and information technology as defined on [page 45](#). Regardless of how computing and information technology competency is met,

students must complete the number of credits required by their degree program.

3. Diversity Requirement — In order to develop social and civic responsibility and to gain a community and global perspective — two of the eight college competencies, students in associate degree programs at Anne Arundel Community College must satisfy the diversity requirement as part of their general education core of studies. Associate degree students may fulfill the diversity requirement in one of four ways:
  - Complete a course from the list approved by the college for fulfilling the diversity requirement (see [pages 46-47](#));
  - Transfer from another accredited institution of higher education a course equivalent to one on the college list of approved courses. Consult with the Records and Registration office;
  - Pass a CLEP exam, a DANTES exam or a departmental exam approved for one of the courses on the college list of eligible courses; or
  - Complete a designated sequence of courses within a program.

Every associate degree program includes the general education credit hours required by the State of Maryland. Students should consult their individual areas of study to see how general education requirements are met in those areas of study.

*Note: It is extremely important for transfer students to consult with an academic adviser when choosing general education courses. Each transfer institution has slightly different requirements. If students know their transfer institution, an adviser can help them select courses that will fulfill its requirements. When students are unsure of a specific transfer institution, an adviser can help them choose courses that are most widely transferable.*

**CERTIFICATES**

The college offers certificate programs for those who wish to gain a credential for acquired knowledge, skills and abilities focused in specific discipline areas. Most certificate programs are designed to assist students with goals for upgrading skills for immediate application in employment. Many certificates are designed as units within associate degree programs (see elsewhere on this page) and can be acquired in the process of seeking an associate's degree. Certificate programs require a minimum of 12 credits (at least 50 percent of the total credit hours in the program must be earned at AACC) or more and demonstrated English 111 eligibility. See program descriptions, [pages 57-258](#), for all Certificate programs, including those integrated within an associate degree program.

**Professional Certificate**

Professional certification in Physician Assistant is available and has an entry requirement of a completed bachelor's degree program. See [pages 222-224](#) for qualifications and certificate requirements.

**LETTERS OF RECOGNITION**

Credit Letters of Recognition are awarded to students who complete fewer than 12 credits in a prescribed sequence of courses focused on acquisition of specific skill sets or of concepts within a specified context. Letters of Recognition often are part of certificate programs and, in turn, of associate degree programs. See [pages 57-258](#) for all Letters of Recognition, including those integrated within a certificate and an associate degree. These Letters of Recognition primarily address career and professional development needs.

# General Education Requirements

## APPROVED GENERAL EDUCATION COURSES BY CATEGORY

### ARTS AND HUMANITIES

#### AFRICAN AMERICAN STUDIES

- AFA 214** African American History (HIS 214) .....3 cr.  
**AFA 225** African American Literature (ENG 225) .....3 cr.  
**AFA 228** African American Art (ART 228) .....3 cr.

#### AMERICAN STUDIES

- AMS 100** Introduction to American Studies .....3 cr.  
**AMS 102** Introduction to Masculinity Studies (GSS/SOC 102) ..3 cr.  
**AMS 111** Business in America .....3 cr.  
**AMS 121** Popular Culture in America .....3 cr.  
**AMS 181** Introduction to American Film (ART 181) .....3 cr.  
**AMS 223** History of American Architecture (ACH/ART 223) ....3 cr.

#### ARCHITECTURE

- ACH 221** History of World Architecture 1 (ART 221) .....3 cr.  
**ACH 222** History of World Architecture 2 (ART 222) .....3 cr.  
**ACH 223** History of American Architecture (AMS/ART 223) ....3 cr.

#### ART

- ART 100** Two-Dimensional Design .....3 cr.  
**ART 102** 3D Design: Introduction to Sculpture .....3 cr.  
**ART 125** Drawing 1 .....3 cr.  
**ART 145** Ceramics 1 .....3 cr.  
**ART 180** Introduction to Film .....3 cr.  
**ART 181** Introduction to American Film (AMS 181) .....3 cr.  
**ART 209** History of Western Art 1 .....3 cr.  
**ART 210** History of Western Art 2 .....3 cr.  
**ART 212** History of Photography .....3 cr.  
**ART 219** History of American Art .....3 cr.  
**ART 220** History of Modern Art .....3 cr.  
**ART 221** History of World Architecture 1 (ACH 221) .....3 cr.  
**ART 222** History of World Architecture 2 (ACH 222) .....3 cr.  
**ART 223** History of American Architecture (ACH/AMS 223) ..3 cr.  
**ART 228** African American Art (AFA 228) .....3 cr.  
**ART 229** Art of Traditional and Tribal Cultures .....3 cr.

#### COMMUNICATIONS

- COM 101** Introduction to Mass Media .....3 cr.  
**COM 110** Introduction to Interpersonal Communication .....3 cr.  
**COM 111** Fundamentals of Oral Communication .....3 cr.  
**COM 116** Fundamentals of Oral Communication for  
Non-Native Speakers .....3 cr.  
**COM 131** Oral Interpretation .....3 cr.  
**COM 141** Group Communication and Leadership .....3 cr.

#### COMPUTER TECHNOLOGY

- CSI 194** Ethics and the Information Age (PHL 194) .....3 cr.

#### DANCE

- DAN 100** Dance History .....3 cr.

#### ENGLISH

*Additional English courses are listed under linguistics and sophomore literature.*

- ENG 200** Introduction to Creative Writing .....3 cr.

#### GENDER AND SEXUALITY STUDIES

- GSS 101** Introduction to Women's Studies .....3 cr.  
**GSS 102** Introduction to Masculinity Studies (AMS/SOC 102) ..3 cr.  
**GSS 169** Music, Power and Gender (MUS 169) .....3 cr.  
**GSS 210** Images of Women (HUM 210) .....3 cr.  
**GSS 217** Women of the Western World (HIS 217) .....3 cr.  
**GSS 228** Literature in English by Women (ENG 228) .....3 cr.

#### HISTORY

- HIS 111** History of Western Civilization 1 .....3 cr.  
**HIS 112** History of Western Civilization 2 .....3 cr.  
**HIS 214** African American History (AFA 214) .....3 cr.  
**HIS 217** Women of the Western World (GSS 217) .....3 cr.

#### HONORS

- HON 100** Knowledge and Freedom: An Honors Seminar .....3 cr.  
**HON 105** Utopia and Dystopia: An Honors Seminar  
**HON 110** Industrialism and Social Change:  
An Honors Seminar .....3 cr.  
**HON 120** Science and Human Understanding:  
An Honors Seminar .....3 cr.  
**HON 125** Infinity and Human Perspectives:  
An Honors Seminar .....3 cr.  
**HON 130** Imagination and Reflection: An Honors Seminar ...3 cr.  
**HON 140** Society and the Individual: An Honors Seminar ...3 cr.  
**HON 150** The Environment and Human Society:  
An Honors Seminar .....3 cr.  
**HON 155** The Artificial Human in Film and Literature:  
An Honors Seminar .....3 cr.

#### HUMANITIES

- HUM 101** Introduction to Fine Arts .....3 cr.  
**HUM 111** Nature and the Arts .....3 cr.  
**HUM 121** Science and Human Creativity .....3 cr.  
**HUM 151** American Folk Arts .....3 cr.  
**HUM 210** Images of Women (GSS 210) .....3 cr.

#### LINGUISTICS

- ENG 161** Introduction to Linguistics .....3 cr.

#### MUSIC

- MUS 100** Music Appreciation .....3 cr.  
**MUS 101** Music Fundamentals .....3 cr.  
**MUS 160** History of Popular Music .....3 cr.  
**MUS 161** Highlights of Music History:  
Music of the 20th Century .....3 cr.  
**MUS 162** Highlights of Music History:  
Music and the Theater .....3 cr.  
**MUS 163** Highlights of Music History:  
Keyboard Masterpieces .....3 cr.  
**MUS 164** Highlights of Music History: The Symphony .....3 cr.  
**MUS 165** Highlights of Music History: Jazz .....3 cr.  
**MUS 169** Music, Power and Gender (GSS 169) .....3 cr.  
**MUS 262** World Music: Music as Culture .....3 cr.

**PHILOSOPHY**

<b>PHL 100</b>	Critical Thinking	.3 cr.
<b>PHL 111</b>	Introduction to Philosophy	.3 cr.
<b>PHL 141</b>	Introduction to Logic	.3 cr.
<b>PHL 142</b>	Ethics	.3 cr.
<b>PHL 146</b>	Contemporary Moral Problems	.3 cr.
<b>PHL 151</b>	Modern Logic	.3 cr.
<b>PHL 194</b>	Ethics and the Information Age (CSI 194)	.3 cr.
<b>PHL 201</b>	Western Religions	.3 cr.
<b>PHL 202</b>	Asian Religions	.3 cr.

**SOCIOLOGY**

<b>SOC 102</b>	Introduction to Masculinity Studies (AMS/GSS 102)	.3 cr.
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**SOPHOMORE LITERATURE**

<b>ENG 211</b>	World Literature 1	.3 cr.
<b>ENG 212</b>	World Literature 2	.3 cr.
<b>ENG 213</b>	British Literature 1	.3 cr.
<b>ENG 214</b>	British Literature 2	.3 cr.
<b>ENG 215</b>	Early American Literature: Colonial to 1865	.3 cr.
<b>ENG 216</b>	American Literature, 1865-1945: Realism to Modernism	.3 cr.
<b>ENG 217</b>	Contemporary American Literature: 1945-present	.3 cr.
<b>ENG 220</b>	The Bible as Literature	.3 cr.
<b>ENG 221</b>	Introduction to Shakespeare	.3 cr.
<b>ENG 222</b>	The American Novel	.3 cr.
<b>ENG 223</b>	The British Novel	.3 cr.
<b>ENG 224</b>	Modern American Poetry	.3 cr.
<b>ENG 225</b>	African American Literature (AFA 225)	.3 cr.
<b>ENG 226</b>	Ethnic American Literature	.3 cr.
<b>ENG 227</b>	Literary Nonfiction	.3 cr.
<b>ENG 228</b>	Literature in English by Women (GSS 228)	.3 cr.
<b>ENG 235</b>	Modern Drama	.3 cr.
<b>ENG 250</b>	Literature of the Chesapeake Bay	.3 cr.

**THEATER ARTS**

<b>THA 111</b>	Introduction to Theater	.3 cr.
<b>THA 132</b>	Acting 1	.3 cr.
<b>THA 180</b>	Play Production	.3 cr.

**WORLD LANGUAGES**

<b>ARB 111</b>	Elementary Arabic 1	.3 cr.
<b>ARB 112</b>	Elementary Arabic 2	.3 cr.
<b>ARB 211</b>	Intermediate Arabic 1	.3 cr.
<b>CHI 111</b>	Elementary Chinese 1	.3 cr.
<b>CHI 112</b>	Elementary Chinese 2	.3 cr.
<b>CHI 211</b>	Intermediate Chinese 1	.3 cr.
<b>FRE 111</b>	Elementary French 1	.3 cr.
<b>FRE 112</b>	Elementary French 2	.3 cr.
<b>FRE 211</b>	Intermediate French 1	.3 cr.
<b>GER 111</b>	Elementary German 1	.3 cr.
<b>GER 112</b>	Elementary German 2	.3 cr.
<b>GER 211</b>	Intermediate German 1	.3 cr.
<b>GRK 111</b>	Elementary Greek 1	.3 cr.
<b>GRK 112</b>	Elementary Greek 2	.3 cr.
<b>HEB 111</b>	Elementary Hebrew 1	.3 cr.
<b>HEB 112</b>	Elementary Hebrew 2	.3 cr.
<b>ITA 111</b>	Elementary Italian 1	.3 cr.
<b>ITA 112</b>	Elementary Italian 2	.3 cr.
<b>ITA 211</b>	Intermediate Italian 1	.3 cr.
<b>JPN 111</b>	Elementary Japanese 1	.3 cr.
<b>JPN 112</b>	Elementary Japanese 2	.3 cr.
<b>JPN 113</b>	Elementary Japanese 3	.3 cr.

<b>JPN 114</b>	Elementary Japanese 4	.3 cr.
<b>LAT 111</b>	Elementary Latin 1	.3 cr.
<b>LAT 112</b>	Elementary Latin 2	.3 cr.
<b>PRT 111</b>	Elementary Portuguese 1	.3 cr.
<b>PRT 119</b>	Accelerated Beginning Portuguese	.3 cr.
<b>PRT 211</b>	Intermediate Portuguese	.3 cr.
<b>RUS 111</b>	Elementary Russian 1	.3 cr.
<b>RUS 112</b>	Elementary Russian 2	.3 cr.
<b>RUS 211</b>	Intermediate Russian 1	.3 cr.
<b>SPA 111</b>	Elementary Spanish 1	.3 cr.
<b>SPA 112</b>	Elementary Spanish 2	.3 cr.
<b>SPA 211</b>	Intermediate Spanish 1	.3 cr.

**BIOLOGICAL AND PHYSICAL SCIENCES**

**ASTRONOMY**

<b>AST 101</b>	Introduction to Astronomy	.3 cr.
<b>AST 105</b>	The Cosmic Frontier	.3 cr.
<b>AST 112</b>	Stars and Stellar Systems	.4 cr.
<b>AST 114</b>	The Solar System	.4 cr.
<b>AST 120</b>	Life in the Universe	.3 cr.

**BIOLOGY**

<b>BIO 101</b>	Fundamentals of Biology	.4 cr.
<b>BIO 102</b>	Biology for the 21st Century	.3 cr.
<b>BIO 103</b>	General Botany	.4 cr.
<b>BIO 105</b>	General Zoology	.4 cr.
<b>BIO 107</b>	Environmental Science	.4 cr.
<b>BIO 108</b>	Ecosystems and the Environment	.3 cr.
<b>BIO 113</b>	Introduction to Horticulture	.3 cr.
<b>BIO 135</b>	Principles of Nutrition	.3 cr.
<b>BIO 136</b>	Principles of Nutrition and Laboratory	.4 cr.
<b>BIO 211</b>	Estuarine Biology	.4 cr.
<b>BIO 220</b>	Genetics	.4 cr.
<b>BIO 223</b>	General Microbiology	.4 cr.
<b>BIO 230</b>	Structure and Function of the Human Body	.4 cr.
<b>BIO 231</b>	Human Biology 1	.4 cr.
<b>BIO 232</b>	Human Biology 2	.4 cr.
<b>BIO 233</b>	Anatomy and Physiology 1	.4 cr.
<b>BIO 234</b>	Anatomy and Physiology 2	.4 cr.

**CHEMISTRY**

<b>CHE 103</b>	World of Chemistry	.3 cr.
<b>CHE 111</b>	General Chemistry 1	.4 cr.
<b>CHE 112</b>	General Chemistry 2	.4 cr.
<b>CHE 113</b>	Fundamentals of Organic and Biochemistry	.4 cr.
<b>CHE 115</b>	General, Organic and Introduction to Biochemistry	.4 cr.

**GENDER AND SEXUALITY STUDIES**

<b>GSS 115</b>	Women and Minorities in Science (PHS 115)	.3 cr.
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**HONORS**

<b>HON 120</b>	Science and Human Understanding: An Honors Seminar	.3 cr.
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**PHYSICAL SCIENCE**

<b>PHS 100</b>	General Physical Science	.4 cr.
<b>PHS 105</b>	Earth and Space Science	.4 cr.
<b>PHS 109</b>	General Oceanography	.3 cr.
<b>PHS 111</b>	History of Science	.3 cr.
<b>PHS 113</b>	Physical Geology	.4 cr.
<b>PHS 115</b>	Women and Minorities in Science (GSS 115)	.3 cr.
<b>PHS 119</b>	Fundamentals of Weather	.4 cr.

**PHYSICS**

<b>PHY 105</b>	How Things Work .....	3 cr.
<b>PHY 110</b>	Liberal Arts Physics .....	3 cr.
<b>PHY 111</b>	Fundamentals of Physics 1 .....	4 cr.
<b>PHY 112</b>	Fundamentals of Physics 2 .....	4 cr.
<b>PHY 120</b>	Sound and Light — An Interdisciplinary Approach ..	3 cr.
<b>PHY 211</b>	General Physics 1 .....	4 cr.
<b>PHY 212</b>	General Physics 2 .....	4 cr.

**COMPUTER TECHNOLOGY**

<b>CSI 112*</b>	Computing and Information Technology .....	4 cr.
<b>CSI 113*</b>	Theories and Applications of Digital Technology ..	4 cr.
<b>CSI 117</b>	Introductory Object-Oriented Program Analysis and Design .....	4 cr.
<b>CSI 161</b>	Programming 1 in Java .....	4 cr.
<b>CSI 162</b>	Programming 2 in Java .....	4 cr.
<b>CSI 163</b>	Computer Science 1 .....	4 cr.
<b>CSI 211</b>	Systems Analysis and Design .....	4 cr.

\*Also meet computer competency requirements, see page 45.

**ENGLISH COMPOSITION**

<b>ENG 111</b>	Composition and Introduction to Literature 1 .....	3 cr.
<b>ENG 112</b>	Composition and Introduction to Literature 2 .....	3 cr.
<b>ENG 115</b>	Composition and Introduction to Literature 1 for Non-Native Speakers .....	3 cr.
<b>ENG 116</b>	Composition and Introduction to Literature 2 for Non-Native Speakers .....	3 cr.
<b>ENG 121</b>	Composition and Literature .....	3 cr.

Successful completion of ENG 121 fully satisfies the college English composition general education requirement.

**INTERDISCIPLINARY STUDIES AND EMERGING ISSUES**

Students should consult an academic adviser for courses that may become approved as interdisciplinary general education courses.

<b>AMS 102</b>	Introduction to Masculinity Studies (GSS/SOC 102) ..	3 cr.
<b>AMS 212</b>	Introduction to Lesbian, Gay, Bisexual and Transgender Studies (GSS/SOC 212) .....	3 cr.
<b>AST 120</b>	Life in the Universe .....	3 cr.
<b>BPA 105</b>	Exploring the Future (FTR/PSY/SOC 105) .....	3 cr.
<b>CSI 194</b>	Ethics and the Information Age (PHL 194) .....	3 cr.
<b>COM 200</b>	Intercultural Communications .....	3 cr.
<b>FTR 105</b>	Exploring the Future (BPA/PSY/SOC 105) .....	3 cr.
<b>FTR 110</b>	Globalization and Its Future .....	3 cr.
<b>GSS 102</b>	Introduction to Masculinity Studies (AMS/SOC 102) ..	3 cr.
<b>GSS 169</b>	Music, Power and Gender (MUS 169) .....	3 cr.
<b>GSS 212</b>	Introduction to Lesbian, Gay, Bisexual and Transgender Studies (AMS/SOC 212) .....	3 cr.
<b>HON 245</b>	Honors Leadership .....	3 cr.
<b>HRM 232</b>	World Culture and Cuisine .....	3 cr.
<b>LGS 100</b>	Introduction to the Law .....	3 cr.
<b>MUS 169</b>	Music, Power and Gender (GSS 169) .....	3 cr.
<b>PHL 194</b>	Ethics and the Information Age (CSI 194) .....	3 cr.
<b>PSY 105</b>	Exploring the Future (BPA/FTR/SOC 105) .....	3 cr.
<b>SOC 102</b>	Introduction to Masculinity Studies (AMS/GSS 102) ..	3 cr.
<b>SOC 105</b>	Exploring the Future (BPA/FTR/PSY 105) .....	3 cr.
<b>SOC 212</b>	Introduction to Lesbian, Gay, Bisexual and Transgender Studies (AMS/GSS 212) .....	3 cr.

**HEALTH/FITNESS/WELLNESS****EMERGENCY MEDICAL TECHNICIAN**

<b>EMT 104</b>	Emergency Medical Responder .....	3 cr.
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**GENDER AND SEXUALITY STUDIES**

<b>GSS 113</b>	Women's Health (HEA 113) .....	3 cr.
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**HEALTH**

<b>HEA 100</b>	Assessment and Theory of Fitness and Health .....	3 cr.
<b>HEA 111</b>	Personal and Community Health .....	3 cr.
<b>HEA 113</b>	Women's Health (GSS 113) .....	3 cr.
<b>HEA 114</b>	Components of Personal Fitness and Wellness .....	3 cr.
<b>HEA 115</b>	Personal Safety Issues .....	3 cr.
<b>HEA 116</b>	The Health Consumer in Today's World .....	3 cr.
<b>HEA 150</b>	First Aid and Safety — CPR .....	3 cr.

**MATHEMATICS**

<b>MAT 100</b>	The Nature of Mathematics .....	3 cr.
<b>MAT 121</b>	Algebra and Trigonometry .....	4 cr.
	<i>Intended primarily for engineering technologies.</i>	
<b>MAT 122</b>	Mathematics with Calculus 1 .....	4 cr.
	<i>Intended primarily for engineering technologies.</i>	
<b>MAT 133</b>	Finite Mathematics .....	3 cr.
<b>MAT 135</b>	Elementary Statistics .....	3 cr.
<b>MAT 141</b>	College Algebra and Trigonometry 1 (formerly MAT 131) .....	3 cr.
<b>MAT 142</b>	College Algebra and Trigonometry 2 .....	3 cr.
<b>MAT 151</b>	Introductory Analysis (Pre-calculus Mathematics) ..	4 cr.
<b>MAT 191</b>	Calculus and Analytic Geometry 1 .....	4 cr.
<b>MAT 192</b>	Calculus and Analytic Geometry 2 .....	4 cr.
<b>MAT 202</b>	Linear Algebra .....	4 cr.
<b>MAT 221</b>	Fundamental Concepts of Mathematics 1 .....	4 cr.
	<i>Intended primarily for elementary education and early childhood education.</i>	
<b>MAT 222</b>	Fundamental Concepts of Mathematics 2 .....	4 cr.
	<i>Intended primarily for elementary education and early childhood education.</i>	
<b>MAT 230</b>	Elementary Calculus (For Business and Social Sciences) .....	3 cr.

**SOCIAL AND BEHAVIORAL SCIENCES****AFRICAN AMERICAN STUDIES**

<b>AFA 101</b>	Introduction to African American Studies (AMS 101) ..	3 cr.
<b>AFA 214</b>	African American History (HIS 214) .....	3 cr.

**AMERICAN STUDIES**

<b>AMS 100</b>	Introduction to American Studies .....	3 cr.
<b>AMS 101</b>	Introduction to African American Studies (AFA 101) ..	3 cr.
<b>AMS 102</b>	Introduction to Masculinity Studies (GSS/SOC 102) ..	3 cr.
<b>AMS 111</b>	Business in America .....	3 cr.
<b>AMS 121</b>	Popular Culture in America .....	3 cr.

**ANTHROPOLOGY**

<b>ANT 121</b>	Introduction to Cultural Anthropology (SOC 121) ..	3 cr.
<b>ANT 123</b>	Introduction to Archaeology (SOC 123) .....	3 cr.

**BUSINESS**

<b>BPA 113</b>	Consumer Economics and Personal Finance .....	3 cr.
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**ECONOMICS**

- ECO 113** Consumer Economics and Personal Finance .....3 cr.
- ECO 116** Inside the Global Economy .....3 cr.
- ECO 121** Introduction to Economics .....3 cr.
- ECO 125** Economic Issues and Public Policy .....3 cr.
- ECO 211** Principles of Economics 1 .....3 cr.
- ECO 212** Principles of Economics 2 .....3 cr.

**FUTURE**

- FTR 110** Globalization and Its Future .....3 cr.

**GENDER AND SEXUALITY STUDIES**

- GSS 101** Introduction to Women’s Studies .....3 cr.
- GSS 102** Introduction to Masculinity Studies (AMS/SOC 102) .3 cr.
- GSS 217** Women of the Western World (HIS 217) .....3 cr.
- GSS 218** History of Women in America:  
1607-Present (HIS 218) .....3 cr.

**GEOGRAPHY**

- GEO 100** Introduction to Geography .....3 cr.
- GEO 101** Physical Geography .....3 cr.
- GEO 102** World Regional Geography .....3 cr.
- GEO 103** Cultural Geography .....3 cr.

**HISTORY**

- HIS 111** History of Western Civilization 1 .....3 cr.
- HIS 112** History of Western Civilization 2 .....3 cr.
- HIS 211** History of the United States 1 .....3 cr.
- HIS 212** History of the United States 2 .....3 cr.
- HIS 214** African American History (AFA 214) .....3 cr.
- HIS 217** Women of the Western World (GSS 217) .....3 cr.
- HIS 218** History of Women in America:  
1607-Present (GSS 218) .....3 cr.

**HONORS**

- HON 110** Industrialism and Social Change:  
An Honors Seminar .....3 cr.
- HON 140** Society and the Individual: An Honors Seminar ...3 cr.

**HUMAN SERVICES**

- HUS 150** Introduction to Aging Studies (SOC 150) .....3 cr.

**LEGAL STUDIES**

- LGS 100** Introduction to the Law .....3 cr.

**POLITICAL SCIENCE**

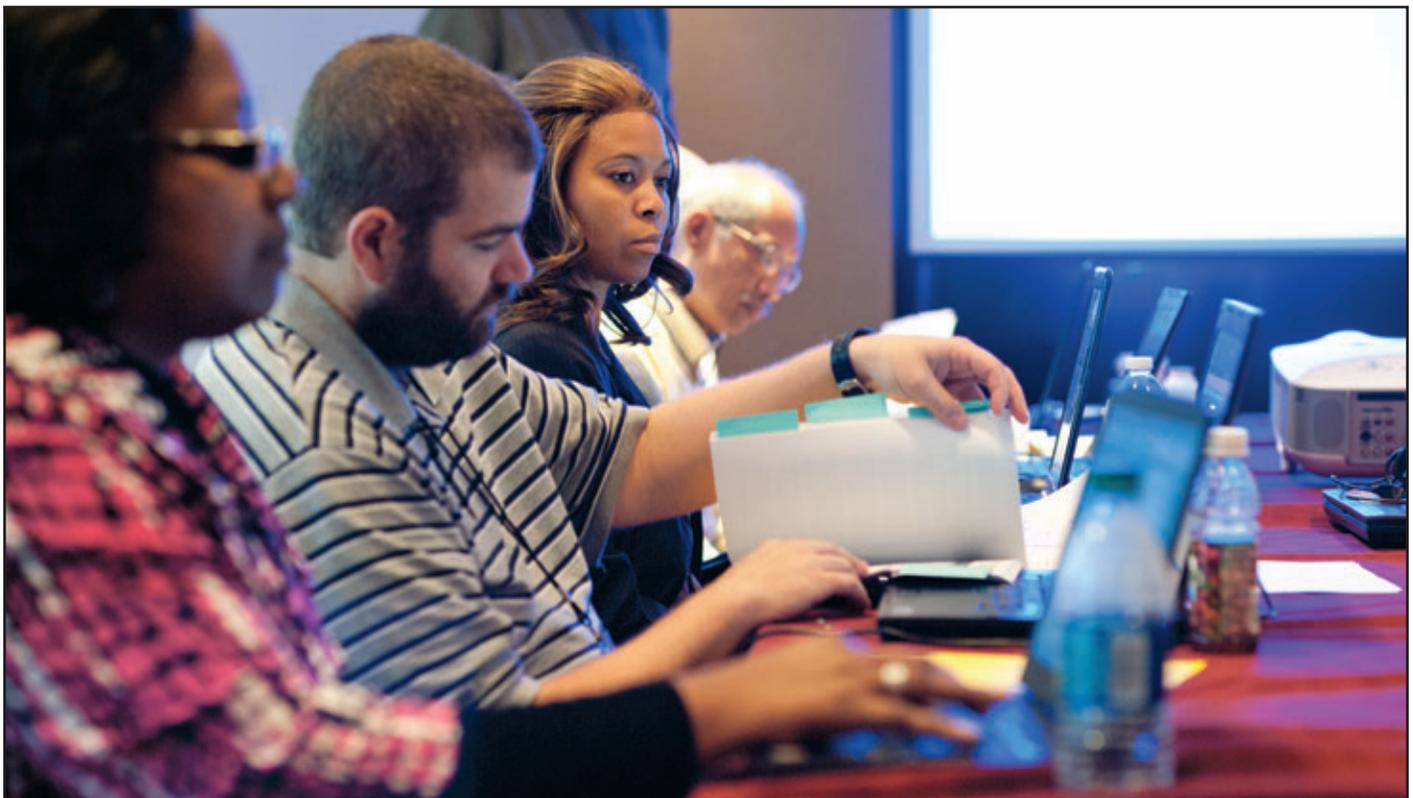
- PLS 100** Introduction to Civic Literacy .....3 cr.
- PLS 111** American Government .....3 cr.
- PLS 113** State and Local Government .....3 cr.
- PLS 200** International Relations .....3 cr.

**PSYCHOLOGY**

- PSY 111** Introduction to Psychology .....3 cr.
- PSY 211** Developmental Psychology .....3 cr.
- PSY 212** Personality Psychology .....3 cr.
- PSY 214** Abnormal Psychology .....3 cr.

**SOCIOLOGY**

- SOC 102** Introduction to Masculinity Studies (AMS/GSS 102) .3 cr.
- SOC 111** Introduction to Sociology .....3 cr.
- SOC 121** Introduction to Cultural Anthropology (ANT 121) ...3 cr.
- SOC 122** Social Problems .....3 cr.
- SOC 123** Introduction to Archaeology (ANT 123) .....3 cr.
- SOC 150** Introduction to Aging Studies (HUS 150) .....3 cr.



**COMPUTING AND INFORMATION TECHNOLOGY COMPETENCY REQUIREMENT**

*All students in associate degree programs must demonstrate competence in computing and information technology.*

Anne Arundel Community College defines a student who is competent in computing and information technology as one who can:

- demonstrate a working knowledge of computer hardware and an appropriate operating environment to generate, store, retrieve, transfer and manipulate data; and
- use the computer as a tool to solve problems and produce information appropriate to coursework.

There are four ways to satisfy the computing and information technology requirement. A student may:

1. Complete a course or sequence of courses from the list of approved competency courses (see below);  
or
2. Transfer in an equivalent course from another institution;  
or
3. Test out of an approved course by passing a CLEP exam or departmental exam.
4. Regardless of how the competency requirement is met, students must complete the number of credits required by their degree program.

Once a student has satisfied the computing and information technology competency requirement by any of the approved methods, it will be noted in the student's permanent record that the requirement has been satisfied.

**APPROVED COMPETENCY COURSES**

*Completing one of the following approved courses or sequences of courses satisfies the computing and information technology competency requirement. (Students who completed an approved course or sequence of courses from this list during the fall 1994 term or any subsequent term have met the computing and information technology requirement provided the required competency elements were included in the course when it was taken.*

- ART 106** Digital Design  
**ART 255** Game Development  
**CSI 112\*** Computing and Information Technology  
**CSI 113\*** Theories and Applications of Digital Technology  
**EGR 120** Introduction to Engineering Design

*\*Also meet general education computer technology requirements, see page 43.*

**COMPLETING THE FOLLOWING SEQUENCE SATISFIES THE REQUIREMENT:**

- EDU 214** Introduction to Special Education  
 AND **EDU 211** Educational Psychology  
 OR **EDU 247** Early Childhood: Methods and Materials

**COMPLETING THE FOLLOWING SEQUENCE SATISFIES THE REQUIREMENT:**

- RAD 111** Radiographic Procedures 1  
**RAD 112** Clinical Radiography 1  
**RAD 121** Radiographic Procedures 2  
**RAD 122** Clinical Radiography 2  
**RAD 123** Imaging Equipment Maintenance and Operation  
**RAD 211** Radiographic Procedures 3  
**RAD 212** Clinical Radiography 3  
**RAD 231** Radiographic Procedures 4  
**RAD 232** Clinical Radiography 4  
**RAD 240** Advanced Radiography —  
 Patient Management Techniques  
**RAD 251** Radiation Biology and Protection  
**RAD 252** Clinical Radiography 5

**COMPLETING THE FOLLOWING SEQUENCE SATISFIES THE REQUIREMENT:**

- NUR 131** Maternal, Newborn Nursing and Women's Health  
**NUR 220** Nursing of Adult Clients in Health and Illness 2  
**NUR 221** Nursing Care of Children and Families  
**NUR 230** Nursing Management of Clients with Complex Health  
 Problems and Transition into Nursing  
**NUR 231** Nursing Perspectives 2

**COMPLETING THE FOLLOWING SEQUENCE SATISFIES THE REQUIREMENT:**

- PTA 101** Introduction to Physical Therapist Assistant  
**PTA 102** Physical Therapist Assistant 1  
**PTA 104** Physical Therapist Assistant 2  
**PTA 105** Clinical Practice 1  
**PTA 106** Kinesiology  
**PTA 201** Physical Therapist Assistant 3  
**PTA 202** Physical Therapist Assistant 4  
**PTA 203** Clinical Practice 2  
**PTA 204** Physical Therapist Assistant 5  
**PTA 205** Current Issues and Trends Affecting the  
 Physical Therapist Assistant  
**PTA 206** Clinical Practice 3  
**PTA 207** Clinical Practice 4

## DIVERSITY REQUIREMENT

We live in a society and world characterized by diversity, and Anne Arundel Community College believes that the study of diversity is an essential part of contemporary education.

### Diversity courses share common characteristics.

- They focus on one or more of the elements of diversity: race, ethnicity, gender, disability, class, sexual orientation, age, and culture.
- They look at how ideas about diversity are shaped by culture and affect the way people think and live.
- They link diversity to larger questions of power and privilege.
- They help students develop the knowledge and understanding needed to participate effectively in our diverse global, national, and local communities.

While the college encourages all students to complete a diversity course, each student pursuing an associate degree must fulfill the college's diversity requirement in one of the following ways:

1. Successfully complete one course from the list below
2. Successfully complete one program diversity sequence from the list below
3. Transfer credit awarded for an equivalent course successfully completed at another accredited institution of higher education in accordance with the college transfer credit policy.

### ***THE FOLLOWING COURSES AND SEQUENCES MEET THE COLLEGE DIVERSITY REQUIREMENT.***

#### **DIVERSITY COURSES**

- AFA 101** Introduction to African American Studies (AMS 101)  
**AFA 102** Psychology of African Americans (PSY 102)  
**AFA 214** African American History (HIS 214)  
**AFA 225** African American Literature (ENG 225)  
**AFA 228** African American Art (ART 228)  
**AMS 101** Introduction to African American Studies (AFA 101)  
**AMS 102** Introduction to Masculinity Studies (GSS/SOC 102)  
**AMS 211** Gender and Mass Media in the United States (GSS 211)  
**AMS 212** Introduction to Lesbian, Gay, Bisexual and Transgender Studies (GSS/SOC 212)  
**AMS 225** Cultural Representations of Disability, Gender and Sexuality in the U.S. (GSS/SOC 102)  
**ART 227** Asian Art  
**ART 228** African American Art (AFA 228)  
**ART 229** Art of Traditional and Tribal Cultures  
**ASL 120** Introduction to the American Deaf Community  
**BPA 105** Exploring the Future (FTR/PSY/SOC 105)  
**BPA 173** Managing and Valuing Workforce Diversity  
**BPA 174** Women and Business (GSS 174)  
**CJS 229** Women, Crime and Prison (GSS 229)  
**CJS 271** Civil Rights Law (LGS 271)  
**COM 200** Intercultural Communications  
**ECO 116** Inside the Global Economy  
**EDU 214** Introduction to Special Education  
**ENG 225** African American Literature (AFA 225)  
**ENG 226** Ethnic American Literature  
**ENG 228** Literature in English by Women (GSS 228)  
**FTR 105** Exploring the Future (BPA/PSY/SOC 105)  
**GSS 101** Introduction to Women's Studies  
**GSS 102** Introduction to Masculinity Studies (AMS/SOC 102)  
**GSS 113** Women's Health Issues (HEA 113)  
**GSS 115** Women and Minorities in Science (PHS 115)

- GSS 169** Music, Power and Gender (MUS 169)  
**GSS 174** Women and Business (BPA 174)  
**GSS 210** Images of Women (HUM 210)  
**GSS 211** Gender and Mass Media in the United States (AMS 211)  
**GSS 212** Introduction to Lesbian, Gay, Bisexual and Transgender Studies (AMS/SOC 212)  
**GSS 216** Human Sexuality (PSY 216)  
**GSS 217** Women of the Western World (HIS 217)  
**GSS 218** History of Women in America: 1607 to Present (HIS 218)  
**GSS 221** Psychology of Men (PSY 221)  
**GSS 222** Psychology of Women (PSY 222)  
**GSS 223** Philosophy and Gender (PHL 223)  
**GSS 225** Cultural Representations of Disability, Gender and Sexuality in the U.S. (AMS/SOC 102)  
**GSS 228** Literature in English by Women (ENG 228)  
**GSS 229** Women, Crime and Prison (CJS 229)  
**GSS 270** Gender and the Law (LGS 270)  
**HEA 113** Women's Health Issues (GSS 113)  
**HIS 214** African American History (AFA 214)  
**HIS 215** The Civil Rights Era  
**HIS 217** Women of the Western World (GSS 217)  
**HIS 218** History of Women in America: 1607-Present (GSS 218)  
**HIS 261** History of the Middle East (HLS 261)  
**HLS 261** History of the Middle East (HIS 261)  
**HRM 232** World Culture and Cuisine  
**HUM 210** Images of Women (GSS 210)  
**HUS 101** Human Service and Addiction Counseling Ethics in Practice  
**HUS 150** Introduction to Aging Studies (SOC 150)  
**LGS 270** Gender and the Law (GSS 270)  
**LGS 271** Civil Rights Law (CJS 271)  
**MUS 169** Music, Power and Gender (GSS 169)  
**MUS 262** World Music: Music as Culture  
**PHL 146** Contemporary Moral Problems  
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**PHS 115** Women and Minorities in Science (GSS 115)  
**PSY 102** Psychology of African Americans (AFA 102)  
**PSY 105** Exploring the Future (BPA/FTR/SOC 105)  
**PSY 214** Abnormal Psychology  
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**SOC 102** Introduction to Masculinity Studies (AMS/GSS 102)  
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**SOC 111** Introduction to Sociology  
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**SOC 212** Introduction to Lesbian, Gay, Bisexual and Transgender Studies (AMS/GSS 212)  
**SOC 225** Cultural Representations of Disability, Gender and Sexuality in the U.S. (AMS/GSS 102)

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- EMT 140** Paramedic 1  
**EMT 142** Paramedic 2  
**EMT 236** Paramedic 3

**COMPLETING THE FOLLOWING SEQUENCE  
SATISFIES THE REQUIREMENT:**

- PTA 101** Introduction to Physical Therapist Assistant
- PTA 102** Physical Therapist Assistant 1
- PTA 104** Physical Therapist Assistant 2
- PTA 105** Clinical Practice 1
- PTA 201** Physical Therapist Assistant 3
- PTA 202** Physical Therapist Assistant 4
- PTA 203** Clinical Practice 2
- PTA 204** Physical Therapist Assistant 5
- PTA 205** Current Issues and Trends Affecting the  
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- PTA 206** Clinical Practice 3
- PTA 207** Clinical Practice 4



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**ADDICTION COUNSELING**

**ADDICTION COUNSELING  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)**

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.HUS.ADD-CNSL)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Prepares students for careers in addiction counseling and enhances knowledge and skills of those already working in the field. Skills include individual, family and group counseling techniques, as well as assessment, treatment planning, prevention, and other topics related to addiction. Coursework includes 200 hours of clinical fieldwork. The degree provides the necessary academic coursework to attain certification as a certified supervised counselor-alcohol and drug (CSC-AD) by the Maryland Board of Professional Counselors. Students should contact the Maryland Board of Professional Counselors for all licensure and certification requirements at 410-764-4732 or <http://www.dhmv.state.md.us/bopc/> for requirements.

**RANGE OF OCCUPATIONS**

- Addiction counselor

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Program Requirements:** Students must earn a grade of C or better in all human services courses. 200 hours of unpaid clinical fieldwork in a community addiction agency is required in order to complete the program. Prior to enrolling in a fieldwork course, students must successfully complete HUS 101: Human Service and Addiction Counseling Ethics in Practice with a grade of C or better and meet with the Human Services Department Fieldwork Coordinator.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
BIO 101 Fundamentals of Biology	
OR BIO 230 Structure and Function of the Human Body	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 39 credits**

	CREDITS
<b>HUS 101</b> Human Service and Addiction Counseling	
Ethics in Practice .....	<b>3</b>
<b>HUS 102</b> Physiological Aspects of Chemical Dependence .....	<b>3</b>
<b>HUS 114</b> Beginning Counseling and Assessment Techniques .....	<b>3</b>
<b>HUS 115</b> Fieldwork: Beginning Counseling and	
Assessment Techniques .....	<b>3</b>
<b>HUS 130</b> Introduction to Family Counseling .....	<b>3</b>
<b>HUS 140</b> Topics in Alcohol and Drug Counseling:	
Co-occurring Disorders .....	<b>3</b>
<b>HUS 141</b> Group Dynamics .....	<b>3</b>
<b>HUS 200</b> Addiction Treatment Delivery .....	<b>3</b>
<b>HUS 216</b> Theories of Counseling .....	<b>3</b>
<b>HUS 217</b> Fieldwork: Theories of Counseling .....	<b>3</b>
<b>PSY 111</b> Introduction to Psychology .....	<b>3</b>
<b>PSY 214</b> Introduction to Abnormal Psychology .....	<b>3</b>
<b>Electives</b> .....	<b>3</b>
<i>Choose from HUS 211 or HUS/CJS228 or CJS 229 or CJS 231 or CJS 233 or SOC 132.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Computer technology general education requirement satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

**ADDICTION COUNSELING**

**ADDICTION COUNSELING  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)

**Award:** Certificate (code CRT.HUS.ADD-CNSL)

**Total Credit Hours:** 24 credit hours.

**Purpose:** Prepares students for careers in addiction counseling and enhances knowledge and skills of those already working in the field. Skills include individual, family and group counseling techniques, as well as assessment, treatment planning, prevention, and other topics related to addiction. Coursework includes 100 hours of clinical fieldwork. The certificate provides the necessary academic coursework to attain certification as a certified supervised counselor-alcohol and drug (CSC-AD) by the Maryland Board of Professional Counselors. Students should contact the Maryland Board of Professional Counselors for all licensure and certification requirements at 410-764-4732 or <http://www.dhmf.state.md.us/bopc/> for requirements.

**RANGE OF OCCUPATIONS**

- Addiction counselor

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).

**Program Requirements:** Students must earn a grade of C or better in all human services courses. 100 hours of unpaid clinical fieldwork in a community addiction agency is required in order to complete the program. Prior to enrolling in a fieldwork course, students must successfully complete HUS 101: Human Service and Addiction Counseling Ethics in Practice with a grade of C or better, and meet with the Human Services Department Fieldwork Coordinator.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24 credits**

CREDITS

<b>HUS 101</b> Human Service and Addiction Counseling Ethics in Practice .....	<b>3</b>
<b>HUS 102</b> Physiological Aspects of Chemical Dependence .....	<b>3</b>
<b>HUS 114</b> Beginning Counseling and Assessment Techniques .....	<b>3</b>
<b>HUS 115</b> Fieldwork: Beginning Counseling and Assessment Techniques .....	<b>3</b>
<b>HUS 130</b> Introduction to Family Counseling .....	<b>3</b>
<b>HUS 140</b> Topics in Alcohol and Drug Counseling: Co-occurring Disorders .....	<b>3</b>
<b>HUS 141</b> Group Dynamics .....	<b>3</b>
<b>HUS 200</b> Addiction Treatment Delivery .....	<b>3</b>

AGING STUDIES

**AGING STUDIES  
ASSOCIATE OF SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/AGINGSTUDIES](http://www.aacc.edu/agingstudies)**

**Award:** Associate of Science degree, A.S. (code AS.HUS.AGING)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To train graduates to work in a variety of entry-level positions in services to older adults in social, medical and economic fields. Graduates can transfer to four-year institutions to further their education in areas such as gerontology, social work, counseling, and various health programs.

**RANGE OF OCCUPATIONS**

- Consultant
- Health services
- Social services
- Corrections
- Rehabilitation
- Counseling/therapy
- Mental health
- Residential services

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Program Requirements:** Students must maintain a grade of C or better in all human services and fieldwork courses. They also must perform satisfactorily in the appropriate fieldwork area in order to graduate.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-36 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 141 Small Group Discussion	
ARTS and HUMANITIES general education other than COM	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
BIO 135 Principles of Nutrition	
OR BIO 136 Principles of Nutrition and Laboratory	
AND BIO 230 Structure and Function of the Human Body	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<i>If transferring to UMBC, take HEA 100 or HEA 114.</i>	
<b>MATHEMATICS</b> .....	<b>3</b>
MAT 135 Elementary Statistics	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 27 credits**

	CREDITS
<b>BIO 152</b> Biology of Aging .....	<b>3</b>
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA elective</b> .....	<b>3</b>
<i>If transferring to UMBC, take BPA 142.</i>	
<b>HUS 101</b> Human Service and Addiction Counseling	
Ethics in Practice .....	<b>3</b>
<b>HUS 114</b> Beginning Counseling and Assessment Techniques ...	<b>3</b>
<b>HUS 115</b> Fieldwork: Beginning Counseling and	
Assessment Techniques .....	<b>3</b>
<b>PSY 151</b> Psychology of Aging .....	<b>3</b>
<b>SOC 150</b> Introduction to Aging Studies .....	<b>3</b>
<b>Elective</b> (arts and humanities or social and behavioral sciences) ..	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Computer technology general education requirement satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

AGING STUDIES

**AGING STUDIES  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/AGINGSTUDIES](http://www.aacc.edu/AGINGSTUDIES)

**Award:** Certificate (code CRT.HUS.AGING)

**Total Credit Hours:** A minimum of 24 credit hours.

**Purpose:** With projected growth of the older adult population, the need increases for employees of agencies and institutions serving older adults to be educated on the social, biological and psychological aspects of the lives of the clients they serve and patients for whom they care. These courses provide a basic knowledge of the social, biological and psychological aspects of aging and aging populations. They also provide the fundamentals for continuing in aging studies. Course of study options are provided to allow for specialization in student's field of interest.

**Occupational Goal:** Jobs in agencies or businesses providing services or products to older adults such as those in health, mental health, counseling assistant, nutrition, housing and case management. Students should choose the course option most appropriate to their field or occupation.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirement:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Program Requirements:** Students must maintain a grade of C or better in all human services and fieldwork courses. They also must perform satisfactorily in the appropriate fieldwork area in order to graduate.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24-25 credits**

CREDITS

<b>BIO 152</b> Biology of Aging	
OR <b>BIO 135</b> Principles of Nutrition	
OR <b>BIO 136</b> Principles of Nutrition and Laboratory	.....3-4
<b>BPA 142</b> Principles of Management	
OR <b>BPA 201</b> Financial Accounting	.....3
<b>HUS 101</b> Human Service and Addiction Counseling	
Ethics in Practice	.....3
<b>HUS 114</b> Beginning Counseling and Assessment Techniques	...3
<b>HUS 115</b> Fieldwork: Beginning Counseling and	
Assessment Techniques	.....3
<b>PSY 151</b> Psychology of Aging	.....3
<b>SOC 150</b> Introduction to Aging Studies	.....3
<b>Elective</b> (arts and humanities or social and behavioral sciences)	..3

**AGING STUDIES**

**HOME HEALTH CAREGIVER OPTION CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/AGINGSTUDIES](http://www.aacc.edu/agingstudies)

**Award:** Certificate (code CRT.HUS.HOME-CARE)

**Total Credit Hours:** A minimum of 19 credit hours.

**Purpose:** According to the United States Department of Labor Bureau of Labor Statistics, employment of caregivers, also known as personal and home care aides, is projected to grow much faster than average for all occupations through the year 2014. “The number of elderly people, an age group characterized by mounting health problems and requiring some assistance with daily activities, is projected to rise substantially.” ([www.bls.gov/oco](http://www.bls.gov/oco))

Caring for the family as well as the patient is an integral part of any health care setting. Students will learn the importance of maintaining effective communication with the family in order to identify mutual goals and facilitate positive outcomes.

These courses will provide knowledge of the social, biological, and psychological aspects of aging and aging populations. They will also provide students with the fundamentals for continuing in aging studies if they so choose. Students who complete NUR 100 are eligible for the Certified Nursing Assistant through the Maryland Board of Nursing or eligible to sit for the state registry exam for geriatric nursing assistants. Upon completion of the certificate, students may work as a home and/or professional caregiver and/or transfer into the A.S. degree in Aging Studies at AACC.

**RANGE OF OCCUPATIONS**

- Home health caregiver
- Professional health caregiver
- Geriatric nursing assistant

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:**

1. Eligibility for ENG 111 or ENG 115 or ENG 121.
2. Completion of the college mathematics placement test.
3. Submit a completed application for NUR 100 by application deadline.
4. Students will be admitted to the NUR 100 course upon completion of the application process.
5. Prior to registering for NUR 100, students must submit proof of current certification in American Heart Association CPR and a complete health professions health examination record to FLRS 306.
6. Satisfactory completion of a criminal background check.
7. Submission of a completed health examination record.
8. Submission of copy of required CPR card.
9. Prior to enrolling in HUS 275, Human Services Practicum, students must meet with the Human Services Department Fieldwork Coordinator. This course requires 150 hours of unpaid clinical fieldwork in community.

**Graduation Requirements:** Students must earn a grade of C or better in all human services courses.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 19 credits**

		CREDITS
<i>FIRST TERM</i>		
<b>HUS 151</b>	Psychology of Aging .....	<b>3</b>
<b>SOC 150</b>	Introduction to Aging Studies .....	<b>3</b>
<i>SECOND TERM</i>		
<b>HUS 152</b>	Biology of Aging .....	<b>3</b>
<b>NUR 100</b>	Patient Care Technician/Geriatric Nursing Assistant .....	<b>6</b>
<i>THIRD TERM</i>		
<b>HUS 275</b>	Human Services Practicum 1 .....	<b>3</b>
<b>NUR 104</b>	In-Home Aide .....	<b>1</b>

**AGING STUDIES**

**AGING STUDIES**

**LETTER OF RECOGNITION**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[www.aacc.edu/agingstudies](http://www.aacc.edu/agingstudies)

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of nine credit hours.

**Purpose:** With projected exponential growth of the older adult population, the need increases for employees of agencies and institutions serving older adults to be educated on the social, biological and psychological aspects of the lives of the clients they serve and patients for whom they care. These three courses provide a basic knowledge of the social, biological and psychological aspects of aging and aging populations. They also provide students with the fundamentals for continuing in aging studies if they so choose.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).

**Program Requirements:** Completion of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9-10 credits**

CREDITS

<b>BIO 152</b> Biology of Aging	
OR <b>BIO 135</b> Principles of Nutrition	
OR <b>BIO 136</b> Principles of Nutrition and Laboratory	.....3-4
<b>SOC 150</b> Introduction to Aging Studies	.....3
<b>PSY 151</b> Psychology of Aging	.....3

**ALTERNATIVE AND SUSTAINABLE ENERGY SYSTEMS**

**ALTERNATIVE AND SUSTAINABLE ENERGY SYSTEMS CERTIFICATE**

**HENRY L. DRAGUN SCIENCE BUILDING**  
**ROOM 226, 410-777-2260**  
[WWW.AACC.EDU/SCIENCE](http://www.aacc.edu/science)

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.PHY.SESYS)

**Total Credit Hours:** A minimum of 16 credit hours.

**Purpose:** Prepares for employment in the field of alternative energy and alternative energy technology. Examines the principles and systems analysis of energy systems and provides the skills and training required to measure, troubleshoot, and diagnose energy system performance, and the background for evaluating possible energy conservation and/or improved energy efficiency strategies. Provides preparation for the RESNET National Energy Rater Certification.

*Note: The RESNET Energy Rater Certification exam is optional and a responsibility of the student.*

This certificate focuses on the residential energy environment and is suited for both the student considering an entry level career in the alternative energy field and for professionals in the building trades or in real estate who plan to upgrade skills and/or to earn certification as a residential energy rater.

**RANGE OF OCCUPATIONS**

- Alternative energy technician
- Energy auditor

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

CREDITS

<b>SES 100</b> Green Strings: Tying Energy Efficiency and Energy Sustainability Together . . . . .	<b>1</b>
<b>SES 101</b> Introduction to Conventional and Alternative Energy Source . . . . .	<b>3</b>
<b>SES 200</b> Residential Energy Systems 1: The Electrical System . . . .	<b>4</b>
<b>SES 201</b> Residential Energy Systems 2: Heating and Cooling System . . . . .	<b>4</b>
<b>SES 250</b> RESNET Energy Rater Certification Training . . . . .	<b>4</b>

*The option of sitting for the national RESNET Energy Rater exam is available provided the course is successfully passed with a grade of C or better. Fees for the exam are the student's responsibility.*

AMERICAN SIGN LANGUAGE

AMERICAN SIGN LANGUAGE  
LETTER OF RECOGNITION

CAREERS CENTER  
ROOM 131, 410-777-2649

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of nine credit hours.

**Purpose:** An American Sign Language (ASL) Letter of Recognition provides a basic foundation of ASL and an appreciation of Deaf history and culture or an understanding of ASL interpretation. This makes it possible for learners in any area of study to serve the Deaf and Hard of Hearing population. These courses integrate basic ASL conversations adhering to ASL linguistic structures and cultural norms with introductory history and culture of the American Deaf community or the theoretical processes and ethics of interpreting. *Note: This letter of recognition does not qualify recipients as interpreters.*

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of the required courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

REQUIREMENTS: 9 credits

	CREDITS
ASL 111 American Sign Language 1.....	3
ASL 112 American Sign Language 2.....	3
<b>And at least one (1) of the following</b> .....	<b>3</b>
ASL 113 American Sign Language 3	
ASL 120 Introduction to the American Deaf Community	
ASL 140 Introduction to Interpretation	

**APPLIED SOCIOLOGY**

**APPLIED SOCIOLOGY  
LETTER OF RECOGNITION**

**CAREERS CENTER**  
**ROOM 136, 410-777-2369**  
[www.aacc.edu/socgeo](http://www.aacc.edu/socgeo)

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of nine credit hours.

**Purpose:** The Applied Sociology Letter of Recognition provides a three-part sequence that links (1) basic understanding of sociology with (2) a set of useful skills for applying this understanding to (3) a target area of interest. This makes it possible for learners in any area of study to validate completion of this skills-based sequence en route to an Associate of Arts degree. The sequence of courses integrates the conceptual tools of sociology to practical, client or employer-oriented problem solving. The course sequence is flexible. Learners or employers can tailor a sequence of courses requiring the skills outlined in the letter and providing a means to document completion.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of the required courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

CREDITS

<b>SOC 111</b>	Introduction to Sociology.....	<b>3</b>
<b>SOC 230</b>	Introduction to Applied Sociology .....	<b>3</b>
	OR SOC 250 Statistics in Social and Behavioral Sciences	
	OR SOC 265 Social Research Methods	
<b>And at least one (1) of the following .....</b>		<b>3</b>
<b>SOC 113</b>	Urban Sociology	
<b>SOC 121</b>	Introduction to Cultural Anthropology	
<b>SOC 122</b>	Social Problems	
<b>SOC 124</b>	Substance Abuse in America	
<b>SOC 130</b>	Diversity in Society	
<b>SOC 132</b>	Juvenile Delinquency	
<b>SOC 150</b>	Introduction to Aging Studies	
<b>SOC 155</b>	Death and Dying	
<b>SOC 210</b>	Sociology of Deviance	
<b>SOC 213</b>	Marriage and the Family	
<b>SOC 220</b>	Gender and Culture: Gender Roles in Cross-Cultural Perspectives	
<b>SOC 224</b>	Criminology	
<b>SOC 230</b>	Introduction to Applied Sociology ( <i>if not taken before</i> )	
<b>SOC 250</b>	Statistics in Social and Behavioral Sciences ( <i>if not taken before</i> )	
<b>SOC 260</b>	Terrorism/Counterterrorism	
<b>SOC 265</b>	Social Research Methods ( <i>if not taken before</i> )	
<b>SOC 275</b>	Practicum in Sociology	
<b>SOC 276</b>	Practicum in Applied Social Research	
<b>Special Topics</b>		
<b>SOC 281</b>	Sociology of Religion	
<b>SOC 296</b>	The North American Indian	

## ARCHITECTURE AND INTERIOR DESIGN

**OVERVIEW**

Architecture, Interior Design, Construction Management and Landscape Architecture programs at Anne Arundel Community College provide the skills necessary for immediate employment or the curriculum required for students wishing to transfer. With an emphasis on design and construction, instruction begins with hand-drafting with materials and methods of construction. It is then followed by more advanced courses using the latest technology in computer-aided drafting and design (CADD), Building Information Modeling (BIM) and 3D printing. All degrees include specific study in sustainable and high-performance design based on the LEED (Leadership in Energy and Environmental Design) system through the United States Green Building Council. Students are prepared for transfer to a university or placement in the workforce. Transfer students should consult with the department chair to keep abreast of departmental articulation agreements. All agreements are based on portfolio review, so students are strongly encouraged to keep all of their work, including preliminary work, to illustrate the design process.

The department offers three primary disciplines: Architecture, Interior Design and Construction Management. Architecture additionally offers a pathway in Landscape Architecture while Interior Design has opportunities for Advanced Interior Design study and Kitchen and Bath Design based on NKBA standards (the National Kitchen and Bath Association). Each discipline offers an option for obtaining a two-year Associate of Applied Science degree, as well as certificates which target specific skills and allow for early entry into the field. In addition, each option offers a "Fast Track" degree option for those who already hold an associate, baccalaureate or master's degree from a U.S. regionally accredited college or university and whose program includes at least 20 hours of general education courses. Courses in certificate programs may also apply toward the Applied Science degree options. Students may obtain more than one of the department's degree options or certificates.

Award-winning full- and part-time faculty members are locally and nationally certified as licensed, practicing professionals. Students may join student chapters of professional organizations such as AIA (American Institute of Architects) and ASID (American Society of Interior Designers). Membership in these groups allows the opportunity to be involved in community service projects, such as the ASID student chapter's award-winning (Sarah's House) redesign of the general dining hall or the State's Attorney General's Office Victim/Witness room. Other community service projects include the Glen Burnie Town Center Welcome Arch and the college's own entrance sign on Governor Ritchie Highway.

Enhance your learning even more and earn three transferable credits by taking one of the department's exciting travel study courses to Paris or Chicago. The department's many regional, state and national awards recognize the excellent work of our students and demonstrates the commitment for the pursuit of excellence.



ARCHITECTURE AND INTERIOR DESIGN

**ARCHITECTURE OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**Room 234, 410-777-2442**  
[www.aacc.edu/architecture](http://www.aacc.edu/architecture)

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.ACH.ARCH)

**Total Credit Hours:** A minimum of 69 credit hours.

**Purpose:** The option primarily prepares students for further study in the field of architecture, but also equips students with employable skills for the design and construction professions. Specific skills are developed in preparation of contract documents, theory analysis and design presentation, computer-aided drafting and design (CAD), building information modeling (BIM), building materials and techniques of construction. Includes specific study in sustainable and high performance design based on the LEED (Leadership in Energy and Environmental Design) system through the United States Green Building Council. The option teaches how to apply technology to the design process and enables graduates to seek employment within the architectural design and the construction industries. Credits may be transferred to schools offering bachelors and master’s degrees in architecture. See department chair regarding specific architecture school requirements and departmental transfer agreements.

**RANGE OF OCCUPATIONS**

- Architect’s field representative
- Architectural designer
- Architectural drafter
- CAD (computer-aided design) operator
- Construction manager
- Estimator
- Manufacturer’s representative
- Specification writer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Architecture students must complete a minimum of six credit hours in the area of computer-aided design (CAD). CAD courses should be selected after consultation with an architectural faculty adviser.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 24-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Satisfied by program requirement (ACH 221).</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
<i>Architecture and Construction Management students must take PHY 111, Interior Design students must take PHY 120 and Landscape students must take BIO 113.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 121 Algebra and Trigonometry	
OR MAT 151 Introductory Analysis (Pre-Calculus Mathematics)	
OR MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 45-46 credits**

	CREDITS
<b>ACH 111-ACH 112</b> Architectural Design 1, 2 .....	<b>7</b>
<i>ACH111 and ACH 121 are corequisites.</i>	
<b>ACH 121-ACH 122</b> Architectural Materials and Methods 1, 2 .....	<b>7</b>
<b>ACH 211-ACH 212</b> Architectural Design 3, 4 .....	<b>7</b>
<b>ACH 221</b> History of World Architecture 1 .....	<b>3</b>
<b>ACH 222</b> History of World Architecture 2 .....	<b>3</b>
<b>ACH 230</b> Cost Estimating for Design .....	<b>3</b>
<b>ACH 231</b> Professional Practices in Architecture .....	<b>3</b>
<b>ACH 240</b> Construction Documentation .....	<b>3</b>
<b>ACH 242</b> Environmental Systems for Design .....	<b>3</b>
<b>ACH 245</b> Computer Applications for Design .....	<b>3</b>
<b>CAD elective</b> (computer-aided design) .....	<b>3-4</b>
<i>Choose from ACH 255, ACH 265, ACH 270, ACH 271, ART 154, ENT 242 and ENT 243. Students may substitute an additional mathematics course for one of the ACH, ART, or ENT computer-aided design electives if required by the transfer institution. Students should check the mathematics requirement of their transfer institution before selecting a course.</i>	

**ADDITIONAL REQUIREMENTS**

- COMPUTER COMPETENCY REQUIREMENT**  
*General education requirement CSI 112 or CSI 113 meets this requirement.*
- DIVERSITY REQUIREMENT**  
*General education requirement SOC 111 meets this requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

ARCHITECTURE AND INTERIOR DESIGN

**CONSTRUCTION MANAGEMENT OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/ARCHITECTURE](http://www.aacc.edu/architecture)

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.ACH.CSTN-MGMT)

**Total Credit Hours:** A minimum of 65 credit hours.

**Purpose:** Training in the organization and management of both large and small construction projects. Develop skills in the areas of project management, construction estimating, materials and methods of construction and construction documentation. Teaches and integrates principles of business management as applied to construction technology.

**RANGE OF OCCUPATIONS**

- Construction manager
- Estimator
- Foreman
- Inspector
- Owner’s field representative
- Project manager
- Superintendent

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates:**

- Construction Management certificate, page 71.

**GENERAL EDUCATION REQUIREMENTS: 24-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
PHY 111 Fundamentals of Physics 1	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 121 Algebra and Trigonometry	
OR MAT 151 Introductory Analysis (Pre-Calculus Mathematics)	
OR MAT 191 Calculus and Analytic Geometry 1	
<i>Students should check the mathematics requirement if their transfer institution before selecting a course.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
ECO 116 Inside the Global Economy	

**PROGRAM REQUIREMENTS: 41 credits**

	CREDITS
<b>ACH 111</b> Architectural Design 1 .....	<b>4</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 121-ACH 122</b> Architectural Materials and Methods 1, 2 .....	<b>7</b>
<b>ACH 216</b> Construction Management .....	<b>3</b>
<b>ACH 218</b> Construction Operations .....	<b>3</b>
<b>ACH 219</b> Construction Contract Administration .....	<b>3</b>
<b>ACH 230</b> Cost Estimating for Design .....	<b>3</b>
<b>ACH 242</b> Environmental Systems for Design .....	<b>3</b>
<b>ACH 245</b> Computer Applications for Design .....	<b>3</b>
<b>BPA 142</b> Principles of Management .....	<b>3</b>
<b>BPA 162</b> Business Communications .....	<b>3</b>
<b>BPA 253</b> Business Law 1 .....	<b>3</b>
<b>CSI 116</b> Introduction to Project Management .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 or CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*General education requirement ECO 116 meets this requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

ARCHITECTURE AND INTERIOR DESIGN

**INTERIOR DESIGN OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/ARCHITECTURE](http://www.aacc.edu/architecture)**

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.ACH.INT-DSGN)

**Total Credit Hours:** A minimum of 66 credit hours.

**Purpose:** Prepares students in the field of interior design while developing essential skills required in the workforce. Program focuses on both residential and commercial aspects of design and construction such as, illustration, color, lighting, textiles, finishes and furnishings. Equips students with employable skills in research, client relations, programming, contract documentation, design analysis, presentation, CAD (computer aided design), BIM (building information modeling) and interior material specifications. In addition to both the creative and functional aspects of design the program focuses on health, safety and welfare issues required by the industry. These issues include sustainable design based on the LEED system (Leadership in Energy and Environmental Design), ADA (The Americans with Disability Act) and human factors in design such as anthropometrics, ergonomics and color psychology. Credits may be transferred to schools offering bachelor's degrees in interior design. See department chair regarding specific college and university requirements and department transfer agreements. Program satisfies the minimum credit requirements for ASID (American Society of Interior Designers) Allied or professional membership. Also satisfies the minimum educational requirement for NCIDQ (National Council for Interior Design Qualification) certification. Provides pathways to industry required internships, entry level positions and the advanced certificate options.

**RANGE OF OCCUPATIONS**

- Interior design intern
- Entry level staff designer
- Furniture designer
- Interior construction or remodeling consultant
- Industry sales representative
- Facilities planner
- Architectural representative
- Interior/Architectural CAD operator
- Specialty interiors consultant
- Marketing and promotion

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates:**

- Advanced Interior Design certificate, page 70.
- Interior Design certificate, see page 73.

**GENERAL EDUCATION REQUIREMENTS: 22-25 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
ART 125 Drawing 1	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3</b>
PHY 120 Sound and Light — An Interdisciplinary Course	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3</b>
<i>Transfer Agreements: Agreements may exist for this program of study. To access agreements, go to <a href="http://www.aacc.edu/transfer">www.aacc.edu/transfer</a> and then click on "Articulations."</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 44 credits**

	CREDITS
<b>ACH 100</b> Introduction to Interior Design .....	<b>1</b>
<b>ACH 104</b> Materials and Methods for Interior Design 1 .....	<b>3</b>
<b>ACH 105</b> Textiles and Textile Application .....	<b>3</b>
<b>ACH 106</b> Residential Design Studio .....	<b>4</b>
<b>ACH 111-ACH 112</b> Architectural Design 1, 2 .....	<b>7</b>
<i>ACH111 and ACH 121 are corequisites.</i>	
<b>ACH 121</b> Architectural Materials and Methods 1 .....	<b>4</b>
<b>ACH 201</b> History of Interior Design .....	<b>3</b>
<b>ACH 202</b> Space Planning .....	<b>3</b>
<b>ACH 203</b> Commercial Design Studio .....	<b>4</b>
<b>ACH 204</b> Interior Construction Detailing .....	<b>3</b>
<b>ACH 242</b> Environmental Systems for Design .....	<b>3</b>
<b>ACH 245</b> Computer Applications for Design .....	<b>3</b>
<b>CAD elective</b> (computer-aided design) .....	<b>3</b>
<i>Choose from ACH 255, ACH 265, ACH 270, ACH 271, ART 154, ENT 242 and ENT 243.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 or CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*General education requirement SOC 111 meets this requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

ARCHITECTURE AND INTERIOR DESIGN

**ADVANCED INTERIOR DESIGN OPTION CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2442**  
[WWW.AACC.EDU/ARCHITECTURE](http://www.aacc.edu/architecture)

**Award:** Certificate (code CRT.ACH.ADV-INT-DSGN)

**Total Credit Hours:** 33-34 credit hours.

**Purpose:** Prepares students working in the field of interior design by further developing essential skills required in the workforce. Builds on the Interior Design AAS degree by addressing advanced design aspects of interior design. Strengthens aesthetic, analytical and technical skills within the design process. Advances knowledge through concentrated studies in design history, structural and non-structural materials, sustainable design, construction drawings, codes, regulations, business practices, lighting and illustration. Includes specific studies in sustainable and high performance design based on the LEED (Leadership in Energy and Environmental Design) system through the USGBC (United States Green Building Council) and its role in the built environment. Projects focus on research, writing and graphic presentation skills with a strong emphasis on real-life design experiences as well as theory.

Offers an NKBA (National Kitchen and Bath Association) directed pathway for kitchen and bath design. Provides specific coursework that can benefit those already in the workforce. Prepares students to qualify as candidates for certification as an interior designer in the state of Maryland through NCIDQ (National Council for Interior Design Qualification) certification preparation. This certificate is not a substitute for state certification. Credits may be transferred to schools offering a bachelor's degree in interior design.

**RANGE OF OCCUPATIONS**

- Commercial designer
- Facilities design and management
- Hospitality designer
- Interior design manager
- Kitchen and bath designer
- Project manager
- Sustainable designer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 33-34 credits**

	CREDITS
<b>ACH 202</b> Space Planning	3
<b>ACH 205</b> Advanced Residential Studio	4
<b>ACH 206</b> Kitchen and Bath Design	4
<b>ACH 207</b> Portfolio and Visual Presentations	3
<b>ACH 208</b> History of Ornament, Textiles and Color	3
<b>ACH 209</b> Lighting for Interior Design	3
<b>ACH 213</b> Sustainable Interiors	3
<b>ACH 214</b> Professional Practices in Interior Design	3
<b>Option</b> (Advanced Interior Design or Kitchen and Bath)	7-8

*Advanced Interior Design option courses:*

- ACH 210 Advanced Commercial Studio (4 credits)*
- ACH 215 Interior Design Standards (3 credits)*

OR

*Kitchen and Bath option courses:*

- ACH 226 Advanced Kitchen and Bath Design (4 credits)*
- ACH 235 Computer Applications for Kitchen and Bath Design (1 credit)*
- ACH 275 Internship in Architecture and Interior Design (3 credits)*

**ARCHITECTURAL CAD OPTION CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2442**  
[WWW.AACC.EDU/ARCHITECTURE](http://www.aacc.edu/architecture)

**Award:** Certificate (code CRT.ACH.CAD)

**Total Credit Hours:** 30 credit hours.

**Purpose:** Training for employment as a computer-aided design (CAD) operator and architectural technician. Emphasizes computer delineation of building materials as they pertain to the detailing of residential and commercial buildings.

**RANGE OF OCCUPATIONS**

- Architectural technician
- CAD (computer-aided design) operator

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

	CREDITS
<b>ACH 111</b> Architectural Design 1	4
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 121-ACH 122</b> Architectural Materials and Methods 1, 2	7
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 240</b> Construction Documentation	3
<b>ACH 245</b> Computer Applications for Design	3
<b>CSI 112</b> Computing and Information Technology	4
OR <b>CSI 113</b> Theories and Applications of Digital Technology	4
<b>Electives</b> (CAD)	9
<i>CAD electives: ACH 255, ACH 265, ACH 270, ACH 271, ART 154, ENT 242 and ENT 243.</i>	

ARCHITECTURE AND INTERIOR DESIGN

**ARCHITECTURAL ILLUSTRATION OPTION CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/ARCHITECTURE](http://WWW.AACC.EDU/ARCHITECTURE)

**Award:** Certificate (code CRT.ACH.ILLN)

**Total Credit Hours:** 30 credit hours.

**Purpose:** Teaches presentation techniques used in professional architectural rendering. Emphasizes the artistic side of architecture with an emphasis on various drawing techniques.

**RANGE OF OCCUPATIONS**

- Architectural draftsman
- Architectural renderer
- Illustrator

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

CREDITS

<b>ACH 111-ACH 112</b> Architectural Design 1, 2 .....	<b>7</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 121-ACH 122</b> Architectural Materials and Methods 1, 2 .....	<b>7</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 211</b> Architectural Design 3 .....	<b>3</b>
<b>ACH 245</b> Computer Applications for Design .....	<b>3</b>
<b>ART 103</b> Color .....	<b>3</b>
<b>ART 125</b> Drawing 1 .....	<b>3</b>
<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology .....	<b>4</b>

**CONSTRUCTION MANAGEMENT OPTION CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/ARCHITECTURE](http://WWW.AACC.EDU/ARCHITECTURE)

**Award:** Certificate (code CRT.ACH.CSTN-MGMT)

**Total Credit Hours:** 36 credit hours.

**Purpose:** Teaches skills in the area of construction project management, construction estimating, materials and methods of construction and construction documentation. Credits may be transferred toward an Associate of Applied Science degree in architecture and interior design, or to schools offering a bachelor's degree in building construction or construction management. See advisers regarding specific requirements.

**RANGE OF OCCUPATIONS**

- Construction manager
- Estimator
- Foreman
- Inspector
- Owner's field representative
- Project manager
- Superintendent

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 36 credits**

CREDITS

<b>ACH 111</b> Architectural Design 1 .....	<b>4</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 121-ACH 122</b> Architectural Materials and Methods 1, 2 .....	<b>7</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 216</b> Construction Management .....	<b>3</b>
<b>ACH 218</b> Construction Operations .....	<b>3</b>
<b>ACH 219</b> Construction Contract Administration .....	<b>3</b>
<b>ACH 230</b> Cost Estimating for Design .....	<b>3</b>
<b>ACH 242</b> Environmental Systems for Design .....	<b>3</b>
<b>ACH 245</b> Computer Application for Design .....	<b>3</b>
<b>BPA 142</b> Principles of Management .....	<b>3</b>
<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology .....	<b>4</b>

ARCHITECTURE AND INTERIOR DESIGN

**CONSTRUCTION MANAGEMENT ENTREPRENEURSHIP CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2442**  
[WWW.AACC.EDU/ARCHITECTURE](http://www.aacc.edu/architecture)

**Award:** Certificate (code CRT.ACH.CSTN-ENTREP)

**Total Credit Hours:** 35 credit hours.

**Purpose:** This certificate is designed to prepare students to launch and operate their own construction venture or take a leadership role in an existing construction firm or related business. The construction industry is one of the four critical workforce areas identified by the Maryland Department of Labor. A certificate in construction management entrepreneurship provides you with the skills to start your own construction venture, work with others to identify business opportunities, join entrepreneurial ventures, or work for an established construction firm or related business. Construction Management Entrepreneurship students are often in demand by growth-oriented companies wanting to incorporate entrepreneurial vision and innovation in their construction related organizations and by companies seeking individuals who have the ability to solve problems creatively and improve productivity. Regardless of size, all businesses need managers who can identify opportunities, obtain resources, plan, organize, direct and control work to accomplish business objectives.

Topics covered during course work include: entrepreneurial thinking and opportunity recognition, developing a business plan, obtaining resources, managing finances, strategic planning, selecting managers and employees, organizing and designing the business, identifying and capitalizing on opportunities, managing technology, successfully dealing with managerial challenges and knowledge of the construction field. In addition, this program will provide students with essential skills and content in construction management, construction operations, construction materials and methods/building assemblies, construction document reading and interpretation, estimating, bidding, contract award/negotiation, construction contract administration, mobilization and procurement of construction resources, scheduling, risk management, project close-out and turnover. Students will learn to use this knowledge as it relates to operating a successful and profitable business.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 35 credits**

	CREDITS
<b>ACH 111</b> Architectural Design 1 . . . . .	<b>4</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 121-ACH 122</b> Architectural Materials and Methods 1, 2 . . . . .	<b>7</b>
<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 216</b> Construction Management . . . . .	<b>3</b>
<b>ACH 218</b> Construction Operations . . . . .	<b>3</b>
<b>ACH 230</b> Cost Estimating for Design . . . . .	<b>3</b>
<b>ESI 103</b> Introduction to Entrepreneurship . . . . .	<b>3</b>
<b>ESI 104</b> Entrepreneurship: Sales and Marketing for . . . . .	
Small Business . . . . .	<b>3</b>
<b>ESI 217</b> Small Business Accounting . . . . .	<b>3</b>
<b>ESI 250</b> Entrepreneurship: Legal Issues for Business . . . . .	<b>3</b>
<b>ESI 270</b> Entrepreneurship: New Venture Planning . . . . .	<b>3</b>

ARCHITECTURE AND INTERIOR DESIGN

**INTERIOR DESIGN OPTION  
CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/ARCHITECTURE](http://WWW.AACC.EDU/ARCHITECTURE)

**Award:** Certificate (code CRT.ACH.INT-DSGN)

**Total Credit Hours:** 39 credit hours.

**Purpose:** Develop both aesthetic vision and technical skills to formulate design solutions for residential and commercial interior environments. The program provides an understanding of the design process from client needs, programming, schematic design, design development and product specification, through final presentation. Develops basic knowledge of codes, regulations, health, safety and welfare issues affecting the human environment. Provides pathways toward entry-level positions in interior design or allied fields. Program is ideal for students seeking ASID (American Society of Interior Designers) allied membership. Credits earned may be applied to the Interior Design associate of applied science degree or the advanced interior design certificate.

**RANGE OF OCCUPATIONS**

- Artwork and accessory representative
- Consultant for home decorating center
- Design assistant for residential or architectural studios
- Event planner
- Home staging
- Interior color consultant
- Interior decorator
- Manufacturer’s representative for interior industry
- Sales representative for furniture and fabrics

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 39 credits**

CREDITS

<b>ACH 100</b>	Introduction to Interior Design	1
<b>ACH 104</b>	Materials and Methods for Interior Design	3
<b>ACH 105</b>	Textiles and Textile Applications	3
<b>ACH 106</b>	Residential Design Studio	4
<b>ACH 111</b>	Architectural Design 1	4
	<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 121</b>	Architectural Materials and Methods 1	4
	<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 201</b>	History of Interior Design	3
<b>ACH 202</b>	Space Planning	3
<b>ACH 203</b>	Commercial Design Studio	4
<b>ACH 204</b>	Interior Construction Detailing	3
<b>ACH 245</b>	Computer Applications for Design	3
<b>CSI 112</b>	Computing and Information Technology	
OR <b>CSI 113</b>	Theories and Applications of Digital Technology	4

**LANDSCAPE ARCHITECTURE DESIGN OPTION  
CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/ARCHITECTURE](http://WWW.AACC.EDU/ARCHITECTURE)

**Award:** Certificate (code CRT.ACH.LNDSPE-ACH)

**Total Credit Hours:** 25 credit hours.

**Purpose:** Training for employment as a drafter and technical assistant within the landscape design industry.

**RANGE OF OCCUPATIONS**

- Landscape drafter
- Garden design assistant
- Landscape design renderer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 25 credits**

CREDITS

<b>ACH 111-ACH 112</b>	Architectural Design 1, 2	7
	<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 115</b>	Introduction to Landscape Architecture	4
<b>ACH 121</b>	Architectural Materials and Methods 1	4
	<i>ACH 111 and ACH 121 are corequisites.</i>	
<b>ACH 245</b>	Computer Applications for Design	3
<b>BIO 113</b>	Introduction to Horticulture	3
<b>CSI 112</b>	Computing and Information Technology	
OR <b>CSI 113</b>	Theories and Applications of Digital Technology	4

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — ARTS AND HUMANITIES OPTIONS**

**AMERICAN STUDIES OPTION  
ASSOCIATE OF ARTS DEGREE**

**CAREERS CENTER  
ROOM 131, 410-777-2430**

**Award:** Associate of Arts degree, A.A. (code AA.AMS.AMS)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To encourage and assist students in developing an understanding and appreciation of the social structures and cultural values of the American experience from a variety of historical and contemporary perspectives. The option makes use of materials and methodologies from various disciplines in the development of multi-disciplinary approaches to the study of American society and culture. This option will readily transfer to most four-year colleges and universities.

**RANGE OF OCCUPATIONS**

- Communications
- Higher education
- Journalism
- Legal profession
- Library science
- Public service
- Social service

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on [pages 41-44](#) of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
Choose one 3-credit class from the following: AMS 181/ART 181, ART 219, AMS 211/GSS 211, ACH 223/AMS 223/ART 223, ART 228 or HUM 151	
Choose one 3-credit American literature course from the following:	
ENG 215, ENG 216, ENG 217, ENG 222, ENG 226	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PLS 111 American Government	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 23-29 credits**

	<b>CREDITS</b>
<b>AMS 100</b> Introduction to American Studies .....	<b>3</b>
<b>AMS 121</b> Popular Culture in America .....	<b>3</b>
<b>GEO 103</b> Cultural Geography	
OR <b>GEO 105</b> Geography of the United States .....	<b>3</b>
<b>HIS 211-HIS 212</b> History of the United States 1, 2 .....	<b>6</b>
<b>Choose one American Literature course other than the chosen general education course from the following:</b> .....	<b>3</b>
ENG 215, ENG 216, ENG 217, ENG 222, ENG 226	
<b>Electives</b> (consult with an adviser) .....	<b>5-11</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

- COMPUTER COMPETENCY REQUIREMENT**  
*General education requirement CSI 112 or CSI 113 meets this requirement.*
- DIVERSITY REQUIREMENT**  
*General education requirement SOC 111 meets this requirement.*

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — ARTS AND HUMANITIES OPTIONS — FINE ARTS**

**CREATIVE WRITING OPTION  
ASSOCIATE OF ARTS DEGREE**

**HUMANITIES BUILDING**  
**ROOM 113C, 410-777-2545**  
[WWW.AACC.EDU/CREATIVEWITING](http://www.aacc.edu/creativewriting)

**Award:** Associate of Arts degree, A.A. (code AA.FA.CREAT-WRIT)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Designed to provide students with an opportunity to develop as readers and writers. Prepares students for advanced study in creative writing. Students completing this degree will have developed a portfolio of original work (fiction, poetry or creative non-fiction) for submission to baccalaureate level (BA and/or BFA) writing programs, as well as reputable journals. The comprehensive core of general education courses and specialized courses in creative writing will also prepare students for transfer to programs in related disciplines.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>.6</b>
<i>Must select two different disciplines.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>.7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>.6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	<b>CREDITS</b>
<b>ENG 200</b> Introduction to Creative Writing .....	<b>3</b>
<b>ENG 205</b> Creative Writing: Portfolio Development .....	<b>1</b>
<b>Students should check the requirements of their transfer school before selecting the courses listed below:</b>	
<b>Must take a minimum of 10 credit hours from the following</b>	
<b>ENG 201</b> Creative Writing: Beginning Fiction Workshop .....	<b>3</b>
<b>ENG 202</b> Creative Writing: Beginning Poetry Workshop .....	<b>3</b>
<b>ENG 203</b> Creative Writing: Writing for Stage and Screen Workshop .....	<b>3</b>
<b>ENG 204</b> Creative Writing: Beginning Creative Nonfiction Workshop .....	<b>3</b>
<b>ENG 275/ENG 276/ENG 277</b> Literary Publishing Practicum .....	<b>1-3</b>
<b>Must take a minimum of 9 credit hours from the following</b>	
<b>ENG 211</b> World Literature 1 .....	<b>3</b>
<b>ENG 212</b> World Literature 2 .....	<b>3</b>
<b>ENG 213</b> British Literature 1 .....	<b>3</b>
<b>ENG 214</b> British Literature 2 .....	<b>3</b>
<b>ENG 215</b> Early American Literature: Colonial to 1865 .....	<b>3</b>
<b>ENG 216</b> American Literature, 1865-1945: Realism to Modernism .....	<b>3</b>
<b>ENG 217</b> Contemporary American Literature: 1945-Present .....	<b>3</b>
<b>ENG 220</b> The Bible as Literature .....	<b>3</b>
<b>ENG 221</b> Introduction to Shakespeare .....	<b>3</b>
<b>ENG 222</b> The American Novel .....	<b>3</b>
<b>ENG 223</b> The British Novel .....	<b>3</b>
<b>ENG 224</b> Modern American Poetry .....	<b>3</b>
<b>ENG 226</b> Ethnic American Literature .....	<b>3</b>
<b>ENG 227</b> Literary Nonfiction .....	<b>3</b>
<b>ENG 228</b> Literature and English by Women .....	<b>3</b>
<b>ENG 235</b> Modern Drama .....	<b>3</b>
<b>Electives</b> (consult with an adviser) .....	<b>1-7</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — ARTS AND HUMANITIES OPTIONS — FINE ARTS

**DANCE OPTION  
ASSOCIATE OF ARTS DEGREE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 106, 410-777-7021  
[WWW.AACC.EDU/DANCE](http://www.aacc.edu/dance)

**Award:** Associate of Arts degree, A.A. (code AA.FA.DANCE)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in dance.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
DAN 100 Dance History	
AND one 3-credit arts and humanities general education course other than DAN	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	CREDITS
<b>DAN 240</b> Dance Production .....	<b>3</b>
<b>Choose at least four courses in dance techniques from the following</b> .....	<b>8</b>
DAN 105, DAN 106, DAN 111, DAN 112, DAN 121, DAN 122, DAN 125, DAN 131, DAN 132, DAN 205, DAN 206, DAN 211, DAN 212, DAN 221, DAN 222, DAN 231, DAN 232	
<i>At least two courses must be selected from the 200 level.</i>	
<b>MUS 101</b> Music Fundamentals .....	<b>3</b>
<b>THA 122</b> Introduction to Stage Design and Lighting .....	<b>3</b>
<b>Electives</b> (consult with an adviser) .....	<b>6-12</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — ARTS AND HUMANITIES OPTIONS — FINE ARTS**

**MUSIC OPTION**

**ASSOCIATE OF ARTS DEGREE**

**JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 130, 410-777-7019**

[WWW.AACC.EDU/MUSIC](http://www.aacc.edu/music)

**Award:** Associate of Arts degree, A.A. (code AA.FA.MUSIC)

**Total Credit Hours:** A minimum of 62 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in music.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
MUS 101 Music Fundamentals	
OR arts and humanities elective	
AND one arts and humanities general education from the following:	
HUM 101, ART, DAN or THA	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 31 credits**

	<b>CREDITS</b>
<b>MUS 113-MUS 114</b> Music Theory and Ear Training 1, 2 .....	<b>8</b>
<b>MUS 141-MUS 142</b> Class Piano 1, 2 .....	<b>4</b>
<i>Two terms of applied music in piano or organ may be substituted with permission of the music option coordinator.</i>	
<b>MUS 213</b> Music Theory and Ear Training 3 .....	<b>4</b>
<b>MUS 214</b> Music Theory and Ear Training 4 .....	<b>4</b>
<b>MUS 260</b> History of Music 1	
OR <b>MUS 261</b> History of Music 2 .....	<b>3</b>
<b>Choose four ensemble performance courses from the following:</b> .....	<b>4</b>
MUS 180, MUS 181, MUS 182, MUS 184	
<b>Choose four 1-credit applied music courses from the following:</b> ..	<b>4</b>
MUS 191B-MUS 222B	
<i>See page 341 for list of applied music instrument, jury required.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences or health/fitness/wellness general education requirements or elective requirement.*

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — ARTS AND HUMANITIES OPTIONS — FINE ARTS

**THEATER ARTS OPTION  
ASSOCIATE OF ARTS DEGREE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 130, 410-777-7019  
[WWW.AACC.EDU/THEATER](http://www.aacc.edu/theater)

**Award:** Associate of Arts degree, A.A. (code AA.FA.THEATER)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in theater.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
One 3 credit arts and humanities from ART, DAN, HUM or MUS	
AND one 3 credit arts and humanities other than THA	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 24-30 credits**

	CREDITS
<b>THA 121</b> Stagecraft .....	<b>3</b>
<b>THA 125</b> Script Analysis .....	<b>3</b>
<b>THA 132</b> Acting 1 .....	<b>3</b>
<b>THA 180</b> Play Production .....	<b>3</b>
<b>Choose 6 additional credits from other THA offerings</b> .....	<b>6</b>
<b>Electives</b> (consult with an adviser) .....	<b>6-12</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — ARTS AND HUMANITIES OPTIONS — LIBERAL ARTS**

**LIBERAL ARTS OPTION  
ASSOCIATE OF ARTS DEGREE**

**HUMANITIES BUILDING  
ROOM 103, 410-777-2280**

**Award:** Associate of Arts degree, A.A. (code AA.LIBERAL ARTS)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To provide a traditional liberal arts education to students who wish to transfer to a four-year university or college and who wish to further their studies in one of the liberal arts disciplines. This option is suitable for students who intend to seek baccalaureate degrees but who have not yet decided on a major. It is also a good preparation for students who aim, eventually, for graduate or professional schools. Students who want to broaden and enrich their education also will find the liberal arts program rewarding.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 3-credit general education course	
AND one 3-credit sophomore literature course	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	CREDITS
<b>Elementary or intermediate world language sequence</b> .....	<b>6</b>
<i>Students who have completed two or more years of a language in high school and plan to continue that language are strongly encouraged to register for intermediate level.</i>	
<b>Choose six additional credit hours of intermediate world language or world language electives</b> .....	<b>6</b>
<b>Choose six credit hours of history or literature</b> .....	<b>6</b>
<b>Electives</b> (consult with an adviser) .....	<b>5-11</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 or CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.*

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS

**SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS ASSOCIATE OF SCIENCE DEGREE**

**HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2260**

**Award:** Associate of Science degree, A.S.

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Prepares students for transfer to four-year institutions offering bachelor of science degrees in various professional disciplines.

**RANGE OF OCCUPATIONS**

- Entry into optometry, medical, dental, pharmaceutical and veterinary schools
- Entry into astronomy, biology, chemistry, dietetics, horticulture, physics and environmental science areas.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**ASTRONOMY OPTION** (code AS.SPM.AST)

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on [pages 41-44](#) of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>If appropriate, a different CSI course that also meets the computing and information technology requirement may be selected. Consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 32 credits**

	CREDITS
<b>AST 112</b> Stars and Stellar Systems .....	<b>4</b>
<b>AST 114</b> The Solar System .....	<b>4</b>
<b>MAT 192</b> Calculus and Analytic Geometry 2 .....	<b>4</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>
<b>PHY 211-PHY 212</b> General Physics 1, 2 .....	<b>8</b>
<b>PHY 213</b> General Physics 3 .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences or health/fitness/wellness general education requirements.

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS**

**BIOLOGY OPTION** (code AS.SPM.BIOL)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 33-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>If appropriate, a different CSI course that also meets the computing and information technology requirement may be selected. Consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 32 credits**

	CREDITS
<b>BIO 101</b> Fundamentals of Biology	
OR <b>BIO 103</b> General Botany .....	<b>4</b>
<b>BIO 105</b> General Zoology .....	<b>4</b>
<b>BIO 220</b> Genetics	
OR <b>BIO 221</b> Fundamentals of Molecular Biology .....	<b>4</b>
<b>BIO 223</b> General Microbiology .....	<b>4</b>
<b>MAT 151</b> Introductory Analysis (Pre-calculus Mathematics)	
AND <b>MAT 191</b> Calculus and Analytic Geometry 1	
<i>MAT 141 and MAT 142 may be substituted for MAT 151.</i>	
OR <b>MAT 191-MAT 192</b> Calculus and Analytic Geometry 1, 2 .....	<b>8</b>
<b>CHE 213-214</b> Organic Chemistry 1, 2	
OR <b>PHY 211-PHY 212</b> General Physics 1, 2 .....	<b>8</b>
<i>PHY 111-PHY 112 may be substituted for PHY 211-PHY 212.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or health/fitness/wellness general education requirements.

**CHEMISTRY OPTION** (code AS.SPM.CHEM)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>If appropriate, a different CSI course that also meets the computing and information technology requirement may be selected. Consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 151 Introductory Analysis (Pre-calculus Mathematics)	
<i>MAT 141 and MAT 142 may be substituted for MAT 151.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 30-31 credits**

	CREDITS
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<i>BIO 101 is recommended.</i>	
<b>MAT 191-MAT 192</b> Calculus and Analytic Geometry 1, 2 .....	<b>8</b>
<b>PHY 211-PHY 212</b> General Physics 1, 2 .....	<b>8</b>
<b>Science elective</b> (consult with an adviser) .....	<b>3-4</b>
<b>Elective</b> (humanities) .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or health/fitness/wellness general education requirements or the science or humanities elective.

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS

**ENVIRONMENTAL SCIENCE OPTION** (code AS.SPM.ENVI)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 33-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<i>If appropriate, a different CSI course that also meets the computing and information technology requirement may be selected. Consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
GEO 100 Introduction to Geography	
PLS 113 State and Local Government	

**PROGRAM REQUIREMENTS: 36 credits**

	CREDITS
<b>BIO 101</b> Fundamentals of Biology .....	<b>4</b>
<b>BIO 103</b> General Botany .....	<b>4</b>
<b>BIO 105</b> General Zoology .....	<b>4</b>
<b>BIO 107</b> Environmental Science .....	<b>4</b>
<b>BIO 210</b> Ecological Principles and Environmental Assessment ...	<b>4</b>
<b>BIO 214</b> Ecology	
OR <b>BIO 215</b> Restoration Ecology .....	<b>3</b>
<b>BIO 223</b> General Microbiology .....	<b>4</b>
<b>GEO 240</b> Introduction to Geographic Information Systems .....	<b>3</b>
<b>MAT 135</b> Elementary Statistics .....	<b>3</b>
<b>MAT 141</b> College Algebra and Trigonometry 1 .....	<b>3</b>
<i>Higher level general education mathematics courses selected from the list on <a href="#">page 43</a> may be substituted for MAT 135 and MAT 141. Students should check the mathematics requirements of the transfer institution before selecting a course. Students anticipating transferring to an engineering-based program are encouraged to take MAT 135 and MAT 191.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature general education requirement.

**MEDICAL TECHNOLOGY OPTION (FOR CLINICAL LABORATORY SPECIALIST)** (code AS.SPM.MED-TECH)

See [page 80](#) for award and requirement information. Following the completion of this two-year degree transfer option students may enroll for a third collegiate year at a four-year college or university. This, in turn, may be followed by a year's internship in an approved hospital program in medical technology. Students who are accepted by the medical technology program at the University of Maryland complete the final two years at the Baltimore City campus (UMAB). Students should apply early.

After completing a B.S. degree, students may take the exam that certifies them to practice as registered medical technologists.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 101 Fundamentals of Biology	
BIO 105 General Zoology	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES OR MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 37-39 credits**

	CREDITS
<b>BIO 223</b> General Microbiology .....	<b>4</b>
<b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2 .....	<b>8</b>
<b>CHE 111-CHE 112</b> General Chemistry 1, 2 .....	<b>8</b>
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<b>CSI elective</b> (consult with an adviser) .....	<b>3</b>
<i>Must be chosen to satisfy the computing and information technology competency requirement. See <a href="#">page 45</a>.</i>	
<b>MAT 135</b> Elementary Statistics	
AND <b>MAT 141</b> College Algebra and Trigonometry 1	
OR <b>MAT 151</b> Introductory Analysis (Pre-calculus Mathematics)	
AND <b>MAT 191</b> Calculus and Analytic Geometry 1 .....	<b>6-8</b>
<i>MAT 141 and MAT 142 may be substituted for MAT 151.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or health/fitness/wellness general education requirements.

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS**

**PHYSICS OPTION** (code AS.SPM.PHYS)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
Arts and Humanities gen. ed. requirement other than ENG	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>If qualified, a more advanced programming language course that meets the computing and information technology competency requirement. Consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 32 credits**

	CREDITS
<b>EGR 241</b> Systems and Signals .....	<b>4</b>
<b>MAT 192</b> Calculus and Analytic Geometry 2 .....	<b>4</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>
<b>MAT 212</b> Differential Equations .....	<b>4</b>
<b>PHY 211-PHY 212</b> General Physics 1, 2 .....	<b>8</b>
<b>PHY 213</b> General Physics 3 .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences general education requirements.

**PLANT SCIENCE — BOTANY OPTION** (code AS.SPM.PS-BOT)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 33-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>If appropriate, a different CSI course that meets the computing and information technology competency requirement may be selected. Students should consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 29 credits**

	CREDITS
<b>BIO 103</b> General Botany .....	<b>4</b>
<b>BIO 109</b> Economic Botany .....	<b>3</b>
<b>BIO 201</b> Plant Taxonomy .....	<b>4</b>
<b>MAT 135</b> Elementary Statistics .....	<b>3</b>
<i>Higher level general education mathematics courses selected from the list on <a href="#">page 43</a> may be substituted for MAT 135 and MAT 141. Students should check the mathematics requirements of the transfer institution before selecting a course. Students anticipating transferring to an engineering-based program are Encouraged to take MAT 135 and MAT 191.</i>	
<b>MAT 141</b> College Algebra and Trigonometry 1 .....	<b>3</b>
<b>Electives</b> (science) .....	<b>12</b>
<i>BIO 107, BIO 210, BIO 220, BIO 223 are highly recommended.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature or social and behavioral sciences general education requirements.

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS

**PLANT SCIENCE — HORTICULTURE OPTION**

(code AS.SPM.PS-HORT)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 32-35 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>6</b>
BIO 113 Introduction to Horticulture	
BIO 116 Introduction to Landscaping	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>A higher level general education mathematics course selected from the list on <a href="#">page 43</a> may be substituted for MAT 141. Students should check the mathematics requirements of the transfer institution before selecting a course.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 33-35 credits**

	CREDITS
<b>ACH 111</b> Architectural Design 1 .....	<b>4</b>
<b>ACH 115</b> Introduction of Landscape Architecture .....	<b>3</b>
<b>BIO 112</b> Garden Management .....	<b>3</b>
<b>BIO 207</b> Plant Propagation .....	<b>3</b>
<b>BIO 208</b> Landscape Composition .....	<b>3</b>
<b>BPA 120</b> Small Business Management .....	<b>3</b>
<b>CHE 111</b> General Chemistry 1 .....	<b>4</b>
<b>CHE 113</b> Fundamentals of Organic and Biochemistry .....	<b>4</b>
<b>Electives</b> (consult with science adviser) .....	<b>6-8</b>
<i>BIO 103, BIO 107, BIO 109 or BIO 223 are highly recommended.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Satisfied by CSI 112 requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences general education requirements.*

**PREDENTAL HYGIENE OPTION** (code AS.SPM.PD-HYG)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111 General Chemistry	
CHE 113 Fundamentals of Organic Chemistry	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 34 credits**

	CREDITS
<b>BIO 101</b> Fundamental of Biology .....	<b>4</b>
<b>BIO 135</b> Principles of Nutrition .....	<b>3</b>
<b>BIO 223</b> General Microbiology .....	<b>4</b>
<b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2 .....	<b>8</b>
<b>MAT 135</b> Elementary Statistics .....	<b>3</b>
<i>Higher level general education mathematics courses selected from the list on <a href="#">page 43</a> may be substituted for MAT 135 and MAT 141. Students should check the mathematics requirements of the transfer institution before selecting a course.</i>	
<b>MAT 141</b> College Algebra and Trigonometry 1 .....	<b>3</b>
<b>Electives</b> .....	<b>9</b>
<i>Science, mathematics, computer technology, humanities or social science. A course must be chosen to satisfy the computing and information technology competency requirement. See <a href="#">page 45</a>.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS**

**PRE-DIETETICS OPTION** (code AS.SPM.PRE-DIETETICS)

See [page 80](#) for award and requirement information. Following the completion of this two year transfer option, students would be ready to enroll in an accredited dietetics program at a four-year institution. Once the bachelor's degree in dietetics is obtained, students would need to apply for and complete an internship experience at an accredited facility. This enables the student to take the registration exam for dietitians, thus earning the credential of "registered dietitian."

**GENERAL EDUCATION REQUIREMENTS: 33-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111 and ENG 112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits. These credit hours should be chosen with the approval of the program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	
<i>Students transferring to UMCP should take COM 111 to satisfy one of the arts and humanities gen. ed. requirements. They should consider a non-studio art course or a sophomore literature course for the second arts and humanities general education requirement.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
OR MAT 151 Introductory Analysis (Pre-calculus Mathematics)	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 25-26 credits**

	CREDITS
<b>BIO 101</b> Fundamentals of Biology .....	<b>4</b>
<b>BIO 135</b> Principles of Nutrition	
OR <b>BIO 136</b> Principles of Nutrition and Laboratory .....	<b>3-4</b>
<b>BIO 223</b> General Microbiology .....	<b>4</b>
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<b>Elective</b> (social science) .....	<b>3</b>
<i>Students transferring to UMCP should take a history general education course.</i>	
<b>Elective</b> (consult with an adviser) .....	<b>3</b>
<i>Students transferring to UMCP should take a course to meet the UMCP diversity requirement.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

**PREMEDICAL AND PRE-DENTAL OPTION** (code AS.SPM.PM-PD)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111 and ENG 112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits. These credit hours should be chosen with the approval of the program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 101 Fundamentals of Biology	
BIO 105 General Zoology	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES</b>	
<b>OR MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 27 credits**

	CREDITS
<b>CHE 111-CHE 112</b> General Chemistry 1, 2 .....	<b>8</b>
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<b>MAT 135</b> Elementary Statistics	
AND <b>MAT 141</b> College Algebra and Trigonometry 1	
OR <b>MAT 151</b> Introductory Analysis (Pre-Calculus Mathematics)	
AND <b>MAT 191</b> Calculus and Analytic Geometry 1 .....	<b>6-8</b>
<i>MAT 141 and MAT 142 may be substituted for MAT 151.</i>	
<b>PHY 111-PHY 112</b> Fundamentals of Physics 1, 2 .....	<b>8</b>
<b>Elective</b> (consult with an adviser) .....	<b>3</b>
<i>Must be chosen to satisfy the computing and information technology competency requirement. See <a href="#">page 45</a>.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS

**PRE-OPTOMETRY OPTION** (code AS.SPM.PRE-OPT)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<i>In addition to the listed science courses in the program requirements below, BIO 223, General Microbiology, is recommended, if required by the transfer institution and as approved by the science adviser.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>If appropriate, a different CSI course that meets the computing and information technology competency requirement may be selected. Consult an adviser and the transfer institution before enrolling.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 28 credits**

	CREDITS
<b>BIO 101</b> Fundamentals of Biology .....	<b>4</b>
<b>BIO 105</b> General Zoology .....	<b>4</b>
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<b>MAT 192</b> Calculus and Analytic Geometry 2 .....	<b>4</b>
<b>PHY 111-PHY 112</b> Fundamentals of Physics 1, 2 .....	<b>8</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

**PRE-PHARMACY OPTION** (code AS.SPM.PRE-PHAR)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take both ENG 121 and MAT 151 must take an additional elective course to ensure that they complete a minimum of 60 credits. These credit hours should be chosen with the approval of the program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111-CHE 112 General Chemistry 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Must be chosen to satisfy the computing and information technology competency requirement. See <a href="#">page 45</a>.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4-6</b>
MAT 151 Introductory Analysis (Pre-calculus Mathematics)	
<i>MAT 141 and MAT 142 may be substituted for MAT 151. Students who take both ENG 121 and MAT 151 must take an additional elective course to ensure that they complete a minimum of 60 credits. These credit hours should be chosen with the approval of the program coordinator.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 24 credits**

	CREDITS
<b>BIO 101</b> Fundamentals of Biology .....	<b>4</b>
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<b>MAT 191</b> Calculus and Analytic Geometry 1 .....	<b>4</b>
<b>PHY 111-PHY 112</b> Fundamentals of Physics 1, 2 .....	<b>8</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or health/fitness/wellness general education requirements.

**ARTS AND SCIENCES TRANSFER**

**ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS**

**PRE-PHYSICAL THERAPY OPTION** (code AS.SPM.PRE-PT)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 32-36 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 101 Fundamentals of Biology	
BIO 233 Anatomy and Physiology 1	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3</b>
MAT 135 Elementary Statistics	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
Social and behavioral sciences general education requirement other than PSY	

**PROGRAM REQUIREMENTS: 34-37 credits**

	CREDITS
<b>CHE 111</b> General Chemistry 1 .....	<b>4</b>
<b>CHE 113</b> Fundamentals of Organic Chemistry .....	<b>4</b>
<b>MAT 151</b> Introductory Analysis (Pre-Calculus Mathematics)	
<i>Students who do not qualify for MAT 151 may substitute MAT 141 and MAT 142. Students attending UMES must take MAT 151.</i>	
OR <b>MAT 191</b> Calculus and Analytic Geometry 1	
<i>Students attending UMAB must take MAT 191 or MAT 230 — prerequisites required.</i>	
OR <b>MAT 230</b> Elementary Calculus	
(For Business and Social Sciences) .....	<b>3-4</b>
<b>PHY 111-PHY 112</b> Fundamentals of Physics 1, 2 .....	<b>8</b>
<b>Electives</b> (consult with a science adviser) .....	<b>6-8</b>
<i>One of the electives must be chosen to satisfy the computing and information technology competency requirement. See <a href="#">page 45</a>.</i>	
<b>Electives</b> (humanities) .....	<b>6</b>
<b>Electives</b> (psychology) .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or general education requirements, or humanities and psychology electives.

**PRE-VETERINARY OPTION** (code AS.SPM.PRE-VET)

See [page 80](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND sophomore literature: see <a href="#">pages 310-311</a> for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 101 Fundamentals of Biology	
BIO 105 General Zoology	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES</b>	
<b>OR MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Fulfilled by program requirements below.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 33-36 credits**

	CREDITS
<b>CHE 111-CHE 112</b> General Chemistry 1, 2 .....	<b>8</b>
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	<b>8</b>
<b>MAT 133</b> Finite Mathematics	
AND <b>MAT 141</b> College Algebra and Trigonometry 1	
OR <b>MAT 151</b> Introductory Analysis (Pre-Calculus Mathematics)	
AND <b>MAT 191</b> Calculus and Analytic Geometry 1 .....	<b>6-8</b>
<b>PHY 111-PHY 112</b> Fundamentals of Physics 1, 2 .....	<b>8</b>
<b>Electives</b> (consult with a science adviser) .....	<b>3-4</b>
<i>Must be chosen to satisfy the computing and information technology competency requirement. See <a href="#">page 45</a>.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or health/fitness/wellness general education requirements.

ARTS AND SCIENCES TRANSFER

ARTS AND SCIENCES — SCIENCE AND PREMEDICAL PROFESSIONAL OPTIONS — NURSING

**NURSING OPTION  
(PREBACCALAUREATE NURSING)  
ASSOCIATE OF SCIENCE DEGREE**

HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2260

**Award:** Associate of Science degree, A.S. (code AS.NUR.TR)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** The Nursing Transfer program prepares students for transfer to area colleges and universities offering a bachelor of science degree in nursing.

**RANGE OF OCCUPATIONS**

- Registered nurse

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** It is recommended that entering students have high school preparation in mathematics, chemistry and biology with laboratory. Although courses in this program are those generally required by institutions that accept transfer of credit, students should consult frequently with the intended baccalaureate transfer program and academic advising for current information on program requirements.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Students seeking entry to Anne Arundel Community College’s Nursing (RN) program should refer to the registered nurse program in this catalog. Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 35-40 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>9</b>
Must select two different disciplines.	
<i>For students intending to transfer to the University of Maryland Baltimore, humanities courses must be selected from at least two of the following disciplines: literature, philosophy, world languages, fine arts, COM 111. Only one fine arts studio course may be transferred; special prerequisites apply.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 101 Fundamentals of Biology	
BIO 233 Anatomy and Physiology 1	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 133 Finite Mathematics	
OR MAT 135 Elementary Statistics	
OR MAT 141 College Algebra and Trigonometry 1	
OR MAT 151 Introductory Analysis (Pre-calculus Mathematics)	
<b>MATHEMATICS OR COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 24-25 credits**

	CREDITS
<b>BIO 135</b> Principles of Nutrition	
OR <b>BIO 136</b> Principles of Nutrition and Laboratory .....	<b>3-4</b>
<b>BIO 223</b> General Microbiology .....	<b>4</b>
<b>BIO 234</b> Anatomy and Physiology 2 .....	<b>4</b>
<b>CHE 111</b> General Chemistry 1	
OR <b>CHE 115</b> General, Organic and Introduction to Biochemistry ...	<b>4</b>
<i>Students transferring to the University of Maryland Baltimore should take CHE 115.</i>	
<i>Students transferring to an allied health program that requires two terms of chemistry should take CHE 111 and either CHE 112 or CHE 113, depending on the requirements of the transfer institution.</i>	
<b>PSY 211</b> Developmental Psychology .....	<b>3</b>
<b>Elective</b> .....	<b>3</b>
<b>Elective</b> (social science) .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

**BUSINESS ADMINISTRATION TRANSFER**

**BUSINESS ADMINISTRATION TRANSFER  
ASSOCIATE OF SCIENCE DEGREE**

CAREERS CENTER  
Room 349, 410-777-2390  
[www.aacc.edu/business](http://www.aacc.edu/business)

**Award:** Associate of Science degree, A.S. (code AS.BPA.ADM)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Provides the first two years of coursework for students planning to transfer to a bachelor’s degree program at a four-year college or university majoring in business. Students with a bachelor’s degree who are preparing for the Maryland CPA exam should note requirements under the Financial Accounting (CPA preparation) certificate program (see [page 159](#)).

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** A program consisting of a core of courses essential for all business transfer students. Students are expected to work with their advisers to tailor a suitable mix of electives in order to meet the requirements of their intended transfer college.

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
Arts and humanities general education course (except COM)	
AND COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level mathematics course if qualified. Work with your academic adviser to select an appropriate course for your transfer institution.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 27-28 credits**

	CREDITS
<b>BPA 111</b> Business and Its Environment .....	<b>3</b>
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>BPA 232</b> Business Statistics	
OR <b>Elective</b> (consult with an adviser) .....	<b>3</b>
<b>BPA 253</b> Business Law 1 .....	<b>3</b>
<b>ECO 211-ECO 212</b> Principles of Economics 1, 2 .....	<b>6</b>
<b>MAT 135</b> Elementary Statistics	
OR <b>BPA 232</b> Business Statistics .....	<b>3</b>
<i>Work with your academic adviser to select an appropriate course for your transfer institution.</i>	
<b>MAT 230</b> Elementary Calculus (For Business and Social Sciences)	
OR <b>Elective</b> .....	<b>3-4</b>
<i>Work with your academic adviser to select an appropriate course for your transfer institution.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts/humanities, social and behavioral sciences, and biological and physical sciences.

**BUSINESS MANAGEMENT**

**BUSINESS MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CAREERS CENTER**  
**Room 349, 410-777-2390**  
[www.aacc.edu/business](http://www.aacc.edu/business)

**Award:** Associate of Applied Science degree, A.A.S.  
 (code AAS.BMT.MGMT)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Provides comprehensive skills necessary for a successful and satisfying business career or the first two years of coursework for students planning to transfer to a bachelor’s degree program at a four-year college or university majoring in business. Exposes students to all aspects of today’s rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy.

**RANGE OF OCCUPATIONS**

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** A program chosen from a core of courses considered essential for any business student and from a broad range of electives. Students are expected, with an adviser’s assistance, to select a four-course option in an area of specialization that will permit them to enter a variety of business or management occupations. The groups of courses listed on [pages 91-93](#) are examples of appropriate and logical selections in areas of specialization. It is recommended that students select 12 or more credits in one option. However, students may select any combination of BPA, ECO, HRM or CSI classes for their option. Required courses cannot be used as option electives.

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages [41-44](#) of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
PSY 111 Introduction to Psychology	
OR SOC 111 Introduction to Sociology	
<i>SOC 111 meets the diversity requirement.</i>	

**PROGRAM REQUIREMENTS: 39 credits**

	<b>CREDITS</b>
<b>BPA 111</b> Business and Its Environment .....	<b>3</b>
<b>BPA 142</b> Principles of Management .....	<b>3</b>
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>ECO 121</b> Introduction to Economics	
OR <b>ECO 211</b> Principles of Economics 1 .....	<b>3</b>
<b>BPA 162</b> Business Communications .....	<b>3</b>
<b>Electives</b> (consult with an adviser) .....	<b>6</b>
<b>Electives</b> (selected option) .....	<b>12</b>
<i>The groups of courses listed on <a href="#">pages 91-93</a> are examples of appropriate and logical selections in areas of specialization. It is recommended that students select 12 or more credits in one option. However, students may select any combination of BPA, ECO, HRM or CSI classes for their option. Required courses cannot be used as option electives.</i>	
<b>BPA 253</b> Business Law 1 .....	<b>3</b>
<b>BPA elective</b> (consult with an adviser) .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy social and behavioral sciences or biological and physical science general education requirements or as they complete option and elective requirements.

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*This program has a **Fast Track Option** for those holding a college degree. See [page 378](#) for details.*

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**BUSINESS MANAGEMENT**

**BUSINESS MANAGEMENT CERTIFICATE**

CAREERS CENTER  
 ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://www.aacc.edu/business)

**Award:** Certificate

**Total Credit Hours:** A minimum of 18 credit hours.

**Purpose:** To enhance and upgrade managerial and communication skills and prepare for careers in the 21st century including today's technologically advanced workplace. Because the program is carefully tailored to job-related skills, full-time students can complete it in two terms.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Two core courses that provide a business-related background and four electives that allow the student to specialize in an area of primary interest.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

CREDITS

**Required Core Requirements — 6 credit hours**

- BPA 111** Business and Its Environment .....3
- BPA 162** Business Communications .....3

**Selected Option — 12 credit hours**

Choose 12 credits from any single option listed on this page and pages 92-93.

**Options for the Business Management Degree and Certificate**

**ADVERTISING/MARKETING OPTION**

(code CRT.BMT.ADV-MKT)

- BPA 125** Marketing Principles
- BPA 126** Advertising and Sales Promotion

**Choose two of the following courses:**

- BPA 119** Global Business
- BPA 127** eMarketing
- BPA 132** Sales and Sales Training
- BPA 142** Principles of Management
- BPA 143** Sustainable Marketing
- BPA 275** Internship in Business 1

**BUSINESS COMMUNICATIONS OPTION**

(code CRT.BMT.COMM)

- COM 111** Fundamentals of Oral Communication
- CSI 112** Computing and Information Technology or CSI elective
- BPA 142** Principles of Management
- BPA elective**

**BUSINESS OFFICE MANAGEMENT OPTION**

(code CRT.BMT.OFF-MGMT)

- BPA 136** Keyboarding 1
- BPA 137** Keyboarding 2
- BPA 141** Business Office Management 1
- BPA 151** Business Office Management 2
- BPA 161** The Office Manager
- CSI 120** Personal Computer Word Processing Applications
- CSI 124** Personal Computer Spreadsheet Applications

**BUSINESS SUPPORT SPECIALIST FOR WORK IN AN OFFICE SETTING**

The college offers the Business Office Management option in an accelerated format to students who want to gain the skills they need to work in an office setting. The Business Support Specialist cohort offers students the opportunity to earn 20 credits and a Business Management Certificate in a 16-week daytime hybrid cohort at the Glen Burnie Town Center. To register for the cohort, you must meet with the cohort coordinator and attend an orientation. For information call **410-777-2925**.

**COMPUTER INFORMATION SYSTEMS OPTION**

(code CRT.BMT.CIS)

*Inactive 2014-2015. No new students will be admitted to this program.*

- CSI 121** Personal Computer Office Suite Applications
- CSI 122** Personal Computer Database Management Systems
- CSI 124** Personal Computer Spreadsheet Applications
- CSI 126** Personal Computer Information Management Applications
- CSI 127** Internet Fundamentals
- CSI 130** Microcomputer Operating Systems

**DATABASE ADMINISTRATION OPTION**

(code CRT.BMT.DATA-ADMN)

*Inactive 2014-2015. No new students will be admitted to this program.*

- CSI 113** Theories and Applications of Digital Technology
- CSI 122** Personal Computer Database Management Systems
- CSI 172** Relational Databases and SQL
- CSI 182** PL/SQL Programming
- CSI 222** Access Visual Basic Applications (VBA) Programming
- CSI 224** Database Administration 1
- CSI 225** Database Administration 2

**ECONOMICS/FINANCE OPTION** (code CRT.BMT.ECO-FIN)

*Inactive 2014-2015. No new students will be admitted to this program.*

- BPA 119** Global Business
- BPA 142** Principles of Management
- BPA 256** Financial Management
- BPA 286** Advanced Investment Topics
- ECO 113** Consumer Economics and Personal Finance
- ECO 115** Fundamentals of Money and Banking

## BUSINESS MANAGEMENT

**ELECTRONIC COMMERCE OPTION** (code CRT.BMT.E-COM)

Inactive 2014-2015. No new students will be admitted to this program.

- BPA 119** Global Business
- BPA 125** Marketing Principles
- BPA 126** Advertising and Sales Promotion
- BPA 142** Principles of Management
- BPA 156** Electronic Commerce
- CSI 138** Programming in PHP/MySQL

*Prerequisite: CSI 117 and CSI 118 or permission of computer technologies department chair.*

OR **CSI 248** Advanced World Wide Web Server-Side Development

*Prerequisite: CSI 138 and CSI 149 and any one of the following: CSI 161 or CSI 163 or permission of the computer technologies director or computer science coordinator.*

**EMS/FIRE/RESCUE MANAGEMENT OPTION**

(code CRT.BMT.EMS-MGMT)

*Note: The options listed in this section lead to a business management degree or certificate in EMS/Fire/Rescue Management.*

- BPA 220** Administration of the EMS/Fire/Rescue Organization
- BPA 221** Fire and Emergency Law and Safety Regulations
- BPA 222** Emergency Management for Fire Service Officers
- BPA 223** Preparing for and Responding to Terrorism
- BPA 224** Fire Suppression and Detection Systems
- BPA 225** Incident Scene Management
- BPA 226** EMS Response to Hazardous Materials

**THE COLLEGE ALSO OFFERS THE FOLLOWING:**

An **Emergency Medical Technician — Paramedic degree and certificate** which prepares students for state and national certification as EMT-Paramedics (see [pages 137-139](#)). For information, call the coordinator, School of Health Professions, Wellness and Physical Education at **410-777-7310**.

A **Fire Management degree** providing graduates with technical and professional knowledge of fire protection (see [page 161](#)). For information call the department chair, School of Business and Law at **410-777-2390**.

**ENTREPRENEURSHIP OPTION** (code CRT.BMT.ENTREP)

*Note: Not eligible for financial aid.*

- BPA 103** Introduction to Entrepreneurship
- BPA 104** Entrepreneurship: Sales and Marketing for Small Business
- CSI 112** Computing and Information Technology
- OR **CSI 113** Theories and Applications of Digital Technology
- OR **CSI 128** Introduction to WWW Publishing

*Note: For the degree, CSI 112 or CSI 113 cannot satisfy both the option elective and also the computer technology general education requirement.*

**Choose one of the following courses:**

- BPA 105** Exploring the Future
- BPA 120** Small Business Management
- BPA 138** Business and Professional Ethics
- BPA 201** Financial Accounting
- BPA 231** Introduction to Social Entrepreneurship and Nonprofit Management
- BPA 246** Entrepreneurship: Small Business Operations and Logistics
- BPA 260** Applied Entrepreneurship, Innovation and Invention
- BPA 270** Entrepreneurship: New Venture Planning

*The college also offers a degree and certificate in Entrepreneurship See [pages 153-154](#).*

**FINANCIAL ACCOUNTING OPTION** (code CRT.BMT.FIN-ACCT)

- BPA 201** Financial Accounting
- BPA 202** Managerial Accounting

**Choose additional courses with advice from accounting faculty.**

*The following courses require BPA 201 and/or BPA 202 as prerequisites:*

- BPA 216** Governmental and Not-for-Profit Accounting
- BPA 217** Small Business Accounting
- BPA 241** Intermediate Accounting 1
- BPA 242** Intermediate Accounting 2
- BPA 245** Advanced Accounting
- BPA 255** Accounting Information Systems
- BPA 256** Financial Management
- BPA 261** Cost Accounting
- BPA 262** Tax Accounting
- BPA 263** Auditing
- BPA 264** Advanced Tax Accounting

**HEALTH CARE PROFESSIONALS OPTION**

(code CRT.BMT.HEA-CARE-PRF)

- BPA 138** Business and Professional Ethics
- BPA 140** Introduction to Health Care Administration

**Choose two of the following:**

- BPA 142** Principles of Management
- BPA 145** Leadership
- BPA 253** Business Law 1

**HOTEL/RESTAURANT MANAGEMENT OPTION**

(code CRT.BMT.HRM-MGMT)

*Inactive 2014-2015. No new students will be admitted to this program.*

**Choose any combination of HRM courses exclusive of food preparation courses.**

**HUMAN RESOURCES OPTION** (code CRT.BMT.HUM-MGMT)

- BPA 172** Human Resource Management

**Choose three of the following:**

- BPA 119** Global Business
- BPA 142** Principles of Management
- OR **BPA 171** Principles of Supervision
- BPA 145** Leadership
- BPA 173** Managing and Valuing Workforce Diversity
- OR **BPA 174** Women and Business
- BPA 275** Internship in Business 1
- LGS 230** Employment Law

## BUSINESS MANAGEMENT

### **LEADERSHIP OPTION** (code CRT.BMT.LDSHP)

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**BPA 138** Business and Professional Ethics

**BPA 145** Leadership

#### **Choose two of the following courses:**

**BPA 105** Exploring the Future

**BPA 116** Introduction to Project Management

*Prerequisite: CSI 112 or CSI 113*

**BPA 119** Global Business

**BPA 142** Principles of Management

OR **BPA 161** The Office Manager

OR **BPA 171** Principles of Supervision

**BPA 173** Managing and Valuing Workforce Diversity

### **SMALL BUSINESS OPTION** (code CRT.BMT.SML-BUS)

**BPA 120** Small Business Management

#### **Choose three of the following:**

**BPA 103** Introduction to Entrepreneurship

**BPA 105** Exploring the Future

**BPA 119** Global Business

**BPA 125** Marketing Principles

**BPA 126** Advertising and Sales Promotion

**BPA 127** eMarketing

**BPA 130** Principles of Consumer Retail Services

**BPA 132** Sales and Sales Training

**BPA 142** Principles of Management

**BPA 146** The Management of Sustainable Operations

**BPA 172** Human Resource Management

**BPA 201** Financial Accounting

**BPA 217** Small Business Accounting

**BPA 231** Introduction to Social Entrepreneurship and Nonprofit Management

**BPA 275** Internship in Business 1

### **SOCIAL ENTERPRISE OPTION**

(code CRT.BMT.SOC.ENTPRISE)

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**BPA 231** Introduction to Social Entrepreneurship and Nonprofit Management

#### **Choose three of the following:**

**BPA 120** Small Business Management

**BPA 125** Marketing Principles

**BPA 132** Sales and Sales Training

**BPA 134** Retail Management

**BPA 135** Customer Service

**BPA 142** Principles of Management

**BPA 146** The Management of Sustainable Operations

**BPA 171** Principles of Supervision

**BPA 173** Managing and Valuing Workforce Diversity

**BPA 275** Internship in Business 1

**BPA 276** Internship in Business 2

**BPA 277** Business Strategies

### **SUPPLY CHAIN MANAGEMENT OPTION**

(code CRT.BMT.SPLYCHN.MGMT)

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**BPA 235** Introduction to Transportation and Logistics

**BPA 237** Supply Chain Management

#### **Choose two of the following courses:**

**BPA 119** Global Business

**BPA 142** Principles of Management

**BPA 236** Introduction to Airport and Seaport Operations

**BPA 238** Domestic and International Freight Operations

**BPA 246** Entrepreneurship: Small Business Operations and Logistics

**BPA 275** Internship in Business 1

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*The college also offers a certificate in  
Transportation, Logistics and Cargo Security  
See page 243.*

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**BUSINESS MANAGEMENT**

**BUSINESS ANALYST OPTION  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

**Purpose:** To prepare students for employment in the field of database administration, analysis and by acquiring or updating database administrator and business management skills. This option develops skills in the SQL language syntax and usage and Microsoft Access, the roles and responsibilities of database administrators and business analysts, and provides experience in designing databases and interpreting data.

**RANGE OF OCCUPATIONS**

- Business analyst
- Database analyst

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must have satisfied the prerequisites for each of the courses selected in this option or else demonstrate a strong computer background in those prerequisite areas and have the permission of the computer technologies instructional program director.

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 10 credits**

	CREDITS
<b>BPA 111</b> Business and Its Environment . . . . .	<b>3</b>
<b>CSI 122</b> Personal Computer Database Management Systems . . . .	<b>4</b>
<b>CSI 172</b> Relational Databases and SQL . . . . .	<b>3</b>

**ENTREPRENEURSHIP AND INNOVATION  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students interested in enhancing and upgrading their entrepreneurial and innovation skills and knowledge in small business ownership, small business management or entrepreneurial planning and management.

**RANGE OF OCCUPATIONS**

- Innovator
- Small business owner
- Small business manager

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BPA 103</b> Introduction to Entrepreneurship. . . . .	<b>3</b>
<b>BPA 111</b> Business and Its Environment . . . . .	<b>3</b>
<b>BPA 260</b> Applied Entrepreneurship, Innovation and Invention . .	<b>3</b>

**BUSINESS MANAGEMENT**

**ENTREPRENEURSHIP AND LEADERSHIP  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students interested in enhancing and upgrading their entrepreneurial and leadership skills and knowledge in small business ownership, small business management or entrepreneurial planning and management.

**RANGE OF OCCUPATIONS**

- Small business owner
- Small business manager

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BPA 103</b> Introduction to Entrepreneurship .....	3
<b>BPA 111</b> Business and Its Environment .....	3
<b>BPA 145</b> Leadership .....	3

**MARKETING OPTION  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students interested in working in the retail or business services industry or who are currently employed in the retail or business services industry. This award is Workforce Investment Act eligible.

**RANGE OF OCCUPATIONS**

- Assistant marketing director
- Retail assistant
- Small business marketing manager

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BPA 125</b> Marketing Principles .....	3
<b>BPA 127</b> eMarketing .....	3
<b>BPA 132</b> Sales and Sales Training .....	3

**BUSINESS MANAGEMENT**

**OFFICE SUPPORT OPTION  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**Purpose:** For students interested in working in business office support and management or who are currently employed in business office support management. Basic computer competency is required for entry into this area of study. This award is Workforce Investment Act eligible.

**RANGE OF OCCUPATIONS**

- Office manager
- Office support specialist

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 11 credits**

	CREDITS
<b>BPA 141</b> Business Office Management 1 .....	3
<b>CSI 121</b> Personal Computer Office Suite Applications .....	4
<b>CSI 126</b> Personal Computer Information Management Applications .....	4

**SMALL BUSINESS ACCOUNTING OPTION  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students interested in working in a small business or who are currently employed in a small business. This award is Workforce Investment Act eligible. This option is intended for students who have basic keyboarding skills.

**RANGE OF OCCUPATIONS**

- Small business accountant
- Small business bookkeeper
- Small business manager

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BPA 120</b> Small Business Management .....	3
<b>BPA 201</b> Financial Accounting .....	3
<b>BPA 217</b> Small Business Accounting .....	3

## COMPUTER INFORMATION SYSTEMS

**DATABASE ADMINISTRATION OPTION,  
PERSONAL COMPUTER SYSTEMS TECHNOLOGY  
OPTION AND PROGRAMMING/ANALYSIS OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**

**ROOM 234, 410-777-2442**

[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)

**Award:** Associate of Applied Science Degree, A.A.S.

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Prepares students for careers requiring a strong background in computer technology and information systems. Covers fundamental concepts in database administration, computer technology, networking and information systems. The students are eligible to sit for the following certifications: MOS (Microsoft Office Specialist) Word 2013, MOS Excel 2013, MOS Access 2013, MOS Outlook 2013, Oracle Certified Associate (OCA) Database Administrator and Oracle Certified Professional (OCP) Database Administrator.

**Three Options:**

1. The Database Administration Option (code AAS.CIS.DATA-ADMN) emphasizes the development of expertise in SQL language syntax and usage, Microsoft Access, the roles and responsibilities of a database administrator and provides experiences in designing and implementing a production level, industrial grade database.  
*Note: Students have the option of learning either Windows or LINUX/UNIX operating systems within this degree and can earn a Network Operating Systems Letter of Recognition.*
2. The Personal Computer Systems Technology Option (code AAS.CIS.PC-SYS) emphasizes the development of expertise in operating and developing applications for personal computers.  
*Note: With this degree students can earn a choice of an Electronic Office Certificate, a Help Desk Specialist Certificate, a Microsoft Office Certifications Certificate or a Personal Computer Technician Certificate.*
3. The Programming/Analysis Option (code AAS-CIS.PROG) emphasizes the development in analytical and programming skills required in software development and systems design.  
*Students have the option of learning either Windows or LINUX/UNIX operating systems within this degree.*

**RANGE OF OCCUPATIONS**

- Applications programmer
- Application software designer
- Database administrator
- Database analyst
- Database programmer
- Electronic office administrator
- Electronic office specialist
- Help desk specialist/analyst
- Help desk technologist
- Information manager for office or small business
- Information systems technician
- Office and administrative support specialist
- Personal computer software specialist
- Personal computer technician
- Software developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates**

- Database Administration Certificate, see [page 106](#)
- Electronic Office Certificate, see [page 107](#)
- Help Desk Specialist Option, see [page 107](#)
- Microsoft Office Certification Option, see [page 107](#)
- Personal Computer Specialist Option, see [page 107](#)
- Personal Computer Technician Option, see [page 108](#)

COMPUTER INFORMATION SYSTEMS

**DATABASE ADMINISTRATION OPTION**

(code AAS.CIS.DATA-ADMN)

See page 97 for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
CSI 194 Ethics and the Information Age	
OR COM111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
<i>Satisfied by program requirement (CSI 113).</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 121 Algebra and Trigonometry	
OR MAT 141 College Algebra and Trigonometry 1	
OR MAT 151 Introductory Analysis (Pre-Calculus Mathematics)	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 40-41 credits**

Students entering the program with technical expertise beyond the level of any of these CSI courses should meet with the database administration coordinator to select more appropriate CSI courses.

	CREDITS
<b>CSI 113*</b> Theories and Applications of Digital Technology .....	<b>4</b>
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design .....	<b>4</b>
<b>CSI 122</b> Personal Computer Database Management Systems ...	<b>4</b>
<b>CSI 130</b> Microcomputer Operating Systems	
OR <b>CSI 135</b> Introduction to UNIX/LINUX .....	<b>3</b>
<b>CSI 123</b> Database Design, Implementation, and Security .....	<b>3</b>
<b>CSI 172</b> Relational Databases and SQL .....	<b>3</b>
<b>CSI 182</b> PL/SQL Programming .....	<b>3</b>
<b>CSI 211*</b> Systems Analysis and Design .....	<b>4</b>
<b>CSI 222</b> Access Visual Basic Applications (VBA) Programming ..	<b>3</b>
<b>CSI 224</b> Database Administration 1 .....	<b>3</b>
<b>CSI 225</b> Database Administration 2 .....	<b>3</b>
<b>Technical electives</b> .....	<b>7-8</b>
<i>Recommended choices include:</i>	
<i>Windows Track (for students who have completed CSI 130): CSI 265, CSI 266</i>	
<i>UNIX/LINUX Track (for students who have completed CSI 135): CSI 235, CSI 236</i>	
<i>Information Systems Security Track: CSI 116, CSI 132, CSI 194, CSI 214 or EET 160.</i>	
*General education course; four credit hours are calculated as part of the general education requirements total.	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

General education requirement CSI 113 meets this requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the social sciences or biological and physical sciences general education requirement.

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

**PERSONAL COMPUTER SYSTEMS TECHNOLOGY OPTION**

(code AAS.CIS.PC-SYS)

See page 97 for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
<i>Satisfied by program requirement (CSI 113).</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 41-43 credits**

	CREDITS
<b>BPA 100</b> Accounting Basics	
OR <b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 111</b> Business and Its Environment .....	<b>3</b>
<b>BPA 120</b> Small Business Management .....	<b>3</b>
<b>CSI 113*</b> Theories and Applications of Digital Technology .....	<b>4</b>
<i>Students entering the program with technical expertise beyond the level of these courses should meet with the application/database administration coordinator to select more appropriate CSI courses.</i>	
<b>CSI 120</b> Personal Computer Word Processing Applications .....	<b>4</b>
<b>CSI 122</b> Personal Computer Database Management Systems ...	<b>4</b>
<b>CSI 124</b> Personal Computer Spreadsheet Applications .....	<b>4</b>
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 211</b> Systems Analysis and Design .....	<b>4</b>
<b>EET 160</b> Theory and Troubleshooting Microcomputers 1 .....	<b>3</b>
<b>BPA or CSI electives</b> .....	<b>6-8</b>
<i>Recommended choices include: CSI 116, CSI 125, CSI 126, CSI 127, CSI 129, CSI 140, CSI 214, CSI 222, CSI 262, BPA 253 or BPA 162.</i>	
*General education course; credit hours are calculated as part of the general education requirements total.	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

General education requirement CSI 113 meets this requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the social sciences or biological and physical sciences general education requirement.

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

**COMPUTER INFORMATION SYSTEMS**

**PROGRAMMING/ANALYSIS OPTION** (code AAS.CIS.PROG)  
See [page 97](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-26 credits**

An approved list of general education courses can be found on pages [41-44](#) of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
Successful completion of ENG 121 fully satisfies the college English composition general education requirements.	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer science coordinator to select a more appropriate course.	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3</b>
MAT 141 College Algebra and Trigonometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 35-38 credits**

	CREDITS
<b>BPA 111</b> Business and Its Environment .....	<b>3</b>
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design .....	<b>4</b>
Students entering the program with technical expertise beyond the level of these courses are encouraged to meet with the computer technologies director to select more appropriate CSI courses. It is highly recommended that students who do not have a basic knowledge of computers complete CSI 113 before enrolling in CSI 117.	
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.	
<b>CSI 250</b> Data Structures in C++ .....	<b>4</b>
<b>CSI 211</b> Systems Analysis and Design .....	<b>4</b>
<b>CSI electives from a single area of study</b> .....	<b>9-12</b>
Students must complete 9-12 credits from a single area of study.	
Databases – CSI 122, CSI 123, CSI 172, CSI 182, CSI 222	
Unix – CSI 135, CSI 235, CSI 236	
Internet Technologies and Mobile Devices – CSI 118 and any two of the following: CSI 149, CSI 151, CSI 230, CSI 232, CSI 233	
Intermediate Programming – CSI 230, CSI 232, CSI 248, CSI 255	
Network Security and Cyber Forensics – CSI 165 and any two of the following: CSI 207, CSI 208, CSI 209, CSI 217	
Personal Computer Applications – CSI 120, CSI 122, CSI 124, CSI 125, CSI 126	
*General education course; credit hours are calculated as part of the general education requirements total.	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

General education requirement CSI 113 meets this requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the social sciences or biological and physical sciences general education requirement.

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](#) for details.*

COMPUTER INFORMATION SYSTEMS

INFORMATION ASSURANCE AND CYBERSECURITY

**INFORMATION ASSURANCE AND CYBERSECURITY  
INFORMATION ASSURANCE AND  
CYBERSECURITY OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
WWW.AACC.EDU/COMPUTERTECH**

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.CIS.ASSUR-CYBR)

**Total Credit Hours:** A minimum of 64 credit hours.

**Purpose:** Prepares students for entry-level careers in information assurance and cybersecurity. The program emphasizes computer security and information assurance concepts augmented with current accepted industry practices. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security. This program of study fully maps to National Security Telecommunications and System Security Instruction (NSTISSI) 4011 and 4013 standards.

**Related Industry Certifications:** This program provides partial foundation for the following industry recognized certifications: Network+, Security+, CCNA (Cisco Certified Network Associate) and CISSP (Certified Information Systems Security Professional) and A+ if the student selects EET 160 as the program elective. This program does not provide certification exam training or certification testing.

**RANGE OF OCCUPATIONS**

- Security specialist
- Information assurance security specialist
- Information systems security analyst
- Manager of network and data security
- Applications security specialist
- Operating system security specialist

Graduates in this field will find positions available in industry, education and government. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Program Requirements:** A grade of C or better is required in each Information Assurance and Cybersecurity program course requirement.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates**

- Network Security Certificate, [page 102](#)
- Cisco Certified Network Associate (CCNA) Preparation Certificate, [page 102](#)
- Advanced Network Security Certificate, [page 103](#)
- Server Administration and Security Certificate, [page 103](#)
- Cyber Forensics Certificate, [page 104](#).

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Satisfied by program requirements (CSI 194).</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 42 credits**

	CREDITS
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 135</b> Introduction to UNIX/LINUX .....	<b>3</b>
<b>CSI 157</b> Networking 1 .....	<b>4</b>
<b>CSI 158</b> Networking 2 .....	<b>4</b>
<b>CSI 165</b> Network Security Fundamentals .....	<b>4</b>
<b>CSI 194*</b> Ethics and the Information Age .....	<b>3</b>
<b>CSI 217</b> Advanced Network Defense .....	<b>4</b>
<b>CSI 219</b> Network Intrusion Detection and Penetration Testing ..	<b>4</b>
<b>CSI 257</b> Networking 3 .....	<b>4</b>
<b>CSI 258</b> Networking 4 .....	<b>4</b>
<b>CSI 265</b> Windows Server .....	<b>4</b>

*\*General education course; credit hours are calculated as part of the general education requirements total.*

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the social science general education requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](#) for details.*

COMPUTER INFORMATION SYSTEMS

INFORMATION ASSURANCE AND CYBERSECURITY

INFORMATION ASSURANCE AND CYBERSECURITY  
CYBER FORENSICS OPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
WWW.AACC.EDU/COMPUTERTECH

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.CIS.CYBR-FRNSC)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Prepares students for an entry-level career in cyber forensics analysis. The program emphasizes the proper handling of digital evidence; the tools and techniques utilized in forensics analysis, the importance of proper documentation and report generation; and the laws and ethics that govern evidence handling. Topics include the proper collection and preservation of digital evidence; the retrieval of evidence from multiple environments and devices; the use of commercial forensics and open source tools; manual recovery techniques; the analysis of collected information; and proper documentation and reporting. This program fully maps to the eight knowledge domains as currently specified by the Department of Defense Cyber Crime Center (DC3).

**Related Industry Certifications:** This program provides partial foundation for the following industry recognized certifications: Network+, Security+, International Society of Forensic Computer Examiners' Certified Computer Examiner (CCE), and the International Association of Computer Investigative Specialists' Computer Forensic Certified Examiner (CFCE) certifications.

RANGE OF OCCUPATIONS

- Computer forensic investigator
- Corporate forensic investigator
- Law enforcement investigator
- Legal investigator
- Private investigator
- Financial investigator
- Loss prevention agent
- Computer forensic analyst
- Counterintelligence agent
- Policy analyst
- eDiscovery specialist
- eDiscovery project manager
- Data restoration specialist
- Forensics analyst
- Forensics consultant
- Forensic science technician
- Technology risk management professional

Graduates in this field will find positions available in industry, education and government. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program requirements:** A grade of C or better is required in each Information Assurance and Cybersecurity Forensics option program course requirement.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that

diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

GENERAL EDUCATION REQUIREMENTS: 22-27 credits

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Satisfied by program requirements (CSI 194).</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

PROGRAM REQUIREMENTS: 39-40 credits

	CREDITS
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 135</b> Introduction to UNIX/LINUX .....	<b>3</b>
<b>CSI 165</b> Network Security Fundamentals .....	<b>4</b>
<b>CSI 194*</b> Ethics and the Information Age .....	<b>3</b>
<i>*General education course; credit hours are calculated as part of the general education requirements total.</i>	
<b>CSI 207</b> Cyber Forensics 1 .....	<b>3</b>
<b>CSI 208</b> Cyber Forensics 2 .....	<b>4</b>
<b>CSI 209</b> Cyber Forensics 3 .....	<b>4</b>
<b>CSI 217</b> Advanced Network Defense .....	<b>4</b>
<b>CSI 265</b> Windows Server .....	<b>4</b>
<b>Technical elective</b> .....	<b>3-4</b>
<i>Recommended technical electives: CSI 117, CSI 205, CSI 206, CSI 219.</i>	

ADDITIONAL REQUIREMENTS

COMPUTER COMPETENCY REQUIREMENT

*General education requirement CSI 113 meets this requirement.*

DIVERSITY REQUIREMENT

*Students may satisfy the diversity requirement simultaneously as they satisfy the social science general education requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

COMPUTER INFORMATION SYSTEMS

INFORMATION ASSURANCE AND CYBERSECURITY

**NETWORK SECURITY CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.NET-SEC)

**Total Credit Hours:** 20 credit hours.

**Purpose:** Gain the skills and knowledge required to configure LAN and WAN networks and to understand the basics of network cybersecurity theory and operation. Acquire in-depth knowledge of TCP/IP, Cisco IOS and experience configuring Cisco routers.

**Related Industry Certifications:** This program provides partial foundation for the following industry recognized certifications: Network+ (CompTIA) and the Security+ (CompTIA) industry certification exams.

**RANGE OF OCCUPATIONS**

- Customer service technician
- Help desk technician
- Internet security specialist
- Internet systems administrator
- IT compliance specialist
- Network administrator
- Network analyst
- Network support technician
- Service center technician
- Technical writer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of CyberStudies to take each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 20 credits**

	CREDITS
CSI 113 Theories and Applications of Digital Technology	4
CSI 132 Network Essentials	4
CSI 157 Networking 1	4
CSI 158 Networking 2	4
CSI 165 Network Security Fundamentals	4

**CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) PREPARATION CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.CCNA)

**Total Credit Hours:** 16 credit hours.

**Purpose:** Learn to install, configure, operate, and troubleshoot medium-size router and switched networks, including implementation and verification of connections to remote sites in a WAN. Includes basic mitigation of security threats, introduction to wireless networking concepts, and hands-on, performance-based skills. Further, it prepares students to sit for the Cisco Certified Network Associate (CCNA) certification.

**RANGE OF OCCUPATIONS**

- Field support technician
- Network administrator
- Network associate
- Network support technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of CyberStudies to take each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

	CREDITS
CSI 157 Networking 1	4
CSI 158 Networking 2	4
CSI 257 Networking 3	4
CSI 258 Networking 4	4

COMPUTER INFORMATION SYSTEMS

INFORMATION ASSURANCE AND CYBERSECURITY

**ADVANCED NETWORK SECURITY CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.NET-SEC-ADV)

**Total Credit Hours:** 15 credit hours.

**Purpose:** Provides students with the hands-on skills and knowledge to protect cyber computer networks. Skills covered include the design and implementation of firewalls, IDS, wireless security, cryptography, Linux security, Windows security, among others. In addition to network security fundamentals students will learn valuable defense and countermeasures.

**RANGE OF OCCUPATIONS**

- Internet security specialist
- IT compliance specialist
- IT manager
- Network administrator
- Network analyst
- Systems analyst

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of CyberStudies to take each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 15 credits**

	CREDITS
CSI 217 Advanced Network Defense .....	4
CSI 219 Network Intrusion Detection and Penetration Testing ..	4
CSI 265 Windows Server .....	4
CSI 270 Information Security Capstone .....	3

**SERVER ADMINISTRATION AND SECURITY CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.SERVER)

**Total Credit Hours:** 17 credit hours.

**Purpose:** Learn how to support and maintain the integrity of systems, software, network, storage devices and data directly related to Windows and Linux server operations. Acquire systems and network administration functions such as installing, integrating, documenting and maintaining software, firmware, computer, networks and storage systems, development and user environments, assisting system users and managing user accounts, and performing technical documentation and process engineering functions.

**RANGE OF OCCUPATIONS**

- Linux administrator
- Network administrator
- Network engineer
- Network support technician
- Operating system specialist
- Systems administrator
- Systems engineer
- Windows server administration

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of CyberStudies to take each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 17 credits**

	CREDITS
CSI 135 Introduction to UNIX/LINUX .....	3
CSI 236 UNIX/LINUX System Administration .....	4
CSI 265 Windows Server .....	4
CSI 266 Windows Server Networking .....	3
CSI 269 Wireless LANs .....	3

COMPUTER INFORMATION SYSTEMS

INFORMATION ASSURANCE AND CYBERSECURITY

**CYBER FORENSICS CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.CYBR-FRNSC)

**Total Credit Hours:** 17-19 credit hours.

**Purpose:** Perform forensic investigations, incident handling and conduct incident investigations. Gain the knowledge and skills necessary to execute forensic investigations of networks, hosts and mobile devices including collecting, processing, review, analysis and production of electronic evidence using standard computer forensics and evidence handling techniques.

**RANGE OF OCCUPATIONS**

- Computer forensics technician
- Digital forensics specialist
- Digital forensics investigator
- Forensic support specialist
- Incident response analyst

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of cyber studies to take each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 17-19 credits**

	CREDITS
<b>CSI 207</b> Cyber Forensics 1 .....	<b>3</b>
<b>CSI 208</b> Cyber Forensics 2 .....	<b>3</b>
<b>CSI 209</b> Cyber Forensics 3 .....	<b>4</b>
<b>Electives</b> .....	<b>6-8</b>

*Two electives must be selected from the group of courses below:*  
 CJS 111: Introduction to Criminal Justice  
 CSI 135: Introduction to UNIX/LINUX  
 CSI/CJS 206: Cybercrime  
 CSI 217: Advanced Network Defense

**ADVANCED CYBER FORENSICS CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.CYBR-FRNSC-A)

**Total Credit Hours:** 24 credit hours.

**Purpose:** Perform forensic investigations, incident handling, and conduct incident investigations. Gain the knowledge and skills necessary to execute forensic investigations of networks, hosts, and mobile devices, including the use of standard computer forensics and evidence handling techniques to collect, process, review, analyze and produce electronic evidence. Successful completion of the courses in this certificate prepares a student for the Cyber Incident Responder exam sponsored by the Defense Cyber Crime Center (DC3), National Centers of Digital Forensics Academic Excellence (CDFAE) program.

**RANGE OF OCCUPATIONS**

- Computer forensics technician
- Digital forensics specialist
- Digital forensics investigator
- Forensic support specialist
- Incident response analyst

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of cyber studies to take each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Program Requirement:** A grade of C or better is required in each Cyber Technology certificate course requirement.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24 credits**

	CREDITS
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 135</b> Introduction to UNIX/LINUX .....	<b>3</b>
<b>CSI 207</b> Cyber Forensics 1 .....	<b>3</b>
<b>CSI 208</b> Cyber Forensics 2 .....	<b>4</b>
<b>CSI 209</b> Cyber Forensics 3 .....	<b>4</b>

COMPUTER INFORMATION SYSTEMS

INFORMATION ASSURANCE AND CYBERSECURITY

**CYBER TECHNOLOGY CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**Room 234, 410-777-2442**  
[www.aacc.edu/computerstech](http://www.aacc.edu/computerstech)

*This program not eligible for financial aid.*

**Award:** Certificate (code CRT.CIS.CYBER-TECH)

**Total Credit Hours:** 30 credit hours.

**Purpose:** A compressed program leading to a 30-credit Cyber Technology Certificate in as little as one year. Participants need no previous computer experience and will be prepared for entry-level jobs in Customer Service and Technical Support. The program was created in response to regional industry needs with input from Cyber industry leaders and employers.

Participants take all classes together in a cohort and are eligible for enhanced student support services. The unique “Core Skills for STEM” class series teaches the personal and professional skills and knowledge needed for success in the program and in the workplace. The program comprises partial preparation for industry certification in exams in Cisco CCNA and CompTIA+, Net+, and Security+.

Created by five member colleges of the National STEM (Science, Technology, Engineering and Mathematics) Consortium with funding from a U.S. Department of Labor Trade Adjustment Assistance Community College and Career training (TAACCT) grant. The Cyber Technology certificate program, under the National STEM Consortium grant, requires additional application materials and a screening of all applicants for certain eligibility criteria. Contact the Computer Technology Department at **410-777-2442** for information about the eligibility criteria and for assistance in applying to this program.

**RANGE OF OCCUPATIONS**

- Computer User Support Specialist
- Help Desk Representative
- Technical Support Specialist
- Network Technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirement:** Completion of all required courses.

**Program Requirement:** A grade of C or better is required in each Cyber Technology certificate course requirement.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

	CREDITS
<b>EET 160</b> Theory and Troubleshooting Microcomputers 1	3
<b>EET 205</b> Theory and Troubleshooting Microcomputers 2	3
<b>CSI 165</b> Network Security Fundamentals	4
<b>CSI 157</b> Networking 1	4
<b>CSI 158</b> Networking 2	4
<b>CSI 257</b> Networking 3	4
<b>CSI 258</b> Networking 4	4
<b>STM 101</b> Core Skills for STEM 1	1
<b>STM 102</b> Core Skills for STEM 2	1
<b>STM 103</b> Core Skills for STEM 3	1
<b>CYB 270</b> Cyber Capstone	1

COMPUTER INFORMATION SYSTEMS

COMPUTER SPECIALIST OPTION CERTIFICATE

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
WWW.AACC.EDU/COMPUTERTECH

Inactive 2013-2014. No new students will be admitted to this program.

Award: Certificate

Total Credit Hours: A minimum of 33 credit hours.

Purpose: Designed for students who seek employment as an information specialist professional in one of three options: C Language, Visual Basic and Systems.

RANGE OF OCCUPATIONS

- C Language applications programmer
- Systems technician
- Visual Basic applications programmer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

Program Requirements: Each student is required to complete five core courses and the requirements of one option.

Graduation Requirements: Demonstrated eligibility for ENG 111.

Related Educational Opportunities: Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

CERTIFICATE REQUIREMENTS: 33-35 credits

CREDITS

Required Core Requirements — 19-20 credit hours

CSI 113	Theories and Applications of Digital Technology	.....4
CSI 117	Introductory Object-Oriented Program Analysis and Design	.....4
CSI 132	Network Essentials	.....4
CSI 211	Systems Analysis and Design	.....4
Elective	CSI	.....3-4

*Recommended electives: CSI 116, CSI 130, CSI 149, CSI 214, CSI 235 and CSI 236.*

Options for the Computer Specialist Certificate

C++ LANGUAGE OPTION (code CRT.CIS.CPLANG)

Inactive 2013-2014. No new students will be admitted to this program.

MAT 141	College Algebra and Trigonometry 1	.....3-4
<i>Or more advanced level if qualified.</i>		
CSI 135	Introduction to UNIX/LINUX	.....3
CSI 155	C++ Programming for Professionals	.....4
CSI 250	Data Structures in C++	.....4

SYSTEMS OPTION (code CRT.CIS.SYSTEMS)

Inactive 2013-2014. No new students will be admitted to this program.

CSI 155	C++ Programming for Professionals	.....4
OR CSI 241	Programming in Visual Basic.NET	.....4
CSI 214	Information Systems Security	.....3
CSI 265	Windows Server	.....4
MAT 112	Business Mathematics	.....3-4
OR MAT 141	College Algebra and Trigonometry 1	.....3-4
<i>Or more advanced level if qualified.</i>		

VISUAL BASIC.NET OPTION (code CRT.CIS.VB-NET)

Inactive 2013-2014. No new students will be admitted to this program.

CSI 241	Programming in Visual Basic.NET	.....4
<i>CSI 240 satisfies the program requirement if taken prior to spring 2003 and CSI 242 satisfies the program requirement if taken prior to fall 2005.</i>		
CSI 243	Object-oriented Programming Using Visual Basic.NET	...4
<i>CSI 240 satisfies the program requirement if taken prior to spring 2003 and CSI 242 satisfies the program requirement if taken prior to fall 2005.</i>		
MAT 112	Business Mathematics	.....3-4
OR MAT 141	College Algebra and Trigonometry 1	.....3-4
<i>Or more advanced level if qualified.</i>		
Elective	BPA	.....3

DATABASE ADMINISTRATION CERTIFICATE

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
WWW.AACC.EDU/COMPUTERTECH

Award: Certificate (code CRT.CIS.DATA-ADMN)

Total Credit Hours: A minimum of 25 credit hours.

Purpose: Prepares students for employment in the field of database administration by acquiring or updating database administrator skills. This option develops skills in the SQL language syntax and usage, Microsoft Access, Oracle, the roles and responsibilities of a database administrator, and provides experience in designing and implementing a production level, industrial grade database.

RANGE OF OCCUPATIONS

- Database administrator
- Database analyst
- Software developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

Entrance Requirements: Students must have satisfied the prerequisites for each of the courses selected in this option or else demonstrate a strong computer background in those prerequisite areas and have permission of the database administration coordinator.

Award requirements: Students must complete each of the required CSI courses with a grade of C or better.

Graduation Requirement: Demonstrated eligibility for ENG 111.

Related Educational Opportunities: Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

CERTIFICATE REQUIREMENTS: 25 credits

CREDITS

CSI 122	Personal Computer Database Management Systems	....4
CSI 123*	Database Design, Implementation and Security	.....3
CSI 130	Microcomputer Operating Systems	.....3
OR CSI 135	Introduction to UNIX/LINUX	.....3
CSI 172	Relational Databases and SQL	.....3
CSI 182	PL/SQL Programming	.....3
CSI 222*	Access Visual Basic Applications (VBA) Programming	...3
CSI 224	Database Administration 1	.....3
CSI 225	Database Administration 2	.....3

*\*CSI 113 and CSI 117 are prerequisites for courses included in this program. Students entering the program with technical expertise beyond the level of CSI 113 and/or CSI 117 should meet with the database administration coordinator to waive the requirements for one or both of these courses.*

COMPUTER INFORMATION SYSTEMS

**PERSONAL COMPUTER SPECIALIST OPTION CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2442**  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)

**Award:** Certificate

**Total Credit Hours:** A minimum of 20 credit hours.

**Purpose:** To prepare students for employment in businesses that have a demand for personnel with personal computer skills. Students receive a general background in computer operations and applications using software to support the electronic office and business.

**Four Options**

1. The Electronic Office Option (code CRT.CIS.ELEC-OFF) emphasizes office automation techniques, office networks and office systems integration.  
*Note: Students can earn the Office Applications Specialist Letter of Recognition along with this certificate.*
2. The Help Desk Specialist Option (code CRT.CIS.HELP-DESK) emphasizes microcomputer support services and Help Desk analysis for end users.  
*Note: Students can earn the Microsoft Office Certifications Certificate and the Office Applications Specialist Letter of Recognition along with this certificate.*
3. The Microsoft Office Certifications Option (code CRT.CIS.MCAS) emphasizes the development and expertise in Microsoft Office applications. This option incorporates the Microsoft Office Specialist (MOS) industry certification testing in Word, Excel, PowerPoint, Access and Outlook.  
*Note: Students can earn the Office Applications Specialist Letter of Recognition along with this certificate.*
4. The Personal Computer Technician Option (code CRT.CIS.PC-TECH) emphasizes the development of expertise in operating and developing applications for personal computers.  
*Note: Students can earn the Office Applications Specialist Letter of Recognition along with this certificate.*

**RANGE OF OCCUPATIONS**

- Applications software designer
- Electronic office administrator
- Electronic office specialist
- Help desk specialist/analyst
- Help desk technologist
- Microsoft Office Specialist trainer
- Personal computer technician
- Personal computer specialist

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Graduation Requirement:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Options for the Personal Computer Specialist Certificate**

**ELECTRONIC OFFICE OPTION** (code CRT.CIS.ELEC-OFF)

**Total Credit Hours:** A minimum of 31 credit hours.

	CREDITS
<b>BPA 162</b> Business Communications . . . . .	<b>3</b>
<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology . . . . .	<b>4</b>
<i>Students entering the option with technical expertise beyond the level of these courses are encouraged to meet with the computer technologies director or applications/database administration coordinator to select more appropriate CSI courses.</i>	
<b>CSI 120</b> Personal Computer Word Processing Applications . . . . .	<b>4</b>
<b>CSI 126</b> Personal Computer Information Management Applications . . . . .	<b>4</b>
<b>CSI 130</b> Microcomputer Operating Systems . . . . .	<b>3</b>
<b>CSI 132</b> Network Essentials . . . . .	<b>4</b>
<b>Electives (CSI/BPA)</b> . . . . .	<b>9-12</b>
<i>Recommended Electives: CSI 116, CSI 122, CSI 124 or BPA 120.</i>	

**HELP DESK SPECIALIST OPTION** (code CRT.CIS.HELP-DESK)

**Total Credit Hours:** A minimum of 33 credit hours.

	CREDITS
<b>CSI 113</b> Theories and Applications of Digital Technology . . . . .	<b>4</b>
<i>Students entering the option with technical expertise beyond the level of these courses are encouraged to meet with the computer technologies director or applications/database administration coordinator to select more appropriate CSI courses from List A or List B (below).</i>	
<b>CSI 120</b> Personal Computer Word Processing Applications . . . . .	<b>4</b>
<b>CSI 122</b> Personal Computer Database Management Systems . . . . .	<b>4</b>
<b>CSI 124</b> Personal Computer Spreadsheet Applications . . . . .	<b>4</b>
<b>CSI 125</b> Personal Computer Presentation Graphics Applications . . . . .	<b>4</b>
<b>CSI 126</b> Personal Computer Information Management Applications . . . . .	<b>4</b>
<b>CSI 127</b> Internet Fundamentals . . . . .	<b>3</b>
<b>CSI 129</b> Help Desk Concepts . . . . .	<b>3</b>
<b>CSI 130</b> Microcomputer Operating Systems . . . . .	<b>3</b>

**MICROSOFT OFFICE CERTIFICATIONS OPTION**

(code CRT.CIS.MCAS)

**Total Credit Hours:** A minimum of 20 credit hours.

	CREDITS
<b>CSI 120</b> Personal Computer Word Processing Applications . . . . .	<b>4</b>
<b>CSI 122</b> Personal Computer Database Management Systems . . . . .	<b>4</b>
<b>CSI 124</b> Personal Computer Spreadsheet Applications . . . . .	<b>4</b>
<b>CSI 125</b> Personal Computer Presentation Graphics Applications . . . . .	<b>4</b>
<b>CSI 126</b> Personal Computer Information Management Applications . . . . .	<b>4</b>

COMPUTER INFORMATION SYSTEMS

**PERSONAL COMPUTER TECHNICIAN OPTION**

(code CRT.CIS.PC-TECH)

**Total Credit Hours:** A minimum of 27 credit hours.

	CREDITS
<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology	. . . . .4
<i>Students entering the option with technical expertise beyond the level of these courses are encouraged to meet with the computer technologies director or applications/database administration coordinator to select more appropriate CSI courses.</i>	
<b>CSI 124</b> Personal Computer Spreadsheet Applications	. . . . .4
<b>CSI 130</b> Microcomputer Operating Systems	. . . . .3
<b>Electives</b> (List A below)	. . . . .6
<b>Electives</b> (List A or B below)	. . . . .10-13

**List A**

*The following courses have no prerequisites and are thus appropriate for first-term students. Students with academic or technical experience may substitute a course from List B.*

- BPA 100** Accounting Basics
- BPA 162** Business Communications
- CSI 127** Internet Fundamentals
- CSI 140** Introduction to Visual.Basic.NET
- EET 160** Theory and Troubleshooting Microcomputers 1
- MAT 141** College Algebra and Trigonometry 1 *(Eligibility for credit math.)*

**List B**

- CSI 116** Introduction to Project Management
- CSI 117** Introductory Object-Oriented Program Analysis and Design
- CSI 120** Personal Computer Word Processing Applications
- CSI 121** Personal Computer Office Suite Applications
- CSI 122** Personal Computer Database Management Systems
- CSI 161** Programming 1 in Java
- CSI 211** Systems Analysis and Design
- CSI 222** Access Visual Basic Applications (VBA) Programming
- CSI 227** Web Server Administration

**SCIENTIFIC PROGRAMMING OPTION CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2442**  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)

**Award:** Certificate (code CRT.CIS.SCI-PROG)

**Total Credit Hours:** A minimum of 21 credit hours.

**Purpose:** Acquire or update software design and programming skills. Develop skills in software engineering, programming languages and the UNIX/LINUX operating system. Experienced computer programmers and technicians may gain skills in advanced high-level languages and programming environments.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirement:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 21-23 credits**

	CREDITS
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design	. . . . .4
<i>Students entering the option with technical expertise beyond the level of this course are encouraged to meet with the computer science coordinator to select a more appropriate CSI course.</i>	
<b>CSI 135</b> Introduction to UNIX/LINUX	. . . . .3
<b>CSI 163</b> Computer Science 1	. . . . .4
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 250</b> Data Structures in C++	. . . . .4
<b>CSI electives</b> (approval of computer science coordinator)	. . . . .6-8
<i>Students may want to consider technology areas such as: UNIX/LINUX, mobile device programming, the Internet and data communications/networking or programming in Java.</i>	

COMPUTER INFORMATION SYSTEMS

**DATABASE ADMINISTRATION  
LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** Prepares students for employment in the field of database administration by acquiring or updating database administrator skills. This option develops skills in the SQL language syntax and usage, primary roles and responsibilities of a database administrator, and provides some experience in designing and implementing a production level, industrial grade database.

**RANGE OF OCCUPATIONS**

- Database Administrator
- Database Analyst
- Software Developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must have satisfied the prerequisites for each of the courses selected in this option or else demonstrate a strong computer background in those prerequisite areas and have the permission of the database administration coordinator.

**Award Requirements:** Students must complete each of the required CSI courses with a grade of C or better. At least 50 percent of the total credit hours in the letter of recognition must be earned at AACC. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
CSI 172 Relational Databases and SQL.....	3
CSI 182 PL/SQL Programming .....	3
CSI 224 Database Administration 1 .....	3

**OFFICE APPLICATIONS SPECIALIST  
LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Letter of Recognition

**Total Credit Hours:** Eight credit hours.

**Purpose:** Provides office staff and technical and non-technical professional personnel an opportunity to develop a comprehensive foundation in the use of computers to produce solutions to word processing, spreadsheet and database management problems. Introduces students to comprehensive use of major software applications packages. Emphasis is on using word processing, spreadsheet and database management software to address typical office applications. With this letter of recognition, students have a choice of learning comprehensive software in two of the three areas: word processing, spreadsheet or database management.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must have a strong computer background or permission of the Microsoft Office Specialist (MOS)/ Applications coordinator.

**Award Requirements:** Students must complete each of the required CSI courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 8 credits**

CREDITS

Select two courses from the list below:

CSI 120 Personal Computer Word Processing Applications .....	4
CSI 122 Personal Computer Database Management Systems .....	4
CSI 124 Personal Computer Spreadsheet Applications .....	4

COMPUTER NETWORK MANAGEMENT

COMPUTER NETWORK MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE DEGREE

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.CIS.CNM)

**Total Credit Hours:** A minimum of 66 credit hours.

**Purpose:** Prepare students for careers installing, repairing and/or administering local and wide area networks. The program incorporates a study of voice and data communication fundamentals together with an in-depth study of current networking architectures and protocols. Client/server and peer networks are specifically studied together with hands-on laboratory time working with Microsoft and UNIX/LINUX systems. A combination of lecture and labs provide the basis for potential networking certification in today's most popular operating systems.

**RANGE OF OCCUPATIONS**

- LAN system administration
- Network installation
- Network management
- WAN Management Technology
- Linux administrator
- Windows Server administrator
- System administrator

Graduates in this field will find positions available in industry, education and government. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Program requirements:** A grade of C or better is required in each Computer Network Management program course requirement.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates**

- Cisco Certified Network Associate (CCNA) CRT.CIS.CCNA
- Server Administration and Security CRT.CIS.SERVER
- Unix/Linux System Administrator CRT.CIS.UNIXLINUX-SA

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Satisfied by program requirements (CSI 194)</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 44-45 credits**

	CREDITS
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 135</b> Introduction to UNIX/LINUX .....	<b>3</b>
<b>CSI 157</b> Networking 1 .....	<b>4</b>
<b>CSI 158</b> Networking 2 .....	<b>4</b>
<b>CSI 165</b> Network Security Fundamentals .....	<b>4</b>
<b>CSI 194</b> Ethics and the Information Age .....	<b>3</b>
<i>General education course; credit hours are calculated as part of the general education requirements total.</i>	
<b>CSI 236</b> UNIX/LINUX System Administration .....	<b>4</b>
<b>CSI 257</b> Networking 3 .....	<b>4</b>
<b>CSI 258</b> Networking 4 .....	<b>4</b>
<b>CSI 265</b> Windows Server .....	<b>4</b>
<b>CSI 266</b> Windows Server Networking .....	<b>3</b>
<b>Technical Elective</b> .....	<b>3-4</b>
<i>Approved technical electives include CSI 269 and CSI 272</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy social sciences or biological and physical sciences general education requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

COMPUTER NETWORK MANAGEMENT

**COMPUTER NETWORK MANAGEMENT CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
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[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertechnology)

Inactive 2014-2015. No new students will be admitted to this program. Please see the following Network Management certificates on pages 102-103:

- Network Security Certificate, page 102
- CISCO Certified Network Associate (CCNA) Preparation Certificate, pages 102
- Server Administration and Security Certificate, page 103

**Award:** Certificate (code CRT.CIS.CNM)

**Total Credit Hours:** A minimum of 26 credit hours.

**Purpose:** Provides a knowledge of network technology and management with an emphasis on local area networks. The certificate program is for students who have an interest in pursuing careers in installing, repairing and administering local area networks.

The classroom experience will provide the basis for potential network certifications. Those with no prior computer experience should complete an introductory computer course before beginning the certificate course requirements.

A separate certificate is offered in UNIX/LINUX System Administration for students with limited experience in working with computer systems.

**RANGE OF OCCUPATIONS**

- LAN systems administration
- LAN management
- Network installation
- PC network technician
- WAN Technology Management

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirement:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 26-28 credits**

	CREDITS
CSI 130 Microcomputer Operating Systems .....	3
CSI 132 Network Essentials .....	4
CSI 135 Introduction to UNIX/LINUX .....	3
CSI 265 Windows Server .....	4
Electives .....	12-14

*Four electives must be selected from the group of courses below.*

**Approved Electives**

- CSI 214 Information Systems Security
- CSI 266 Windows Server Networking
- CSI 269 Wireless LANs
- EET 140 Introduction to Telecommunications
- EET 150 Semiconductors and Linear Circuits
- EET 160 Theory and Troubleshooting Microcomputers 1
- EET 205 Theory and Troubleshooting Microcomputers 2

**UNIX/LINUX SYSTEM ADMINISTRATOR OPTION CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertechnology)

**Award:** Certificate (code CRT.CIS.UNIXLINUX-SA)

**Total Credit Hours:** 23 credit hours.

**Purpose:** An approved option under the computer network management associate degree program. Prepares students for employment as administrators of UNIX/LINUX system installations. Provides an introduction to computing, programming, data communications, security and other principal aspects of a typical UNIX/LINUX system administrator's job. Includes extensive hands-on training.

**RANGE OF OCCUPATIONS**

- UNIX/LINUX applications system designer/development
- UNIX/LINUX programmer
- UNIX/LINUX system administrator

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirement:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 23 credits**

	CREDITS
CSI 113 Theories and Applications of Digital Technology .....	4
CSI 132 Network Essentials .....	4
CSI 135 Introduction to UNIX/LINUX .....	3
CSI 165 Network Security Fundamentals .....	4
CSI 235 UNIX/LINUX Shell Programming .....	4
CSI 236 UNIX/LINUX System Administration .....	4

COMPUTER NETWORK MANAGEMENT

**NETWORK OPERATING SYSTEMS**

**LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**Purpose:** For students interested in working in the networking sector of the information technology industry. Basic computer and networking competencies are required for entry into the program. This award is Workforce Investment Act eligible.

**RANGE OF OCCUPATIONS**

- LAN technician
- Network administrator
- Network support technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Students must complete each of the required CSI courses with a grade of C or better. Students should apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 11 credits**

	CREDITS
CSI 132 Network Essentials .....	4
CSI 265 Windows Server .....	4
CSI 266 Windows Server Networking .....	3

COMPUTER SCIENCE TRANSFER

**COMPUTER SCIENCE TRANSFER  
ASSOCIATE OF SCIENCE DEGREE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Associate of Science degree, A.S. (code AS.CPS.SCI)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** This transfer program provides a solid computer science and mathematics foundation for those students transferring to four-year colleges and universities to pursue a bachelor's degree in computer science.

**RANGE OF OCCUPATIONS**

Graduates in this field will find positions available in industry, education and government. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<i>Two different disciplines required.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
<i>Two lab sciences required.</i>	
<i>UMBC requires two of the following science courses: BIO 101, CHE 111 or PHY 211 or one of the following course sequences: PHY 211-PHY 212 or CHE 111-CHE 112 or BIO 101 and a BIO sequence course.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer science coordinator to select a more appropriate CSI course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Two different disciplines required.</i>	

**PROGRAM REQUIREMENTS: 27 credits**

	CREDITS
<b>MAT 192</b> Calculus and Analytic Geometry 2 .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>
<b>MAT 250</b> Introduction to Discrete Structures .....	<b>3</b>
<b>CSI 117</b> Introductory Object-Oriented Analysis and Design ....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163.</i>	
<i>CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 255</b> Computer Organization .....	<b>4</b>
<b>CSI 250</b> Data Structures in C++ .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts and humanities, social and behavioral sciences and biological and physical sciences.*

COMPUTER SCIENCE TRANSFER

**COMPUTER INFORMATION SYSTEMS OPTION AND MANAGEMENT INFORMATION SYSTEMS OPTION ASSOCIATE OF SCIENCE DEGREE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442

[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)

**Award:** Associate of Science degree, A.S.

**Total Credit Hours:** A minimum of 60 credit hours for Computer Information Systems Option and a minimum of 61 credit hours for Management Information Systems Option.

**Purpose:** These transfer options provide a solid computer information systems and business foundation for those students transferring to four-year colleges and universities to pursue a bachelor’s degree in computer information systems or a bachelor’s degree in business administration with a specialization in information systems.

**Options**

*Computer Information Systems (code AS.CPS.CIS)*

Students transfer to a four-year arts and sciences college or university to earn a technical bachelor degree. After transferring, students develop greater technical knowledge which is applied to a business environment. The greatest emphasis is on preparing students to be technical experts in a business setting.

*Management Information Systems (code AS.CPS.MIS)*

Students transfer to a four-year school of business within a college or university to earn a bachelor’s degree in business administration with a specialization in information systems. After transferring, students focus on business and management technology. The greatest emphasis is on preparing students to be managers in technical environments.

Students who have already selected a transfer college/university for either option should consult with the Anne Arundel Community College Computer technologies director to plan their program and keep abreast of program changes and updates to the articulation agreements between Anne Arundel Community College and the transfer institutions.

**RANGE OF OCCUPATIONS**

Graduates in this field will find positions available in industry, education and government. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**COMPUTER INFORMATION SYSTEMS OPTION**  
 (code AS.CPS.CIS)

**GENERAL EDUCATION REQUIREMENTS: 32-39 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<i>Two different disciplines required.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer science coordinator to select a more appropriate course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-6</b>
MAT 230 Elementary Calculus (For Business and Social Sciences)	
<i>Students not eligible for MAT 230 may substitute MAT 141-MAT 230 for the required mathematics sequence.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
Social and behavioral sciences general education (except ECO)	
ECO 211 Principles of Economics 1	

**PROGRAM REQUIREMENTS: 28 credits**

	CREDITS
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>CSI 117</b> Introductory Object-Oriented Analysis and Design .....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 211</b> Systems Analysis and Design .....	<b>4</b>
<b>CSI 250</b> Data Structures in C++ .....	<b>4</b>
<b>ECO 212</b> Principles of Economics 2 .....	<b>3</b>
<b>MAT 233</b> Finite Mathematics for Computer Technologies	
OR <b>MAT 250</b> Introduction to Discrete Structures	
OR <b>MAT 135</b> Elementary Statistics .....	<b>3</b>
<i>Course recommendations are as follows: For University of Maryland Baltimore County or Morgan State University, MAT 233; for Towson University, MAT 250; for Frostburg University or Capital College, MAT 135. All other students should check the mathematics requirements of their transfer school before selecting courses. Be sure to see an adviser to complete your educational plan. Students not eligible for MAT 230 may substitute MAT 141-MAT 230 for the required mathematics sequence.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 113 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts and humanities, social and behavioral sciences and biological and physical sciences.*

**COMPUTER SCIENCE TRANSFER**

**MANAGEMENT INFORMATION SYSTEMS OPTION**

(code AS.CPS.MIS)

See [page 114](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 32-36 credits**

An approved list of general education courses can be found on pages [41-44](#) of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-ENG 112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associates degree. These credit hours must be chosen with the approval of the computer technologies director or program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
Arts and humanities general education course (except COM).	
<i>Students transferring to University of Baltimore should choose history or philosophy.</i>	
AND COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer science coordinator to select a more appropriate CSI course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3</b>
MAT 135 Elementary Statistics	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
ECO 211 Principles of Economics 1	

**PROGRAM REQUIREMENTS: 27-28 credits**

	CREDITS
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>BPA 232</b> Business Statistics	
OR <b>CSI Elective</b> (consult with an adviser) .....	<b>3-4</b>
<i>Students transferring to University of Baltimore should complete BPA 232.</i>	
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design .....	<b>4</b>
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer technologies director to select a more appropriate CSI course.</i>	
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 250</b> Data Structures in C++ .....	<b>4</b>
<b>ECO 212</b> Principles of Economics 2 .....	<b>3</b>
<b>MAT 141</b> College Algebra and Trigonometry 1 .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See [page 45](#) for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with the computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts/humanities and biological and physical sciences.



COMPUTER SCIENCE TRANSFER

**GAME AND SIMULATION PROGRAMMING OPTION  
ASSOCIATE OF SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)**

**Award:** Associate of Science degree, A.S. (code AS.CPS.GAME)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** This transfer option provides a solid computer science and mathematics foundation for those students transferring to four-year colleges and universities to pursue a bachelor's degree in computer science or game and simulation programming.

Students who have already selected a transfer college/university should consult with the Anne Arundel Community College computer technologies director to plan their program and to keep abreast of program changes and updates to the articulation agreements between Anne Arundel Community College and the transfer institutions.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 35-38 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Arts and humanities general education (except ART)</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
PHY 211-PHY 212 General Physics 1, 2	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer science coordinator to select a more appropriate course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>8</b>
MAT 191-MAT 192 Calculus and Analytic Geometry 1, 2	
<i>Students not eligible for MAT 191 may substitute MAT 151-MAT 191 for the required mathematics sequence.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>

**PROGRAM REQUIREMENTS: 26 credits**

	CREDITS
<b>ART 100</b> Two-Dimensional Design .....	<b>3</b>
<b>CSI 117</b> Introductory Object-oriented Analysis and Design .....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 230</b> Android Programming	
OR <b>CSI 232</b> iPad/iPhone IOS Programming .....	<b>4</b>
<b>CSI 250</b> Data Structures in C++ .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>
<b>MAT 250</b> Introduction to Discrete Structures .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.*

**COMPUTER SCIENCE**

**INTERNET AND MOBILE DEVICE SOFTWARE DEVELOPMENT**

**COMPUTER SCIENCE: INTERNET AND MOBILE DEVICE SOFTWARE DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE DEGREE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Provides two options to prepare students for careers in designing and programming interactive applications that utilize either the Internet or mobile devices such as smartphones or tablets. Students will become familiar with the concepts and technologies used in both client and server side program development including traditional programming languages, scripting languages and database management systems.

**Two options:**

1. *The Internet Applications Development Option (code AAS.CPS.INT-APP-DEV)* emphasizes the development of expertise in application development for the World Wide Web.
2. *The Mobile Device Application Development Option (code AAS.CPS.MOBL-APP-DEV)* emphasizes the development of expertise in application development for mobile devices such as smartphones and tablets.

**RANGE OF OCCUPATIONS**

- Mobile application developer
- Web master
- Web programmer
- Website developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates**

- Computer Science: Internet and Mobile Device Software Development, page 118.

**INTERNET APPLICATIONS DEVELOPMENT OPTION**  
 (code AAS.CPS.INT-APP-DEV)

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the Internet and mobile device software development coordinator to select a more appropriate CSI course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 38-39 credits**

	CREDITS
<b>ART 170</b> Web Design 1.....	<b>3</b>
<i>Students entering the program with technical expertise beyond the level of these CSI courses are encouraged to meet with the Internet and mobile device software development coordinator to select more appropriate CSI courses.</i>	
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design .....	<b>4</b>
<b>CSI 118</b> HTML/CSS Programming .....	<b>3</b>
<b>CSI 119</b> Mobile Web Development .....	<b>3</b>
<b>CSI 128</b> Introduction to World Wide Web Publishing .....	<b>3</b>
<b>CSI 138</b> Programming in PHP/MySQL .....	<b>3</b>
<b>CSI 149</b> Programming in JavaScript .....	<b>4</b>
<b>CSI 151</b> jQuery .....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 248</b> Advanced World Wide Web Server-Side Development ..	<b>4</b>
<b>Elective</b> .....	<b>3-4</b>
<i>Students should consult with an adviser and select from the following list: ART 270, CSI 123, CSI 162, CSI 172, CSI 230, CSI 232, CSI 233.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy arts and humanities, social sciences or biological and physical sciences general education requirement.*

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

COMPUTER SCIENCE

INTERNET AND MOBILE DEVICE SOFTWARE DEVELOPMENT

**MOBILE DEVICE APPLICATIONS SOFTWARE DEVELOPMENT OPTION**

(code AAS.CPS.MOBL-APP-DEV)

See page 117 for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<i>Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the Internet and mobile device software development coordinator to select a more appropriate CSI course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 39-40 credits**

	CREDITS
<b>ART 170</b> Web Design 1 .....	<b>3</b>
<i>Students entering the program with technical expertise beyond the level of these CSI courses are encouraged to meet with the Internet and mobile device software development coordinator to select more appropriate CSI courses.</i>	
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design .....	<b>4</b>
<b>CSI 118</b> HTML/CSS Programming .....	<b>3</b>
<b>CSI 119</b> Mobile Web Development .....	<b>3</b>
<b>CSI 128</b> Introduction to World Wide Web Publishing .....	<b>3</b>
<b>CSI 151</b> jQuery .....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 230</b> Android Programming .....	<b>4</b>
<b>CSI 232</b> iPad/iPhone iOS Programming 1 .....	<b>4</b>
<b>CSI 233</b> iPad/iPhone iOS Programming 2 .....	<b>4</b>
<b>Elective</b> .....	<b>3-4</b>
<i>Students should consult with an adviser and select from the following list: ART 270, CSI 123, CSI 138, CSI 149, CSI 162, CSI 172, CSI 248.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

General education requirement CSI 113 meets this requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy arts and humanities, social sciences or biological and physical sciences general education requirement.

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

**COMPUTER SCIENCE: INTERNET AND MOBILE DEVICE SOFTWARE DEVELOPMENT CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442**

*Inactive 2013-2014. No new students will be admitted to this program. Please see the following computer science: internet and mobile device software development certificates on page 119:*

- Internet Application Development Certificate
- Advanced Internet Application Development Certificate
- Mobile Device Application Development Certificate.

**Award:** Certificate (code CRT.CPS.MOBL-SFTWR)

**Total Credit Hours:** 12 credit hours.

**Purpose:** For students with basic programming competency interested in designing and programming interactive applications that utilize the Internet. Students will become familiar with the concepts and technologies used in both client and server side program development. This award is Workforce Investment Act eligible.

**RANGE OF OCCUPATIONS**

- Internet support technician
- Web page design technician
- Web page programmer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111. Completion of the required courses with a grade of C or better in each course.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 12 credits**

	CREDITS
<b>CSI 149</b> Programming in JavaScript .....	<b>4</b>
<b>CSI 163</b> Computer Science 1 .....	<b>4</b>
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
<b>CSI 248</b> Advanced World Wide Web Server-Side Development .....	<b>4</b>

COMPUTER SCIENCE

INTERNET AND MOBILE DEVICE SOFTWARE DEVELOPMENT

**ADVANCED INTERNET APPLICATION DEVELOPMENT CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.ADV.INT-APP)

**Total Credit Hours:** 19 credit hours.

**Purpose:** Develop and apply advanced web design, database manipulation, programming, client-side scripting and server-side scripting skills to create advanced interactive websites.

**RANGE OF OCCUPATIONS**

- Website application developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 19 credits**

	CREDITS
CSI 119 Mobile Web Development .....	3
CSI 149 Programming in JavaScript .....	4
CSI 151 JQuery .....	4
CSI 163 Computer Science 1 .....	4
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
CSI 248 Advanced World Wide Web Server-Side Development ...	4

**INTERNET APPLICATION DEVELOPMENT CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.DEV.INT-APP)

**Total Credit Hours:** 16 credit hours.

**Purpose:** Develop and apply web design, database manipulation, programming and server-side scripting skills to create interactive websites.

**RANGE OF OCCUPATIONS**

- Website application developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

	CREDITS
ART 170 Web Design 1.....	3
CSI 117 Introductory Object-Oriented Program Analysis and Design .....	4
CSI 118 HTML/CSS Programming .....	3
CSI 128 Introduction to World Wide Web Programming .....	3
CSI 138 Programming in PHP/MySQL .....	3

**MOBILE DEVICE APPLICATION DEVELOPMENT CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.MOBL-DEVICE)

**Total Credit Hours:** 22 credit hours.

**Purpose:** Develop and apply programming skills, as well as Android and iOS development environment skills, to create applications for mobile devices such as iPads, iPhones, Android phones and tablets.

**RANGE OF OCCUPATIONS**

- Mobile device app developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 22 credits**

	CREDITS
CSI 117 Introductory Object-Oriented Program Analysis and Design .....	4
CSI 118 HTML/CSS Programming .....	3
CSI 119 Mobile Web Development .....	3
CSI 163 Computer Science 1 .....	4
<i>Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.</i>	
CSI 230 Android Programming .....	4
CSI 232 iPad/iPhone iOS Programming 1 .....	4

COMPUTER SCIENCE

**PUBLICATION DESIGN ON THE INTERNET  
CERTIFICATE  
PROGRAMMING OPTION**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computerstech)**

*Inactive 2013-2014. No new students will be admitted to this program. Please see the following computer science: internet and mobile device software development certificates on page 119:*

- *Internet Application Development Certificate, page 119*
- *Advanced Internet Application Development Certificate, page 119*
- *Mobile Device Application Development Certificate, page 119.*

**Award:** Certificate (code CRT.CPS.PDI)

**Total Credit Hours:** A minimum of 22 credit hours.

**Purpose:** After completing this certificate, students are able to apply simple programming and design skills in preparing websites. They will be familiar with the graphic and programming restrictions that apply to communications on the Internet.

**RANGE OF OCCUPATIONS**

- Web master
- Website developer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 22 credits**

CREDITS

**Introductory Level Courses — 0-12 credit hours**

<b>CSI 113</b>	Theories and Applications of Digital Technology	.....4
<b>CSI 117</b>	Introductory Object-Oriented Program	
	Analysis and Design	.....4
<b>CSI 161</b>	Programming 1 in Java	.....4

**Core Requirements — 22 credit hours**

<b>ART 106</b>	Digital Design	.....3
<b>ART 166</b>	Graphic Design 1: Fundamentals	.....3
<b>CSI 118</b>	HTML/CSS Programming	.....3
<b>CSI 128</b>	Introduction to World Wide Web Publishing	.....3
<b>CSI 138</b>	Programming in PHP/MySQL	.....3
<b>CSI 149</b>	Programming in JavaScript	.....4
<b>CSI 227</b>	Web Server Administration	.....3

**Electives — 0-7 credit hours**

*These courses may be used in place of introductory-level courses. Consult with the computer technologies director for proper placement.*

<b>CSI 156</b>	Electronic Commerce	.....3
<b>CSI 248</b>	Advanced World Wide Web Server-Side Development	...4

CREATIVE WRITING

CREATIVE WRITING  
LETTER OF RECOGNITION

HUMANITIES BUILDING  
ROOM 203B, 410-777-2280  
[WWW.AACC.EDU/CREATIVEMWRITING](http://WWW.AACC.EDU/CREATIVEMWRITING)

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of nine credit hours.

**Purpose:** This course sequence is designed for students who plan on majoring in another subject but wish to display a concentrated interest in creative writing, or who are interested in personal enrichment in this area.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of each of the required courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

REQUIREMENTS: 9-11 credits

	CREDITS
ENG 200 Introduction to Creative Writing .....	3
List A .....	6
List B (optional) .....	1-2

**List A**

- ENG 201 Creative Writing: Beginning Fiction Workshop
- ENG 202 Creative Writing: Beginning Poetry Workshop
- ENG 203 Creative Writing: Writing for the Stage and Screen Workshop
- ENG 204 Creative Writing: Beginning Creative Nonfiction Workshop

**List B (Optional)**

- ENG 275 Creative Writing: Literary Publishing Practicum  
Working on Amaranth

CYBERCRIME

**CYBERCRIME  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063  
[WWW.AACC.EDU/HOMELAND](http://www.aacc.edu/homeland)**

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.LEN.CYBR-CRME)

**Total Credit Hours:** A minimum of 63 credit hours.

**Purpose:** Prepares students for careers in the area of criminal investigation and cybercrime or to meet requirements for promotion and additional career responsibility. Provides students with an educational opportunity to earn an Associate of Applied Science degree in cybercrime. Prepares students with a continuous and thorough accumulation of knowledge in cybercrime prevention, criminal investigation and evidentiary presentation.

Students who have career interests in an area of criminal justice should consult with one of the Homeland Security and Criminal Justice Institute faculty to assure specific career goals are met.

**RANGE OF OCCUPATIONS**

Employment in federal, state and local law enforcement agencies and in private firms needing employees to secure information and detect cyber-offenses. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Satisfied through program requirements. See below. (CSI 194)</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
SOC 111 Introduction to Sociology	
OR PSY 111 Introduction to Psychology	

**PROGRAM REQUIREMENTS: 41 credits**

	CREDITS
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CSI 130</b> Microcomputer Operating Systems .....	<b>3</b>
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<b>CSI 165</b> Network Security Fundamentals .....	<b>4</b>
<b>CSI 194*</b> Ethics and the Information Age .....	<b>3</b>
<b>CJS 206</b> Cybercrime .....	<b>3</b>
<b>CJS 207</b> Cyber Forensics 1 .....	<b>3</b>
<b>CJS 208</b> Cyber Forensics 2 .....	<b>4</b>
<b>CJS 215</b> Criminal Law .....	<b>3</b>
<b>CJS 216</b> Criminal Evidence and Procedure .....	<b>3</b>
<b>CSI 217</b> Advanced Network Defense	
OR <b>CSI 219</b> Network Intrusion Detection and Penetration Testing ...	<b>4</b>
<b>CJS 222</b> Investigation and Criminalistics .....	<b>4</b>
<b>CJS, HLS or CSI elective</b> .....	<b>3</b>

*\*General education course; credit hours are calculated as part of the general education requirements total.*

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Fulfilled by completing CSI 113 requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the social and behavioral sciences (with SOC 111) or biological and physical sciences general education requirements.*

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

CYBERCRIME

**CYBERCRIME  
CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 208, 410-777-7063**  
[WWW.AACC.EDU/HOMELAND](http://www.aacc.edu/homeland)

**Award:** Certificate (code CRT.LEN.CYBR-CRME)

**Total Credit Hours:** 38 credit hours.

**Purpose:** Prepares students for careers in the area of criminal investigation and cybercrime or to meet requirements for promotion and additional career responsibility. Provides students with an educational opportunity to earn a certificate in cybercrime. Prepares students with a continuous and thorough accumulation of knowledge in cybercrime prevention, criminal investigation and evidentiary presentation.

Students who have career interests in an area of criminal justice should consult with one of the Homeland Security and Criminal Justice Institute faculty to assure specific career goals are met.

**RANGE OF OCCUPATIONS**

Employment in federal, state and local law enforcement agencies and in private firms needing employees to secure information and detect cyber-offenses. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirement:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 38 credits**

	CREDITS
<b>CJS 111</b> Introduction to Criminal Justice . . . . .	3
<b>CSI 113</b> Theories and Applications of Digital Technology . . . . .	4
<b>CSI 130</b> Microcomputer Operating Systems . . . . .	3
<b>CSI 132</b> Network Essentials . . . . .	4
<b>CSI 165</b> Network Security Fundamentals . . . . .	4
<b>CJS 206</b> Cybercrime . . . . .	3
<b>CJS 207</b> Cyber Forensics 1 . . . . .	3
<b>CJS 208</b> Cyber Forensics 2 . . . . .	4
<b>CJS 216</b> Criminal Evidence and Procedure . . . . .	3
<b>CJS 222</b> Investigation and Criminalistics . . . . .	4
<b>CJS, HLS or CSI elective</b> . . . . .	3

## EDUCATION

## TEACHER EDUCATION AND CHILD CARE INSTITUTE

**OVERVIEW**

The mission of the Teacher Education and Child Care (TEACH) Institute at Anne Arundel Community College is the preparation and continuous development of educators who meet the diverse needs of learners in all educational settings. The TEACH Institute offers a student-centered learning community dedicated to optimal intellectual growth, preparation for leadership in the field of education, personal development and lifelong service in a world beyond cultural boundaries. Full-time and part-time faculty members are certified professionals who model effective teaching practices and provide relevant learning experiences for preparing future educators.

Perhaps no other field has the potential to make such a lasting, positive change on the world than does that of teaching and working with children and youth. Anne Arundel Community College recognizes the importance of educators at all levels of learning and encourages potential educators to join us in preparing for this vital field of service.

The TEACH Institute offers Associate of Arts in Teaching (A.A.T.) degrees and an Associate of Applied Science (A.A.S.) degree and an A.A. degree. These degree programs are designed to ensure that the graduate has a broad, general education, a firm grounding in the best practices of education and a strong competency in the area of content knowledge. The following degree programs, certificates and Letters of Recognition areas of study are available:

- Early Childhood Development  
Associate of Applied Science Degree (A.A.S.)
- Teaching (Early Childhood, Elementary/General Special Education [PreK-12], Chemistry, English, Math, Physics and Spanish) Associate of Arts in Teaching (A.A.T.)

- Special Education Support — Certificate
- Pathway to Teaching — Letter of Recognition
- Pathway to Teaching Adults — Letter of Recognition
- Pathway to Secondary Education — Letter of Recognition

The Teacher Education and Child Care Institute also may be able to assist individuals with baccalaureate degrees who wish to pursue Maryland state teacher certification. Degreed individuals must contact the Teacher Education and Child Care Institute at **410-777-1962** for specific information on state certification processes.

**Criminal Background Check**

Teacher education students in all teacher education degree programs and some certificate programs are required to submit to a complete criminal background check in order to participate in the required fieldwork experience. Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. If a student is denied fieldwork placement due to a background check result, which is required to meet program competencies, the student shall be dismissed from the program and his/her registration withdrawn from courses related to the program of study.

**Note:** Students planning to pursue careers in secondary education in content areas not listed on the following pages should contact the TEACH Institute adviser at **410-777-1962** or [teach@aacc.edu](mailto:teach@aacc.edu).



**EARLY CHILDHOOD DEVELOPMENT**

**TEACHER EDUCATION AND CHILD CARE INSTITUTE**

**EARLY CHILDHOOD DEVELOPMENT  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**AACC AT ARUNDEL MILLS**  
**ROOM 309, 410-777-1962**  
[WWW.AACC.EDU/TEACH](http://WWW.AACC.EDU/TEACH)

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.EDU.ECD)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** The Associate of Applied Science (A.A.S.) degree in Early Childhood Development fulfills the state educational requirements for employment as a director, teacher (senior staff), school-age staff member and/or director. The program emphasizes the study of child development, early childhood curriculum/strategies and administrative responsibilities, as well as requires a field-based experience in the early childhood learning environment. Individuals must meet additional state requirements regarding age and experience for employment.

**RANGE OF OCCUPATIONS**

- Director/teacher of before- and after-school program
- Director of child care center
- Teacher in child care center

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Check:** Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see page 124.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 23-26 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111 and ENG 112 must take an additional elective course to ensure that they complete a minimum of 60 credits. These credit hours should be chosen with the approval of the department chair or program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
PHS 100 General Physical Science	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3</b>
EDU 214 Introduction to Special Education	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
EDU 135 Children's Health Nutrition and Safety	
<b>INTERDISCIPLINARY STUDIES or</b>	
<b>    BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3</b>
<i>A 4-credit science course may be substituted.</i>	
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 221 Fundamental Concepts of Mathematics 1	
OR MAT 222 Fundamental Concepts of Mathematics 2	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
PSY 111 Introduction to Psychology	

**PROGRAM REQUIREMENTS: 34-37 credits**

	<b>CREDITS</b>
<b>Arts and Humanities Elective</b> (except COM) .....	<b>3</b>
<b>EDU 131</b> Children's Literature .....	<b>3</b>
<b>EDU 132</b> Introduction to Early Childhood Development .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 229</b> Observing and Assessing Young Children .....	<b>1</b>
<b>EDU 230</b> Educator Portfolio Development .....	<b>1</b>
<b>EDU 231</b> Infant/Toddler Childcare .....	<b>3</b>
<b>EDU 232</b> School-age Child Care .....	<b>3</b>
<b>EDU 235</b> Child Care Administration .....	<b>3</b>
<b>EDU 239</b> Quality Parent and School Partnerships .....	<b>1</b>
<b>EDU 242</b> Foundations of Reading and Language Arts .....	<b>3</b>
<b>EDU 247</b> Early Childhood: Methods and Materials .....	<b>3</b>
<b>EDU 248</b> Instructional Strategies .....	<b>1</b>
<b>ASL 111</b> American Sign Language 1 (or higher)	
OR <b>SPA 111</b> Elementary Spanish 1 (or higher) .....	<b>3</b>
<b>Electives</b> .....	<b>0-3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 214 and EDU 247 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

TEACHING

TEACHER EDUCATION AND CHILD CARE INSTITUTE

TEACHING (A.A.T.)  
ASSOCIATE OF ARTS DEGREE

AACC AT ARUNDEL MILLS  
ROOM 309, 410-777-1962  
[WWW.AACC.EDU/TEACH](http://www.aacc.edu/teach)

**Award:** Associate of Arts in Teaching, A.A.T.

**Total Credit Hours:** A minimum of 61-67 credit hours

**Purpose:** The Associate of Arts in Teaching (A.A.T.) degree is designed for students preparing to transfer to a four-year institution to obtain a baccalaureate degree and earn Maryland state teacher certification. The program incorporates foundation coursework in teacher education, content coursework in a selected certification area and a field-based experience at the appropriate level of teacher certification.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections. To earn the degree and be eligible for seamless transfer within Maryland, students must complete all required coursework and the following additional requirements:

- Students must submit official qualifying scores as established by the State Superintendent of Schools on pre-professional basic skills tests (e.g., SAT, ACT, PRAXIS/CORE) approved by the State Board of Education. For more information visit [www.aacc.edu/teach/praxis.cfm](http://www.aacc.edu/teach/praxis.cfm).
- Students must complete fieldwork requirements as indicated by the Teacher Education and Child Care Institute.
- Students must earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better.

*Students may be required to meet additional admittance requirements at the chosen transfer institution.*

**Criminal Background Check:** Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see page 124.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**The A.A.T. degrees parallel the Maryland State Department of Education grade bands:**

- Early Childhood Education.....PreK–grade 3
- Elementary Education.....Grades 1–6
- Secondary Academic Areas.....Grades 7–12

EARLY CHILDHOOD EDUCATION/EARLY CHILDHOOD  
SPECIAL EDUCATION (code AAT.EDU.ECE)

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
HUM 101 Introduction to Fine Arts	
sophomore literature: see pages 310-311 for choices	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 107 Environmental Science	
PHS 100 General Physical Science	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES or MATHEMATICS</b> .....	<b>4</b>
MAT 222 Fundamental Concepts of Mathematics 2	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
EDU 135 Children’s Health Nutrition and Safety	
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 221 Fundamental Concepts of Mathematics 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
GEO 102 World Regional Geography	

**PROGRAM REQUIREMENTS: 29 credits**

	CREDITS
<b>EDU 132</b> Introduction to Early Childhood Development .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<i>The Introduction to Special Education course required by Anne Arundel Community College is a necessary requirement of the college’s Early Childhood A.A.T. degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs.</i>	
<b>EDU 242</b> Foundations of Reading and Language Arts .....	<b>3</b>
<b>EDU 247</b> Early Childhood: Methods and Materials .....	<b>3</b>
<b>HIS 211</b> History of the United States 1	
OR <b>HIS 212</b> History of the United States 2 .....	<b>3</b>
<b>MAT 223</b> Fundamental Concepts of Mathematics 3 .....	<b>4</b>
<b>PHS 105</b> Earth and Space Science .....	<b>4</b>
<b>PLS 111</b> American Government .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 214 and EDU 247 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

TEACHING

TEACHER EDUCATION AND CHILD CARE INSTITUTE

**ELEMENTARY EDUCATION/  
ELEMENTARY SPECIAL EDUCATION**

(code AAT.EDU.ELEM-ESE)

See [page 126](#) for award and requirement information.

**Degree Requirements:** Students must submit qualifying scores as established by the State Superintendent of Schools; complete field-work requirements; earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better. For further details see [page 126](#).

*This curriculum prepares students to transfer to an elementary education or generic special education program at a four-year college or university in the state of Maryland. The Associate of Arts in Teaching (A.A.T.) degree has been articulated with all of the transfer programs in elementary education and generic special education in the state of Maryland. Upon completion of the A.A.T. degree, students are eligible to be admitted as an elementary education or generic special education major at a Maryland transfer institution. The courses in this degree are not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs.*

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages [41-44](#) of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>.6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
AND HUM 101 Introduction to Fine Arts	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>.8</b>
BIO 107 Environmental Science	
PHS 100 General Physical Science	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES</b>	
<b>or MATHEMATICS</b> .....	<b>.4</b>
MAT 222 Fundamental Concepts of Mathematics 2	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>.3</b>
EDU 135 Children's Health Nutrition and Safety	
<b>MATHEMATICS</b> .....	<b>.4</b>
MAT 221 Fundamental Concepts of Mathematics 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>.6</b>
PSY 111 Introduction to Psychology	
GEO 102 World Regional Geography	

**PROGRAM REQUIREMENTS: 29 credits**

	CREDITS
<b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 211</b> Educational Psychology .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>EDU 242</b> Foundations of Reading and Language Arts .....	<b>3</b>
<b>HIS 211</b> History of the United States 1	
OR <b>HIS 212</b> History of the United States 2 .....	<b>3</b>
<b>MAT 223</b> Fundamental Concepts of Mathematics 3 .....	<b>4</b>
<b>PHS 105</b> Earth and Space Science .....	<b>4</b>
<b>PLS 111</b> American Government .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

Program requirements EDU 211 and EDU 214 meet this requirement.

**DIVERSITY REQUIREMENT**

Program requirement EDU 214 meets this requirement.

TEACHING

TEACHER EDUCATION AND CHILD CARE INSTITUTE

**SECONDARY — CHEMISTRY** (code AAT.EDU.SEC-CHEM)

See [page 126](#) for award and requirement information.

**Degree Requirements:** Students must submit qualifying scores as established by the State Superintendent of Schools; complete field-work requirements; earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better. For further details see [page 126](#).

**GENERAL EDUCATION REQUIREMENTS: 34 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3</b>
ENG 121 Composition and Literature	
<i>Placement testing will determine whether ENG 111-ENG 112 or ENG 115-ENG 116 must be substituted.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND ARTS and HUMANITIES general education (except COM)	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111 General Chemistry 1	
CHE 112 General Chemistry 2	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES or MATHEMATICS</b> .....	<b>4</b>
MAT 192 Calculus and Analytic Geometry 2	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
HEA 111 Personal and Community Health	
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOCIAL and BEHAVIORAL SCIENCE general education (except PSY)	

**PROGRAM REQUIREMENTS: 28 credits**

	CREDITS
<b>CHE 213</b> Organic Chemistry 1 .....	<b>4</b>
<b>CHE 214</b> Organic Chemistry 2 .....	<b>4</b>
<b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 211</b> Educational Psychology .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>PHY 211</b> General Physics 1 .....	<b>4</b>
<b>PHY 212</b> General Physics 2 .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

**SECONDARY — ENGLISH** (code AAT.EDU.SEC-ENG)

See [page 126](#) for award and requirement information.

**Degree Requirements:** Students must submit qualifying scores as established by the State Superintendent of Schools; complete field-work requirements; earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better. For further details see [page 126](#).

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND HUM 101 Introduction to Fine Arts	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES or MATHEMATICS</b> .....	<b>3-4</b>
COM 200 Intercultural Communications	
OR PHL 194 Ethics and the Information Age	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
HEA 111 Personal and Community Health	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOCIAL and BEHAVIORAL SCIENCE general education except history	

**PROGRAM REQUIREMENTS: 33 credits**

	CREDITS
<b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 211</b> Educational Psychology .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>ENG 160</b> The Art and Science of Grammar .....	<b>3</b>
<b>ENG 211</b> World Literature 1	
OR <b>ENG 212</b> World Literature 2 .....	<b>3</b>
<b>ENG 214</b> English Literature 2 .....	<b>3</b>
OR <b>ENG 223</b> The British Novel .....	<b>3</b>
<b>ENG elective</b> .....	<b>3</b>
<i>Choose one of the following: ENG 216, ENG 217, ENG 222, ENG 225 or ENG 228.</i>	
<b>Electives</b> .....	<b>6</b>
<i>Choose two courses from the following that complement the selected literature courses: HIS 111, HIS 112, HIS 211, HIS 212, HIS 214, HIS 217 or HIS218. One course choice completes social science general education requirement.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

TEACHING

TEACHER EDUCATION AND CHILD CARE INSTITUTE

**SECONDARY — MATHEMATICS** (code AAT.EDU.SEC-MATH)

See [page 126](#) for award and requirement information.

**Degree Requirements:** Students must submit qualifying scores as established by the State Superintendent of Schools; complete field-work requirements; earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better. For further details see [page 126](#).

**GENERAL EDUCATION REQUIREMENTS: 34-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND ARTS and HUMANITIES general education (except COM)	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
PHY 211 General Physics 1	
PHY 212 General Physics 2	
<i>All Maryland four-year colleges will accept PHY 211 and PHY 212; however, CHE 111 and CHE 112 may be substituted for PHY 211 and PHY 212 for those students planning to transfer to Hood College, College of Notre Dame, St. Mary's College University of Maryland or Washington College.</i>	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES or MATHEMATICS</b> .....	<b>4</b>
MAT 192 Calculus and Analytic Geometry 2	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
HEA 111 Personal and Community Health	
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOCIAL and BEHAVIORAL SCIENCE general education (except PSY)	

**PROGRAM REQUIREMENTS: 27 CREDITS**

	CREDITS
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design .....	<b>4</b>
<b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 211</b> Educational Psychology .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>MAT 135</b> Elementary Statistics .....	<b>3</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

**SECONDARY — PHYSICS** (code AAT.EDU.SEC-PHYS)

See [page 126](#) for award and requirement information.

**Degree Requirements:** Students must submit qualifying scores as established by the State Superintendent of Schools; complete field-work requirements; earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better. For further details see [page 126](#).

**GENERAL EDUCATION REQUIREMENTS: 32-35 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND ARTS and HUMANITIES general education (except COM)	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
CHE 111 General Chemistry 1	
CHE 112 General Chemistry 2	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES or MATHEMATICS</b> .....	<b>4</b>
MAT 192 Calculus and Analytic Geometry 2	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>1</b>
Physical education elective	
<i>Fulfills a health general education requirement for this program only.</i>	
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
PSY 111 Introduction to Psychology	
SOCIAL and BEHAVIORAL SCIENCE general education (except PSY)	

**PROGRAM REQUIREMENTS: 32 credits**

	CREDITS
<b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 211</b> Educational Psychology .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 212</b> Differential Equations .....	<b>4</b>
<b>PHY 211</b> General Physics 1 .....	<b>4</b>
<b>PHY 212</b> General Physics 2 .....	<b>4</b>
<b>PHY 213</b> General Physics 3 .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

TEACHING

TEACHER EDUCATION AND CHILD CARE INSTITUTE

**SECONDARY — SPANISH** (code AAT.EDU.SEC-SPA)

See page 126 for award and requirement information.

**Purpose:** This is a recommended program of study for students planning to pursue a bachelor’s degree with the goal of teaching Spanish at the secondary level.

**Degree Requirements:** Students must submit qualifying scores as established by the State Superintendent of Schools; complete field-work requirements; earn a C or better in all coursework required for the degree and obtain a cumulative grade point average of 2.75 or better. For further details see page 126.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>.6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND ARTS and HUMANITIES general education (except COM)	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>General education requirement.</i>	
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES or MATHEMATICS</b> .....	<b>3-4</b>
COM 200 Intercultural Communication ( <i>recommended</i> )	
MATHEMATICS general education requirement	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>.3</b>
HEA 111 Personal and Community Health	
<b>MATHEMATICS</b> .....	<b>.4</b>
<i>General education requirement.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>.6</b>
PSY 111 Introduction to Psychology	
SOCIAL and BEHAVIORAL SCIENCE general education (except PSY)	

**PROGRAM REQUIREMENTS: 27-28 credits**

	CREDITS
<b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 211</b> Educational Psychology .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>SPA 212</b> Intermediate Spanish 2 .....	<b>3</b>
<b>SPA 221</b> Intermediate Spanish Conversation .....	<b>3</b>
<b>SPA 225</b> Intermediate Spanish Civilization and Culture .....	<b>3</b>
<i>SPA 225 offered in fall term only.</i>	
<b>SPA 226</b> Intermediate Latin American Civilization and Culture .....	<b>3</b>
<i>SPA 226 offered in spring term only.</i>	
<b>Elective</b> .....	<b>3-4</b>
<i>Recommended: a world language course other than Spanish, ASL 111 (American Sign Language 1), HIS 226 (History of Modern Latin America) or an additional mathematics course.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

**DIVERSITY REQUIREMENT**

*Program requirement EDU 214 meets this requirement.*

**SPECIAL EDUCATION SUPPORT**  
**TEACHER EDUCATION AND CHILD CARE INSTITUTE**

**SPECIAL EDUCATION SUPPORT  
 CERTIFICATE**

**AACC AT ARUNDEL MILLS**  
**Room 309, 410-777-1962**  
[www.aacc.edu/teach](http://www.aacc.edu/teach)

*Pending EPC approval.*

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.EDU.SES)

**Total Credit Hours:** A minimum of 16 credit hours.

**Purpose:** This certificate provides an overview of diverse learning needs. The courses within this certificate will assist participants to recognize diverse learning needs, giving them the knowledge and understanding to create an environment for success. This certificate is appropriate for preK-20 teachers, parents, and non-teaching professionals who work with children and adults with diverse learning needs.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Demonstrated eligibility for ENG 111. Completion of required courses listed with a grade of C or better.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

	CREDITS
<b>EDU 133</b> Growth and Development .....	<b>3</b>
<b>EDU 214</b> Introduction to Special Education .....	<b>3</b>
<b>EDU 248</b> Instructional Strategies .....	<b>1</b>
<b>EDU 251</b> Behavior Management .....	<b>1</b>
<b>EDU 252</b> Survey of Autism Disorders .....	<b>1</b>
<b>EDU 253</b> Inclusive Instructional Practices .....	<b>3</b>
<b>EDU 255</b> Instructional Teamwork .....	<b>3</b>
<b>EDU 259</b> Assistive Technology for Students with Special Needs ..	<b>1</b>

**PATHWAY TO TEACHING**

**TEACHER EDUCATION AND CHILD CARE INSTITUTE**

**PATHWAY TO TEACHING  
LETTER OF RECOGNITION**

**AACC AT ARUNDEL MILLS ROOM 309, 410-777-1962**  
[WWW.AACC.EDU/TEACH](http://www.aacc.edu/teach)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** This three-course sequence is appropriate for those individuals who have already completed a bachelor’s degree and wish to pursue a career in teaching at any level. The courses contained in Pathway to Teaching are among those required by the Maryland State Department of Education\* (MSDE) and will provide a foundation of knowledge in preparation for a career in education. It is recommended that all participating students submit transcripts to MSDE and meet with the TEACH adviser.

*\*MSDE has the governing authority to grant teacher certification in the state of Maryland.*

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Demonstrated eligibility for ENG 111. Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Criminal Background Check:** Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see [page 124](#).

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>EDU 211</b> Educational Psychology . . . . .	3
<b>EDU 214</b> Introduction to Special Education . . . . .	3
<b>EDU 215</b> Principles of Educational Assessment . . . . .	3

**PATHWAY TO TEACHING IN THE SECONDARY  
CLASSROOM LETTER OF RECOGNITION**

**AACC AT ARUNDEL MILLS ROOM 309, 410-777-1962**  
[WWW.AACC.EDU/TEACH](http://www.aacc.edu/teach)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** This letter of recognition provides a path for individuals who have attained a bachelor’s degree with a concentration of courses in a subject area they wish to teach at the secondary level. The courses contained in Pathway to Teaching in the Secondary Classroom are among those required by the Maryland State Department of Education\* (MSDE) and combined with the courses in the Pathway to Teaching will fulfill most of the mandated regulations. It is recommended that all participating students submit transcripts to MSDE and meet with the TEACH adviser.

*\*MSDE has the governing authority to grant teacher certification in the state of Maryland.*

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Demonstrated eligibility for ENG 111. Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>EDU 261</b> Methods of Teaching in Secondary Education . . . . .	3
<b>EDU 262</b> Methods of Teaching Reading in the Secondary Content Area: Part 1 . . . . .	3
<b>EDU 263</b> Methods of Teaching Reading in the Secondary Content Area: Part 2 . . . . .	3

**PATHWAY TO TEACHING**

**TEACHER EDUCATION AND CHILD CARE INSTITUTE**

**PATHWAY TO TEACHING ADULTS**

**LETTER OF RECOGNITION**

**AACC AT ARUNDEL MILLS ROOM 309, 410-777-1962**

[www.aacc.edu/teach](http://www.aacc.edu/teach)

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of 6 credit hours.

**Purpose:** This letter of recognition is appropriate for those individuals working with adult learners. The courses contained in this letter of recognition will increase the breadth and depth of skills and knowledge related to successful teaching and learning. Enhanced instructional effectiveness will maximize quality teaching and promote student success.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Demonstrated eligibility for ENG 111. Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 6 credits**

	CREDITS
<b>EDU 210</b> Teaching the Adult Learner .....	1
<b>EDU 213</b> Strategies for Teaching Adults with Diverse Needs .....	1
<b>EDU 219</b> Assessing the Adult Learner .....	1
<b>Electives (must complete 3 to earn Letter of Recognition)</b>	
<b>EDU 212</b> Supporting and Engaging Students .....	1
<b>EDU 216</b> Technology for Educators .....	1
<b>EDU 217</b> Energizing your Presentations .....	1
<b>EDU 220</b> Innovation in Education .....	1
<b>EDU 230</b> Educator Portfolio Development .....	1
<b>EDU 236</b> Culturally Responsive Instruction .....	1
<b>EDU 271</b> Management Strategies in the Classroom .....	1

**ELECTROCARDIOGRAM AND INTRAVENOUS THERAPY TECHNICIAN**

**ELECTROCARDIOGRAM AND INTRAVENOUS THERAPY TECHNICIAN CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**

**Award:** Certificate (code CRT.MDA.ECG-IV)

**Total Credit Hours:** A minimum of 16 credit hours.

**Purpose:** Prepares student for employment in physician’s office, hospitals, clinics, surgical centers, and wherever basic electrocardiogram and intravenous therapy skills are required. Persons who are already employed in health care may enroll in this program for career development.

**Occupational Goal:** Electrocardiogram and Intravenous Therapy Technician.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

1. Attendance at program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. High school graduate or equivalent. Official transcript required.
3. 18 years of age or older.
4. Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
5. Prior to enrolling in MDA 110, students must take the Arithmetic Placement Test and receive a score of 27 or higher or enroll in MAT 005 and complete it with a grade of C or better.
6. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.

**Program Requirements:** All Electrocardiogram and Intravenous (ECG/IV) Therapy Technician students must receive a minimum grade of C in each ECG/IV Therapy Technician course. Students who receive a final grade below C in any ECG/IV Therapy Technician course will be awarded a grade of F in that course. Students practice selected procedures on each other, and perform manual and automated procedures in the college laboratory.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

CREDITS

**FALL TERM**

<b>MDA 110</b> Professionalism in Health Care .....	<b>1</b>
<b>MDA 111</b> Introduction to Allied Health and Medical Ethics .....	<b>2</b>
<b>MDA 113</b> Medical Terminology .....	<b>3</b>
<b>RXN 211</b> Pharmacology for Health Professionals .....	<b>3</b>
<i>Corequisite Medical Terminology and permission of the department coordinator</i>	
<b>ACA 100</b> Student Success .....	<b>1</b>
<b>Total credit hours</b>	<b>10</b>

**SPRING TERM**

<b>MDA 118</b> Intravenous Therapy .....	<b>3</b>
<b>MDA 119</b> Electrocardiography and Cardiac Diagnostics .....	<b>3</b>
<b>Total credit hours</b>	<b>6</b>

**EMT-INTERMEDIATE**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\***

**EMT-INTERMEDIATE  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/EMT](http://www.aacc.edu/emt)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code AA.GEN.EMT-INTER) and eligibility for the Maryland State Emergency Medical Technician-Intermediate (EMT-I) licensure exam.

**Total Credit Hours:** A minimum of 36 credit hours.

**Purpose:** Prepares students for state licensure as an EMT-Intermediate. There is a fee for the state exam.

**RANGE OF OCCUPATIONS**

- EMT-I in local emergency medical services system, an industry or health care setting.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 136.

**Program Requirements:** Students must meet academic and admission requirements prior to admission. Students will be expected to practice certain skills on each other in the college lab. Mandatory attendance requirements apply to all classes in the EMT areas of study. A minimum grade of C is required in all EMT curriculum courses.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**EMT-Intermediate Course Sequence**

*Potential applicants must be functioning as an EMT-Basic for at least one year and have 100 documented ambulance runs or less than one year and have 150 documented ambulance runs.*

**PREREQUISITES**

	CREDITS
<b>EMT 105</b> Emergency Medical Technician-Basic (EMT-B) . . . . .	<b>10</b>
<b>Total credit hours</b>	<b>10</b>

**REQUIREMENTS**

	CREDITS
<b>FALL TERM</b>	
<b>EMT 106</b> Human Systems for the EMT Intermediate . . . . .	<b>2</b>
<b>EMT 110</b> Foundations of EMT-I Practice . . . . .	<b>5</b>
<b>EMT 111</b> EMT-I Concepts and Practice 1 . . . . .	<b>4</b>
<b>WINTER TERM</b>	
<b>EMT 109</b> Cardiac Algorithms for the EMT-Intermediate . . . . .	<b>2</b>
<b>SPRING TERM</b>	
<b>EMT 112</b> EMT-I Concepts and Practice 2 . . . . .	<b>3</b>
<b>EMT 113</b> EMT-I Concepts and Practice 3 . . . . .	<b>3</b>
<b>EMT 114</b> EMT-Intermediate Skill Mastery and Field Internship . . .	<b>5</b>
<b>EMT 203</b> 12 Lead ECG Interpretation for the EMT-Intermediate . . .	<b>2</b>
<b>Total credit hours</b>	<b>26</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## EMT-INTERMEDIATE

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

**Admission Requirements for Emergency Medical Technician-Intermediate Certificate****Admission Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application by the application deadline.
3. 18 years of age or older on the day the intermediate course sequence begins.
4. Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
5. Take the Arithmetic Placement Test and receive a score of 27 or higher by the application deadline or enroll in MAT 005 and complete it with a grade of C or better by the application deadline.
6. Grade of C or better in all prerequisite courses.
7. Applicants must be functioning as an EMT-Basic for at least one year and have 100 documented ambulance runs, or if less than one year, have 150 documented ambulance runs.
8. Three (3) letters of recommendation with satisfactory rating.
9. Foreign educated students: must have their college transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
10. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the program. Anne Arundel Community College's code for TOEFL is 5019.
11. Satisfactory completion of a criminal background check.
12. Submission of a completed health examination record.
13. Submission of current EMT-Basic certification card.
14. Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the Emergency Medical Technician-Intermediate course sequence each fall as the number of students permits. Applications received by deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available after Dec. 1 in the Health Professions office, Florestano Building Room 112 and on the college website. To be considered for conditional acceptance, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Completion of EMT-B (EMT 105) with a C or better.
- Affiliation with a Maryland Emergency Medical Services (EMS) jurisdiction.
- Affiliation with Anne Arundel County or Annapolis Fire Department.
- Length of EMT certification and active affiliation with an EMS jurisdiction. (One year with 100 documented ambulance runs, less than one year requires 150 documented ambulance runs.)
- Three (3) letters of recommendation with satisfactory rating.
- Priority is given to students with the highest grade point average.
- Final selection for the Emergency Medical Technician-Intermediate course sequence will be based on the criteria described in the EMT department admission requirements available at a program orientation seminar.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Enrollment Restrictions**

Limitations of health care facilities for clinical and field rotations necessitate enrollment restrictions.

Students enrolled in the Emergency Medical Technician-Intermediate course sequence must comply with all Maryland Advanced Life Support Protocols and Regulations and maintain current certification as an Emergency Medical Technician-Basic (EMT-B). Students who fail to maintain current EMT-B certification or are decertified will not be eligible to continue in the program.

**Program Readmission and Completion**

Students must complete any interrupted coursework within two years from last enrollment or all EMT-Intermediate courses must be repeated.

EMT-I students are eligible for the full-time Paramedic Bridge program. The EMT-Intermediate license will permit the student to complete the two-semester EMT-Paramedic Bridge program for EMT-P certificate and national exam eligibility.

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**EMT - PARAMEDIC**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: SEPT. 15\***

**EMT-PARAMEDIC  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/EMT](http://www.aacc.edu/emt)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S. (code AA.GEN.EMT-P) and eligibility for the National Registry of Emergency Medical Technician-Paramedic (EMT-P) national licensure exam.

**Total Credit Hours:** A minimum of 70 credit hours.

**Purpose:** Prepares students for state and national licensure as EMT-P. There is a fee for the national exam.

The AACC Emergency Medical Technician Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), and approved as a Maryland EMS Educational Program by the Maryland Emergency Medical Services Board (MEMSB) upon the recommendation of the Maryland Institute for Emergency Medical Services Systems (MIEMSS).

**RANGE OF OCCUPATIONS**

- EMT-P in local emergency medical services system, an industry or health care setting.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 139.

**Program Requirements:** Students must meet academic and admission requirements prior to admission. Students will be expected to practice certain skills on each other in the college lab. Mandatory attendance requirements apply to all classes in the EMT areas of study. A minimum grade of C is required in all EMT curriculum courses required in the program.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**EMT-Paramedic Course Sequence**

All prerequisite courses require a grade of C or better.

**PREREQUISITES**

	CREDITS
<b>BIO 230</b> Structure and Function of the Human Body	
OR <b>BIO 232</b> Human Biology 2	
<i>BIO 231 is a prerequisite for BIO 232.</i>	
OR <b>BIO 234</b> Anatomy and Physiology 2	4
<i>BIO 101 and BIO 233 are prerequisites for BIO 234.</i>	
<b>EMT 105</b> Emergency Medical Technician-Basic (EMT-B)	10
<b>Total credit hours</b>	<b>14</b>

**GENERAL EDUCATION REQUIREMENTS**

	CREDITS
<i>Courses may be taken prior to, concurrently or following the EMT-Paramedic course sequence.</i>	
<b>COM 111</b> Fundamentals of Oral Communication	
OR <b>COM 116</b> Fundamentals of Oral Communication for Non-Native Speakers	3
<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology	4
<b>ENGLISH</b>	3-6
<i>ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2</i>	
OR <i>ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2</i>	
OR <i>ENG 121 Composition and Literature</i>	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>PSY 111</b> Introduction to Psychology	3
<b>MATHEMATICS</b>	3
<i>General education requirement, see page 43.</i>	
<b>Total credit hours</b>	<b>16-19</b>

**EMT Course Sequence**

All EMT courses require a grade of C or better.

	CREDITS
<b>FIRST YEAR — SPRING TERM</b>	
<b>EMT 140</b> EMT-Paramedic 1	13
<b>FIRST YEAR — SUMMER TERM</b>	
<b>EMT 147</b> ALS Unit Practicum	2
<i>For a waiver for EMT 147 see department chair.</i>	
<b>FIRST YEAR — FALL TERM</b>	
<b>EMT 142</b> EMT-Paramedic 2	13
<b>SECOND YEAR — SPRING TERM</b>	
<b>EMT 236</b> EMT-Paramedic 3	12
<b>Total credit hours</b>	<b>40</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**EMT - PARAMEDIC**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: SEPT. 15\***

**EMT-PARAMEDIC  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/EMT](http://www.aacc.edu/emt)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code AA.GEN.EMT-CRT) and eligibility for the National Registry of Emergency Medical Technician-Paramedic (EMT-P) national licensure exam.

**Total Credit Hours:** A minimum of 54 credit hours.

**Purpose:** Prepares students for state and national licensure as EMT-P. There is a fee for the national exam.

The AACC Emergency Medical Technician Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), and approved as a Maryland EMS Educational Program by the Maryland Emergency Medical Services Board (MEMSB) upon the recommendation of the Maryland Institute for Emergency Medical Services Systems (MIEMSS).

**RANGE OF OCCUPATIONS**

- EMT-P in local emergency medical services system, an industry or health care setting.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 139.

**Program Requirements:** Students must meet academic and admission requirements prior to admission. Students will be expected to practice certain skills on each other in the college lab. Mandatory attendance requirements apply to all classes in the EMT areas of study. A minimum grade of C is required in all EMT curriculum courses required in the program.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**EMT-Paramedic Certificate Course Sequence**

*Note: All prerequisite courses require a grade of C or better.*

**PREREQUISITES**

	CREDITS
<b>BIO 230</b> Structure and Function of the Human Body <i>Certificate seeking students must consult academic adviser or program coordinator for specified math eligibility requirements.</i>	
OR <b>BIO 232</b> Human Biology 2 <i>BIO 231 is a prerequisite for BIO 232.</i>	
OR <b>BIO 234</b> Anatomy and Physiology 2	4
<i>BIO 101 and BIO 233 are prerequisites for BIO 234.</i>	
<b>EMT 105</b> Emergency Medical Technician-Basic (EMT-B)	10
<b>Total credit hours</b>	<b>14</b>

**REQUIREMENTS**

	CREDITS
<b>FIRST YEAR — SPRING TERM</b>	
<b>EMT 140</b> EMT-Paramedic 1	13
<b>FIRST YEAR — SUMMER TERM</b>	
<b>EMT 147</b> ALS Unit Practicum <i>For a waiver for EMT 147 see department chair.</i>	2
<b>FIRST YEAR — FALL TERM</b>	
<b>EMT 142</b> EMT-Paramedic 2	13
<b>SECOND YEAR — SPRING TERM</b>	
<b>EMT 236</b> EMT-Paramedic 3	12
<b>Total credit hours</b>	<b>40</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## EMT - PARAMEDIC

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: SEPT. 15\*

**Admission Requirements for Emergency Medical Technician-Paramedic Associate of Applied Science Degree and Certificate**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application by the application deadline.
3. 18 years of age or older on the day the paramedic course sequence begins.
4. For degree: Eligibility for a general education mathematics course (see [page 43](#)).
5. Take the Arithmetic Placement Test and receive a score of 27 or higher by the application deadline or enroll in MAT 005 and complete it with a grade of C or better by the application deadline.
6. A grade of C or better in prerequisite courses.
7. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
8. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of "C" or better prior to applying to the program. Anne Arundel Community College's code for TOEFL is 5019.
9. Satisfactory completion of a criminal background check.
10. Submission of a completed health examination record.
11. Submission of current EMT-Basic certification card.
12. Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the Emergency Medical Technician-Paramedic course sequence each spring as the number of students permits. Applications received by the deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available after June 1 in the Health Professions office, Florestano Building Room 112 and on the college website. To be considered for conditional acceptance, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Completion of EMT-B (EMT 105) and BIO 230 (or BIO 232 or BIO 234) with a grade of C or better.
- Affiliation with a Maryland Emergency Medical Services (EMS) jurisdiction.

- Affiliation with Anne Arundel County or Annapolis Fire Department.
- Length of EMT certification and active affiliation with an EMS jurisdiction.
- Priority is given to students with the highest grade point average.
- Final selection for the Emergency Medical Technician-Paramedic course sequence will be based on the criteria described in the EMT department admission requirements available at a program orientation seminar.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Enrollment Restrictions**

Limitations of health care facilities for clinical and field rotations necessitate enrollment restrictions.

Students enrolled in the Emergency Medical Technician-Paramedic course sequence must comply with all Maryland Advanced Life Support Protocols and Regulations and maintain current certification as an Emergency Medical Technician-Basic (EMT-B) or Emergency Medical Technician-Intermediate (EMT-I). Students who fail to maintain current EMT-B and/or EMT-I certification or are decertified will not be eligible to continue in the program.

**Program Readmission and Completion**

Degree-seeking students who have not been consecutively enrolled in the EMT-Paramedic curriculum must meet the curriculum requirements in effect at the time of application for graduation. Please refer to graduation requirements in this catalog.

An A.A.S. degree in EMT-P will only be granted to those students who have completed all EMT certificate courses at this college. (EMT 105 and the BIO requirement can be transferred from another accredited college.)

Students must complete any interrupted coursework within two years from last enrollment or all EMT-Paramedic courses must be repeated.

Other certificate and A.A.S. degree program requirements regarding re-entry after a lapse in program attendance are available from the EMT department.

**Articulation Agreement**

Students may transfer up to 60 credits to the University of Maryland Baltimore County (UMBC) Emergency Health Services curriculum in pursuit of an advanced degree. For information call the EMT department at **410-777-7310**.

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**EMT BRIDGE OPTION: INTERMEDIATE TO PARAMEDIC**

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

**EMT BRIDGE OPTION:  
INTERMEDIATE TO PARAMEDIC  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/EMT](http://www.aacc.edu/emt)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code AA.GEN.EMT.I-P) and eligibility for Emergency Medical Technician-Paramedic (EMT-P) national licensure exam.

**Total Credit Hours:** A minimum of 55 credit hours.

**Purpose:** Prepares students for state and national licensure as EMT-P. There is a fee for the national exam.

**RANGE OF OCCUPATIONS**

- EMT-P in local emergency medical services systems, an industry or health care setting.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 141.

**Program Requirements:** Students must meet academic and admission requirements prior to admission. Students will be expected to practice certain skills on each other in the college lab. Mandatory attendance requirements apply to all classes in the EMT areas of study. A minimum grade of C is required in all EMT curriculum courses.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**EMT Bridge Option:  
Intermediate to Paramedic Course Sequence**

*Note: All prerequisite courses require a grade of C or better.*

**PREREQUISITES**

	CREDITS
<b>BIO 230</b> Structure and Function of the Human Body <i>Certificate seeking students must consult academic adviser or program coordinator for specified math eligibility requirements.</i>	
OR <b>BIO 232</b> Human Biology 2 <i>BIO 231 is a prerequisite for BIO 232.</i>	
OR <b>BIO 234</b> Anatomy and Physiology 2 .....	4
<i>BIO 101 and BIO 233 are prerequisites for BIO 234.</i>	
<b>EMT 105</b> Emergency Medical Technician-Basic (EMT-B) .....	10
Completion of an approved EMT-I program with a grade of C or better in all courses .....	11
<b>Total credit hours</b>	<b>25</b>

**REQUIREMENTS**

	CREDITS
<b>FIRST TERM</b>	
<b>EMT 200</b> EMT-Intermediate to Paramedic Bridge Skills Mastery 1 .....	2
<b>EMT 201</b> EMT-Intermediate to Paramedic Bridge 1 .....	3
<b>EMT 202</b> EMT-Intermediate to Paramedic Bridge 2 .....	9
<b>Total credit hours</b>	<b>14</b>
<b>SECOND TERM</b>	
<b>EMT 210</b> EMT-Intermediate to Paramedic Bridge Skills Mastery 2 .....	4
<b>EMT 213</b> EMT-Intermediate to Paramedic Bridge 3 .....	3
<b>EMT 214</b> EMT-Intermediate to Paramedic Bridge 4 .....	9
<b>Total credit hours</b>	<b>16</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## EMT BRIDGE OPTION: INTERMEDIATE TO PARAMEDIC

### SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

#### **Admission Requirements for Emergency Medical Technician Bridge Option: Intermediate to Paramedic Certificate**

##### **Admission Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application by the application deadline.
3. 18 years of age or older on the day the paramedic course sequence begins.
4. For degree: Eligibility for a general education mathematics course (see [page 43](#)).
5. Take the Arithmetic Placement Test and receive a score of 27 or higher by the application deadline or enroll in MAT 005 and complete it with a grade of C or better by the application deadline.
6. A grade of C or better in prerequisite courses.
7. If EMT-I course work has been completed at an institution other than AACC then official transcripts are required.
8. A copy of a current EMT-I certification card.
9. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
10. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of "C" or better prior to applying to the program. Anne Arundel Community College's code for TOEFL is 5019.
11. Satisfactory completion of a criminal background check.
12. Submission of a completed health examination record.
13. Submission of current EMT-Intermediate certification card.
14. Submission of current American Heart Association CPR for Health Care Providers certification card.

##### **Selection Criteria**

Students will be admitted to the Emergency Medical Technician Bridge Option: Intermediate to Paramedic course sequence each semester as the number of students permits. Applications received by the deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available after Dec. 1 in the Health Professions office, Florestano Building Room 112 and on the college website. To be considered for conditional acceptance, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.

- Completion of EMT-B (EMT 105) and BIO 230 (or BIO 232 or BIO 234) with a grade of C or better.
- Completion and official verification of an approved EMT-I program with a grade of C or better.
- Affiliation with a Maryland Emergency Medical Services (EMS) jurisdiction.
- Affiliation with Anne Arundel County or Annapolis Fire Department.
- Length of EMT certification and active affiliation with an EMS jurisdiction.
- Priority is given to students with the highest grade point average.
- Final selection for the Emergency Medical Technician Bridge Option: Intermediate to Paramedic course sequence will be based on the criteria described in the EMT department admission requirements available at a program orientation seminar.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

##### **Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

##### **CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

##### **Enrollment Restrictions**

Limitations of health care facilities for clinical and field rotations necessitate enrollment restrictions. Students enrolled in the Emergency Medical Technician Bridge Option: Intermediate to Paramedic course sequence must comply with all Maryland Advanced Life Support Protocols and Regulations and maintain current certification as an Emergency Medical Technician-Intermediate (EMT-I). Students who fail to maintain current EMT-I certification or are decertified will not be eligible to continue in the program.

##### **Program Readmission and Completion**

Degree-seeking students who have not been consecutively enrolled in the Emergency Medical Technician Bridge Option: Intermediate to Paramedic curriculum must meet the curriculum requirements in effect at the time of application for graduation. Please refer to graduation requirements in this catalog.

An A.A.S. degree in EMT-P will only be granted to those students who have completed all EMT Paramedic or Emergency Medical Technician Bridge Option: Intermediate to Paramedic courses at this college. (EMT-B, EMT-I, and the BIO requirement can be transferred from another accredited college.)

Students must complete any interrupted coursework within two years from last enrollment or all Emergency Medical Technician Bridge Option: Intermediate to Paramedic courses must be repeated. Other certificate and A.A.S. degree program requirements regarding re-entry after a lapse in program attendance are available from the EMT department.

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## ENGINEERING AND TECHNOLOGY

**OVERVIEW**

The mission of the Engineering Department is to provide a sound experiential education in engineering and technology while instilling professionalism, ethics and teamwork. There are three distinct yet complementary fields and programs: Engineering (EGR), Electronics Engineering Technology (EET) and Design and Drafting Technology (ENT).

**Engineers** design safe solutions to practical problems by applying mathematics, science and ingenuity while considering economic and technical constraints. AACC offers a way to prepare students for a university engineering program:

- Associate of Science (A.S.) in Engineering Transfer – First two years of the most common engineering disciplines (mechanical, electrical, aerospace, environmental, bioengineering and chemical). Transfers to all universities in Maryland and to most nationally.
- Associate of Science in Engineering Electrical Engineering degree - This degree was developed to facilitate the transfer of students from two-year to four-year engineering programs by

transferring as a degree, rather than on a course-by-course basis, into parallel four-year engineering programs in Maryland.

Frostburg State University is a member of the AACC University Consortium, allowing AACC engineering graduates to take classes toward a bachelor's degree in engineering at AACC without leaving the county through an AACC-Frostburg articulation agreement.

**Electronics Engineering Technicians** are not engineers although many of the electrical courses cover similar topics. Technicians build, test and repair equipment containing electronics, motors or computers. The Electronics Option is always in demand and Telecommunication Option is especially attractive with expected growth in cyber communications in the future. With the A.A.S. degree, an EET graduate is immediately employable.

**Design and Drafting Technology** is known by most people by the more common name computer-aided design or just CAD. Many engineers and technicians are required to use CAD applications such as AutoCAD and SolidWorks, both taught at AACC. The certificate qualifies the CAD operator to work in varied situations where detailed specifications, drawings and models are required.



**ELECTRICAL ENGINEERING**  
ENGINEERING AND TECHNOLOGY

**ELECTRICAL ENGINEERING**  
**ASSOCIATE OF SCIENCE IN ENGINEERING DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2433**  
[WWW.AACC.EDU/ENGINEERING](http://WWW.AACC.EDU/ENGINEERING)

**Award:** Associate of Science in Engineering degree, A.S.E. (code ASE.EGR.ELEC)

**Total Credit Hours:** A minimum of 68 credits.

**Purpose:** The ASE in Electrical Engineering degree has been developed to facilitate the transfer of students from two-year to four-year engineering programs, and is not considered as a terminal degree in engineering. This program is designed to transfer as a degree, rather than on a course-by-course basis, into parallel four-year engineering programs in Maryland. Although this does not guarantee admission into a four-year engineering program, most Maryland universities have expressed support for the ASE. Once a student enrolls in the ASE they must complete all degree requirements in order to benefit from the block transfer of the degree to a four-year program.

The first two years include foundation courses such as math, physics and chemistry, as well as introductory engineering courses. There are no technical electives within this program. All program requirements are mandatory.

An engineering program is rigorous, using advanced mathematics and physics to design and analyze hardware and processes.

**RANGE OF OCCUPATIONS**

- Leads to occupation of electrical engineer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers)

**Entrance Requirements:** The recommended high school background is one year of physics, one year of chemistry and mathematics through pre-calculus.

**Program Requirements:** To complete the program in two years it is necessary to take calculus (MAT 191) in the first term. Those not ready for calculus should take pre-calculus math (MAT 151), possibly in the summer before the first regular term.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 30-33 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
<i>Satisfied by program requirements.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
<i>Satisfied by program requirements.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>These courses must be from two different disciplines and have different course prefixes.</i>	

**PROGRAM REQUIREMENTS: 38 credits**

*The courses below are required for the ASE in Electrical Engineering. There are no technical electives. See the department chair for the recommended program sequence.*

	CREDITS
<b>CHE 111*</b> General Chemistry 1 .....	<b>4</b>
<b>EGR 120</b> Introduction to Engineering Design .....	<b>3</b>
<b>EGR 141</b> Programming in C for Engineering .....	<b>3</b>
<b>EGR 235</b> Circuit Theory (includes lab) .....	<b>4</b>
<b>EGR 241</b> Systems and Signals .....	<b>4</b>
<b>EGR 244</b> Digital Logic Design (includes lab) .....	<b>4</b>
<b>MAT 191*</b> Calculus and Analytic Geometry 1 .....	<b>4</b>
<b>MAT 192</b> Calculus and Analytic Geometry 2 .....	<b>4</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 212</b> Differential Equations .....	<b>4</b>
<b>PHY 211*</b> General Physics 1 .....	<b>4</b>
<b>PHY 212</b> General Physics 2 .....	<b>4</b>
<b>PHY 213</b> General Physics 3 .....	<b>4</b>

*\*Counted as general education requirements.*

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Completion of EGR 120 satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences or biological and physical sciences general education requirements.*

**ELECTRONIC ENGINEERING TECHNOLOGY**

**ENGINEERING AND TECHNOLOGY**

**ELECTRONICS OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433  
[WWW.AACC.EDU/ENGINEERING](http://WWW.AACC.EDU/ENGINEERING)**

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.EGR.ELEC)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To provide a two-year degree in electronics technology, allowing a graduate to enter the workforce as an electronic technician. Electronics technicians assemble, install, maintain and repair electronic devices and equipment. Examples include working on the latest robots that build automotive parts or with the technology in artificial limbs for disabled persons. They may work on electronic hardware in business machines, transportation and communication systems or the latest toys and games. You can help shape the future as an electronic technician. Data from the U.S. Department of Labor shows the job of electronic technician is a viable and well-paid career.

Entry into the option requires no previous electronic experience. The option is designed so that all students take a coordinated set of basic electronic courses, and then take elective courses in their area of interest. Elective courses cover computers and computer repair, electronic communications and electromechanical systems.

Graduates of this program are fully prepared to enter the workforce as an electronic technician. However, for AACC graduates interested in pursuing a baccalaureate degree in electronic engineering technology, several four-year colleges and universities offer transfer programs including Capital College in Laurel, University of Maryland Eastern Shore and Pennsylvania State University in Harrisburg. Students planning to transfer to a bachelor of science electronic technology degree program are encouraged to consult with the department chair before selecting their electives.

The Electronics Option program differs from a traditional four-year electrical engineering program (see Engineering Transfer program description on [page 146](#)).

**RANGE OF OCCUPATIONS**

- Computer service technician
- Electronics communications technician
- Electronics technician
- Field service technician
- Instrumentation and control technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates:**

- Electronics certificate, see [page 149](#)
- PC Repair certificate, see [page 150](#)
- Telecommunications option certificate, see [page 150](#).

**GENERAL EDUCATION REQUIREMENTS: 24-29 credits**

An approved list of general education courses can be found on [pages 41-44](#) of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 may need to take an additional elective course to ensure that they complete a minimum of 60 credits for the award of an associate's degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
PHY 111 Fundamentals of Physics 1	
<i>PHY 211 may be substituted for PHY 111.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
<i>CSI 113 may be substituted for CSI 112.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4-6</b>
MAT 121 Algebra and Trigonometry	
<i>A minimum of 4 credit hours of mathematics is required. One of the following may be substituted for MAT 121: MAT 151, MAT 191, combination of MAT 141 and MAT 142.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 36-39 credits**

	<b>CREDITS</b>
<b>EET 118</b> Electronic Hardware and Assembly Techniques .....	<b>4</b>
<b>EET 130</b> Introduction to Electronic Circuits .....	<b>4</b>
<b>EET 150</b> Semiconductors and Linear Circuits .....	<b>4</b>
<b>EET 231</b> Digital-electronic Circuits .....	<b>4</b>
<b>EET 250</b> Microprocessors and Microcontrollers .....	<b>4</b>
<b>EET 260</b> Electronic Communication Systems .....	<b>4</b>
<b>EGR 141</b> Programming in C for Engineering .....	<b>3</b>
<b>Technical electives</b> .....	<b>9-12</b>
<i>Students must choose 3 courses from the following list: (EET 140 with lab EET 141), EET 160, EET 205, EET 223, EET 240, EGR 235, MAT 191 and PHY 212. Technical elective courses must be a minimum of three credits, and may include any college level EET coursework from regionally accredited institutions, applicable ACE recommended credit earned through military training, and EET credit earned through an approved articulation agreement. Upon approval of an electronic engineering technology adviser, one technical elective may be selected from the following areas: CSI or ENT.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts and humanities or social and behavioral sciences.*

**ELECTRONIC ENGINEERING TECHNOLOGY**

**ENGINEERING AND TECHNOLOGY**

**TELECOMMUNICATIONS OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433  
WWW.AACC.EDU/ENGINEERING**

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.EGR.TELE)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Students prepare to become engineering technicians in the field of telecommunications, update their skills or broaden their base of knowledge. The option provides a general background in electronics and computer systems specifically oriented to their applications in telecommunications systems. It covers data communications concepts and a wide variety of telecommunications systems.

Graduates gain skills to work with engineers and scientists in the telecommunications environment. Students may also transfer to institutions offering a bachelor of science degree in telecommunications technology. This option should not be confused with a traditional four-year engineering program which leads to a bachelor of science degree in engineering (see description for Engineering Transfer program on page 146).

**RANGE OF OCCUPATIONS**

- Cabling and wiring Technician
- Engineering technician
- Field Service technician
- Telecommunications technician
- Test technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates:**

- Electronics certificate, see page 149
- Telecommunications Certificate, see page 150.

**GENERAL EDUCATION REQUIREMENTS: 24-29 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
PHY 111 Fundamentals of Physics 1	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
<i>CSI 113 may be substituted for CSI 112.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4-6</b>
MAT 121 Algebra and Trigonometry	
<i>A minimum of 4 credit hours of mathematics is required. One of the following may be substituted for MAT 121: MAT 151, MAT 191, combination of MAT 141 and MAT 142. Students planning to transfer to a bachelor of science electronics technology degree program are encouraged to take MAT 151 instead of MAT 121, and to include MAT 191 and PHY 112 as electives.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 37-39 credits**

	CREDITS
<b>CSI 132</b> Network Essentials .....	<b>4</b>
<i>The combinations CSI 157-CSI 158 may be substituted for CSI 132.</i>	
<b>EET 118</b> Electronic Hardware and Assembly Techniques .....	<b>4</b>
<b>EET 130</b> Introduction to Electronic Circuits .....	<b>4</b>
<b>EET 140</b> Introduction to Telecommunications .....	<b>3</b>
<b>EET 141</b> Telecommunications Wiring Laboratory .....	<b>1</b>
<b>EET 150</b> Semiconductors and Linear Circuits .....	<b>4</b>
<b>EET 231</b> Digital-electronic Circuits .....	<b>4</b>
<b>EET 240</b> Fiber Optic Communications .....	<b>3</b>
<b>EET 260</b> Electronic Communication Systems .....	<b>4</b>
<b>Electives</b> .....	<b>6-8</b>
<i>Choose two courses from EET, CSI, MAT 191, PHY 112. Any 3 or 4 credit EET courses transferred in from a military or other school may be used as a technical elective. Students planning to transfer to a bachelor of science electronics technology degree program are encouraged to take MAT 151 instead of MAT 121, and to include MAT 191 and PHY 112 as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts and humanities or social and behavioral sciences.*

ENGINEERING TRANSFER

ENGINEERING AND TECHNOLOGY

**ENGINEERING TRANSFER  
ASSOCIATE OF SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433  
WWW.AACC.EDU/ENGINEERING**

**Award:** Associate of Science degree, A.S. (code AS.EGR.EGR)

**Total Credit Hours:** A minimum of 62 credits.

**Purpose:** Offers an opportunity to earn the first two years of a four-year engineering degree. Engineers design, analyze, build and test technological hardware, such as electronic systems and computers, automobiles and aircraft, communication equipment, roads and bridges. An engineering degree requires at least four years of college with the first two years mostly standardized across the country. Those first years include foundation courses such as math, physics and chemistry, as well as some engineering basic courses. Major branches of engineering are electrical, mechanical, civil and chemical. If possible, decide which branch to pursue by the second term as it might affect elective choices. Requirements of your transfer college may affect elective choices.

An engineering college program is rigorous, using advanced mathematics and physics to design and analyze hardware and processes. If more interested in the practical hands-on aspects of technology, consider the two-year Electronics Option Associate of Applied Science degree program on page 144 of this catalog.

**RANGE OF OCCUPATIONS**

- Leads to occupation of Engineering

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** The recommended high school background is one year of physics, one year of chemistry and mathematics up through analytical geometry.

**Program Requirements:** To complete the program in two years it is necessary to take calculus (MAT 191) in the first term. Those not ready for calculus should take pre-calculus math (MAT 151), possibly in the summer before the first regular term.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Certificates:**

- Designing and drafting program, see page 147
- Electronics technology program, see page 149.

**GENERAL EDUCATION REQUIREMENTS: 30-33 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
<i>Satisfied by program requirements (CHE 111 &amp; CHE 112).</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4</b>
<i>Satisfied by program requirements (MAT 191).</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>

**PROGRAM REQUIREMENTS: 32-35 credits**

*Electrical engineering students should take EGR 244, EGR 235 and PHY 213 in that order, for their technical electives. In addition, they are encouraged to take EGR 141, although it is not required for the A.S. degree, and EGR 241, if possible. Mechanical engineers should take EGR 209, EGR 222 and PHY 213 in that order, for their technical electives. In addition, they are encouraged to take EGR 211, although it is not required for the A.S. degree. Civil engineers should take EGR 209, EGR 211 and EGR 222 for their technical electives. Bioengineers should take CHE 213, EGR 209 and EGR 211. Chemical engineering students should take CHE 213, CHE 214 and EGR 209. These courses best meet the requirements for the University of Maryland College Park. If you are transferring to another institution please refer to the specific requirements of that institution.*

	CREDITS
<b>CHE 111*</b> General Chemistry 1 .....	<b>4</b>
<b>CHE 112*</b> General Chemistry 2 .....	<b>4</b>
<b>EGR 120</b> Introduction to Engineering Design .....	<b>3</b>
<b>MAT 191*</b> Calculus and Analytic Geometry 1 .....	<b>4</b>
<b>MAT 192</b> Calculus and Analytic Geometry 2 .....	<b>4</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 212</b> Differential Equations .....	<b>4</b>
<b>PHY 211</b> General Physics 1 .....	<b>4</b>
<b>PHY 212</b> General Physics 2 .....	<b>4</b>
<b>Technical electives</b> (see list below) .....	<b>9-12</b>

**Students must complete three courses from the following list except as noted above.**

<b>CHE 213</b> Organic Chemistry 1 .....	<b>4</b>
<b>CHE 214</b> Organic Chemistry 2 .....	<b>4</b>
<b>EGR 141</b> Programming in C for Engineering .....	<b>3</b>
<b>EGR 209</b> Statics .....	<b>3</b>
<b>EGR 211</b> Mechanics of Materials .....	<b>3</b>
<b>EGR 221</b> Thermodynamics .....	<b>3</b>
<b>EGR 222</b> Dynamics .....	<b>3</b>
<b>EGR 235</b> Circuit Theory (includes lab) .....	<b>4</b>
<b>EGR 241</b> Systems and Signals .....	<b>4</b>
<b>EGR 244</b> Digital Logic Design (includes lab) .....	<b>4</b>
<b>PHY 213</b> General Physics 3 .....	<b>4</b>

*\*General education course; credit hours are calculated as part of the general education requirements total.*

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Completion of EGR 120 satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences or biological and physical sciences general education requirements.*

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

DESIGN AND DRAFTING TECHNOLOGY

ENGINEERING AND TECHNOLOGY

**DESIGN AND DRAFTING TECHNOLOGY (COMPUTER-AIDED) CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433**

**Award:** Certificate (code CRT.EGR.CAD)

**Total Credit Hours:** A minimum of 15 credit hours.

**Purpose:** Prepares students for initial employment in computer-aided mechanical design and drafting. It also provides job advancement skills for persons currently in manual drafting jobs.

**RANGE OF OCCUPATIONS**

- Entry position as CAD operator
- Job advancement
- Retraining

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students with drafting experience may get credit for ENT 111 (Drafting and CAD Fundamentals) through credit by examination, in which case the certificate could be completed in two terms.

**Graduation Requirement:** Demonstrated eligibility for ENG 111. Completion of the required courses with a C average or better.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 15-16 credits**

	CREDITS
<b>ENT 111</b> Drafting and CAD Fundamentals . . . . .	3
<i>EGR 120 or ACH 111 or credit by examination may be substituted for ENT 111.</i>	
<b>ENT 241</b> Computer-aided Drafting . . . . .	3
<b>ENT 242</b> Advanced Computer-aided Drafting and Design . . . . .	3
<b>ENT 260</b> Solid Modeling with SolidWorks . . . . .	3
<b>Elective</b> (see list below) . . . . .	3-4

**Electives**

- \***ACH 255** AutoCAD for Design
- \***ART 154** 3D Computer Graphics
- \***ART 157** Game Prototyping
- EET 118** Electronic Hardware and Assembly Techniques
- ENT 243** Three-dimensional Computer-aided Drafting
- ENT 261** Advanced Solid Modeling
- MAT 121** Algebra and Trigonometry

**Any CAD course**

**Any ENT course**

*\*requires prerequisites*

**ELECTRONIC ENGINEERING TECHNOLOGY**

ENGINEERING AND TECHNOLOGY

**MECHATRONICS TECHNOLOGY  
CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433**

[www.aacc.edu/mechatronics](http://www.aacc.edu/mechatronics)

*Not eligible for financial aid.*

**Award:** Certificate (code CRT.EGR.MECHATRONICS)

**Total Credit Hours:** 30 credit hours

**Purpose:** A compressed program leading to a 30-credit Mechatronics Technology Certificate in as little as one year. Participants need no previous experience and will be prepared for entry-level jobs in an integrated multidisciplinary industrial environment. Instruction in mechatronics provides students with the knowledge and hands-on training in electronics, mechanics and computers to work in a variety of industrial and manufacturing related businesses. The certificate offers employment preparation opportunities, as well as, the opportunity to upgrade and improve existing skills.

Participants take all classes together in a cohort and are eligible for enhanced student support services. The unique “Core Skills for STEM” class series teaches the personal and professional skills and knowledge needed for success in the program and in the workplace. Upon successful completion of the program, students will be afforded the opportunity to complete the Level 1 Certification Examination to become a certified Siemens Mechatronics System Assistant.

Created by five member colleges of the National STEM (Science Technology, Engineering, and Mathematics) Consortium with funding from a U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant. The Mechatronics certificate program, under the National STEM Consortium grant, requires additional application materials and a screening of all applicants for certain eligibility criteria. Contact Kat Schorr, National STEM Consortium Grant Navigator at **410-777-7219** or [kschorr@aacc.edu](mailto:kschorr@aacc.edu) for information about the eligibility criteria and for assistance in applying to this program.

**RANGE OF OCCUPATIONS**

- Mechatronic technician
- Robotic technician
- Industrial automation technician
- Electro-mechanical fitter

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Completion of all required courses and demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

	CREDITS
<b>EET 130</b> Introduction to Electronic Circuits .....	4
<b>STM 101</b> Core Skills for STEM 1 .....	1
<b>STM 102</b> Core Skills for STEM 2 .....	1
<b>STM 103</b> Core Skills for STEM 3 .....	1
<b>MEC 110</b> Mechanical Components and Electric Motors .....	4
<b>MEC 120</b> Pneumatics and Hydraulics .....	4
<b>MEC 130</b> Programmable Logic Controllers .....	4
<b>MEC 140</b> Introduction to Robotics .....	4
<b>MEC 150</b> Mechatronic Systems Capstone .....	4
<b>ENT 260</b> Solid-modeling using Solidworks .....	3

**ELECTRONIC ENGINEERING TECHNOLOGY**

ENGINEERING AND TECHNOLOGY

**ELECTRONICS  
CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433**

**Award:** Certificate (code CRT.EGR.ELEC)

**Total Credit Hours:** A minimum of 22 credit hours.

**Purpose:** This is a flexible option that offers basic competence in electronics for those who desire to enter the job market in two terms with six courses. It also provides formal recognition to those who are already working in the electronics industry and wish to upgrade their job skills. All credits earned in the option will apply toward an Electronics Option Associate of Applied Science degree.

**RANGE OF OCCUPATIONS**

- Electronics communications technician
- Electronics technician
- Instrumentation and control technician
- Upgraded electronic technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 22-24 credits**

	CREDITS
<b>EET 118</b> Electronic Hardware and Assembly Techniques .....	4
<b>EET 130</b> Introduction to Electronic Circuits .....	4
<b>EET 150</b> Semiconductors and Linear Circuits .....	4
<b>EET 231</b> Digital-electronic Circuits .....	4
<b>Electives (2)</b> MAT 121 or any EET courses .....	6-8

**ELECTROMECHANICAL OPTION  
CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433**

*Inactive 2013-2014. No new students will be admitted to the program.*

**Award:** Certificate (code CRT.EGR.ELEC-MECH)

**Total Credit Hours:** 23 credit hours

**Purpose:** Many modern products and systems contain both electronic and mechanical parts, such as copiers, cars and factory assembly lines. Electromechanical technicians are knowledgeable in the basic principles of electronics and mechanics so that they can understand and work on this equipment. This program allows students who are interested in these topics to prepare for employment as an electro-mechanical technician. In two terms with six courses, the program covers basic electrical principles, electronic hardware, basic mechanics and mechanical computations, mechanical drawing (with an introduction to CAD) and electromechanical topics such as motors, sensors and feedback control systems. All credits earned in this certificate will apply towards the Electronics Option Associate of Applied Science degree.

**RANGE OF OCCUPATIONS**

- Electromechanical technician
- Engineering technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 23 credits**

	CREDITS
<b>EET 118</b> Electronic Hardware and Assembly Techniques .....	4
<b>EET 130</b> Introduction to Electronic Circuits .....	4
<b>EET 223</b> Electromechanical Systems .....	4
<b>ENT 111</b> Introduction to Drafting and CAD .....	3
<b>MAT 121</b> Algebra and Trigonometry .....	4
<b>PHY 111</b> Fundamentals of Physics 1 .....	4

**ELECTRONIC ENGINEERING TECHNOLOGY**

ENGINEERING AND TECHNOLOGY

**PC REPAIR OPTION  
CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433

**Award:** Certificate (code CRT.EGR.PC-REPAIR)

**Total Credit Hours:** A minimum of 21 credit hours.

**Purpose:** Prepares for employment as a PC repair technician who installs, troubleshoots, upgrades and maintains microcomputer systems. Provides a solid foundation in PC hardware and troubleshooting. Also covers the Windows operating system functions and utilities that relate to hardware and networking.

*Note: The A+ certification test is not given in this option.*

This option is for those who wish to enter the job market after two terms with six courses. Also provides formal recognition for those working in the field who wish to upgrade their skills. All credits earned in this certificate apply toward the Electronics Option Associate of Applied Science degree.

PC repair technicians work for firms that specialize in servicing PCs. They also are employed by businesses that use PCs and need technically qualified people to maintain them.

**RANGE OF OCCUPATIONS**

- PC electronic technician
- PC repair technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 21-22 credits**

	CREDITS
CSI 112 Computing and Information Technology.....	4
CSI 132 Network Essentials .....	4
EET 130 Introduction to Electronic Circuits .....	4
EET 160 Theory and Troubleshooting Microcomputers 1 .....	3
EET 205 Theory and Troubleshooting Microcomputers 2 .....	3
Technical elective (see list below) .....	3-4

**Technical Electives**

- CSI 121 Personal Computer Office Suite Applications
- CSI 126 Groupware Applications
- CSI 269 Wireless LANs
- EET 118 Electronic Hardware and Assembly Techniques
- EET 231 Digital-electronic Circuits
- EET 250 Microprocessors and Microcontrollers
- MAT 121 Algebra and Trigonometry

**TELECOMMUNICATIONS OPTION  
CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433

**Award:** Certificate (code CRT.EGR.TELE)

**Total Credit Hours:** A minimum of 24 credit hours.

**Purpose:** Telecommunications is one of the fastest growing fields in electronics. This option provides a solid foundation in telecommunication electronics for those who desire to enter the job market after two terms with seven courses. It also provides formal recognition for those already working in the telecommunications electronics industry who wish to upgrade their skills. All credits earned for this certificate option apply to the Telecommunications Option Associate of Applied Sciences Degree.

**RANGE OF OCCUPATIONS**

- Cabling and wiring technician
- Electronic technician
- Field service technician
- Telecommunications technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24 credits**

	CREDITS
EET 118 Electronic Hardware and Assembly Techniques .....	4
EET 130 Introduction to Electronic Circuits .....	4
EET 140 Introduction to Telecommunications .....	3
EET 141 Telecommunications Wiring Laboratory .....	1
EET 150 Semiconductors and Linear Circuits .....	4
EET 260 Electronic Communication Systems .....	4
MAT 121 Algebra and Trigonometry	
OR CSI 132 Network Essentials .....	4

*If CSI 132 is selected it must be taken after EET 260 in order to meet the prerequisite requirement or students may take CSI 132 if they have taken CSI 112 or CSI 113.*

**ELECTRONIC ENGINEERING TECHNOLOGY**

ENGINEERING AND TECHNOLOGY

**PC MAINTENANCE**

**LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

**Purpose:** As the use of PCs expands into virtually every area of business, more people are being called upon to maintain and upgrade those systems. This option provides a basic knowledge base in repairing, assembling and upgrading PCs. It will also help students prepare for the A+ certification test.

*Note: The A+ certification test is not given in this option.*

**RANGE OF OCCUPATIONS**

- PC hardware technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 10 credits**

CREDITS

<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 132</b> Network Essentials . . . . .	<b>4</b>
<i>Students who have some experience with basic computer operations are encouraged to select CSI 132. If students do select CSI 132, they should take it after EET 160.</i>	
<b>EET 160</b> Theory and Troubleshooting Microcomputers 1 . . . . .	<b>3</b>
<b>EET 205</b> Theory and Troubleshooting Microcomputers 2 . . . . .	<b>3</b>

**WIRING TECHNICIAN**

**LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of nine credit hours.

**Purpose:** To prepare for employment installing and repairing wiring in cables and equipment as would be found in voice, data, computer and communication systems. Learn the techniques of splicing, interconnecting, soldering, mechanical assembly and schematic reading. Get an introduction to the use and operation of basic electrical measurement instruments, components and systems, and basic PC application applications. This sequence is for those looking for a practical skills area of study that has a minimum of math and analysis.

**RANGE OF OCCUPATIONS**

- Cable installer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

CREDITS

<b>CSI 110</b> Computer Literacy	
OR <b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology . . . . .	<b>4</b>
<i>CSI 112 is the preferred course; however, CSI 110 or CSI 113 may be appropriate in some cases.</i>	
<b>EET 118</b> Electronic Hardware and Assembly Techniques . . . . .	<b>4</b>
<b>EET 141</b> Telecommunications Wiring Laboratory . . . . .	<b>1</b>

**MECHATRONICS ENGINEERING TECHNOLOGY**

**ENGINEERING AND TECHNOLOGY**

**MECHATRONICS ENGINEERING TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2433**

[WWW.AACC.EDU/ENGINEERING](http://WWW.AACC.EDU/ENGINEERING)

*Pending approval by the Maryland Higher Education Commission*

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.EGR.MECHATRONICS)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Mechatronics is a new field in engineering that integrates a variety of different technologies — mechanical, electronics, fluid power (hydraulics & pneumatics), and computer — to control machine movements. The student begins the program with courses in mechanics, sensors, basic electronics, pneumatics, control logic, and robot programming and control. The student goes on to learn how to program a specific Programmable Logic Controller (PLC), and then writes and troubleshoots programs to control five machines. The five tasks — Distribution, Gauging, Pick & Place, Pressing and Sorting — are integrated into an assembly line that produces a real product.

The courses in this program make extensive use of computers for class learning, PLC programming, machine control, troubleshooting and machine simulation. The program provides the knowledge and skills for entry-level positions in automation-related jobs. Examples would be robot installation and maintenance, automation equipment installation, troubleshooting and maintenance, and PLC programming. Examples of industries using these skills are pharmaceuticals, food processing, beverage bottling, automated warehousing, oil production, packaging, electronics assembly, medical equipment production and the military.

The U.S. Department of Labor has referenced mechatronics as a new and emerging growth area, and mechatronics has also been identified as one of the in-demand industry clusters. The Bureau of Labor Statistics does not collect employment data or wage data on mechatronics technicians; however, industry sources suggest that the annual wage is about \$50,000, and the job outlook is bright through 2018. The National Council on Competitiveness estimates that 100 million new jobs will be created in the 21st century at the intersection of disciplines rather than in individual disciplines. Mechatronics technicians exhibit this multi-disciplinary or multi-skilled requirement.

**RANGE OF OCCUPATIONS**

- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Maintenance and Repair Workers
- Maintenance Workers, Machinery
- Electro-Mechanical Technicians
- Robotics Technicians
- Electrical and Electronic Equipment Assemblers
- Automation Technicians
- Mechatronic Technicians
- Manufacturing Technicians
- Robotics Technicians
- Field Service Technicians
- Instrumentation and Control Technicians
- Programmable Logic Controller Technicians

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**GENERAL EDUCATION REQUIREMENTS: 24-29 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
PHY 111 Fundamentals of Physics 1	
<i>PHY 211 may be substituted for PHY 111.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>4-6</b>
MAT 121 Algebra and Trigonometry	
<i>A minimum of 4 credit hours of mathematics is required. One of the following may be substituted for MAT 121: MAT 151, MAT 191 or combination of MAT 141 and MAT 142.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 37-39 credits**

	<b>CREDITS</b>
<b>EET 130</b> Introduction to Electronic Circuits .....	<b>4</b>
<b>MEC 110</b> Mechanical Systems and Electric Motors .....	<b>4</b>
<b>MEC 120</b> Pneumatics & Hydraulics .....	<b>4</b>
<b>MEC 130</b> Programmable Logic Controllers .....	<b>4</b>
<b>MEC 140</b> Introduction to Robotics .....	<b>4</b>
<b>MEC 150</b> Mechatronics Systems Capstone .....	<b>4</b>
<b>ENT 260</b> Solid-Modeling with SolidWorks .....	<b>3</b>
<b>Technical electives</b> (see list below) .....	<b>4</b>
EET 118 Electronic Hardware and Assembly Techniques	
EET 231 Digital-Electronic Circuits	
ENT 261 Advanced Solid Modeling	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts and humanities or social and behavioral sciences.*

ENTREPRENEURSHIP

**ENTREPRENEURSHIP  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

CAREERS CENTER  
Room 326, 410-777-2066  
[www.aacc.edu/esi](http://www.aacc.edu/esi)

**Award:** Associate of Applied Sciences degree, A.A.S. (code AAS.ESI.ENTREP)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** A degree in entrepreneurship provides you with the skills to start your own venture, work with others to identify business opportunities, join entrepreneurial ventures or work for an established organization. Entrepreneurship graduates are often in demand by growth-oriented companies wanting to incorporate entrepreneurial vision and innovation in their firms and by companies seeking individuals who have the ability to solve problems creatively and improve productivity. Regardless of size, all businesses need managers who can identify opportunities, obtain resources, plan, organize, direct and control work to accomplish business objectives.

Topics covered during coursework include entrepreneurial thinking and opportunity recognition, developing a business plan, obtaining resources, managing finances, strategic planning, selecting managers and employees, organizing and designing the business, identifying and capitalizing on international opportunities, managing technology, and successfully dealing with managerial challenges.

**RANGE OF OCCUPATIONS**

Graduating students may obtain employment by launching their own business venture or working for any business in any industry including: construction, architecture, child care, personal care, food services, technology, engineering, accounting, financial services and more. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Related Anne Arundel Community College Degree and Certificate**

- Business management degree and certificate with an entrepreneurship option, page 92.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY, INTERDISCIPLINARY STUDIES OR MATHEMATICS</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
<i>Economics (social and behavioral sciences general education).</i>	

**PROGRAM REQUIREMENTS: 39 credits**

	CREDITS
<b>ESI 103</b> Introduction to Entrepreneurship .....	<b>3</b>
<b>ESI 104</b> Entrepreneurship: Sales and Marketing for Small Business .....	<b>3</b>
<b>ESI 111</b> Business and Its Environment .....	<b>3</b>
<b>ESI 120</b> Small Business Management .....	<b>3</b>
<b>ESI 162</b> Business Communications .....	<b>3</b>
<b>ESI 217</b> Small Business Accounting .....	<b>3</b>
<b>ESI 250</b> Entrepreneurship: Legal Issues for Business .....	<b>3</b>
<b>ESI 270</b> Entrepreneurship: New Venture Planning .....	<b>3</b>
<b>ESI 275</b> Internship in Business 1 .....	<b>3</b>
<b>ESI electives</b> (chosen from below) .....	<b>12</b>
<i>Entrepreneurship electives: BPA 105*, BPA 119, BPA 125, BPA/ESI 127, BPA 128, BPA 129, BPA 132, BPA 134, BPA 135, BPA 138, BPA 142, BPA 145, BPA 156, BPA 171, BPA 172, BPA 174,* BPA 201, BPA 202, BPA/ESI 231, BPA 232, BPA/ESI 246, BPA 253, BPA 254, ECO 211, ECO 212, EET 160, ESI 260, HLS 111, HLS 265, LGS 165, LGS 236.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with the Computer Technology requirement.

**DIVERSITY REQUIREMENT**

\*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences general education requirements or through ESI electives of BPA 174 or BPA 105.

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

**ENTREPRENEURSHIP**

**ENTREPRENEURSHIP  
CERTIFICATE**

CAREERS CENTER  
ROOM 349, 410-777-2066  
[WWW.AACC.EDU/ESI](http://www.aacc.edu/ESI)

**Award:** Certificate (code CRT.ESI.ENTREP)

**Total Credit Hours:** 18 credit hours

**Purpose:** A certificate in entrepreneurship provides you with the basic skills to start your own venture, work with others to identify business opportunities, join entrepreneurial ventures, or work for an established organization. Regardless of size, all businesses need managers who can identify opportunities, obtain resources, plan, organize, direct, and control work to accomplish business objectives. Topics covered during coursework include entrepreneurial thinking and opportunity recognition, developing a business plan, small business accounting, sales and marketing for small business, and legal issues.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

	CREDITS
<b>ESI 103</b> Introduction to Entrepreneurship .....	3
<b>ESI 104</b> Entrepreneurship: Sales and Marketing for Small Business .....	3
<b>ESI 120</b> Small Business Management .....	3
<b>ESI 217</b> Small Business Accounting .....	3
<b>ESI 250</b> Entrepreneurship: Legal Issues for Business .....	3
<b>ESI 270</b> Entrepreneurship: New Venture Planning .....	3

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*The college also offers a Construction Management Entrepreneurship certificate program which prepares students to launch and operate their own ventures or to take a leadership role in an existing business or organization. For information, call 410-777-2442.*

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ENTREPRENEURSHIP

**ENTREPRENEURSHIP AND INNOVATION  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students interested in enhancing and upgrading their entrepreneurial and innovation skills and knowledge in small business ownership, small business management or entrepreneurial planning and management.

**RANGE OF OCCUPATIONS**

- Innovator
- Small business owner
- Small business manager

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>ESI 103</b> Introduction to Entrepreneurship .....	3
<b>ESI 111</b> Business and Its Environment .....	3
<b>ESI 260</b> Applied Entrepreneurship, Innovation and Invention ...	3

**ENTREPRENEURSHIP AND LEADERSHIP  
LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390  
[WWW.AACC.EDU/BUSINESS](http://WWW.AACC.EDU/BUSINESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students interested in enhancing and upgrading their entrepreneurial and leadership skills and knowledge in small business ownership, small business management or entrepreneurial planning and management.

**RANGE OF OCCUPATIONS**

- Small business owner
- Small business manager

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BPA 145</b> Leadership.....	3
<b>ESI 103</b> Introduction to Entrepreneurship .....	3
<b>ESI 111</b> Business and Its Environment .....	3

ENVIRONMENTAL SCIENCE

**ECOSYSTEM RESTORATION CERTIFICATE**

HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2260

**Award:** Certificate (code CRT.SPM.ECOSYS)

**Total Credit Hours:** A minimum of 30 credit hours.

**Purpose:** The Ecosystem Restoration Certificate provides students, environmental professionals and natural resource managers with the knowledge base and skills needed to create, restore and enhance the diverse types of ecosystems found in Maryland.

**RANGE OF OCCUPATIONS**

- Environmental education and outreach tech; Environmental management systems tech; Environmental regulatory tech; Field services tech; Remediation tech; Aquatic/terrestrial habitat tech; Botany/biology tech; Ecology tech; Horticulture/landscape tech; Natural resources tech; Soil conservation tech; Stormwater management tech; Watershed management tech; Wildlife tech; Compliance officer; Permitting/licensing tech; Wastewater collection system tech; Wastewater lab tech; Hydrology tech; Water conservation tech; Water supply quality educator/trainer; Coastal zone management tech; Urban agriculture tech; Water resources tech.
- Source of information: Advanced Technology Environmental and Energy Center, 2008. Defining Environmental Technology — a report from a forum sponsored by the Advanced Technology Education Program of the National Science Foundation.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

	CREDITS
BIO 103 General Botany	4
BIO 105 General Zoology	4
BIO 107 Environmental Science	4
BIO 210 Ecological Principles and Environmental Assessment	.4
BIO 214 Ecology	.3
BIO 215 Restoration Ecology	.3
PHS 107 Geology of Maryland	.4
GEO 240 Introduction to Geographic Information Systems	.4

**ENVIRONMENTAL MONITORING AND ASSESSMENT CERTIFICATE**

HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2260

**Not eligible for financial aid.**

**Award:** Certificate (code CRT.SPM.ENV-MTR)

**Total Credit Hours:** A minimum of 35 credit hours.

**Purpose:** The Environmental Monitoring and Assessment Certificate provides students, environmental professionals and natural resource managers with the knowledge base and skills needed to evaluate the condition and environmental status of the diverse types of ecosystems found in Maryland for the purpose of environmental assessment or compliance.

**RANGE OF OCCUPATIONS**

- Environmental regulatory tech; Biological/microbiological lab tech/analyst; Aquatic/terrestrial habitat tech; Botany/biology tech; Ecology tech; Forestry tech; Natural resources tech; Soil conservation tech; Stormwater management tech; Watershed management tech; Wetlands tech; Hydrology tech; Surface water tech/operator; Water conservation tech; Water supply quality educator/trainer; Sustainability educator/trainer; Water resources tech.
- Source of information: Advanced Technology Environmental and Energy Center. 2008. Defining Environmental Technology — a report from a forum sponsored by the Advanced Technology Education Program of the National Science Foundation.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 35 credits**

	CREDITS
BIO 103 General Botany	4
BIO 105 General Zoology	4
BIO 107 Environmental Science	4
BIO 210 Ecological Principles and Environmental Assessment	.4
BIO 215 Restoration Ecology	.3
BIO 223 General Microbiology	.4
PHS 107 Geology of Maryland	.4
CHE 111 General Chemistry 1	.4
CHE 112 General Chemistry 2	.4

ENVIRONMENTAL SCIENCE

**ECOSYSTEM RESTORATION  
LETTER OF RECOGNITION**

**HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2260**

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

**Purpose:** The Ecosystem Restoration Letter of Recognition provide students, environmental professionals and natural resource managers with the knowledge base and skills needed to provide assistance with the implementation of projects designed to create, restore and enhance the diverse types of ecosystems found in Maryland.

**RANGE OF OCCUPATIONS**

- Environmental education and outreach tech; Environmental management systems tech; Environmental regulatory tech; Field services tech; Remediation tech; Aquatic/terrestrial habitat tech; Botany/biology tech; Ecology tech; Horticulture/landscape tech; Natural resources tech; Soil conservation tech; Stormwater management tech; Watershed management tech; Wildlife tech; Compliance officer; Permitting/licensing tech; Wastewater collection system tech; Wastewater lab tech; Hydrology tech; Water conservation tech; Water supply quality educator/trainer; Coastal zone management tech; Urban agriculture tech; Water resources tech.
- Source of information: Advanced Technology Environmental and Energy Center. 2008. Defining Environmental Technology — a report from a forum sponsored by the Advanced Technology Education Program of the National Science Foundation.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of the required courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 10 credits**

	CREDITS
<b>BIO 210</b> Ecological Principles and Environmental Assessment ..	4
<b>BIO 214</b> Ecology .....	3
<b>BIO 215</b> Restoration Ecology .....	3

**ENVIRONMENTAL MONITORING AND ASSESSMENT  
LETTER OF RECOGNITION**

**HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2260**

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**Purpose:** The Environmental Monitoring and Assessment Letter of Recognition provides students, environmental professionals, community activists and natural resource managers with the knowledge base and skills needed to provide assistance in programs designed to evaluate the condition and environmental status of the diverse types of ecosystems found in Maryland for the purpose of environmental assessment or compliance.

**RANGE OF OCCUPATIONS**

- Environmental regulatory tech; Biological/microbiological lab tech/analyst; Aquatic/terrestrial habitat tech; Botany/biology tech; Ecology tech; Forestry tech; Natural resources tech; Soil conservation tech; Stormwater management tech; Watershed management tech; Wetlands tech; Hydrology tech; Surface water tech/operator; Water conservation tech; Water supply quality educator/trainer; Sustainability educator/trainer; Water resources tech.
- Source of information: Advanced Technology Environmental and Energy Center. 2008. Defining Environmental Technology — a report from a forum sponsored by the Advanced Technology Education Program of the National Science Foundation.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of the required courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 11 credits**

	CREDITS
<b>BIO 210</b> Ecological Principles and Environmental Assessment ..	4
<b>BIO 215</b> Restoration Ecology .....	3
<b>PHS 107</b> Geology of Maryland .....	4

FINANCIAL ACCOUNTING

FINANCIAL ACCOUNTING  
ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREERS CENTER  
ROOM 349, 410-777-2390

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.BPA.FIN-ACCT)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To provide students with the technical knowledge and credentials needed for entry or advancement as paraprofessionals in the field of accounting. Students who wish to major in accounting at a four-year college should enroll in the Business Administration transfer program. This program includes required and elective courses that help to develop the analytical, communication and organizational skills needed to function effectively as a paraprofessional in this field.

**RANGE OF OCCUPATIONS**

- Accounting assistant
- Accountant paraprofessional
- Accounts receivable or accounts payable clerk
- Billing auditor/specialist
- Bookkeeper
- Payroll accountant

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are expected to participate with their adviser in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 21-26 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM111 Fundamentals of Oral Communication	
OR COM116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3</b>
MAT 141 College Algebra and Trigonometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
PSY 111 Introduction to Psychology	

**PROGRAM REQUIREMENTS: 39 credits**

	CREDITS
<b>BPA 111</b> Business and Its Environment .....	<b>3</b>
<b>BPA 162</b> Business Communications .....	<b>3</b>
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>BPA 217</b> Small Business Accounting .....	<b>3</b>
<b>BPA 241-BPA 242</b> Intermediate Accounting 1, 2 .....	<b>6</b>
<b>BPA 253</b> Business Law 1 .....	<b>3</b>
<b>ECO 211-ECO 212</b> Principles of Economics 1, 2 .....	<b>6</b>
<b>Electives</b> (accounting) .....	<b>6</b>
<b>Elective</b> (consult with an adviser) .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with the Computer Technology requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy biological and physical sciences general education requirement and the elective requirement.*

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*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

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FINANCIAL ACCOUNTING

**FINANCIAL ACCOUNTING  
CERTIFICATE**

**CAREERS CENTER  
ROOM 349, 410-777-2390**

**Award:** Certificate (code CRT.BPA.FIN-ACCT)

**Total Credit Hours:** A minimum of 51 credit hours.

**Purpose:** Intended for students who already have earned a bachelor's degree or higher and who wish to complete the individual course requirements to sit for the Maryland Certified Public Accountant (CPA) exam.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Since the state requirements are subject to change and since many of the courses are offered only once each year because of limited demand, the student should meet with the chair of the business administration department before starting this study.

**CPA Exam Requirements:** Those initially applying to sit for the CPA exam in Maryland must qualify by (1) holding a bachelor's degree in any discipline from an accredited college or university; (2) completing 150 credit hours; and (3) completing a minimum of 51 credit hours in accounting and related business subjects, including certain required courses.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 51 credits**

CREDITS

<b>BPA 138</b>	Business and Professional Ethics .....	<b>3</b>
<b>BPA 201</b>	Financial Accounting .....	<b>3</b>
<b>BPA 202</b>	Managerial Accounting .....	<b>3</b>
<b>BPA 241-BPA 242</b>	Intermediate Accounting 1, 2 .....	<b>6</b>
<b>BPA 261</b>	Cost Accounting .....	<b>3</b>
<b>BPA 262</b>	Tax Accounting .....	<b>3</b>
	<i>*Minimum requirement mandated by state Board of Public Accountancy; however, BPA 264, Advanced Tax Accounting, is strongly recommended for sufficient coverage of material tested on the CPA examination.</i>	
<b>BPA 263</b>	Auditing .....	<b>3</b>
	<b>Choose two of the following</b>	
	<i>Plus additional accounting electives to be approved in the future.</i>	
<b>BPA 216</b>	Governmental and Not-for-profit Accounting .....	<b>3</b>
<b>BPA 217</b>	Small Business Accounting .....	<b>3</b>
<b>BPA 245</b>	Advanced Accounting .....	<b>3</b>
<b>BPA 264</b>	Advanced Tax Accounting .....	<b>3</b>
	<b>Choose seven of the following courses, in at least five of the following nine (9) subjects: statistics, economics, corporation or business finance, management, business law, marketing, quantitative methods, computer science/information systems and business communication:</b>	
<b>BPA 125</b>	Marketing Principles .....	<b>3</b>
<b>BPA 142</b>	Principles of Management .....	<b>3</b>
<b>BPA 162</b>	Business Communications .....	<b>3</b>
<b>BPA 232</b>	Business Statistics	
OR <b>MAT 135</b>	Elementary Statistics .....	<b>3</b>
<b>BPA 253</b>	Business Law 1 .....	<b>3</b>
	<i>*Minimum requirement mandated by state Board of Public Accountancy; however, BPA 254, Business Law 2, is strongly recommended for sufficient coverage of material tested on the CPA examination.</i>	
<b>BPA 254</b>	Business Law 2 .....	<b>3</b>
<b>BPA 255</b>	Accounting Information Systems .....	<b>3</b>
<b>BPA 256</b>	Financial Management .....	<b>3</b>
<b>ECO 211</b>	Principles of Economics 1 .....	<b>3</b>
<b>ECO 212</b>	Principles of Economics 2 .....	<b>3</b>

FINANCIAL ACCOUNTING

**BUSINESS ACCOUNTANT CERTIFICATE**

CAREERS CENTER  
ROOM 349, 410-777-2390

**Award:** Certificate (code CRT.BPA.BUS-ACCT)

**Total Credit Hours:** 30 credit hours.

**Purpose:** This program provides the knowledge and skills required for an entry-level accountant. Emphasis is on the practical approach to public accounting. It prepares the student for the Comprehensive Examination for Accreditation in Accountancy.

**RANGE OF OCCUPATIONS**

- Accountant
- Management Accountant
- Tax accountant
- Government accountant or auditor
- Internal auditor

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

	CREDITS
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<i>Successful completion of both BPA 100 and BPA 101 satisfies the requirement for BPA 201.</i>	
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>BPA 214</b> Professional Bookkeeper Keystone	
OR Accounting Elective .....	<b>3</b>
<b>BPA 217</b> Small Business Accounting .....	<b>3</b>
<b>BPA 241</b> Intermediate Accounting 1 .....	<b>3</b>
<b>BPA 253</b> Business Law 1 .....	<b>3</b>
<b>BPA 261</b> Cost Accounting .....	<b>3</b>
<b>BPA 262</b> Tax Accounting .....	<b>3</b>
<b>BPA 264</b> Advanced Tax Accounting .....	<b>3</b>
<b>BPA 265</b> Business Accountant Capstone .....	<b>3</b>

**PROFESSIONAL BOOKKEEPER CERTIFICATE**

CAREERS CENTER  
ROOM 349, 410-777-2390

**Award:** Certificate (code CRT.BPA.PROF-BKPP)

**Total Credit Hours:** 18 credit hours.

**Purpose:** This program provides the knowledge and skills required of a full-charge bookkeeper. It prepares the student to take the Professional Bookkeeper Certification Examination. Because the program is carefully tailored to job-related skills, the student can complete it in two terms.

**RANGE OF OCCUPATIONS**

- Full-charge bookkeeper
- Accounting clerk
- Audit clerk

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

	CREDITS
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<i>Successful completion of both BPA 100 and BPA 101 satisfies the requirement for BPA 201 and BPA elective.</i>	
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>BPA 214</b> Professional Bookkeeper Keystone .....	<b>3</b>
<b>BPA 217</b> Small Business Accounting .....	<b>3</b>
<b>BPA 241</b> Intermediate Accounting 1 .....	<b>3</b>
<b>Business elective</b> (approval of department chair) .....	<b>3</b>

**FIRE MANAGEMENT**

**FIRE MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-2390**

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.BPA.FIRE-MGMT)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Provides graduates with technical and professional knowledge to make decisions regarding fire protection in both the public and private sectors. Also provides a sound foundation for continuous higher learning in fire protection, administration and management. Only career or volunteer members of an emergency service organization are eligible for this degree.

**RANGE OF OCCUPATIONS**

- Code enforcement officer
- Fire officer
- Fire prevention consultant
- Prevention officer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** If you plan to pursue a baccalaureate degree, please consult with an academic adviser to ensure the most effective choice of courses to prepare for transferring to a four-year institution.

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM111 Fundamentals of Oral Communication	
OR COM116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
ECO 211 Principles of Economics 1	

**PROGRAM REQUIREMENTS: 36 credits**

	CREDITS
<b>BPA 111</b> Business and Its Environment .....	<b>3</b>
<b>BPA 162</b> Business Communications .....	<b>3</b>
<b>BPA 171</b> Principles of Supervision .....	<b>3</b>
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 220</b> Administration of the EMS/Fire/Rescue Organization ..	<b>3</b>
<b>PLS 113</b> State and Local Government .....	<b>3</b>
<b>Electives</b> (fire management) .....	<b>15</b>
<b>Elective</b> (consult with an adviser) .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General Education requirement CSI 112 and CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the biological and physical sciences general education requirement or the elective requirement.*

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*This program has a **Fast Track Option** for those holding a college degree. See [page 378](#) for details.*

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FORENSIC STUDIES

**FORENSIC STUDIES**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
 CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
 ROOM 208, 410-777-7063

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.LEN.FORN.SCI)

**Total Credit Hours:** A minimum of 63 credit hours.

**Purpose:** Prepares students for careers in the area of criminal investigation and forensic science. Provides students with an educational opportunity to earn an Associate of Applied Science degree in forensic studies and is a transfer program for students planning to pursue a bachelor degree in forensic science at another college or university. Prepares students with a continuous and thorough accumulation of knowledge in the field of criminal justice and forensic science.

**RANGE OF OCCUPATIONS**

Employment in criminal justice agencies that utilize forensics as an investigative tool.

- Consultant
- Correctional officer
- Crime laboratory assistant
- Detective
- Federal police officer
- Fire investigator
- Juvenile justice counselor
- Mobile crime unit assistant
- Paralegals
- Police officer
- Private investigation agencies

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are expected to participate with their adviser in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM111 Fundamentals of Oral Communication	
OR COM116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<i>See tracks on next page, either Forensic Scientist or Forensic Police Science Track, for science requirements</i>	
<b>COMPUTER TECHNOLOGY, MATHEMATICS or INTERDISCIPLINARY STUDIES</b> .....	<b>3-4</b>
<i>Students who have not otherwise demonstrated competence in computing and information technology should choose a computer technology general education course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
HEA 150 First Aid and Safety—CPR	
OR EMT 104 Emergency Medical Responder	
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
OR MAT 151 Introductory Analysis (Pre-Calculus Mathematics)	
<i>Or higher level mathematics if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 42 credits**

Select either the Forensic Scientist Track or the Forensic Police Science Track; see next page.

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with the Computer Technology requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

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*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

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FORENSIC STUDIES

FORENSIC SCIENTIST TRACK

PROGRAM REQUIREMENTS: 42 credits

CREDITS

<b>BIO 101</b> Fundamentals of Biology .....	4
<b>CHE 111-CHE 112</b> General Chemistry 1, 2 .....	8
<b>CHE 213-CHE 214</b> Organic Chemistry 1, 2 .....	8
<b>CJS 137</b> Clinical Forensics .....	3
<b>CJS 216</b> Criminal Evidence and Procedure .....	3
<b>CJS 222</b> Investigation and Criminalistics .....	4
<i>CJS 111 is a prerequisite for CJS 222 and CJS 250. Students who chose Forensic Studies when they were admitted to the college and wish to register for these courses should consult the director of the Homeland Security and Criminal Justice Institute before registering.</i>	
<b>CJS 250</b> Introduction to Forensic Science .....	4
<i>CJS 111 is a prerequisite for CJS 222 and CJS 250. Students who chose Forensic Studies when they were admitted to the college and wish to register for these courses should consult the director of the Homeland Security and Criminal Justice Institute before registering.</i>	
<b>PHY 111-PHY 112</b> Fundamentals of Physics 1, 2	
OR <b>PHY 211-PHY 212</b> General Physics 1, 2 .....	8

FORENSIC POLICE SCIENCE TRACK

PROGRAM REQUIREMENTS: 42 credits

CREDITS

<b>BIO 101</b> Fundamentals of Biology .....	4
<b>CJS 111</b> Introduction to Criminal Justice .....	3
<b>CJS 136</b> History of Homicide .....	3
<b>CJS 137</b> Clinical Forensics .....	3
<b>CJS 215</b> Criminal Law .....	3
<b>CJS 216</b> Criminal Evidence and Procedure .....	3
<b>CJS 222</b> Investigation and Criminalistics .....	4
<i>CJS 111 is a prerequisite for CJS 222 and CJS 250. Students who chose Forensic Studies when they were admitted to the college and wish to register for these courses should consult the director of the Homeland Security and Criminal Justice Institute before registering.</i>	
<b>CJS 225</b> Criminal Justice Ethics .....	3
<b>CJS 250</b> Introduction to Forensic Science .....	4
<i>CJS 111 is a prerequisite for CJS 222 and CJS 250. Students who chose Forensic Studies when they were admitted to the college and wish to register for these courses should consult the director of the Homeland Security and Criminal Justice Institute before registering.</i>	
<b>PHL 141</b> Introduction to Logic .....	3
<b>PSY 111</b> Introduction to Psychology .....	3
<b>Electives</b> (criminal justice) .....	6



**GENDER AND SEXUALITY STUDIES**

**GENDER AND SEXUALITY STUDIES CERTIFICATE**

**HUMANITIES BUILDING**  
**ROOM 113A, 410-777-1233**  
[WWW.AACC.EDU/GSS](http://www.aacc.edu/gss)

**Award:** Certificate (code CRT.GSS.STDS)

**Total Credit Hours:** 15 credit hours.

**Purpose:** The certificate in Gender and Sexuality Studies is offered for students who desire concentrated study in the field of Gender and Sexuality Studies for career purposes, personal enrichment, or as a pathway to the Associate of Arts degree in Transfer Studies or a more advanced degree in Gender and Sexuality Studies.

Multidisciplinary in nature, Gender and Sexuality Studies focuses on the role of gender and sexuality in the construction of individual identities, interpersonal relationships and social institutions. Courses promote an understanding of power and privilege in a social context. Students are encouraged to develop critical thinking skills by analyzing the ways in which gender and sexuality intersect with other social variables like class, race, ethnicity and disability.

Credits earned for the certificate may be applied to the Associate of Arts degree in Transfer Studies. The certificate also enables students to prepare for employment that focuses on the role of gender and sexuality in fields such as health, law, psychology, social work, education, public policy and business, and provides a credential offering evidence of concentrated study in the field of Gender and Sexuality Studies.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111. Completion of the required courses with a grade of C or better in each course.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 15 credits**

	CREDITS
<b>GSS 101</b> Introduction to Women’s Studies.....	<b>3</b>
<b>Four additional GSS courses</b> .....	<b>12</b>

**GENDER AND SEXUALITY STUDIES LETTER OF RECOGNITION**

**HUMANITIES BUILDING**  
**ROOM 113A, 410-777-1233**  
[WWW.AACC.EDU/GSS](http://www.aacc.edu/gss)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** The Letter of Recognition in Gender and Sexuality Studies is offered for students who desire basic knowledge in the field of Gender and Sexuality Studies for career purposes, personal enrichment, or as a pathway to the certificate in Gender and Sexuality Studies.

Multidisciplinary in nature, Gender and Sexuality Studies focuses on the role of gender and sexuality in the construction of individual identities, interpersonal relationships and social institutions. Courses promote an understanding of power and privilege in a social context. Students are encouraged to develop critical thinking skills by analyzing the ways in which gender and sexuality intersect with other social variables like class, race, ethnicity and disability.

Credits earned for the letter of recognition may be applied to the certificate in Gender and Sexuality Studies and to the Associate of Arts degree in Transfer Studies. The letter of recognition also enables students to prepare for employment that focuses on the role of gender and sexuality in fields such as health, law, psychology, social work, education, public policy and business, and provides a credential offering evidence of concentrated study in the field of Gender and Sexuality Studies.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of the required courses with a grade of C or better in each course. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>GSS 101</b> Introduction to Women’s Studies .....	<b>3</b>
<b>Two additional GSS courses</b> .....	<b>6</b>

GENERAL TECHNOLOGY

**GENERAL TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 234, 410-777-2442  
[WWW.AACC.EDU/COMPUTERTECH](http://www.aacc.edu/computertech)**

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.CIS.GEN-TECH)

**Total Credit Hours:** A minimum of 61 credits.

**Purpose:** Prepares students for technical careers requiring skills and knowledge in several different technical areas. The program is designed to provide students with an educational opportunity to earn an Associate of Applied Science degree which can combine classes from multiple technical tracks to fit individual goals and needs, particularly to design a degree that meets job requirements combining sets of technical skills from diverse disciplines.

**RANGE OF OCCUPATIONS**

See individual programs for occupations. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required, with an adviser’s assistance, to select from the degree programs listed below. The first area of study must include a six-course sequence; the second area of study must include a four-course sequence. Courses used to satisfy general education and degree requirements cannot be used to satisfy areas of study requirements; likewise a course can only be applied once to your chosen area of study. Courses listed under “required courses” must be satisfied before selecting elective courses. For example, if the chosen areas of study are Architecture and Construction Management, then ACH 111, ACH 112, ACH 121 and ACH 122 can be applied to only one chosen area of study. If Construction Management is the second area of study and the student has already completed ACH 111, ACH 112, ACH 121 and ACH 122 in the Architecture area, then the student must complete ACH 216 and three electives in the Construction Management area.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<i>It is recommended that electronics engineering technology or telecommunications students take PHY 111 or, if eligible, PHY 211.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 121 Algebra and Trigonometry	
OR MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced general education mathematics course if qualified. Students who select a core option in electronics engineering technology or telecommunications must take MAT 121 (MAT 151 or MAT 191 may be substituted).</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
<i>Economics (social and behavioral sciences general education).</i>	

**PROGRAM REQUIREMENTS: 39-52 credits**

	CREDITS
<b>First area of study</b> .....	<b>18-24</b>
<b>Second area of study</b> .....	<b>12-16</b>
<b>Technical Electives</b> .....	<b>9-12</b>
<i>Technical electives include any course that begins with a prefix ART, CSI, EET, ENT, EGR or MAT.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 or CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the social science or biological and physical sciences general education requirement.*

## GENERAL TECHNOLOGY

## AREAS OF STUDY

**Architecture** (see [page 67](#)):

- Required courses: ACH 111, ACH 112, ACH 121
- Elective Courses: ACH 211, ACH 212, ACH 230, ACH 231, ACH 240, ACH 242, ACH 245, ACH 255, ACH 265, ACH 270.

**Construction Management** (see [page 68](#)):

- Required courses: ACH 111, ACH 121, ACH 122, ACH 216
- Elective courses: ACH 218, ACH 219, ACH 230, ACH 240, ACH 242, ACH 245

**Interior Design** (see [page 69](#)):

- Required courses: ACH 100, ACH 104, ACH 106, ACH 111, ACH 121
- Elective courses: ACH 105, ACH 201, ACH 202, ACH 203, ACH 204, ACH 242, ACH 245.

**Media Production:** (see [page 254](#)):

- Any required ART (formerly CAT) course and/or any ART (formerly CAT)/CSI elective course listed on the Computer Science: Internet and Mobile Device Software Development elective list (see [page 117](#)).

**Information Assurance and Cybersecurity** (see [pages 100-101](#)):

- Required courses: CSI 157, CSI 158, CSI 257, CSI 258
- Plus CSI 165 and either CSI 217 or CSI 219 (if used for the six course sequence)

**Personal Computer Systems Technology** (see [pages 97-98](#)):

- Required courses: CSI 120, CSI 124, CSI 130
- Elective courses: BPA 111, CSI 116, CSI 122, CSI 132, CSI 161, CSI 211

**Programming/Analysis Option** (see [page 97](#)):

- Required courses: CSI 117, CSI 130 or CSI 133 or CSI 135, CSI 161 and CSI 162, CSI 163
- Elective courses: BPA 111, CSI 130, CSI 132, CSI 133, CSI 135, CSI 161, CSI 163, CSI 162, CSI 211, CSI 250

**Computer Network Management** (see [page 110](#)):

- Required courses: CSI 130, CSI 132, CSI 135, CSI 214
- Elective courses: CSI 236 and CSI 237 or CSI 265 and CSI 266 or CSI 270 and CSI 271

**Computer Science: Internet and Mobile Device Software Development** (see [pages 117-118](#)):

- Any required ART or CSI course from the degree and any ART/CSI

**Computer Science Transfer** (see [page 113](#)):

- Required courses: CSI 117, CSI 161, CSI 162, CSI 163, CSI 238, CSI 250
- Plus any one course from the elective list for Computer Science Programs (if used for six course sequence)  
*Computer Science Transfer, Computer Information Systems, Management Information Systems electives to be chosen from: CSI 117, CSI 135, CSI 161, CSI 162, CSI 163, CSI 211, CSI 235, CSI 238, CSI 250.*

**Computer Information Systems** (see [page 114](#)):

- Required courses: CSI 117, CSI 161, CSI 162, CSI 163, CSI 211, CSI 250
- Plus any one course from the elective list for Computer Science Programs (if used for six course sequence)

**Management Information Systems** (see [page 115](#)):

- Required courses: CSI 117, CSI 161, CSI 162 or CSI 163
- Plus any two courses from the elective list for Computer Science Programs (if used for six sequence)\*

**Designing and Drafting (CAD)** (see [page 147](#)):

- Any EGR or ENT courses

**Electronics** (see [page 144](#)):

- Any EET course

**Telecommunications** (see [page 145](#)):

- Any EET course



GENERAL TECHNOLOGY

**GENERAL TECHNOLOGY CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY**  
**ROOM 234, 410-777-2442**  
[WWW.AACC.EDU/COMPUTERTECH](http://WWW.AACC.EDU/COMPUTERTECH)

**Award:** Certificate (code CRT.CIS.GEN-TECH)

**Total Credit Hours:** A minimum of 21 credit hours.

**Purpose:** Upgrade skills in a variety of hardware and software technologies to meet workplace needs for a blend of advanced technical expertise. Students and employers can customize the certificate to meet specific needs and goals. Students with no prior knowledge of computers should complete CSI 112 or CSI 113 before beginning the certificate.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required, with an adviser’s assistance, to select two areas of study from the certificates listed below. The first area of study must include a four-course sequence; the second area of study must include a three-course sequence. The same course listed under different areas of study can only be used once to satisfy requirements. Courses listed under “required courses” must be satisfied before selecting elective courses. For example, if the chosen areas of study are Architecture and Construction Management, then ACH 111, ACH 121 and ACH 122 can be applied to only one area of study. Because Construction Management must be the first area of study and requires ACH 111, ACH 121, ACH 122 and ACH 216 to use Architecture as the second area of study the student must complete ACH 112 and two electives in Architecture.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 21-28 credits**

CREDITS

First area of study . . . . .	12-16
Second area of study . . . . .	9-12

**AREAS OF STUDY**

**Architecture** (see [pages 70-71](#)):

- Required courses: ACH 111, ACH 112, ACH 121
- Elective courses: ACH 122, ACH 211, ACH 212, ACH 230, ACH 231, ACH 240, ACH 242, ACH 245, ACH 250, ACH 255, ACH 265

**Construction Management** (see [pages 71-72](#)):

- Required courses: ACH 111, ACH 121, ACH 122, ACH 216 (all four courses must be taken; can only be used for first area of study)

**Interior Design** (see [page 73](#)):

- Required courses: ACH 101, ACH 111, ACH 121
- Elective courses: ACH 102, ACH 104, ACH 201, ACH 202, ACH 204, ACH 242, ACH 245

**Computer Specialist — C++ Language** (see [page 106](#)):

- Required courses: CSI 117, CSI 250
- Elective courses: MAT 141, CSI 135, CSI 211

**Computer Specialist — Systems** (see [page 106](#)):

- Required courses: CSI 130, CSI 132, CSI 211
- Elective courses: MAT 112 or MAT 141, CSI 117, CSI 214

**Computer Specialist — Visual Basic.NET** (see [page 106](#)):

- Required courses: CSI 117
- Elective courses: MAT 112 or MAT 141, CSI 130, CSI 211

**Personal Computer Specialist — Electronics Option** (see [page 107](#)):

- Any of the following: CSI 116, CSI 120, CSI 122, CSI 124, CSI 126, CSI 132

**Personal Computer Specialist — Help Desk** (see [page 107](#)):

- Any of the following: CSI 120, CSI 122, CSI 124, CSI 125, CSI 126, CSI 129, CSI 130

**Personal Computer Specialist — Personal Computer Technician** (see [pages 107-108](#)):

- Any of the following: CSI 121, CSI 130, CSI 132, CSI 211, EET 160

**Scientific Programming** (see [page 108](#)):

- Any of the following: CSI 117, CSI 135, CSI 161, CSI 162, CSI 163, CSI 250, electives with approval of computer information systems department chair. Students who have completed CSI 161 and CSI 162 are not required to take CSI 163. CSI 161 and CSI 162 will not be offered after spring 2015.

**Computer Network Management** (see [page 111](#)):

- Must include: CSI 130, CSI 132, CSI 135, CSI 165 (all four courses must be taken; can only be used for first area of study)

**UNIX/LINUX System Administrator** (see [page 111](#)):

- Must include: CSI 117, CSI 135, CSI 235, CSI 236 (all four courses must be taken; can only be used for first area of study)

**Design and Drafting** (see [page 147](#)):

- Any ENT course from the certificate

**Electromechanical** (see [pages 148-149](#)):

- Any EET course from the certificate

**Electronics** (see [page 149](#)):

- Any EET course from the certificate

**PC Repair** (see [page 150](#)):

- Any EET course from the certificate

**Telecommunications** (see [page 150](#)):

- Any EET course from the certificate

**Publications Design on the Internet — Programming**

(see [page 120](#) — Inactive 2013-2014: no new students will be admitted to this program):

- Any required ART (formerly CAT) or CSI course from the certificate.

HEALTH CARE DELIVERY SYSTEMS

HEALTH CARE DELIVERY SYSTEMS  
CERTIFICATE

DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310

**Award:** Certificate (code CRT.IHE.HEA-CARE.DS)

**Total Credit Hours:** 12 credit hours.

**Purpose:** Emphasizes the structure and delivery methods of health systems in the United States. Coursework addresses national health care legislation, planning and policy issues, health manpower demands, forms of health insurance, health care financing, utilization of health services, organization and delivery of healthcare and public health infrastructures.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).

**Program Requirements:** All Health Care Delivery Systems program students must receive a minimum grade of C in each medical assisting course. Students who receive a final grade below C in any medical assisting course will be awarded a grade of F in that course.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see [pages 28-33](#). Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

CERTIFICATE REQUIREMENTS: 12 credits

	CREDITS
<b>ACA 100</b> Student Success .....	1
<b>MDA 111</b> Introduction to Allied Health and Medical Ethics .....	2
<b>MDA 113</b> Medical Terminology .....	3
<b>MDA 116</b> Fundamentals of Health Care Delivery Systems .....	3
<b>MDA 117</b> Administrative Medical Assisting 2 .....	3

*Health Care Delivery Systems students must see the medical assisting program coordinator prior to enrolling in this course.*

HEALTH, FITNESS AND EXERCISE STUDIES

HEALTH, FITNESS AND EXERCISE STUDIES  
ASSOCIATE OF SCIENCE DEGREE

DAVID S. JENKINS GYMNASIUM  
ROOM 208, 410-777-2302  
[WWW.AACC.EDU/HEALTHFITNESS](http://WWW.AACC.EDU/HEALTHFITNESS)

**Award:** Associate of Science degree, A.S. (code AS.HEA.FIT.EXERCISE)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** This program is for students to pursue career options in the health fitness industry (commercial/corporate fitness specialist), personal trainers, health promotion, community health, sports medicine, kinesiology or sports conditioning, or other related allied health career pathways.

**RANGE OF OCCUPATIONS**

- Personal trainer
- Fitness specialist for various corporate/commercial, private, and municipal and community recreation
- Health promotion
- Sports conditioning

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Consult with an academic adviser to ensure the most effective choice of courses to prepare for transferring to a four-year institution. Elective credits must be chosen with the approval of the department chair or program coordinator.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 33-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<i>Two different disciplines required.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>8</b>
BIO 101 Fundamentals of Biology	
AND BIO 233 Anatomy and Physiology 1	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
HEA 100 Assessment and Theory of Fitness and Health	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
SOC 111 Introduction to Sociology	
AND PSY 111 Introduction to Psychology	

**PROGRAM REQUIREMENTS: 25-27 credits**

	CREDITS
<b>BIO 234</b> Anatomy and Physiology 2.....	<b>4</b>
<b>HEA 101</b> Foundation of Health, Exercise and Sport .....	<b>3</b>
<b>HEA 111</b> Personal and Community Health .....	<b>3</b>
<b>HEA 150</b> First Aid and Safety — CPR .....	<b>3</b>
<b>HEA 295</b> Care and Prevention of Athletic Injuries .....	<b>3</b>
<b>Program Electives</b> .....	<b>9-11</b>
<i>Must be chosen from the following: HEA/GSS 113, HEA 115, HEA 116, HEA/GSS 117, HEA/BIO 138, HEA 230, HEA 231, HUS 102, BIO 135 or BIO 136, PBH 101, PBH 105, PBH 202 (prerequisite PBH 101).</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Computer technology general education requirement satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

HEALTH INFORMATION TECHNOLOGY

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

**HEALTH INFORMATION TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**  
DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HEALTHINFOTECH](http://www.aacc.edu/healthinfotech)

**Award:** Associate of Applied Science degree, A.A.S. (code AA.GEN.HET)

**Total Credit Hours:** A minimum of 66 credit hours.

**Purpose:** In 2004, a federal government executive order called for widespread adoption of interoperable electronic health records within 10 years. Efficient use of information promises to make the health care system more effective. Health information technicians have the ability to organize and turn data into information and knowledge including being able to determine who needs what information, when and where; how information is defined; how information accuracy and consistency is verified and how information is explained.

The AACC Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

**RANGE OF OCCUPATIONS**

- Health information technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 171.

**Program Requirements:** A grade of C or better in all Health Information Technology and general education courses is required to progress in the program.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Health Information Technology Course Sequence**

All courses must be completed with a grade of C or better.

**PREREQUISITES**

	CREDITS
<b>BIO 231</b> Human Biology 1	
OR <b>BIO 233</b> Anatomy and Physiology 1	4
<b>CSI 113</b> Theories and Applications of Digital Technology	
OR <b>CSI 112</b> Computing and Information Technology	4
<b>MDA 113</b> Medical Terminology	3
<b>MDA 114</b> Diseases of the Human Body	3
<b>Total credit hours</b>	<b>14</b>

**REQUIREMENTS**

	CREDITS
<b>FIRST YEAR — TERM 1</b>	
<b>BIO 232</b> Human Biology 2	
OR <b>BIO 234</b> Anatomy and Physiology 2	4
<b>ENGLISH</b>	3
ENG 111 Composition and Introduction to Literature 1	
OR ENG 115 Composition and Introduction to Literature for Non-native Speakers 1	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>HIT 111</b> Introduction to Health Information Technology 1	3
<b>MATHEMATICS</b> (general education requirement)	3-4
<b>RXN 211</b> Pharmacology for Health Professions	3
<b>Total credit hours</b>	<b>16-17</b>

**FIRST YEAR — TERM 2**

<b>COM 111</b> Fundamentals of Oral Communication	3
<b>ENGLISH</b>	0-3
ENG 112 Composition and Introduction to Literature 2	
OR ENG 116 Composition and Introduction to Literature for Non-native Speakers 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>HIT 112</b> Healthcare Statistics and Quality/ Performance Improvement	4
<b>HIT 113</b> Introduction to Health Information Technology 2	2
<b>HIT 217</b> Introduction to ICD-9-CM and ICD-10-CM Coding	3
<b>Total credit hours</b>	<b>12-15</b>
<b>TOTAL FIRST YEAR CREDITS 42-46</b>	

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**HEALTH INFORMATION TECHNOLOGY**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\***

**SECOND YEAR — TERM 1**

<b>HIT 218</b> Introduction to CPT/HCPCS and ICD-10-PCS Coding . . . . .	<b>3</b>
<b>HIT 220</b> Legal Aspect of Health Information Management . . . . .	<b>3</b>
<b>HIT 222</b> Reimbursement Methodologies . . . . .	<b>3</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> (general education requirement) . . . . .	<b>3</b>
<i>Must meet diversity requirement, see pages 46-47.</i>	

**Total credit hours 12**

**SECOND YEAR — TERM 2 — FIRST 8-WEEKS**

<b>BPA 142</b> Principles of Management . . . . .	<b>3</b>
<b>HEALTH/FITNESS/WELLNESS</b> (general education requirement) . . . . .	<b>3</b>
<b>HIT 221</b> Advanced Coding . . . . .	<b>3</b>

**Total credit hours 9**

**SECOND YEAR — TERM 2 — SECOND 8-WEEKS**

<b>HIT 276</b> Health Information Technology Practicum . . . . .	<b>3</b>
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**Total credit hours 3**

**TOTAL SECOND YEAR CREDITS 24**

**TOTAL PROGRAM CREDITS 66-70**

**Admission Requirements**

- Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a completed program application by the application deadline.
- Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).
- Eligibility for general education math (see page 43).
- If developmental courses in English or mathematics are needed, the student will not be eligible for the program until completion of all developmental courses.
- Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
- Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Health Information Technology program. Anne Arundel Community College's code for TOEFL is 5019.
- Satisfactory completion of criminal background check.
- Submission of health examination record (if student elects not to do the virtual practicum).

**Selection Criteria**

Students will be admitted to the health information technology course sequence each fall as the number of students permit. Applications received by deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available in the Health Professions office, Florestano Building Room 112 and on the college website after Dec. 1 for fall. To be considered for conditional acceptance, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Final selection for the health information technology course sequence will be based on the criteria described in the health information technology department admission requirements available at a program orientation seminar.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a Health Examination Record.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record (if student elects not to do the virtual practicum) completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**Enrollment Restrictions**

Limitations of hospital, clinical or laboratory facilities necessitate certain enrollment restrictions. An applicant who has been convicted of a felony or a misdemeanor may not be eligible for licensure as a Health Information Technician. See the Health Information Technology department coordinator for additional information.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

**HOMELAND SECURITY MANAGEMENT**

**HOMELAND SECURITY MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063  
[WWW.AACC.EDU/HOMELAND](http://www.aacc.edu/homeland)**

*This degree is part of the Homeland Security and Criminal Justice Institute. This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** In the aftermath of the September 11, 2001, terrorist attacks, the Office of Homeland Security was created to strategically coordinate government agencies in order to better forecast, prevent, and defend against future terrorist threats. Six key operational areas are now the focus of Homeland Security: domestic counterterrorism; protecting critical infrastructure; defending against catastrophic threats; and emergency preparedness and response. Students examine a span of local, national and international issues and operations from terrorism to disaster planning and response. At the successful completion of the degree, students are well prepared for entry-level employment or promotional opportunity with numerous local, state and federal vocations.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students must complete the required core courses and either the Homeland Security Management track or the Intelligence Analytics track or the Transportation and Border Security track.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 23-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (AMS 100)</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
<i>Satisfied through program requirements, see below. (PHS 100)</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (EMT 104)</i>	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (GEO 102)</i>	

**PROGRAM REQUIREMENTS: 37-40 credits**

*Select either the Homeland Security Management Track, the Intelligence Analytics Track or the Transportation and Border Security track; see next page.*

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*General education requirement CSI 112 or CSI 113 meets this requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

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*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

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**HOMELAND SECURITY MANAGEMENT**

**HOMELAND SECURITY MANAGEMENT TRACK**

(code AAS.HLS.HMLD.SEC-MGT)

**PROGRAM REQUIREMENTS: 39 credits**

	CREDITS
<b>AMS 100*</b> Introduction to American Studies .....	3
<b>CJS 138</b> International Law and Human Rights	
OR <b>HLS 261</b> History of the Middle East .....	3
<b>CJS 206</b> Cybercrime .....	3
<b>CJS 270</b> War in the American Experience: Unconventional Warfare	
OR <b>HLS 270</b> War in the American Experience: Unconventional Warfare .....	3
<b>EMT 104*</b> Emergency Medical Responder .....	3
<b>GEO 102*</b> World Regional Geography .....	3
<b>HLS 111</b> Introduction to Homeland Security .....	3
<b>HLS 112</b> National Security Law .....	3
<b>HLS 113</b> War on Drugs	
OR <b>CJS 135</b> Organized Crime .....	3
<b>HLS 114</b> Maryland and Terrorism .....	3
<b>HLS 211</b> Intelligence Analysis and Security Management .....	3
<b>HLS 212</b> Survey of Weapons of Mass Destruction .....	3
<b>HLS 213</b> Transportation and Border Security .....	3
<b>HLS 260</b> Terrorism/Counterterrorism .....	3
<b>HLS 265†</b> Homeland Security, Emergency Management and Response Seminar .....	3
<b>PHS 100*</b> General Physical Science .....	4
<b>SOC 111</b> Introduction to Sociology .....	3

\*General education course; credit hours are calculated as part of the general education requirements total.

†HLS 265 replaces HLS 120, HLS 121, HLS 122 and HLS 123. HLS 120, HLS 121, HLS 122 and HLS 123 will no longer be offered after Fall 2014.

**TRANSPORTATION AND BORDER SECURITY TRACK**

(code AAS.HLS.TPT-BDR-SEC)

**PROGRAM REQUIREMENTS: 39 credits**

	CREDITS
<b>AMS 100*</b> Introduction to American Studies .....	3
<b>BPA 235</b> Introduction to Transportation and Logistics .....	3
<b>BPA 236</b> Introduction to Airport and Seaport Operations .....	3
<b>ECO 116</b> Inside the Global Economy .....	3
<b>EMT 104*</b> Emergency Medical Responder .....	3
<b>GEO 102*</b> World Regional Geography .....	3
<b>HIS 212</b> History of the United States 2 .....	3
<b>HLS 111</b> Introduction to Homeland Security .....	3
<b>HLS 112</b> National Security Law .....	3
<b>HLS 114</b> Maryland and Terrorism .....	3
<b>HLS 211</b> Intelligence Analysis and Security Management .....	3
<b>HLS 212</b> Survey of Weapons of Mass Destruction .....	3
<b>HLS 213</b> Transportation and Border Security .....	3
<b>HLS 260</b> Terrorism/Counterterrorism .....	3
<b>HLS 265†</b> Homeland Security, Emergency Management and Response Seminar .....	3
<b>PHS 100*</b> General Physical Science .....	4
<b>SOC 111</b> Introduction to Sociology .....	3

\*General education course; credit hours are calculated as part of the general education requirements total.

†HLS 265 replaces HLS 120, HLS 121, HLS 122 and HLS 123. HLS 120, HLS 121, HLS 122 and HLS 123 will no longer be offered after Fall 2014.

**INTELLIGENCE ANALYTICS TRACK**

(code AAS.HLS.INTEL-ANLYS)

**PROGRAM REQUIREMENTS: 37 credits**

	CREDITS
<b>AMS 100*</b> Introduction to American Studies .....	3
<b>CJS 206</b> Cybercrime .....	3
<b>EMT 104*</b> Emergency Medical Responder .....	3
<b>GEO 102*</b> World Regional Geography .....	3
<b>HLS 111</b> Introduction to Homeland Security .....	3
<b>HLS 112</b> National Security Law .....	3
<b>HLS 211</b> Intelligence Analysis and Security Management	
OR <b>HLS 220</b> Intelligence and U.S. National Security .....	3
<i>HLS 220 has a prerequisite of eligibility for ENG 111 or ENG 115 or ENG 121 and PLS 111 or HLS 212 or permission of department chair.</i>	
<b>HLS 212</b> Survey of Weapons of Mass Destruction .....	3
<b>HLS 213</b> Transportation and Border Security .....	3
<b>HLS 225</b> Introduction to Intelligence Analytics .....	3
<b>HLS 230</b> Intelligence Support to the Policy Maker and Military .....	3
<b>HLS 240</b> National Security Challenges of the 21st Century .....	3
<b>HLS 245</b> Intelligence Analytics Seminar .....	4
<b>HLS 260</b> Terrorism/Counterterrorism .....	3
<b>PHS 100*</b> General Physical Science .....	4
<b>SOC 111</b> Introduction to Sociology .....	3

\*General education course; credit hours are calculated as part of the general education requirements total.

HONORS SEMINAR

**HONORS SEMINAR  
LETTER OF RECOGNITION**

**ANNEX B**  
**ROOM 108A, 410-777-1269**  
[WWW.AACC.EDU/HONORS](http://www.aacc.edu/honors)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** This three-course sequence is designed for persons who want to study universal concepts rendered in multiple genres and disciplines, who wish to transfer into an honors program at other institutions, and who are interested in personal enrichment.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** To take an honors seminar, students must demonstrate eligibility for ENG 121 or have completed at least 12 credit hours (including required freshman ENG 111) with a 3.5 GPA or have permission of the honors coordinator. For information, contact the coordinator at **410-777-1268** or visit the website, [www.aacc.edu/honors](http://www.aacc.edu/honors).

**Program Requirements:** Completion of each of the required courses with a grade of B or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

CREDITS

*Select three of the following courses:*

<b>HON 100</b>	Knowledge and Freedom: An Honors Seminar .....	<b>3</b>
<b>HON 105</b>	Utopia and Dystopia: An Honors Seminar .....	<b>3</b>
<b>HON 125</b>	Infinity and Human Perspectives: An Honors Seminar ..	<b>3</b>
<b>HON 130</b>	Imagination and Reflection: An Honors Seminar .....	<b>3</b>
<b>HON 140</b>	Society and the Individual: An Honors Seminar .....	<b>3</b>
<b>HON 150</b>	The Environment and Human Society: An Honors Seminar .....	<b>3</b>

**HOTEL/RESTAURANT MANAGEMENT**

**HOTEL/RESTAURANT MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398**

**OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)**

**[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)**

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 65 credit hours.

**Purpose:** Prepares students for entry-level supervisory positions in the hospitality industry or for specialized industry management training programs. An internship course and a range of hotel and restaurant operation management courses provide students with the opportunity to gain knowledge and specialty experience in restaurants, hotels, health care facilities or meeting and conference planning.

The **Culinary Arts and Baking and Pastry Arts Options** prepare students for employment in the hospitality industry with essential skills and content in **culinary** or **baking and pastry operations**. The student will learn to use that knowledge as it relates to operating a successful and profitable business. The areas of specialization require 15 credit hours within the chosen option.

The **Hospitality Business Management Option** prepares students for employment in the hospitality industry with essential operational skills and knowledge. The option will integrate major business segments of the hospitality industry. This degree offers the student essential core courses both in hotel and food and beverage management operations.

**RANGE OF OCCUPATIONS**

- Baker
- Cook
- Manager-in-training
  - Catering and sales
  - Food and beverage
  - Food service manager in assisted living facility or nursing home
  - Hotel front office
  - Kitchen
  - Meeting and conference planning
  - Restaurant
- Pastry Cook

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required to wear an approved chef uniform for production classes. See course description for specifics.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Accreditation:** The Hotel/Restaurant Management Culinary Arts Option Associate of Applied Science degree is accredited by the

American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The Hotel/Restaurant Management Hospitality Business Management Option Associate of Applied Science degree is accredited by the Accrediting Commission for Programs in Hospitality Administration (ACPHA).

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**BAKING AND PASTRY ARTS OPTION**

(code AAS.HRM.BAKING)

See page 175 for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<i>Students planning to transfer to a four-year institution should choose a four-credit laboratory science course.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 43 credits**

	<b>CREDITS</b>
<b>HRM 111</b> Introduction to the Hospitality Industry .....	<b>3</b>
<b>HRM 119</b> Certification in Sanitation .....	<b>1</b>
<b>HRM 121</b> Introduction to Cooking .....	<b>3</b>
<b>HRM 124</b> Introduction to Baking and Pastry .....	<b>3</b>
<b>HRM 190</b> Food Science and Nutritional Cooking .....	<b>3</b>
<b>HRM 222</b> Hospitality Sales and Marketing .....	<b>3</b>
<b>HRM 232</b> World Culture and Cuisine .....	<b>3</b>
<b>HRM 251</b> Food and Beverage Operations Management .....	<b>3</b>
<b>HRM 260</b> Purchasing and Cost Controls .....	<b>3</b>
<b>HRM 275</b> Internship in Hotel/Restaurant Management .....	<b>3</b>
<b>HRM Baking and Pastry Arts option courses</b> .....	<b>15</b>
<i>Option sequence:</i>	
<i>Baking and Pastry Arts — HRM 201, HRM 202, HRM 203, HRM 226, HRM 227</i>	

**ADDITIONAL REQUIREMENTS**

**DIVERSITY REQUIREMENT**

*HRM 232 program requirement fulfills diversity requirement.*

**HOTEL/RESTAURANT MANAGEMENT**

**CULINARY ARTS OPTION**

(code AAS.HRM.CULINARY)

See page 175 for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<i>Students planning to transfer to a four-year institution should choose a four-credit laboratory science course.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 43 credits**

	CREDITS
<b>HRM 111</b> Introduction to the Hospitality Industry .....	<b>3</b>
<b>HRM 119</b> Certification in Sanitation .....	<b>1</b>
<b>HRM 121</b> Introduction to Cooking .....	<b>3</b>
<b>HRM 124</b> Introduction to Baking and Pastry .....	<b>3</b>
<b>HRM 190</b> Food Science and Nutritional Cooking .....	<b>3</b>
<b>HRM 222</b> Hospitality Sales and Marketing .....	<b>3</b>
<b>HRM 232</b> World Culture and Cuisine .....	<b>3</b>
<b>HRM 251</b> Food and Beverage Operations Management .....	<b>3</b>
<b>HRM 260</b> Purchasing and Cost Controls .....	<b>3</b>
<b>HRM 275</b> Internship in Hotel/Restaurant Management .....	<b>3</b>
<b>HRM Culinary Arts option courses</b> .....	<b>15</b>
<i>Option sequence:</i>	
<i>Culinary Arts — HRM 123, HRM 205, HRM 220, HRM 223, HRM 225</i>	

**ADDITIONAL REQUIREMENTS**

**DIVERSITY REQUIREMENT**

HRM 232 program requirement fulfills diversity requirement.

**HOSPITALITY BUSINESS MANAGEMENT OPTION**

(code AAS.HRM.HSP-BMGT)

See page 175 for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<i>Students planning to transfer to a four-year institution should choose a four-credit laboratory science course.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 43 credits**

	CREDITS
<b>BPA 100</b> Accounting Basics .....	<b>3</b>
<i>Students intending to transfer to a four-year institution should select BPA 201, Principles of Accounting 1.</i>	
<b>BPA 142</b> Principles of Management	
<i>Students intending to transfer to a four-year institution should check specific articulation agreements.</i>	
OR <b>BPA 171</b> Principles of Supervision .....	<b>3</b>
<b>HRM 111</b> Introduction to the Hospitality Industry .....	<b>3</b>
<b>HRM 119</b> Certification in Sanitation .....	<b>1</b>
<b>HRM 140</b> Event Planning .....	<b>3</b>
<b>HRM 121</b> Introduction to Cooking .....	<b>3</b>
<b>HRM 213</b> Hospitality Technology .....	<b>3</b>
<b>HRM 222</b> Hospitality Sales and Marketing .....	<b>3</b>
<b>HRM 232</b> World Culture and Cuisine .....	<b>3</b>
<b>HRM 251</b> Food and Beverage Operations Management .....	<b>3</b>
<b>HRM 255</b> Hotel Front Office Procedures .....	<b>3</b>
<b>HRM 256</b> Hotel Property Management .....	<b>3</b>
<b>HRM 258</b> Revenue Management .....	<b>3</b>
<b>HRM 260</b> Purchasing and Cost Controls .....	<b>3</b>
<b>HRM 275</b> Internship in Hotel/Restaurant Management .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**DIVERSITY REQUIREMENT**

HRM 232 program requirement fulfills diversity requirement.

**HOTEL/RESTAURANT MANAGEMENT**

**BAKING AND PASTRY ARTS CERTIFICATE**

HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398

OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)

[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.HRM.BAK-PASTRY)

**Total Credit Hours:** 25 credit hours.

**Purpose:** Prepares students for employment in the hospitality industry such as in a restaurant or hotel bakery, or in a bakeshop setting such as a privately owned bakery or wholesale club or grocery store bakery. This certificate builds toward Hotel/Restaurant Management degree, Culinary Arts Option.

**RANGE OF OCCUPATIONS**

- Baker
- Pastry cook

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required to wear an approved chef uniform for production classes. See course description for specifics.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 25 credits**

CREDITS

HRM 119 Certification in Sanitation .....	1
HRM 121 Introduction to Cooking .....	3
HRM 124 Introduction to Baking and Pastry .....	3
HRM 190 Food Science and Nutritional Cooking .....	3
HRM 201 Intermediate Bread Production .....	3
HRM 202 Intermediate Cake Production .....	3
HRM 203 European Pastry, Torte and Gateau .....	3
HRM 226 Advanced Pastry Production .....	3
HRM 227 Showpiece and Chocolate Work .....	3

**BAKING AND PASTRY COOKING SKILLS CERTIFICATE**

HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398

OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)

[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)

*Inactive 2012-2013. No new students will be admitted to this program. For information, call 410-777-2398.*

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.HRM.COOK-BAK)

**Total Credit Hours:** 16 credit hours.

**Purpose:** Prepares students for entry-level employment in a bakeshop, or pastry shop setting such as a privately owned bakery or wholesale club or grocery store bakery. This certificate builds toward Hotel/Restaurant Management certificate and degree, Culinary Arts Operations Option.

**RANGE OF OCCUPATIONS**

- Baker
- Pastry cook

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required to wear an approved chef uniform for production classes. See course description for specifics.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

CREDITS

HRM 119 Certification in Sanitation .....	1
HRM 124 Introduction to Baking and Pastry .....	3
HRM 201 Intermediate Bread Production .....	3
HRM 202 Intermediate Cake Production .....	3
HRM 226 Advanced Pastry Production .....	3
HRM 227 Showpiece and Chocolate Work .....	3

**HOTEL/RESTAURANT MANAGEMENT**

**CULINARY ARTS  
CERTIFICATE**

**HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398**

**OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)**

**[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)**

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation. Not eligible for financial aid.*

**Award:** Certificate (code CRT.HRM.CULINARY)

**Total Credit Hours:** 25 credit hours.

**Purpose:** Prepares students for employment in the hospitality industry such as in a restaurant or hotel. The Culinary Arts Certificate prepares students for entry-level food preparation positions in a variety of hospitality industries, such as hotels, clubs, airlines, cruise ships or restaurants.

**RANGE OF OCCUPATIONS**

- Banquet cook
- Cook
- Lead cook

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required to wear an approved chef uniform for production classes. See course description for specifics.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 25 credits**

	CREDITS
<b>HRM 119</b> Certification in Sanitation .....	<b>1</b>
<b>HRM 121</b> Introduction to Cooking .....	<b>3</b>
<b>HRM 123</b> Cooking Techniques 1 .....	<b>3</b>
<b>HRM 124</b> Introduction to Baking and Pastry .....	<b>3</b>
<b>HRM 190</b> Food Science and Nutritional Cooking .....	<b>3</b>
<b>HRM 205</b> Cooking Techniques 2 .....	<b>3</b>
<b>HRM 220</b> Gardé Manger .....	<b>3</b>
<b>HRM 223</b> International and American Regional Cooking .....	<b>3</b>
<b>HRM 225</b> Advanced Cooking and Theory .....	<b>3</b>

**HOTEL/RESTAURANT MANAGEMENT**

**EVENT PLANNING AND CATERING  
CERTIFICATE**

**HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398**

**OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)**

[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)

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**Award:** Certificate (code CRT.HRM.EVT-PLN-CAT)

**Total Credit Hours:** 25 credit hours.

**Purpose:** For students interested in working in the event planning and catering industry or who are currently employed in the food services industry. This certificate builds toward a Hotel/Restaurant Management degree, Culinary Arts or Hospitality Business Management Option. This award is Workforce Investment Act eligible.

**RANGE OF OCCUPATIONS**

- Small catering business assistant manager
- Banquet assistant
- Event planner

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required to wear an approved chef uniform for production classes. See course description for specifics.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 25 credits**

	CREDITS
<b>HRM 111</b> Introduction to the Hospitality Industry . . . . .	3
<b>HRM 119</b> Certification in Sanitation . . . . .	1
<b>HRM 121</b> Introduction to Cooking . . . . .	3
<b>HRM 124</b> Introduction to Baking and Pastry . . . . .	3
<b>HRM 140</b> Event Planning . . . . .	3
<b>HRM 232</b> World Culture and Cuisine . . . . .	3
<b>HRM 240</b> Meeting and Conference Planning . . . . .	3
<b>HRM 253</b> Catering Management . . . . .	3
<b>HRM 260</b> Purchasing and Cost Controls . . . . .	3

**HOTEL/RESTAURANT MANAGEMENT**

**HOTEL/LODGING MANAGEMENT CERTIFICATE**

HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398

OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)

[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)

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**Award:** Certificate (code CRT.HRM.HTL-LDG-MGT)

**Total Credit Hours:** 24 credit hours (online certificate).

**Purpose:** Prepares students for entry-level supervisory positions in the hospitality industry or for specialized industry management training programs in the lodging industry. An overview of lodging departments, technology, as well as management functions and revenue management is included. An internship course and a range of specialty courses provide students with the opportunity to gain knowledge and specialized experience in a variety of lodging operations, full- and limited-service hotels, extended-stay or all-suites resorts.

**RANGE OF OCCUPATIONS**

- Assistant front desk manager
- Concierge
- Food and beverage shift supervisor
- Front desk agent
- Front desk supervisor
- Guest service agent
- Housekeeping supervisor
- Sales coordinator

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111 and MAT 100.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24 credits**

CREDITS

<b>BPA 171</b> Principles of Supervision .....	<b>3</b>
<b>HRM 111</b> Introduction to the Hospitality Industry .....	<b>3</b>
<b>HRM 213</b> Hospitality Technology .....	<b>3</b>
<b>HRM 222</b> Hospitality Sales and Marketing .....	<b>3</b>
<b>HRM 251</b> Food and Beverage Operations Management .....	<b>3</b>
<b>HRM 255</b> Hotel Front Office Procedure .....	<b>3</b>
<b>HRM 256</b> Hotel Property Management .....	<b>3</b>
<b>HRM 258</b> Revenue Management .....	<b>3</b>

**RESTAURANT COOKING SKILLS CERTIFICATE**

HOTEL, CULINARY ARTS AND TOURISM INSTITUTE, GLEN BURNIE  
410-777-2398

OR THE HCAT TOLL FREE LINE 1-866-456-HCAT (4228)

[WWW.AACC.EDU/HCAT](http://www.aacc.edu/hcat)

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**Award:** Certificate (code CRT.HRM.COOK-REST)

**Total Credit Hours:** 16 credit hours.

**Purpose:** Prepares students for entry-level employment in restaurant related industries. This certificate builds toward Hotel/Restaurant Management certificate and degree, Culinary Arts Operations Option.

**RANGE OF OCCUPATIONS**

- Banquet cook
- Restaurant line or prep cook

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are required to wear an approved chef uniform for production classes. See course description for specifics.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

CREDITS

<b>HRM 119</b> Certification in Sanitation .....	<b>1</b>
<b>HRM 121</b> Introduction to Cooking .....	<b>3</b>
<b>HRM 123</b> Cooking Techniques 1 .....	<b>3</b>
<b>HRM 124</b> Introduction to Baking and Pastry .....	<b>3</b>
<b>HRM 220</b> Gardé Manger .....	<b>3</b>
<b>HRM 205</b> Cooking Techniques 2 .....	<b>3</b>

HUMAN SERVICES

**HUMAN SERVICES  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)**

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**Award:** Associate of Applied Science degree, A.A.S. (code AAS.HUS.HUS)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To train graduates to work as human services generalists in a variety of entry-level positions in mental health, social work, human services administration, addictions and other human services occupations. Graduates can transfer to the School of Social Work at University of Maryland Baltimore County or can transfer to the University of Baltimore, which offers a bachelor of arts degree in Human Services Administration.

The A.A.S. degree in Human Services is accredited through the Council for Standards in Human Service Education through October 2016. This accreditation assures that the program meets the required 20 standards. Accreditation allows human services graduates to apply to become a Nationally Certified Human Services Professional through the National Organization of Human Services (NOHS). For more information about NHOS and the Certified Human Services Professions visit [www.nationalhumanservices.org](http://www.nationalhumanservices.org).

**RANGE OF OCCUPATIONS**

- Child care worker
- Counselor aide
- Geriatrics worker
- Health department worker
- Human services worker
- Juvenile services probation worker
- Mental health associate
- Substance abuse counselor

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Program Requirements:** Students are strongly encouraged to start in the fall term and follow the prescribed program in order to finish in two years. Students must maintain a grade of C or better in all human services and fieldwork courses. They also must perform satisfactorily in the fieldwork area in order to graduate. Three fieldwork courses include 100 clinical (unpaid) hours within each term.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Human Services Program Sequence**

CREDITS

**FIRST YEAR — TERM 1**

<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>HUS 100</b> Introduction to Human Services .....	<b>3</b>
<b>HUS 101</b> Human Service and Addiction Counseling Ethics in Practice .....	<b>3</b>
<b>PSY 111</b> Introduction to Psychology .....	<b>3</b>
<b>SOC 111</b> Introduction to Sociology .....	<b>3</b>
<b>Total credit hours 15-18</b>	

**FIRST YEAR — TERM 2**

<b>COM 111</b> Fundamentals of Oral Communication	
OR <b>COM 116</b> Fundamentals of Oral Communication for Non-Native Speakers	
OR <b>COM 131</b> Oral Interpretation .....	<b>3</b>
<b>ENGLISH</b> .....	<b>0-3</b>
<i>See first year — term 1.</i>	
<b>HUS 114</b> Beginning Counseling and Assessment Techniques ...	<b>3</b>
<b>HUS 115</b> Fieldwork: Beginning Counseling and Assessment Techniques .....	<b>3</b>
<b>HUS 141</b> Group Dynamics .....	<b>3</b>
<b>Total credit hours 12-15</b>	

**SECOND YEAR — TERM 1**

<b>BIO 101</b> Fundamentals of Biology	
OR <b>BIO 230</b> Structure and Function of the Human Body .....	<b>4</b>
<b>HUS 130</b> Introduction to Family Counseling .....	<b>3</b>
<b>HUS 210</b> Fieldwork: Crisis Intervention and Counseling .....	<b>3</b>
<b>HUS 211</b> Crisis Intervention and Counseling .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>General education requirement, see page 43. If planning to transfer to the University of Maryland Baltimore County social work program you should take MAT 135.</i>	
<b>Total credit hours 16-17</b>	

**SECOND YEAR — TERM 2**

<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>General education requirement, see page 43.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<i>General education requirement, see page 43.</i>	
<b>HUS 216</b> Theories of Counseling .....	<b>3</b>
<b>HUS 217</b> Fieldwork: Theories of Counseling .....	<b>3</b>
<b>PSY 214</b> Abnormal Psychology .....	<b>3</b>
<b>Total credit hours 15-16</b>	

HUMAN SERVICES

**LAW AND SOCIAL PRACTICE OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)**

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**Award:** Associate of Applied Science degree, A.A.S. (code AAS.HUS.LAW-SOC)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To train graduates to work as human services generalists in a variety of entry-level positions in corrections, juvenile services, rehabilitation counseling, mental health, social work, addictions and other human services occupations. Graduates can transfer to four-year institutions to further their education in areas such as social work, counseling and various legal programs.

**RANGE OF OCCUPATIONS**

- Corrections
- Counseling/therapy
- Juvenile services
- Mental health
- Probation
- Rehabilitation counseling
- Social services
- Social work
- Victim advocate

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).

**Program Requirements:** Human Services students must earn a grade of C or better in all human services and fieldwork courses. They also must perform satisfactorily in the fieldwork area in order to graduate. Students are required to complete fieldwork hours in each of the following courses: HUS 115, HUS 275 and LGS 275.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers	
OR COM 131 Oral Interpretation	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
BIO 101 Fundamentals of Biology	
OR BIO 230 Structure and Function of the Human Body	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
SOC 111 Introduction to Sociology	

**PROGRAM REQUIREMENTS: 36 credits**

	CREDITS
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>HUS 101</b> Human Service and Addiction Counseling Ethics in Practice .....	<b>3</b>
<b>HUS 114</b> Beginning Counseling and Assessment Techniques ...	<b>3</b>
<b>HUS 115</b> Fieldwork: Beginning Counseling and Assessment Techniques .....	<b>3</b>
<b>HUS 141</b> Group Dynamics .....	<b>3</b>
<b>HUS 211</b> Crisis Intervention and Counseling .....	<b>3</b>
<i>HUS 210 corequisite waived for HUS 211 for the Law and Social Practice option.</i>	
<b>HUS 275</b> Human Services Practicum 1 .....	<b>3</b>
<b>LGS 275</b> Paralegal Internship .....	<b>3</b>
<b>PSY 111</b> Introduction to Psychology .....	<b>3</b>
<b>PSY 214</b> Abnormal Psychology .....	<b>3</b>
<b>Elective</b> (sociology) .....	<b>3</b>
<i>Choose from HUS 228 or HUS 122 or SOC 122 or SOC 132 or SOC 210 or SOC 224.</i>	
<b>Elective</b> (criminal justice/paralegal studies) .....	<b>3</b>
<i>Choose from CJS 113 or CJS 217 or CJS 229 or CJS 271 or HUS 228 or LGS 240 or LGS 241 or LGS 270.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Computer technology general education requirement satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

HUMAN SERVICES

**HUMAN SERVICES  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)**

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**Award:** Certificate (code CRT.HUS.HUS)

**Total Credit Hours:** 30 credit hours.

**Purpose:** To give employees and volunteers associated with helping agencies knowledge and upgrading of skills in the human services area. This certificate is also appropriate for students to test their interest in the field before committing to a degree program. Students may subsequently apply these credits toward the Associate of Applied Science degree in human services.

**RANGE OF OCCUPATIONS**

- Geriatrics worker
- House parent in group home
- Personnel assistant
- Public housing counselor
- Worker with developmentally disabled

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).

**Program Requirements:** Students must earn a grade of C or better in all human services and fieldwork courses.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

CREDITS

**General Course Requirements**

<b>PSY 111</b> Introduction to Psychology .....	3
<b>SOC 111</b> Introduction to Sociology .....	3

**Human Services Core Course Requirements**

<b>HUS 101</b> Human Service and Addiction Counseling Ethics in Practice .....	3
<b>HUS 114</b> Beginning Counseling and Assessment Techniques ...	3
<b>HUS 115</b> Fieldwork: Beginning Counseling and Assessment Techniques .....	3
<b>HUS 141</b> Group Dynamics .....	3
<b>HUS 210-HUS 211</b> Fieldwork: Crisis Intervention and Counseling; Crisis Intervention and Counseling OR <b>HUS 216-HUS 217</b> Theories of Counseling; Fieldwork: Theories of Counseling .....	6
<b>Electives</b> approval of adviser .....	6

HUMAN SERVICES

**DIRECT SUPPORT OPTION  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)**

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**Award:** Certificate (code CRT.HUS.DIRSUP)

**Total Credit Hours:** 30 credit hours.

**Purpose:** For students preparing for entry-level human services jobs in the fields of mental retardation and developmental disabilities. To enhance the skills and communication among direct support employees already working with people with mental retardation and developmental disabilities. Students gain knowledge and skills in competencies associated with the National Community Support Skill Standards, such as client empowerment, assessment, advocacy, interpersonal relations, problem solving, written and oral communication, and supportive counseling methods.

**RANGE OF OCCUPATIONS**

- Residential counselor
- Case manager
- Program assistant
- Group home manager
- Job coach

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).

**Program Requirements:** Students must earn a grade of C or better in all human services and fieldwork courses.

**Graduation Requirements:** Students must apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

CREDITS

<b>HUS 101</b> Human Service and Addiction Counseling	
Ethics in Practice .....	3
<b>HUS 114</b> Beginning Counseling and Assessment .....	3
<b>HUS 115</b> Fieldwork: Beginning Counseling and	
Assessment Techniques .....	3
<b>HUS 120</b> Developmental Disabilities 1 .....	3
<b>HUS 122</b> Developmental Disabilities 2 .....	3
<b>HUS 141</b> Group Dynamics .....	3
<b>HUS 216</b> Theories of Counseling .....	3
<b>HUS 217</b> Fieldwork: Theories of Counseling .....	3
<b>PSY 111</b> Introduction to Psychology .....	3
<b>SOC 111</b> Introduction to Sociology .....	3

HUMAN SERVICES

**VETERANS COUNSELING  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HUMANSERVICES](http://www.aacc.edu/humanservices)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.HUS.VET-CNSL)

**Total Credit Hours:** 21 credit hours.

**Purpose:** This certificate in the emerging field of Veterans Counseling is designed for counselors, social workers, and other practicing human service professionals seeking specialized training to meet the unique needs and complex issues of military and veteran populations in the United States. In addition, paraprofessionals looking for entry-level job opportunities can benefit from the exceptional training this certificate offers. Students study the assessment and treatment of military-related psychological trauma, such as post-traumatic stress disorder, substance abuse and co-occurring disorders, traumatic brain injury and family counseling in military families. Students who wish to obtain an Associate of Applied Science degree in Transfer Studies may subsequently apply these credits toward the degree.

**RANGE OF OCCUPATIONS**

- Mental health worker
- Group home/residential counselor
- Treatment aide or counselor for persons with traumatic brain injury
- Case manager
- Rehabilitation counselor
- Job coach

Occupations can be explored further through the Virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Program Requirements:** Students must earn a grade of C or better in all human services and fieldwork courses (HUS).

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 21 credits**

	CREDITS
<b>HUS 101</b> Human Service and Addiction Counseling Ethics in Practice .....	3
<b>HUS 140</b> Topics in Alcohol and Drug Counseling: Co-Occurring Disorders .....	3
<b>HUS 230</b> Family Counseling in Military and Veteran Populations ..	3
<b>HUS 231</b> Assessment of Psychological Trauma in Military and Veteran Populations .....	3
<b>HUS 232</b> Treatment of Psychological Trauma in Military and Veteran Populations .....	3
<b>HUS 233</b> Traumatic Brain Injury in Military and Veteran Populations .....	3
<b>HUS 275</b> Human Services Practicum .....	3

INTELLIGENCE ANALYTICS

**INTELLIGENCE ANALYTICS  
CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063**

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.HLS.INTEL-ANYL)

**Total Credit Hours:** 16 credit hours.

**Purpose:** This program is designed to provide students with a critical understanding of the complex nature of the intelligence community and its role in supporting U.S. national security. The intended audience is students who wish to explore a future career in the intelligence community; current intelligence community employees desiring to advance their career in the intelligence community; and companies and firms who wish to advance employees' skills in the field of analytics.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 16 credits**

CREDITS

<b>HLS 211</b>	Intelligence Analytics and Security Management	
OR <b>HLS 220</b>	Intelligence and U.S. National Security	.....3
	<i>HLS 220 has prerequisite of eligibility for ENG 111 or ENG 115 or ENG 121 and PLS 111 or HIS 212 or permission of Institute director.</i>	
<b>HLS 225</b>	Introduction to Intelligence Analytics	.....3
<b>HLS 230</b>	Intelligence Support to the Policy Maker and Military	..3
<b>HLS 240</b>	National Security Challenges of the 21st Century	.....3
<b>HLS 245</b>	Intelligence Analytics Seminar	.....4

JUVENILE JUSTICE

**JUVENILE JUSTICE  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063**

*This degree is part of the Homeland Security and Criminal Justice Institute.*

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.CJS.JUV-JUST)

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Produces qualified practitioners with thorough knowledge and skills to assess, treat and manage children and youth offenders in both the juvenile and adult criminal justice systems. Students compare and contrast historical and current day philosophies of the juvenile justice system, to include social and psychological causations to delinquency and crime. Students study the legal and therapeutic distinctions between children and adults regarding legal representation and protection, due process of law, custody, sentencing, residential and at-home placements, treatment, education and community reintegration.

**RANGE OF OCCUPATIONS**

- Case manager I, II or III
- Juvenile counselor
- Law enforcement
- Correctional officer
- Community and family advocacy
- Social services
- Parole and probation
- Juvenile and family counseling

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students are expected to participate with their adviser in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
BIO 101 Fundamentals of Biology	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
PSY 111 Introduction to Psychology	

**PROGRAM REQUIREMENTS: 39 credits**

	CREDITS
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CJS 113</b> Penology	
OR <b>SOC 224</b> Criminology .....	<b>3</b>
<b>CJS 225</b> Criminal Justice Ethics .....	<b>3</b>
<b>CJS 228</b> Practices in Social Work and Counseling with Inmate Populations .....	<b>3</b>
<b>CJS 231</b> Juvenile Justice .....	<b>3</b>
<b>CJS 232</b> Juvenile Law .....	<b>3</b>
<b>CJS 233</b> Forensic Psychology and Victimology	
OR <b>EDU 111</b> Foundations of Education .....	<b>3</b>
<b>CJS 275</b> Criminal Justice Internship .....	<b>3</b>
<b>HUS 102</b> Physiological Aspects of Chemical Dependence .....	<b>3</b>
<b>LGS 165</b> Mediation and Alternative Dispute Resolution .....	<b>3</b>
<b>PSY 201</b> Disorders of Infancy, Childhood and Adolescence	
OR <b>PSY 205</b> Child Psychology	
OR <b>PSY 211</b> Developmental Psychology .....	<b>3</b>
<b>SOC 122</b> Social Problems .....	<b>3</b>
<b>SOC 132</b> Juvenile Delinquency .....	<b>3</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.*

**DIVERSITY REQUIREMENT**

*This program has a **Fast Track Option** for those holding a college degree. See [page 378](http://page 378) for details.*

JUVENILE JUSTICE

**JUVENILE SERVICES INSTITUTIONAL SUPPORT STAFF OPTION CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063

**Award:** Certificate (code CRT.CJS.JJ-INSTSUP)

**Total Credit Hours:** 18 credit hours.

**Purpose:** This certificate program provides initial knowledge-base to students and professionals pursuing first-time employment in juvenile justice and other service-providing agencies, and who are likely to work in a minimal-contact capacity with juvenile offenders such as clerical, recordkeeping, facilities and administrative support.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

	CREDITS
CJS 111 Introduction to Criminal Justice .....	3
CJS 113 Penology .....	3
CJS 225 Criminal Justice Ethics .....	3
CJS 231 Juvenile Justice .....	3
PSY 111 Introduction to Psychology .....	3
SOC 132 Juvenile Delinquency .....	3

**JUVENILE SERVICES RESIDENT ADVISERS OPTION CERTIFICATE**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063

**Award:** Certificate (code CRT.CJS.JJ-RESADV)

**Total Credit Hours:** 24 credit hours.

**Purpose:** This certificate program provides initial knowledge and skill-base to students and professionals pursuing employment in juvenile justice and other service-providing agencies, and who are pursuing careers in direct-service contact capacities such as counseling, residential supervision, juvenile corrections care and management and juvenile case management, aftercare, community conferencing and crisis intervention.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24 credits**

	CREDITS
CJS 111 Introduction to Criminal Justice .....	3
CJS 113 Penology .....	3
CJS 225 Criminal Justice Ethics .....	3
CJS 231 Juvenile Justice .....	3
CJS 232 Juvenile Law .....	3
PSY 111 Introduction to Psychology .....	3
SOC 122 Social Problems .....	3
SOC 132 Juvenile Delinquency .....	3

LAW AND JURISPRUDENCE

**LAW AND JURISPRUDENCE  
ASSOCIATE OF ARTS DEGREE**

CAREERS BUILDING  
ROOM 232, 410-777-7323  
[WWW.AACC.EDU/LEGALSTUDIES](http://www.aacc.edu/legalstudies)

**Award:** Associate of Arts degree, A.A. (code AA.LGS.JURIS-TRANS)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** This transfer program provides a law and liberal arts foundation for those students transferring to four-year colleges and universities to pursue a bachelor’s degree in jurisprudence and, ultimately, attend law school. Prospective lawyers should develop proficiency in writing, speaking, reading, researching, analyzing and thinking logically. A multidisciplinary background is critical; therefore, this program provides a core of courses considered essential to the pre-law/jurisprudence student.

**RANGE OF OCCUPATIONS**

The skills and knowledge acquired in this program can be applied to a variety of occupations, including: lawyer, law clerk, paralegal, legal assistant, mediator, arbitrator, title examiner, abstractor, judge, magistrate and other judicial workers. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers AND PHL 141 Introduction to Logic	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
MAT 141 College Algebra and Trigonometry 1	
<i>Or more advanced level if qualified.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
SOC 111 Introduction to Sociology	
OR PSY 111 Introduction to Psychology	
AND HIS 211 History of the United States 1	

**PROGRAM REQUIREMENTS: 28 credits**

	CREDITS
<b>HIS 212</b> History of the United States 2 .....	<b>3</b>
<b>LGS 111</b> Introduction to Paralegal Studies .....	<b>3</b>
<b>LGS 141</b> Electronic Legal Research .....	<b>1</b>
<b>LGS 143</b> Legal Research and Writing .....	<b>3</b>
<b>LGS 144</b> Advanced Legal Research and Writing .....	<b>3</b>
<b>LGS 210</b> Legal Ethics .....	<b>3</b>
<b>LGS 217</b> Constitutional Law .....	<b>3</b>
<b>PHL 142</b> Ethics .....	<b>3</b>
<b>Electives</b> .....	<b>6</b>
<i>Choose two from the following: ECO 121, PLS 111, PLS 113 or HIS 227.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the social and behavioral sciences or biological and physical sciences general education requirements.

**LAW ENFORCEMENT AND CRIMINAL JUSTICE**

**LAW ENFORCEMENT AND CRIMINAL JUSTICE  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063**

*This degree is part of the Homeland Security and Criminal Justice Institute.*

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.LEN.LEN)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** To achieve three objectives: first, to provide students with the opportunity to develop the basic theoretical and technical skills needed for an entry-level position into various areas of the criminal justice profession; second, to enhance the opportunities of in-service police officer students for promotion to higher levels of supervision and responsibility; and third, to provide a transfer basis for students who are seeking entry into police and criminal justice agencies having a four-year degree requirement.

**RANGE OF OCCUPATIONS**

- Correctional officer
- Federal enforcement officer
- Jail or detention facility officer
- Juvenile services officer
- Police officer or cadet
- Private investigator
- Rehabilitation counseling
- Retail store security officer
- Victim advocate

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students who have career interests in a particular criminal justice agency, especially federal agencies, should consult with one of the criminal justice faculty to plan a program which is transferable to a four-year institution. In addition, students enrolled in the Police Academy Option must meet specific admission requirements needed for police certification. Most police departments have specific requirements as to health, character and vision for entry-level employment. Students must determine if they meet these requirements before they enter the Law Enforcement and Criminal Justice degree program.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
<i>Satisfied through program requirements, see below. (BIO 101)</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (HEA 150 or EMT 104)</i>	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Students planning to transfer to the University of Baltimore should select MAT 135.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (PLS 111)</i>	

**PROGRAM REQUIREMENTS: 37-38 credits**

	CREDITS
<b>BIO 101*</b> Fundamentals of Biology .....	<b>4</b>
<b>BPA 162</b> Business Communications .....	<b>3</b>
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CJS 112</b> Police Operations .....	<b>3</b>
<b>CJS 113</b> Penology .....	<b>3</b>
<b>CJS 121</b> Police Administration	
OR <b>CJS 226</b> Traffic and Public Safety .....	<b>3</b>
<b>CJS 215</b> Criminal Law .....	<b>3</b>
<b>CJS 222</b> Investigation and Criminalistics .....	<b>4</b>
<b>CJS 225</b> Criminal Justice Ethics .....	<b>3</b>
<b>CJS 260</b> Terrorism/Counterterrorism	
OR <b>HLS 260</b> Terrorism/Counterterrorism	
OR <b>HLS 111</b> Introduction to Homeland Security .....	<b>3</b>
<b>HEA 150*</b> First Aid and Safety—CPR	
OR <b>EMT 104</b> Emergency Medical Responder .....	<b>3</b>
<i>Students who are graduates of recognized police academies, current employees with fire departments, or current employees with EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so, students should provide to the Records and Registration Office an official (department letterhead) letter stating that they are graduates or employees of one of the above agencies. Courses or training that is not approved for credit through the American Council on Education or through an institution accredited by a commission on higher education approved by the United States Department of Education will not be accepted for transfer credit or as meeting the waiver. A minimum of 60 credits must be completed to earn this degree.</i>	
<b>PLS 111*</b> American Government .....	<b>3</b>
<b>SOC 111</b> Introduction to Sociology .....	<b>3</b>
<b>Elective</b> (law enforcement or social science) .....	<b>3</b>
<b>Elective</b> (law enforcement or consult with adviser) .....	<b>3-4</b>
<i>Students planning to transfer to the University of Baltimore should select a biological and physical sciences general education course.</i>	
*General education course; credit hours are calculated as part of the general education requirements total.	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

LAW ENFORCEMENT AND CRIMINAL JUSTICE

**LAW ENFORCEMENT AND CRIMINAL JUSTICE  
POLICE ACADEMY OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063**

*This degree is part of the Homeland Security and Criminal Justice Institute.*

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.LEN.POL-ACAD)

**Total Credit Hours:** A minimum of 70 credit hours.

**Entrance Requirements:** Students must meet with the program coordinator for advisement and eligibility approval before enrolling in the police academy. Please call 410-777-1159 or 410-777-7063; or email [lpblyther@aacc.edu](mailto:lpblyther@aacc.edu) to set up a meeting. The police academy segment of the degree program begins in the summer semester of every year with an orientation course, and ends May 31 in the following year. Students must be 21 years of age by May 31 to enroll in the police academy segment of the degree program.

**Program Requirements:** Students are required to complete criminal background checks. Students are also required to obtain medical waivers that qualify the student’s fitness to perform various physical activities throughout the police academy segment of the degree program. The police academy segment of the degree program is a 10-month program, approved by the Maryland Police Training Commission. Students must be able to adhere to a full-time course schedule set by the Director of the Police Academy. Students are required to purchase and wear authorized uniforms; attend meetings; physical and academic trainings; examinations; and other workshops outside of regularly scheduled classes. Students also are required to complete two trainings off campus: Anne Arundel County Police Department Training Facility in Davidsonville, Md.; and the Emergency Vehicle Operations Course in Sykesville, Md.

**Criminal Background Check:** Participating in this program requires the satisfactory completion of a criminal background check.

**Academic and Integrity Standards:** The police academy segment of the degree program reflects entrance-level training objectives, mandated by the Maryland Police Training Commission (MPTC), the Director of the Academy and by Anne Arundel Community College. Students are required to complete academy examinations with a score of 75 percent or better on each exam. Students may not fail any course within the police academy segment of the degree program and must complete the police academy segment of the degree program with an overall GPA of 2.0 or better. Students are strongly encouraged to maintain at least the same GPA for all other non-academy courses in the degree program. Students must be eligible to take ENG 111 or ENG 115 or ENG 121 by the end of the police academy segment of the degree program. While enrolled in the police academy segment of the degree program, students are required to maintain the highest ethical, academic and professional standards — during and outside of scheduled classes. Failure to adhere to these and other standards established by the Academy Director, the college and/or by the MPTC, will lead to academy dismissal.

Following successful completion of the police academy segment of the degree program, the student will receive a certificate from the Maryland Police Training Commission, documenting successful completion of the mandated police entry-level curriculum in all areas except firearms training. Graduates hired as police officers within

two years may be eligible for a waiver of certain entrance-level training requirements to become a certified police officer.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
<i>Satisfied through program requirements, see below. (BIO 101)</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (HEA 150 or EMT 104)</i>	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (PLS 111)</i>	

**LAW ENFORCEMENT AND CRIMINAL JUSTICE**

**PROGRAM REQUIREMENTS: 48 credits**

CREDITS

<b>BIO 101*</b>	Fundamentals of Biology .....	<b>4</b>
<b>CJS 109</b>	Police Discipline and Organization .....	<b>1</b>
<b>CJS 111</b>	Introduction to Criminal Justice .....	<b>3</b>
<b>CJS 112</b>	Police Operations .....	<b>3</b>
<b>CJS 113</b>	Penology .....	<b>3</b>
<b>CJS 127</b>	Police Tactics 1 .....	<b>5</b>
<b>CJS 128</b>	Police Tactics 2 .....	<b>5</b>
<b>CJS 215</b>	Criminal Law .....	<b>3</b>
<b>CJS 216</b>	Criminal Evidence and Procedure .....	<b>3</b>
<b>CJS 218</b>	Criminal Justice Communications .....	<b>3</b>
<b>CJS 219</b>	Advanced Patrol Operations .....	<b>3</b>
<b>CJS 220</b>	Emergency Vehicle Operations .....	<b>2</b>
	<i>This course is scheduled and coordinated through the Police Academy Program Coordinator.</i>	
<b>CJS 222</b>	Investigation and Criminalistics .....	<b>4</b>
<b>CJS 225</b>	Criminal Justice Ethics .....	<b>3</b>
<b>CJS 226</b>	Traffic and Public Safety .....	<b>3</b>
<b>HEA 150*</b>	First Aid and Safety—CPR	
OR <b>EMT 104</b>	Emergency Medical Responder .....	<b>3</b>
	<i>Students who are graduates of recognized police academies, current employees with fire departments, or current employees with EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so, students should provide to the Records and Registration Office an official (department letterhead) letter stating that they are graduates or employees of one of the above agencies. Courses or training that is not approved for credit through the American Council on Education or through an institution accredited by a commission on higher education approved by the United States Department of Education will not be accepted for transfer credit or as meeting the waiver. A minimum of 70 credits must be completed to earn this degree.</i>	
<b>PHE 214</b>	Physical Conditioning for Law Enforcement and Firefighter/Rescue Service Personnel .....	<b>1</b>
<b>PLS 111*</b>	American Government .....	<b>3</b>
<b>SOC 111</b>	Introduction to Sociology .....	<b>3</b>
	<i>*General education course; credit hours are calculated as part of the general education requirements total.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

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*This program has a Fast Track Option for those holding a college degree. See page 378 for details.*

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LAW ENFORCEMENT AND CRIMINAL JUSTICE

**LAW ENFORCEMENT AND CRIMINAL JUSTICE  
SOCIAL JUSTICE OPTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
Room 208, 410-777-7063**

*This degree is part of the Homeland Security and Criminal Justice Institute.*

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.LEN.SOC-JUS)

**Total Credit Hours:** A minimum of 60 credit hours.

**Program Requirements:** Students who have career interests in a particular criminal justice agency, especially federal agencies, should consult with one of the criminal justice faculty to plan a program which is transferable to a four-year institution. Most police departments have specific requirements as to health, character and vision for entry-level employment. Students must determine if they meet these requirements before they enter the Law Enforcement and Criminal Justice degree program.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 22-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
OR ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>4</b>
<i>Satisfied through program requirements, see below. (BIO 101)</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (HEA 150 or EMT 104)</i>	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>
<i>Satisfied through program requirements, see below. (PLS 111)</i>	

**PROGRAM REQUIREMENTS: 36 credits**

	CREDITS
<b>BIO 101*</b> Fundamentals of Biology .....	<b>4</b>
<b>BPA 162</b> Business Communications .....	<b>3</b>
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CJS 113</b> Penology .....	<b>3</b>
<b>CJS 215</b> Criminal Law .....	<b>3</b>
<b>CJS 225</b> Criminal Justice Ethics .....	<b>3</b>
<b>CJS 228</b> Practices in Social Work and Counseling with Inmate Populations .....	<b>3</b>
<b>CJS 260</b> Terrorism/Counterterrorism	
OR <b>HLS 260</b> Terrorism/Counterterrorism	
OR <b>HLS 111</b> Introduction to Homeland Security .....	<b>3</b>
<b>HEA 150*</b> First Aid and Safety—CPR	
OR <b>EMT 104</b> Emergency Medical Responder .....	<b>3</b>
<i>Students who are graduates of recognized police academies, current employees with fire departments, or current employees with EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so, students should provide to the Records and Registration Office an official (department letterhead) letter stating that they are graduates or employees of one of the above agencies. Courses or training that is not approved for credit through the American Council on Education or through an institution accredited by a commission on higher education approved by the United States Department of Education will not be accepted for transfer credit or as meeting the waiver. A minimum of 60 credits must be completed to earn this degree.</i>	
<b>HUS 100</b> Introduction to Human Services .....	<b>3</b>
<b>PLS 111*</b> American Government .....	<b>3</b>
<b>PSY 111</b> Introduction to Psychology .....	<b>3</b>
<b>SOC 111</b> Introduction to Sociology .....	<b>3</b>
<b>Elective</b> (criminal justice) .....	<b>3</b>
<i>Criminal justice elective to be chosen from CJS 114, CJS 130, CJS 217, CJS 229, CJS 260, CJS 271, CJS 275 or HLS/HIS 261.</i>	
<b>Elective</b> (human services, sociology or psychology) .....	<b>3</b>
<i>Human services, sociology or psychology elective to be chosen from HUS 114, HUS 130, HUS 141, SOC 122, SOC 132, SOC 210, SOC 224 or PSY 214.</i>	
*General education course; credit hours are calculated as part of the general education requirements total.	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Satisfied by SOC 111 requirement.

*This program has a **Fast Track Option** for those holding a college degree. See page 378 for details.*

**LAW ENFORCEMENT AND CRIMINAL JUSTICE**

**LAW ENFORCEMENT AND CRIMINAL JUSTICE CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063**

**Award:** Certificate (code CRT.LEN.LEN)

**Total Credit Hours:** 24 credit hours.

**Purpose:** For students who are either preparing for or are currently employed in the field of criminal justice. Courses required in this option are appropriate for all students of criminal justice. Elective courses allow students to specialize in a particular area of criminal justice, depending on their interests and career goals. The fields of specialization include police administration or law enforcement and corrections or juvenile services. Students may pursue the certificate option on a full- or part-time basis in either a day or evening schedule.

**RANGE OF OCCUPATIONS**

- Police officer, agent or cadet
- Police technician or laboratory assistant
- Prison, jail or detention facility officer
- Private security officer or private investigator
- Probation officer or juvenile services officer
- Sheriff's deputy or investigator

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 24 credits**

	<b>CREDITS</b>
<b>CJS 111</b> Introduction to Criminal Justice .....	<b>3</b>
<b>CJS 113</b> Penology .....	<b>3</b>
<b>CJS 215</b> Criminal Law .....	<b>3</b>
<b>CJS 260</b> Terrorism/Counterterrorism	
OR <b>HLS 260</b> Terrorism/Counterterrorism	
OR <b>HLS 111</b> Introduction to Homeland Security .....	<b>3</b>
<b>Electives</b> (law enforcement) .....	<b>6</b>
<b>Electives</b> (law enforcement or social science) .....	<b>6</b>

Social science electives must be selected from PSY 111, SOC 111, SOC 132 or SOC 224.

**RECOMMENDED OPTIONS**

*The following groups of courses are recommended as coherent and logical selections of electives within the law enforcement program.*

**Police or Law Enforcement Option**

- CJS 112** Police Operations
- CJS 121** Police Administration
- CJS 130** Law Enforcement and the Community
- CJS 222** Investigation and Criminalistics
- CJS 275** Criminal Justice Internship

**Corrections or Juvenile Services Option**

- CJS 114** Probation and Parole
- CJS 130** Law Enforcement and the Community
- CJS 275** Criminal Justice Internship
- PSY 111** Introduction to Psychology
- OR **SOC 111** Introduction to Sociology
- SOC 132** Juvenile Delinquency
- OR **SOC 224** Criminology

LAW ENFORCEMENT AND CRIMINAL JUSTICE

**POLICE ACADEMY OPTION  
CERTIFICATE**

**CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063**

**Award:** Certificate (code CRT.LEN.POL-ACAD)

**Total Credit Hours:** 42 credit hours.

**RANGE OF OCCUPATIONS**

Maryland local law enforcement; various federal security and law enforcement; various business sector security professions; adult and juvenile correctional occupations; court security jobs. Additional occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** Students must meet with the program coordinator for advisement and eligibility approval before enrolling in the police academy. Please call 410-777-1159 or 410-777-7063; or email [lpblyther@aacc.edu](mailto:lpblyther@aacc.edu) to set up a meeting. The police academy begins in the summer semester of every year with an orientation course, and ends May 31 in the following year. Students must be 21 years of age by May 31 to enroll in the police academy.

**Program Requirements:** Students are required to complete criminal background checks. Students are also required to obtain medical waivers that qualify the student’s fitness to perform various physical activities throughout the police academy. The police academy is a 10-month program, approved by the Maryland Police Training Commission. Students must be able to adhere to a full-time course schedule set by the Director of the Police Academy. Students are required to purchase and wear authorized uniforms; attend meetings; physical and academic trainings; examinations; and other workshops outside of regularly scheduled classes. Students also are required to complete two trainings off campus: Anne Arundel County Police Department Training Facility in Davidsonville, Md.; and the Emergency Vehicle Operations Course in Sykesville, Md.

**Criminal Background Check:** Participating in this program requires the satisfactory completion of a criminal background check.

**Academic and Integrity Standards:** The police academy reflects entrance-level training objectives mandated by the Maryland Police Training Commission (MPTC), the Director of the Academy and by Anne Arundel Community College. Students are required to complete academy examinations with a score of 75 percent or better on each exam. Students may not fail any police academy course and must complete the police academy with an overall GPA of 2.0 or better. Students must be eligible to take ENG 111 or ENG 115 or ENG 121 by the end of their academy training. Students are required to maintain the highest ethical, academic and professional standards — during and outside of scheduled classes. Failure to adhere to these and other standards established by the Academy Director, the college and/or by the MPTC, will lead to academy dismissal.

Following successful completion of the police academy, the student will receive a certificate from the Maryland Police Training Commission, documenting successful completion of the mandated police entry-level curriculum in all areas except firearms training. Graduates hired as police officers within two years may be eligible for a waiver of certain entrance-level training requirements to become a certified police officer.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 42 credits**

CREDITS

**SUMMER TERM**

**CJS 109** Police Discipline and Organization .....1

**FALL TERM**

**CJS 112** Police Operations .....3

**CJS 215** Criminal Law .....3

**CJS 216** Criminal Evidence and Procedure .....3

**CJS 222** Investigation and Criminalistics .....4

**EMT 104** Emergency Medical Responder

**OR HEA 150** First Aid and Safety—CPR .....3

*Students who are graduates of recognized police academies, current employees with fire departments, or current employees with EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so, students should provide to the Records and Registration Office an official (department letterhead) letter stating that they are graduates or employees of one of the above agencies. Courses or training that is not approved for credit through the American Council on Education or through an institution accredited by a commission on higher education approved by the United States Department of Education will not be accepted for transfer credit or as meeting the waiver. A minimum of 42 credits must be completed to earn this certificate.*

**WINTER ACADEMY**

**CJS 127** Police Tactics 1 .....5

**CJS 128** Police Tactics 2 .....5

**CJS 219** Advanced Patrol Operations .....3

**SPRING TERM**

**CJS 218** Criminal Justice Communications .....3

**CJS 220** Emergency Vehicle Operations .....2

*Emergency Vehicle Operations is scheduled and coordinated through the Police Academy Program Coordinator.*

**CJS 225** Criminal Justice Ethics .....3

**CJS 226** Traffic and Public Safety .....3

**PHE 214** Physical Conditioning for Law Enforcement  
and Firefighter/Rescue Service Personnel .....1

LAW ENFORCEMENT AND CRIMINAL JUSTICE

**INVESTIGATOR OPTION  
LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** For students who have an interest in or who may be seeking job opportunities in the field of investigations.

**RANGE OF OCCUPATIONS**

- Attorney investigator
- Industrial security investigator
- Insurance adjuster
- Licensed private investigator
- Paralegal investigator

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

Note: This requirement will not meet the Maryland state private detective license requirement unless the individual also has five or more years of field investigative experience suitable to the Maryland State Police. Individuals may qualify for a more limited private investigator’s license under a qualified agency license holder.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>CJS 131</b> Fundamentals of Private Investigation .....	<b>3</b>
<b>CJS 215</b> Criminal Law .....	<b>3</b>
<b>CJS 216</b> Criminal Evidence and Procedure .....	<b>3</b>

*All courses in the letter of recognition are approved for transfer to both the Law Enforcement and Criminal Justice certificate and Associate of Applied Science degree programs.*

**LAW ENFORCEMENT  
EVIDENCE TECHNICIAN OPTION  
LETTER OF RECOGNITION**

CENTER FOR APPLIED LEARNING AND TECHNOLOGY  
ROOM 208, 410-777-7063

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**Purpose:** For students who have an interest in a career as an evidence technician or as a forensic laboratory assistant.

**RANGE OF OCCUPATIONS**

- Evidence technician
- Forensic laboratory aide/assistant

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements. Completing this option will not guarantee employment. Students must meet specific requirements of the police agency, and hiring decisions are made by the agency and not by the college.

**Note:** Prerequisite course requirements for CJS 222 and CHE 111 must be met prior to entry into this area of study.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 11 credits**

	CREDITS
<b>CHE 111</b> General Chemistry 1 .....	<b>4</b>
<b>CJS 216</b> Criminal Evidence and Procedure .....	<b>3</b>
<b>CJS 222</b> Investigation and Criminalistics .....	<b>4</b>

MATHEMATICS

**MATHEMATICS  
ASSOCIATE OF SCIENCE DEGREE**

**MATHEMATICS BUILDING  
ROOM 231, 410-777-2360  
[WWW.AACC.EDU/MATH](http://www.aacc.edu/math)**

**Award:** Associate of Science degree, A.S. (code AS.MATH.MATH)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Prepares for transfer to a four-year institution and a major in mathematics or other subjects which require a strong mathematics background. Prepares also for further study in business, engineering, mathematics, physical sciences or statistics. Develops skills in analyzing and interpreting problems, in computer-based problem solving and in using mathematical reasoning to further the scientific method.

**RANGE OF OCCUPATIONS**

- With continued study after transfer, a mathematics degree may lead to positions in actuarial science, computer science, cryptology, demography, econometrics, engineering, mathematics, mathematics education, the physical sciences or statistics.

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Program Requirements:** Completion of a two-term sequence in one of the following areas: chemistry, economics or physics.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 26-29 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
Arts and humanities course other than ENG	
AND Sophomore literature	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>INTERDISCIPLINARY STUDIES, COMPUTER TECHNOLOGY</b>	
<b>OR MATHEMATICS</b> .....	<b>4</b>
MAT 191 Calculus and Analytic Geometry 1	
<b>MATHEMATICS</b> .....	<b>4</b>
MAT 192 Calculus and Analytic Geometry 1	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select from two different disciplines. For students selecting the Economics Sequence, the program requirement ECO 211 satisfies 3 credits of social and behavioral sciences.</i>	

**PROGRAM REQUIREMENTS**

	CREDITS
<b>Chemistry or Physics Sequence (31 to 34 credits)</b>	
<b>CHE 111-CHE 112</b> General Chemistry 1, 2	
OR <b>CHE 111</b> General Chemistry 1	
AND <b>CHE 113</b> Fundamentals of Organic Chemistry	
OR <b>PHY 211-PHY 212</b> General Physics 1, 2 .....	<b>8</b>
<i>Sequence of science courses meets science general education requirement.</i>	
<b>CSI 161</b> Programming in Java .....	<b>4</b>
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>
<b>MAT 212</b> Differential Equations	
OR <b>MAT 250</b> Introduction to Discrete Structures	
OR <b>MAT 270</b> Introduction to Numerical Computation .....	<b>3-4</b>
<b>Electives</b> (consult with an adviser) .....	<b>7-11</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	
<b>Economics Sequence (31 to 34 credits)</b>	
<b>Biological and physical science general education</b> .....	<b>7-8</b>
<i>One lab science required, see pages 42-43.</i>	
<b>CSI 161</b> Programming in Java .....	<b>4</b>
<b>ECO 211-ECO 212</b> Principles of Economics 1, 2 .....	<b>6</b>
<i>Meets 3 credits of social and behavioral science general education.</i>	
<b>MAT 201</b> Calculus and Analytic Geometry 3 .....	<b>4</b>
<b>MAT 202</b> Linear Algebra .....	<b>4</b>
<b>MAT 212</b> Differential Equations	
OR <b>MAT 250</b> Introduction to Discrete Structures	
OR <b>MAT 270</b> Introduction to Numerical Computation .....	<b>3-4</b>
<b>Electives</b> (consult with an adviser) .....	<b>4-9</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*See page 45 for a list of approved courses.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, and social and behavioral sciences general education requirements or elective requirements.*

**MEDICAL ASSISTING**

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

**MEDICAL ASSISTING  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
WWW.AACC.EDU/MEDICALASSISTING**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.MDA.MDA)

**Total Credit Hours:** A minimum of 62 credit hours.

**Purpose:** To prepare students for employment in physicians' offices, hospital administrative offices, clinics, medical departments of industry and government and wherever medical office administration with clinical skills is required. In addition, coursework improves communication, composition and office-management skills. Graduates are eligible to sit for certification examinations given by the American Association of Medical Assistants to become a Certified Medical Assistant, the American Medical Technologists to earn a Registered Medical Assistant Certification, and the National Health Care Association for Certified Medical Assistants and/or Medical Administrative Assistants. Persons who already are employed as medical assistants may enroll in this program for career advancement.

**RANGE OF OCCUPATIONS**

- Administrative medical assistant
- Medical receptionist
- Medical secretary
- Medical assistant to physician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements:** See page 199.

**Program Requirements:** All medical assisting program students must receive a minimum grade of C in each medical assisting and general education course. Students who receive a final grade below C in any medical assisting course will be awarded a grade of F in that course.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Medical Assisting Program Sequence**

	CREDITS
<b>FIRST YEAR — TERM 1</b>	
ACA 100 Student Success .....	1
BIO 230 Structure and Function of the Human Body .....	4
<i>BIO 231-232 or BIO 233-234 may be substituted for BIO 230.</i>	
ENGLISH .....	3
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
MATHEMATICS .....	3-4
<i>General education requirement, see page 43.</i>	
MDA 113 Medical Terminology .....	3
<b>Total credit hours 14-15</b>	
<b>FIRST YEAR — TERM 2</b>	
COM 111 Fundamentals of Oral Communication	
OR COM 116 Fundamentals of Oral Communication for Non-Native Speakers .....	3
ENGLISH .....	0-3
<i>See first year — term 1.</i>	
MDA 114 Diseases of the Human Body .....	3
MDA 115 Administrative Medical Assisting 1 .....	3
PSY 111 Introduction to Psychology .....	3
<b>Total credit hours 12-15</b>	
<b>FIRST YEAR — TERM 3</b>	
BPA 142 Principles of Management .....	3
MDA 117 Administrative Medical Assisting 2 .....	3
<b>Total credit hours 6</b>	
<b>SECOND YEAR — TERM 1</b>	
BPA 100 Accounting Basics	
OR BPA 217 Small Business Accounting .....	3
MDA 142 Introduction to Medical Laboratory Technology .....	4
RXN 211 Pharmacology for Health Professions .....	3
<i>RXN 211 medical assisting prerequisites: MDA 113, MDA 115, MDA 117.</i>	
<b>Total credit hours 10</b>	
<b>SECOND YEAR — TERM 2</b>	
CSI 112 Computing and Information Technology	
OR CSI 113 Theories and Applications of Digital Technology .....	4
EMT 104 Emergency Medical Responder .....	3
MDA 140 Medical Office Clinical Procedures .....	6
SOC 111 Introduction to Sociology .....	3
<b>Total credit hours 16</b>	
<b>SECOND YEAR — TERM 3</b>	
MDA 274 Professional Seminar .....	1
MDA 275 Medical Assisting Practicum .....	3
<i>Practicum (MDA 275) internship requires 160 hours of unpaid supervised work experience in a physician's office or wherever medical office administration with clinical skills is required. Eligibility: Completion of all courses required for the MDA certificate with a minimum of 2.0 GPA; meeting the technical standards of the Medical Assisting department.</i>	
<b>Total credit hours 4</b>	

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## MEDICAL ASSISTING

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

### Entrance Requirements

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infoessions](http://www.aacc.edu/healthprofessions/infoessions).
2. Submit a program application by the application deadline.
3. Students will be admitted to the program as the number of seats permits. Completed applications received by the deadline will be assured consideration based on space availability. Seats are given to those students meeting academic and admission requirements.
4. High school graduate or equivalency. Official transcripts required.
5. 18 years of age or older.
6. Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
7. Eligibility for a mathematics general education course (see [page 43](#)).
8. Take the Arithmetic Placement Test and receive a score of 27 or higher or enroll in MAT 005 and complete it with a grade of C or better.

9. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
10. Satisfactory completion of a criminal background check.
11. Submission of a completed health examination record.
12. Student must have current American Heart Association CPR prior to enrolling in MDA 275. CPR is included in the EMT 104 course.

### Technical Standards

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

### CPR

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.



\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**MEDICAL ASSISTING**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\***

**MEDICAL ASSISTING CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/MEDICALASSISTING](http://www.aacc.edu/medicalassisting)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.MDA.MDA)

**Total Credit Hours:** 30 credit hours.

**Purpose:** Prepares students for employment in physicians' offices, hospital administrative offices, clinics, medical departments of industry and government and wherever basic office and clinical skills are required. Graduates are eligible to sit for certification examinations given by the American Association of Medical Assistants to become a Certified Medical Assistant, the American Medical Technologists to earn a Registered Medical Assistant Certification, and the National Health Care Association for Certified Medical Assistants and/or Medical Administrative Assistants.. Persons who already are employed in this field may enroll in this program for career development.

**RANGE OF OCCUPATIONS**

- Administrative medical assistant
- Medical assistant to physician
- Medical receptionist
- Medical secretary

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a program application by the application deadline.
3. Students will be admitted to the program as the number of seats permits. Completed applications received by the deadline will be assured consideration based on space availability. Seats are given to those students meeting academic and admission requirements.
4. High school graduate or equivalency. Official transcripts required.
5. 18 years of age or older.
6. Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).
7. Take the Arithmetic Placement Test and receive a score of 27 or higher or enroll in MAT 005 and complete it with a grade of C or better.

8. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
9. Satisfactory completion of a criminal background check.
10. Submission of a completed health examination record.
11. Student must have current American Heart Association CPR prior to enrolling in MDA 275. CPR is included in the EMT 104 course.

**Program Requirements:** All medical assisting program students must receive a minimum grade of C in each medical assisting course. Students who receive a final grade below C in any medical assisting course will be awarded a grade of F in that course.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

CREDITS

**FALL TERM**

<b>ACA 100</b> Student Success .....	<b>1</b>
<b>EMT 104</b> Emergency Medical Responder .....	<b>3</b>
<b>MDA 113</b> Medical Terminology .....	<b>3</b>
<b>MDA 115</b> Administrative Medical Assisting 1 .....	<b>3</b>
<b>MDA 117</b> Administrative Medical Assisting 2 .....	<b>3</b>

**SPRING TERM**

<b>MDA 140</b> Medical Office Clinical Procedures .....	<b>6</b>
<b>MDA 142</b> Introduction to Medical Laboratory Technology .....	<b>4</b>
<b>RXN 211</b> Pharmacology for Health Professions .....	<b>3</b>

**SUMMER TERM**

<b>MDA 274</b> Professional Seminar .....	<b>1</b>
<b>MDA 275</b> Medical Assisting Practicum .....	<b>3</b>

*Practicum (MDA 275) internship requires 160 hours of unpaid supervised work experience in a physician's office or wherever medical office administration with clinical skills is required. Eligibility: Completion of all courses required for the MDA certificate with a minimum of 2.0 GPA; meeting the technical standards of the Medical Assisting department.*

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**MEDICAL ASSISTING**

**ADMINISTRATIVE MEDICAL ASSISTANT  
LETTER OF RECOGNITION**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/MEDICALASSISTING](http://www.aacc.edu/MEDICALASSISTING)

**Award:** Letter of Recognition

**Total Credit Hours:** Eight credit hours after completion of prerequisites or equivalent.

**Purpose:** This short, three-course sequence is designed for persons who wish to prepare themselves for the administrative role in the medical office. Upon completion of this course of study, students will demonstrate ability in:

- Filing medical insurance claims and writing accurate appeals.
- Completing monthly, quarterly and year-end financial office reports accurately.
- Applying the principles of basic medical law to the daily operations of the medical office.
- Applying office management principles to the daily operation of the office.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

1. Eligibility for ENG 111.
2. MDA 113 (Medical Terminology).

**Program Requirements:** Completion of the required courses with a grade of C or better.

**Award Requirements:** Students apply to the Records and Registration office for the letter of recognition after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 8 credits**

CREDITS

<b>MDA 111</b> Introduction to Allied Health and Medical Ethics . . . . .	<b>2</b>
<b>MDA 115</b> Administrative Medical Assisting 1 . . . . .	<b>3</b>
<i>MDA 113 is a corequisite for MDA 115.</i>	
<b>MDA 117</b> Administrative Medical Assisting 2 . . . . .	<b>3</b>
<i>MDA 113 is a pre/corequisite for MDA 115 and MDA 117.</i>	

**MEDICAL CODING**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINES: MARCH 15\* FOR FALL • SEPT. 15\* FOR SPRING**

**MEDICAL CODING CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[www.aacc.edu/healthprofessions/mdacoding](http://www.aacc.edu/healthprofessions/mdacoding)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.IHE.MED-CODE)

**Total Credit Hours:** 41-45 credit hours.

**Purpose:** To provide eligibility status to sit for the Certified Professional Coder Examination (CPC) offered by the American Academy of Professional Coders.

**RANGE OF OCCUPATIONS**

Certified Coding Specialist in physician's office, managed care organizations, ambulatory care centers or hospitals. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

- Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a program application by the application deadline.
- Students will be admitted to the program as the number of seats permits. Completed applications received by the deadline will be assured consideration based on space availability. Seats are given to those students meeting academic and admission requirements.
- High school graduate or equivalency or associate degree or higher. Official transcripts required.
- 18 years of age or older prior to registering for the final program course, HIT 275, Medical Coding Practicum.
- Eligibility for ENG 111.
- Must have minimum adjusted grade point average (GPA) of 2.0 at this college.
- Satisfactory completion of a criminal background check.
- Submission of a completed health examination record.

**Program Requirements:** All coding students must receive a minimum grade of C in each medical coding course. Students who receive a final grade below a C in any medical coding course will be awarded a grade of F in that course.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they have completed the requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**PREREQUISITES**

	CREDITS
<b>BIO 231-BIO 232</b> Human Biology 1, 2	
OR <b>BIO 233*-BIO 234</b> Anatomy and Physiology 1, 2	8
<small>*BIO 101 (4 credits) is a prerequisite for BIO 233.</small>	
<b>CSI 113</b> Theories and Applications of Digital Technology	4
<b>MDA 113</b> Medical Terminology	3
<b>Total credit hours</b>	<b>15</b>

**PROGRAM REQUIREMENTS**

	CREDITS
<b>TERM 1</b>	
<b>HIT 111</b> Introduction to Health Information Technology	3
<b>HIT 217</b> Introduction to ICD-9-CM and ICD-10-CM Coding	3
<b>HIT 218</b> Introduction to CPT/HCPCS and ICD-10-PCS Coding	3
<b>RXN 211</b> Pharmacology for Health Professions	3
<b>Total term 1</b>	<b>12</b>
<b>TERM 2</b>	
<b>HIT 222</b> Reimbursement Methodologies	3
<b>MDA 114</b> Diseases of the Human Body	3
<b>MDA 116</b> Fundamentals of Health Care Delivery Systems	3
<b>HIT 221</b> Advanced Coding	3
<b>Total term 2</b>	<b>12</b>
<b>TERM 3</b>	
<b>HIT 275</b> Medical Coding Practicum	2
<b>Total credits</b>	<b>41-45</b>

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

**MEDICAL LABORATORY TECHNICIAN**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\***

**MEDICAL LABORATORY TECHNICIAN  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HEALTHPROFESSIONS/MLT](http://www.aacc.edu/healthprofessions/mlt)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S. (code AA.GEN.MLT)

**Total Credit Hours:** A minimum of 67 credit hours.

**Purpose:** Prepares the student for entry-level employment in laboratory medicine to meet the current and the increasing demands for medical laboratory technicians. Medical laboratory technicians work in a variety of settings, such as hospitals, clinics, physician's offices, and independent laboratories. The medical laboratory technician performs phlebotomy procedures; procures and performs blood and non-blood testing in the clinical laboratory; and aids the physician in diagnosing, monitoring, and determining treatment modalities, functioning as an essential member of the health care team. Skills include preparation of specimens, examination and analysis of blood and non-blood specimens, microscopy, and using and maintaining automated laboratory equipment.

Anne Arundel Community College Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 773-714-8880.

**RANGE OF OCCUPATIONS**

- Medical laboratory technician

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 204.

**Program Requirements:** A grade of C or better in each medical laboratory technician and general education course is required to progress in the program. Students practice selected procedures on each other, and perform manual and automated testing in the college laboratory. Students are required, after successful completion of coursework, to perform 480 unpaid practicum hours in the clinical setting.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Medical Laboratory Technician Program Sequence**

CREDITS

**FIRST YEAR — TERM 1**

<b>BIO 231</b>	Human Biology 1 .....	<b>4</b>
<b>CHE 111</b>	General Chemistry 1 .....	<b>4</b>
<b>ENGLISH</b>	.....	<b>3</b>
	ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR	ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR	ENG 121 Composition and Literature	
	<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>MLT 100</b>	Introduction to the Medical Laboratory 1 .....	<b>4</b>
<b>Total credit hours</b>		<b>15</b>

**FIRST YEAR — TERM 2**

<b>BIO 223</b>	General Microbiology .....	<b>4</b>
<b>ENGLISH</b>	.....	<b>0-3</b>
	<i>See first year — term 1.</i>	
<b>MAT 141</b>	College Algebra and Trigonometry 1 .....	<b>3</b>
	<i>MAT 121, MAT 151 or MAT 191 satisfies the MAT 141 requirement.</i>	
<b>MLT 101</b>	Introduction to the Medical Laboratory 2 .....	<b>4</b>
<b>SOC 111</b>	Introduction to Sociology .....	<b>3</b>
<b>Total credit hours</b>		<b>14-17</b>

**SUMMER**

<b>COM 111</b>	Fundamentals of Oral Communication	
OR <b>COM 116</b>	Fundamentals of Oral Communication for Non-Native Speakers .....	<b>3</b>
<b>CSI 112</b>	Computing and Information Technology	
OR <b>CSI 113</b>	Theories and Applications of Digital Technology .....	<b>4</b>
<b>PSY 111</b>	Introduction to Psychology .....	<b>3</b>
<b>Total credit hours</b>		<b>10</b>

**SECOND YEAR — TERM 1**

<b>MLT 202</b>	Clinical Microbiology .....	<b>4</b>
<b>MLT 203</b>	Clinical Chemistry .....	<b>4</b>
<b>MLT 204</b>	Clinical Immunology/Immunohematology .....	<b>4</b>
<b>MLT 205</b>	Clinical Hematology .....	<b>4</b>
<b>Total credit hours</b>		<b>16</b>

**SECOND YEAR — TERM 2**

<b>MLT 206</b>	Advanced Clinical Chemistry .....	<b>2</b>
<b>MLT 208</b>	Clinical Review .....	<b>2</b>
<b>MLT 276</b>	Clinical Hematology Practicum .....	<b>2</b>
<b>MLT 277</b>	Clinical Chemistry Practicum .....	<b>2</b>
<b>MLT 278</b>	Clinical Microbiology Practicum .....	<b>2</b>
<b>MLT 279</b>	Clinical Immunohematology Practicum .....	<b>2</b>
<b>Total credit hours</b>		<b>12</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## MEDICAL LABORATORY TECHNICIAN

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\***

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application by the application deadline.
3. High school graduate or equivalency or associate degree or higher from a nationally recognized institution. Official transcripts required.
4. Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
5. Eligibility for MAT 141 (see [page 334](#)).
6. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
7. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Medical Laboratory Technician program. Anne Arundel Community College's code for TOEFL is 5019.
8. Satisfactory completion of criminal background check.
9. Submission of completed health examination record.
10. Submission of current American Heart Association CPR for Health Care Providers certification card.

### Selection Criteria

Students will be admitted to the Medical Laboratory Technician course sequence each fall as the number of students permit. Applications received by deadline will be assured consideration based on space availability. Applications received after the deadline will be

considered on a space-available basis. Applications will be available in the Health Professions office, Florestano Building Room 112 and on the college website after Dec. 1 for fall. To be considered for conditional acceptance, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least 3 months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Final selection for the medical laboratory technician course sequence will be based on the criteria described in the MLT department admission requirements available at a program orientation seminar.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a Health Examination Record.

### Technical Standards

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

### CPR

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

### Enrollment Restrictions

Limitations of hospital, clinical or laboratory facilities necessitate certain enrollment restrictions.

**NURSING**

**SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION**

**NURSING  
ASSOCIATE OF SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/NURSING](http://www.aacc.edu/nursing)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Science degree, A.S. (code AA.GEN.RN)

**Total Credit Hours:** A minimum of 67 credit hours.

**Purpose:** For students who wish to complete formal education with an Associate of Science degree. Graduates of the nursing (RN) program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404-975-5000) and approved by the Maryland Board of Nursing.

**RANGE OF OCCUPATIONS**

- Registered Nurse (RN)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See pages 206-207.

**Program Requirements:** Students practice selected procedures on each other in the college laboratory. All nursing students must receive: (1) a minimum grade of C in each nursing course; and (2) a mark of satisfactory in the clinical laboratory. Students who receive a mark of unsatisfactory in the clinical laboratory at any time during the nursing course sequence will not be permitted to continue in the clinical laboratory and will receive a final grade of F.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**PREREQUISITES**

*All prerequisites, general education and nursing courses must have a grade of C or better.*

	CREDITS
<b>BIO 231-BIO 232</b> Human Biology 1, 2	
OR <b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2	8
<i>BIO 101 is a prerequisite for BIO 233-234.</i>	
<b>BIO 223</b> General Microbiology	4
<b>ENGLISH</b>	3-6
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>MATHEMATICS</b>	3
<i>General education requirement (see page 43).</i>	
<b>PSY 111</b> Introduction to Psychology	3
<b>PSY 211</b> Developmental Psychology	3
<b>Total credit hours 24-27</b>	

**GENERAL EDUCATION REQUIREMENTS**

*The following general education requirements may be completed during the nursing course sequence.*

	CREDITS
<b>ARTS and HUMANITIES</b> (except English)	3
<i>General education requirement see pages 41-42.</i>	
<b>SOC 111</b> Introduction to Sociology	3
<b>Total credit hours 6</b>	

**Nursing Course Sequence**

**CREDITS**

**FIRST YEAR — TERM 1**

<b>NUR 120</b> Foundations for Nursing	7
<b>NUR 121</b> Basic Physical Assessment	1
<b>NUR 122</b> Nursing Perspectives 1	1
<b>Total credit hours 9</b>	

**FIRST YEAR — TERM 2**

<b>NUR 130</b> Nursing of Adult Clients in Health and Illness I	5
<b>NUR 131</b> Maternal, Newborn Nursing and Women's Health	4
<b>Total credit hours 9</b>	

**SECOND YEAR — TERM 1**

<b>NUR 220</b> Nursing of Adult Clients in Health and Illness II	5
<b>NUR 221</b> Nursing Care of Children and Families	4
<b>Total credit hours 9</b>	

**SECOND YEAR — TERM 2**

<b>NUR 230</b> Nursing Management of Clients with Complex Health Problems and Transition into Nursing	9
<b>NUR 231</b> Nursing Perspectives II	1
<b>Total credit hours 10</b>	

## NURSING

## SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION

**Admission Requirements for Nursing Associate of Science Degree****Admission Requirements**

- Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a completed program application.
- High school graduate or equivalency or bachelor's degree or higher from nationally recognized institution. 27 college credits with "C" or better from nationally recognized institution will also meet this requirement. Official transcripts required.
- Prerequisites must be completed with a minimum grade of "C" in each course and a cumulative prerequisite GPA of at least 2.5. Grades transfer as either "A," "B," or "C." No plus (+) or minus (-) is assigned to grades transferred from institutions that issue plus or minus grades. Therefore, plus or minus grades will not be used in the prerequisite GPA calculation.
- United States high school general chemistry (1 credit), CHE 011 (non-credit), or a college-level chemistry (CHE 111 or CHE 103) with a grade of C or better. If home schooled, the high school curriculum must be under a recognized umbrella organization with the supervision of a state-approved curriculum. AACCC may require a course syllabus so that our chemistry department chair can review and approve the curriculum.  
*CHE 011 or CHE 111 or CHE 103 is eligible for Health Manpower Shortage Tuition Waiver.*
- Take the Arithmetic Placement Test and receive a score of 27 or higher by the time the application is submitted or enroll in MAT 005 and complete it with a grade of C or better by the time the application is submitted.
- The Test of Essential Academic Skills version V (TEAS V) is required.
- Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
- Satisfactory completion of criminal background check.
- Submission of completed health examination record.
- Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the registered nursing course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the RN program only after meeting all academic and admission criteria. Once the applicant's admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted. If selected for a future class, the Address Verification form must be resubmitted to the Records office.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- All eight prerequisites and chemistry requirement must be complete by the date the application is submitted.
- Completion of all eight prerequisite courses with a minimum grade of C in each course and a cumulative prerequisite GPA of at least 2.5 (no rounding).
- Science courses (except chemistry) must be taken within seven years of time the application is submitted.
- Arithmetic placement test and Test of Essential Academic Skills (TEAS) are required. Students will have two chances to achieve the minimum accepted scores.
- Address verification.
- Official transcripts, if applicable.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, satisfactory completion of a health examination record, and submission of a copy of the required CPR card.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Enrollment Restrictions**

State requirements and limitations of hospital facilities necessitate enrollment restrictions. An applicant who has been convicted of a felony or a misdemeanor may not be eligible for licensure as a registered nurse. (See nursing department director for additional information.) Students enrolled in the nursing course sequence are required to comply with the Maryland Nurse Practice Act.

**Readmission to the Nursing Course Sequence**

Students who leave or are dismissed from the nursing course sequence may address a written petition for readmission to the department director. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Health Professions office. Requests for readmission must be received by the nursing department by Aug. 1 for spring term readmission and by Jan. 10 for fall term readmission. Prior nursing courses must have been taken within the previous two years.

**NURSING****SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION****Transfer from Other Nursing Programs**

Students who have successfully completed nursing courses within the past two years in an accredited RN preparatory nursing program may transfer to the second or third term of the nursing course sequence. Transfer cannot be assured and is based on the criteria described in the transfer requirements available in the Health Professions office. Transferring students must apply by Aug. 1 for admission to the spring term and by Jan. 10 for admission to the fall term. A fee covering the cost for student assessment is required.

**Transfer to Baccalaureate Nursing Programs**

Nursing graduates may transfer up to 60 general education credits to state baccalaureate nursing programs. They will be awarded 30 additional credits for an unencumbered RN license.



NURSING

SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION

**LPN TO RN UPWARD MOBILITY TOWARD NURSING OPTION ASSOCIATE OF SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/NURSING](http://www.aacc.edu/nursing)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Science degree, A.S. (code AA.GEN.RN)

**Total Credit Hours:** A minimum of 67 credit hours.

**Purpose:** A career in registered nursing offers personal enrichment, satisfaction and a competitive salary. The U.S. Bureau of Labor Statistics ranks registered nurses first among health care occupations expected to have fast growth and high earnings through the year 2016.

Graduates who complete the 67-credit program earn an Associate of Science degree and gain eligibility for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). For the past eight years, our graduates have exceeded national and state pass-rate averages.

Our registered nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404-975-5000) and approved by the Maryland Board of Nursing (MBN).

**RANGE OF OCCUPATIONS**

- Registered Nurse (RN)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 209.

**Program Requirements:** See Nursing A.S. degree.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**PREREQUISITES**

*All prerequisites, general education and nursing courses must have a grade of C or better.*

	CREDITS
<b>BIO 231-BIO 232</b> Human Biology 1, 2	
OR <b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2	8
<b>BIO 223</b> General Microbiology	4
<i>Fundamentals of Biology (BIO 101) is a college prerequisite for BIO 233. Therefore, it will take three terms to complete this science sequence.</i>	
<b>ENGLISH</b>	3-6
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>MATHEMATICS</b>	3
<i>General education requirement (see page 43).</i>	
<b>PSY 111</b> Introduction to Psychology	3
<b>PSY 211</b> Developmental Psychology	3
<b>Total credit hours 24-27</b>	

**GENERAL EDUCATION REQUIREMENTS**

	CREDITS
<i>The following general education requirements must be completed by the end of the nursing course sequence with a grade of C or better.</i>	
<b>ARTS and HUMANITIES</b> (except English)	3
<i>General education requirement see pages 41-42.</i>	
<b>SOC 111</b> Introduction to Sociology	3
<b>Total credit hours 6</b>	

**Nursing Course Sequence**

**OPTION 1**

*LPNs who have an active unencumbered Maryland license, in agreement with the Maryland Board of Nursing and the Maryland Higher Education Commission, will be awarded eight credits, which is equivalent to NUR 120 and NUR 122. They will need to pass the NUR 121 Physical Assessment Skills Competency, both written and practice tests, with a satisfactory score.*

*All students will be required to take the remaining nursing sequence.*

**OPTION 2**

*LPNs who have an active unencumbered Maryland license, in agreement with the Maryland Board of Nursing and the Maryland Higher Education Commission, will be awarded eight credits, which is equivalent to NUR 120 and NUR 122. They will need to pass the NUR 121 Physical Assessment Skills Competency, both written and practice tests, with a satisfactory score.*

*Students must pass the department exam for NUR 131 and NUR 221 using the NLN Achievement tests. Students must successfully pass the exams or be required to take those courses that they do not pass. Students have one opportunity to pass the achievement tests. There is a fee for these tests.*

*All students will be required to take the remaining nursing sequence.*

## NURSING

## SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION

### Admission Requirements for LPN to RN Upward Mobility Toward Nursing Associate of Science Degree

#### Admission Requirements

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application.
3. High school graduate or equivalency or bachelor's degree or higher from nationally recognized institution. 27 college credits with "C" or better from nationally recognized institution will also meet this requirement. Official transcripts required.
4. Prerequisites must be completed with a minimum grade of "C" in each course and a cumulative prerequisite GPA of at least 2.5. Grades transfer as either "A," "B," or "C." No plus (+) or minus (-) is assigned to grades transferred from institutions that issue plus or minus grades. Therefore, plus or minus grades will not be used in the prerequisite GPA calculation.
5. United States high school general chemistry (1 credit), CHE 011 (non-credit), or a college-level chemistry (CHE 111 or CHE 103) with a grade of C or better. If home schooled, the high school curriculum must be under a recognized umbrella organization with the supervision of a state-approved curriculum. AACC may require a course syllabus so that our chemistry department chair can review and approve the curriculum.  
*CHE 011 or CHE 111 or CHE 103 is eligible for Health Manpower Shortage Tuition Waiver.*
6. Take the Arithmetic Placement Test and receive a score of 27 or higher by the time the application is submitted or enroll in MAT 005 and complete it with a grade of C or better by the time the application is submitted.
7. The Test of Essential Academic Skills version V (TEAS V) is required.
8. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
9. Must hold a current active Maryland LPN license.
10. Must have one year of experience working as an LPN.
11. Satisfactory completion of criminal background check.
12. Submission of completed health examination record.
13. Submission of current American Heart Association CPR for Health Care Providers certification card.

#### Enrollment Restrictions

State requirements and limitations of hospital facilities necessitate enrollment restrictions. An applicant who has been convicted of a felony or a misdemeanor may not be eligible for licensure as a registered nurse. (See nursing department director for additional information.) Students enrolled in the nursing course sequence are required to comply with the Maryland Nurse Practice Act.

#### Selection Criteria

Students will be admitted to the registered nursing course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the LPN to RN program only after meeting all academic and admission criteria. Once the applicant's admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted. If selected for a future class, the Address Verification form must be resubmitted to the Records office.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- All eight prerequisites and chemistry requirement must be complete by the date the application is submitted.
- Completion of all eight prerequisite courses with a minimum grade of C in each course and a cumulative prerequisite GPA of at least 2.5. (No rounding)
- Science courses (except chemistry) must be taken within seven years of time the application is submitted.
- Arithmetic placement test and Test of Essential Academic Skills (TEAS) are required. Students will have two chances to achieve the minimum accepted scores.
- Address verification.
- Official transcripts, if applicable.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, satisfactory completion of a health examination record, and submission of a copy of the required CPR card.

#### Technical Standards

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

#### CPR

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

#### Advanced Placement for Licensed Practical Nurses (LPNs)

Advanced placement options are available for LPNs. For information, LPNs should attend an LPN to RN upward mobility nursing orientation seminar. Call **410-777-7318** for schedule or go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).

NURSING

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: AUG. 1\*

**RN—FIRST ASSISTANT  
LETTER OF RECOGNITION**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/NURSING](http://www.aacc.edu/nursing)**

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**Purpose:** This two-course sequence is for registered nurses with two or more years of perioperative experience who want to work in the operating room as a RN-First Assistant (RNFA). RNFAs work in the operating room as first assistants to the surgeon, allowing them to participate more in the procedure.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements**

1. Submit a completed program application by the application deadline.
2. Students will be admitted to the RNFA course sequence each fall as the number of students permit. Applications received by deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available after May 1 in the Health Professions office, Florestano Building Room 112 and on the college website.
3. Active RN license.
4. Basic Cardiac Life Support (BCLS) required.
5. Advanced Cardiac Life Support (ACLS) recommended.
6. CNOR certification. Official verification of certification required prior to registering for the second course, NUR 252.

*If you are a nurse practitioner:*

- Board certified or board eligible advanced practice registered nurse with intraoperative patient care experience must undergo an assessment of clinical skills and knowledge by a perioperative educator. Assessment should include aseptic technique scrubbing, gowning, gloving, creating and maintaining a sterile field and positioning the patient. A complete skills assessment form from the perioperative educator verifying competency in the assessed skills is required.

OR

- Board certified or board eligible advanced practice registered nurse without intraoperative patient care experience should complete the basic perioperative orientation course offered by the AORN (Periop 101: A core curriculum. <http://www.aorn.org/periop101>). Official verification of successful completion of this course must be submitted prior to registering for NUR 250.

7. All other required materials are described in the nursing department application packet or website, available after May 1.

**Award Requirements:** Completion of the required courses with a grade of C or better in each course. Students should apply to the Records and Registration office for the letter of recognition after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 11 credits**

	CREDITS
NUR 250 RN-First Assistant 1 .....	4
NUR 252 RN-First Assistant 2 .....	7

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**NUTRITION AND FITNESS**

**NUTRITION AND FITNESS  
LETTER OF RECOGNITION**

**HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 226, 410-777-2844**

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** Emphasizes the essential components of healthful food selection and proper physical conditioning. Coursework addresses ideal nutritional intake, weight management, principles of fitness and the connection between diet and physical conditioning. This program can serve as the foundation for a lifelong plan for healthful living. By applying the knowledge gained in this program, individuals can reduce the risk of several chronic diseases and improve their quality of life. The expertise gained in this program can also be used to assist other healthy individuals in reducing their risk of illness and improving their physical and mental conditioning. This program is geared towards individuals providing fitness advice to the general public, health and physical education teachers, coaches and allied health professionals. Those with a personal interest in living a longer, healthier life can also benefit from the knowledge gained through this combination of courses.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of the required courses with a grade of C or better in each course. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BIO 135</b> Principles of Nutrition .....	<b>3</b>
<b>BIO/HEA 137</b> Weight Management .....	<b>1</b>
<b>BIO/HEA 138</b> Nutrition for Fitness and Sport .....	<b>1</b>
<b>HEA 100</b> Assessment and Theory of Fitness and Health .....	<b>3</b>
<b>HRM 159</b> Techniques of Applied Nutrition .....	<b>1</b>

PARALEGAL STUDIES

**PARALEGAL STUDIES  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

CAREERS CENTER  
Room 232, 410-777-7323  
[www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.

**Award:** Associate of Applied Science degree, A.A.S.  
American Bar Association approved

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Basic information is presented to prepare students for employment in the paralegal field or to meet the requirements for promotion and additional career responsibility. Students are able to choose one of the following options: general practice, business or litigation. Paralegal courses are taught by judges, practicing attorneys and experts in the field, with an emphasis on practical applications. Employment projections suggest that the paralegal field will be one of the fastest-growing career areas during the next several years. Students may enroll either full- or part-time and courses are offered in day, evening and weekend formats.

**RANGE OF OCCUPATIONS**

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Paralegal
- Real estate settlement officer
- Victim advocate

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Note:** Paralegals may not provide legal services to the public except as permitted by law.

**Entrance Requirements:** Students should consult with a paralegal adviser to ensure specific paralegal career goals are met.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**BUSINESS OPTION** (code AAS.PARA.BUSN)

**REQUIREMENTS (suggested sequencing)**

CREDITS

**TERM 1**

<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>General education requirement, see page 43.</i>	
<b>ENGLISH</b> .....	<b>3</b>
OR ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>LGS 111</b> Introduction to Paralegal Studies .....	<b>3</b>
<b>LGS 253</b> Business Law 1 .....	<b>3</b>
<b>MAT 100</b> The Nature of Mathematics .....	<b>3-4</b>
<i>Or more advanced level if qualified. General education requirement, see page 43. Due to a variety of transfer requirements at four-year schools, students should consult with an adviser or refer to the math requirement listed by their transfer school before choosing a math course.</i>	

**Total credit hours 15-17**

**TERM 2**

<b>COM 111</b> Fundamentals of Oral Communication	
OR <b>COM 116</b> Fundamentals of Oral Communication for Non-Native Speakers .....	<b>3</b>
<b>ENGLISH</b> .....	<b>0-3</b>
<i>See first year — term 1.</i>	
<b>HEALTH, FITNESS and WELLNESS</b> .....	<b>3</b>
<i>General education requirement, see page 43.</i>	
<b>LGS 141</b> Electronic Legal Research .....	<b>1</b>
<b>LGS 143</b> Legal Research and Writing 1 .....	<b>3</b>
<b>LGS 254</b> Business Law 2 .....	<b>3</b>
<b>Elective</b> (paralegal studies) .....	<b>3</b>
<i>Paralegal studies electives to be chosen from LGS 138, LGS 165, LGS 170, LGS 200, LGS 205, LGS 220, LGS 230, LGS 235, LGS 236, LGS 260, LGS 271 and LGS 275.</i>	

**Total credit hours 16-19**

**TERM 3**

<b>BIO 107</b> Environmental Science	
OR <b>BIO 108</b> Ecosystems and the Environment	
OR <b>BIO 230</b> Structure and Function of the Human Body .....	<b>3-4</b>
<b>LGS 144</b> Legal Research and Writing 2 .....	<b>3</b>
<b>PSY 111</b> Introduction to Psychology	
OR <b>SOC 111</b> Introduction to Sociology .....	<b>3</b>
<b>Electives</b> (paralegal studies) .....	<b>6</b>
<i>Paralegal studies electives to be chosen from LGS 138, LGS 165, LGS 170, LGS 200, LGS 205, LGS 220, LGS 230, LGS 235, LGS 236, LGS 260, LGS 271 and LGS 275.</i>	

**Total credit hours 15-16**

**TERM 4**

<b>LGS 112</b> Law Office Practice and Technology .....	<b>3</b>
<b>LGS 171</b> Tort Law .....	<b>3</b>
<b>LGS 210</b> Legal Ethics .....	<b>3</b>
<b>Elective</b> (approval of adviser) .....	<b>3-4</b>
<i>Students may select LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 or LGS 270 as an elective. Students planning to transfer to University of Baltimore should select a biological and physical sciences general education course (one lab science required).</i>	
<b>Elective</b> (paralegal studies) .....	<b>3</b>
<i>Paralegal studies electives to be chosen from LGS 138, LGS 165, LGS 170, LGS 200, LGS 205, LGS 220, LGS 230, LGS 235, LGS 236, LGS 260, LGS 271 and LGS 275.</i>	

**Total credit hours 15-16**

PARALEGAL STUDIES

**GENERAL PRACTICE OPTION** (code AAS.PARA.GENL)  
See page 212 for award and requirement information.

**REQUIREMENTS (suggested sequencing)**

	CREDITS
<b>TERM 1</b>	
<b>COMPUTER TECHNOLOGY</b> .....	3-4
<i>General education requirement, see page 43.</i>	
<b>ENGLISH</b> .....	3
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>LGS 111</b> Introduction to Paralegal Studies .....	3
<b>LGS 253</b> Business Law 1 .....	3
<b>MAT 100</b> The Nature of Mathematics .....	3-4
<i>Or more advanced level if qualified. General education requirement, see page 43. Due to a variety of transfer requirements at four-year schools, students should consult with an adviser or refer to the math requirement listed by their transfer school before choosing a math course.</i>	
<b>Total credit hours 15-17</b>	

**TERM 2**

<b>COM 111</b> Fundamentals of Oral Communication	
OR <b>COM 116</b> Fundamentals of Oral Communication for Non-Native Speakers .....	3
<b>ENGLISH</b> .....	0-3
<i>See first year – term 1.</i>	
<b>HEALTH, FITNESS and WELLNESS</b> .....	3
<i>General education requirement, see page 43.</i>	
<b>LGS 141</b> Electronic Legal Research .....	1
<b>LGS 143</b> Legal Research and Writing 1 .....	3
<b>Elective</b> (paralegal studies) .....	6
<i>Paralegal studies electives can be chosen from any non-required LGS course, except LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 and LGS 270.</i>	
<b>Total credit hours 16-19</b>	

**TERM 3**

<b>BIO 107</b> Environmental Science	
OR <b>BIO 108</b> Ecosystems and the Environment	
OR <b>BIO 230</b> Structure and Function of the Human Body .....	3-4
<b>LGS 144</b> Legal Research and Writing 2 .....	3
<b>PSY 111</b> Introduction to Psychology	
OR <b>SOC 111</b> Introduction to Sociology .....	3
<b>Electives</b> (paralegal studies) .....	6
<i>Paralegal studies electives can be chosen from any non-required LGS course, except LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 and LGS 270.</i>	
<b>Total credit hours 15-16</b>	

**TERM 4**

<b>LGS 112</b> Law Office Practice and Technology .....	3
<b>LGS 171</b> Tort Law .....	3
<b>LGS 210</b> Legal Ethics .....	3
<b>LGS 254</b> Business Law 2 .....	3
<b>Elective</b> (approval of adviser) .....	3-4
<i>Students may select LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 or LGS 270 as an elective. Students planning to transfer to University of Baltimore should select a biological and physical sciences general education course (one lab science required).</i>	
<b>Total credit hours 15-16</b>	

**LITIGATION OPTION** (code AAS.PARA.LITG)  
See page 212 for award and requirement information.

**REQUIREMENTS (suggested sequencing)**

	CREDITS
<b>TERM 1</b>	
<b>COMPUTER TECHNOLOGY</b> .....	3-4
<i>General education requirement, see page 43.</i>	
<b>ENGLISH</b> .....	3
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>LGS 111</b> Introduction to Paralegal Studies .....	3
<b>LGS 253</b> Business Law 1 .....	3
<b>MAT 100</b> The Nature of Mathematics .....	3-4
<i>Or more advanced level if qualified. General education requirement, see page 43. Due to a variety of transfer requirements at four-year schools, students should consult with an adviser or refer to the math requirement listed by their transfer school before choosing a math course.</i>	
<b>Total credit hours 15-17</b>	

**TERM 2**

<b>COM 111</b> Fundamentals of Oral Communication	
OR <b>COM 116</b> Fundamentals of Oral Communication for Non-Native Speakers .....	3
<b>ENGLISH</b> .....	0-3
<i>See first year – term 1.</i>	
<b>HEALTH, FITNESS and WELLNESS</b> .....	3
<i>General education requirement, see page 43.</i>	
<b>LGS 141</b> Electronic Legal Research .....	1
<b>LGS 143</b> Legal Research and Writing 1 .....	3
<b>LGS 171</b> Tort Law .....	3
<b>LGS 215</b> Criminal Law .....	3
<b>Total credit hours 16-19</b>	

**TERM 3**

<b>BIO 107</b> Environmental Science	
OR <b>BIO 108</b> Ecosystems and the Environment	
OR <b>BIO 230</b> Structure and Function of the Human Body .....	3-4
<b>LGS 160</b> Domestic Relations .....	3
<b>LGS 170</b> Civil Procedure .....	3
<b>LGS 216</b> Criminal Evidence and Procedure .....	3
<b>PSY 111</b> Introduction to Psychology	
OR <b>SOC 111</b> Introduction to Sociology .....	3
<b>Total credit hours 15-16</b>	

**TERM 4**

<b>LGS 112</b> Law Office Practice and Technology .....	3
<b>LGS 144</b> Legal Research and Writing 2 .....	3
<b>LGS 210</b> Legal Ethics .....	3
<b>Elective</b> (approval of adviser) .....	3-4
<i>Students may select LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 or LGS 270 as an elective. Students planning to transfer to University of Baltimore should select a biological and physical sciences general education course (one lab science required).</i>	
<b>Elective</b> (paralegal studies) .....	3
<i>Paralegal electives to be chosen from LGS 165, LGS 200, LGS 205, LGS 220, LGS 230, LGS 235, LGS 240, LGS 271, LGS 275, or any LGS special topics.</i>	
<b>Total credit hours 15-16</b>	

PARALEGAL STUDIES

**PARALEGAL STUDIES  
CERTIFICATE**

**CAREERS CENTER**  
**Room 232, 410-777-7323**  
[www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (American Bar Association approved)

**Total Credit Hours:** A minimum of 31 credit hours.

**Purpose:** Basic information is presented to prepare students for employment in the paralegal field or to meet the requirements of persons already employed in the paralegal field who wish to obtain college credit and move into more advanced supervisory positions. Students are able to choose one of the following options: general practice, business, litigation or nurse paralegal. Students may pursue the certificate program on a full- or part-time basis and courses are offered in day, evening and weekend and accelerated formats.

**RANGE OF OCCUPATIONS**

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Real estate settlement officer
- Victim advocate

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Note:** Paralegals may not provide legal services to the public except as permitted by law.

**Entrance Requirements:** Students entering the Paralegal Studies certificate program must hold prior to enrollment either a bachelor's degree or an associate's degree from a regionally accredited college or university whose program included at least 18 hours of general education courses, including ENG 111 and ENG 112, as well as courses in at least two other disciplines, such as social sciences, natural sciences, mathematics, humanities and foreign language. Students entering the Nurse Paralegal certificate program must hold either a bachelor's degree or an associate degree in nursing from a regionally accredited college or university whose program included at least 18 hours of general education courses. Students are required to forward to the college prior to enrollment an official transcript from the institution where their bachelor's degree or associate degree was obtained.

**Graduation Requirements:** Verification by the college that the student obtained a bachelor's degree or associate's degree prior to enrollment in the Paralegal Studies certificate program. Demonstrated eligibility for ENG 111. The certificate program requires 31 credit hours. A certificate in any option will require at least seven core courses which provide a background in paralegal studies. The remaining required courses or electives are those courses that are germane to the selected program option.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**BUSINESS OPTION** (code CRT.PARA.BUSN)

CREDITS

**TERM 1**

<b>LGS 111</b>	Introduction to Paralegal Studies .....	<b>3</b>
<b>LGS 171</b>	Tort Law .....	<b>3</b>
<b>LGS 253</b>	Business Law 1 .....	<b>3</b>
<b>Elective</b>	(paralegal studies) .....	<b>3</b>
<small>Paralegal studies electives to be chosen from LGS 138, LGS 165, LGS 170, LGS 200, LGS 205, LGS 220, LGS 230, LGS 235, LGS 236, LGS 260, LGS 271 and LGS 275.</small>		
<b>Total credit hours</b>		<b>12</b>

**TERM 2**

<b>LGS 141</b>	Electronic Legal Research .....	<b>1</b>
<b>LGS 143</b>	Legal Research and Writing 1 .....	<b>3</b>
<b>LGS 210</b>	Legal Ethics .....	<b>3</b>
<b>LGS 254</b>	Business Law 2 .....	<b>3</b>
<b>Elective</b>	(paralegal studies) .....	<b>3</b>
<small>Paralegal studies electives to be chosen from LGS 138, LGS 165, LGS 170, LGS 200, LGS 205, LGS 220, LGS 230, LGS 235, LGS 236, LGS 260, LGS 271 and LGS 275.</small>		
<b>Total credit hours</b>		<b>13</b>

**TERM 3**

<b>LGS 112</b>	Law Office Practice and Technology .....	<b>3</b>
<b>LGS 144</b>	Legal Research and Writing 2 .....	<b>3</b>
<b>Total credit hours</b>		<b>6</b>

**GENERAL PRACTICE OPTION** (code CRT.PARA.GENL)

Note: See the next page for detailed information on the Accelerated General Practice Option that can be completed in two semesters.

CREDITS

**TERM 1**

<b>LGS 111</b>	Introduction to Paralegal Studies .....	<b>3</b>
<b>LGS 253</b>	Business Law 1 .....	<b>3</b>
<b>Electives</b>	(paralegal studies) .....	<b>6</b>
<small>Paralegal studies electives can be chosen from any non-required LGS courses, except LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 and LGS 270.</small>		
<b>Total credit hours</b>		<b>12</b>

**TERM 2**

<b>LGS 141</b>	Electronic Legal Research .....	<b>1</b>
<b>LGS 143</b>	Legal Research and Writing 1 .....	<b>3</b>
<b>LGS 210</b>	Legal Ethics .....	<b>3</b>
<b>LGS 254</b>	Business Law 2 .....	<b>3</b>
<b>Elective</b>	(paralegal studies) .....	<b>3</b>
<small>Paralegal studies electives can be chosen from any non-required LGS courses, except LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232 and LGS 270.</small>		
<b>Total credit hours</b>		<b>13</b>

**TERM 3**

<b>LGS 112</b>	Law Office Practice and Technology .....	<b>3</b>
<b>LGS 144</b>	Legal Research and Writing 2 .....	<b>3</b>
<b>Total credit hours</b>		<b>6</b>

**PARALEGAL STUDIES**

**LITIGATION OPTION** (code CRT.PARA.LITG)

See page 214 for award and requirement information.

		CREDITS
<b>TERM 1</b>		
<b>LGS 111</b>	Introduction to Paralegal Studies .....	3
<b>LGS 171</b>	Tort Law .....	3
<b>LGS 216</b>	Criminal Evidence and Procedure .....	3
<b>LGS 253</b>	Business Law 1 .....	3
<b>Total credit hours</b>		<b>12</b>
<b>TERM 2</b>		
<b>LGS 141</b>	Electronic Legal Research .....	1
<b>LGS 143</b>	Legal Research and Writing 1 .....	3
<b>LGS 170</b>	Civil Procedure .....	3
<b>LGS 210</b>	Legal Ethics .....	3
<b>Elective</b>	(paralegal studies) .....	3
<small>Paralegal studies electives to be chosen from LGS 160, LGS 165, LGS 200, LGS 205, LGS 215, LGS 220, LGS 230, LGS 235, LGS 240, LGS 271, LGS 275 and any LGS special topic.</small>		
<b>Total credit hours</b>		<b>13</b>
<b>TERM 3</b>		
<b>LGS 112</b>	Law Office Practice and Technology .....	3
<b>LGS 144</b>	Legal Research and Writing 2 .....	3
<b>Total credit hours</b>		<b>6</b>

**NURSE PARALEGAL OPTION** (code CRT.PARA.NURS)

See page 214 for award and requirement information.

		CREDITS
<b>TERM 1</b>		
<b>LGS 111</b>	Introduction to Paralegal Studies .....	3
<b>LGS 171</b>	Tort Law .....	3
<b>LGS 240</b>	Health Care Law .....	3
<b>LGS 253</b>	Business Law 1 .....	3
<b>Total credit hours</b>		<b>12</b>
<b>TERM 2</b>		
<b>LGS 112</b>	Law Office Practice and Technology .....	3
<b>LGS 141</b>	Electronic Legal Research .....	1
<b>LGS 143</b>	Legal Research and Writing 1 .....	3
<b>LGS 170</b>	Civil Procedure .....	3
<b>LGS 210</b>	Legal Ethics .....	3
<b>Total credit hours</b>		<b>13</b>
<b>TERM 3</b>		
<b>LGS 144</b>	Legal Research and Writing 2 .....	3
<b>LGS 220</b>	Administrative Law	
OR <b>LGS 275</b>	Paralegal Internship .....	3
<b>LGS 241</b>	Legal Issues of Death, Dying and Organ Transplantation ..	2
<b>LGS 242</b>	Medical Insurance Law .....	1
<b>Total credit hours</b>		<b>9</b>

**ACCELERATED CERTIFICATE OPTION**

**GENERAL PRACTICE OPTION** (code CRT.PARA.GENL)

Complete your Paralegal Studies Certificate in two semesters by being a part of this cohort group, which begins each fall. Below is the suggested pathway.

		CREDITS
<b>FALL TERM</b>		
<b>LGS 111 840</b>	Introduction to Paralegal Studies .....	3
<small>Hybrid — accelerated first eight-week session</small>		
<b>LGS 215 840</b>	Criminal Law .....	3
<small>Hybrid — accelerated second eight-week session</small>		
<b>LGS 253</b>	Business Law 1 .....	3
<b>LGS 112</b>	Law Office Practice and Technology .....	3
<b>LGS 141</b>	Electronic Legal Research .....	1
<b>LGS 143</b>	Legal Research and Writing 1 .....	3
<b>SPRING TERM</b>		
<b>LGS 171 840</b>	Tort Law .....	3
<small>Hybrid — accelerated first eight-week session</small>		
<b>LGS 210 840</b>	Legal Ethics .....	3
<small>Hybrid — accelerated second eight-week session</small>		
<b>LGS 254</b>	Business Law 2 .....	3
<b>LGS 170</b>	Civil Procedure .....	3
<b>LGS 144</b>	Legal Research and Writing 2 .....	3

## PATIENT CARE TECHNICIAN / GERIATRIC NURSING ASSISTANT

## SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION

## PATIENT CARE TECHNICIAN/GERIATRIC NURSING ASSISTANT CERTIFICATE

DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310

[WWW.AACC.EDU/NURSING](http://www.aacc.edu/nursing)

**Award:** Certificate (code CRT.NUR.PCT-GERI)

**Total Credit Hours:** 12 credit hours.

**Purpose:** This two-course sequence is designed for persons who wish to function as multi-skilled workers at area hospitals. The first course will prepare the students for basic bedside care in a hospital, subacute, or long-term care facility. Students who complete the first course are eligible for the Certified Nursing Assistant through the Maryland Board of Nursing or eligible to sit for the state registry exam for Geriatric Nursing Assistants. After completing the second course, students will be able to perform advanced skills, including phlebotomy, urinary catheterization, wound care and basic cardiac monitoring, under the supervision of a registered nurse.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:**

- Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a completed program application.
- Students will be admitted to the PCT/GNA course sequence as the number of students permits. Completed applications will be assured consideration based on space availability. Seats are given to those students meeting academic and admission requirements.
- Students must demonstrate reading and mathematics proficiency by taking the college English and mathematics placement tests and show:
  - Eligibility for ENG 002 and RDG 027 for NUR 100
  - Eligibility for MAT 010
  - Eligibility for ENG 111 for NUR 103
- Satisfactory completion of criminal background check.
- Submission of completed health examination record.
- Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the PCT/GNA course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the PCT/GNA program only after meeting all academic and admission criteria. Once the applicant's admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- First consideration will be given to candidates whose resident

address is in Anne Arundel County for at least three months prior to the date the application is submitted. If not selected for the initial class, the Address Verification form must be resubmitted to the Records office.

- Must satisfactorily complete all academic and admission requirements.
- Meet English and Reading eligibility requirements.
- Take mathematics placement test.
- Address verification.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, satisfactory completion of a health examination record, and submission of a copy of the required CPR card.
- Qualified applicants under the age of 18 are eligible to complete the PCT/GNA course sequence at AACC and apply for state licensure. However, the Maryland State Board of Nursing mandates individuals must be 18 years of age or older to seek employment.

**Program Requirements:** Completion of all courses within the program with a grade of C or better in each course.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see [pages 28-33](http://pages.28-33). Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](http://page.12).

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR:** Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 12 credits**

CREDITS

**NUR 100** Patient Care Technician/Geriatric Nursing Assistant. . . . . **6**

**NUR 103** Advanced Patient Care Technician . . . . . **6**

**PERSONAL TRAINER**

**PERSONAL TRAINER  
CERTIFICATE**

DAVID S. JENKINS GYMNASIUM  
ROOM 208, 410-777-2302  
[WWW.AACC.EDU/HEALTHFITNESS](http://WWW.AACC.EDU/HEALTHFITNESS)

**Award:** Certificate (code CRT.HEA.PER-TRAIN)

**Total Credit Hours:** 17 credit hours.

**Purpose:** The certificate is designed to provide a background in basic exercise principles, health screening, fitness assessments, nutrition, communication and exercise program design within the current fitness industry standards. Hands-on experience will be integrated into the program.

A certificate in Personal Training provides students with the competencies necessary to become an effective entry-level professional. The curriculum provides coursework and experience that prepares the student to sit for many nationally recognized industry certifications.

This certificate will provide the foundation of courses for those interested in advancing to receive an Associate of Science Degree in Health, Fitness and Exercise Studies at Anne Arundel Community College.

**RANGE OF OCCUPATIONS**

- Personal Trainer
- Fitness Specialist

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of the required courses with a grade of C or better in each course.

**Graduation Requirements:** Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121. Students must apply to the Records and Registration office for the certificate after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 17 credits**

	CREDITS
HEA 100 Assessment and Theory of Fitness and Health . . . . .	3
HEA 101 Foundations of Health, Exercise and Sport . . . . .	3
HEA/BIO 138 Nutrition for Fitness and Sport . . . . .	1
HEA 150 First Aid and Safety — CPR . . . . .	3
HEA 230 Personal Trainer Fundamentals . . . . .	4
HEA 231 Health Coach . . . . .	3

**PERSONAL TRAINER  
LETTER OF RECOGNITION**

DAVID S. JENKINS GYMNASIUM  
ROOM 218, 410-777-2322  
[WWW.AACC.EDU/HEALTHFITNESS](http://WWW.AACC.EDU/HEALTHFITNESS)

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** The letter of recognition is a cluster of courses appropriate for individuals currently in the fitness industry who wish to improve their knowledge base and/or are seeking to be more marketable as a personal trainer.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Students must present current adult CPR and Community First Aid certifications (two separate certifications) in order to be awarded the personal trainer letter of recognition. Completion of the required courses with a grade of C or better.

**Award Requirements:** Students apply to the Records and Registration office for the letter of recognition after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
HEA 100 Assessment and Theory of Fitness and Health . . . . .	3
HEA/BIO 137 Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity . . . . .	1
HEA/BIO 138 Nutrition for Fitness and Sport . . . . .	1
HEA 230 Personal Trainer Fundamentals . . . . .	4

PHARMACY TECHNICIAN

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

PHARMACY TECHNICIAN CERTIFICATE

DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/PHARMTECH](http://www.aacc.edu/pharmtech)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.IHE.PHAR-TECH)

**Total Credit Hours:** 33 credit hours.

**Purpose:** This one-year program is designed to prepare students to sit for the Pharmacy Technician Certification Board (PTCB) examination. Upon completion of the program, students will be prepared to work as a pharmacy technician in a variety of pharmacy settings.

**RANGE OF OCCUPATIONS**

Certified Pharmacy Technician in hospital pharmacies, community pharmacies, long-term care facilities, home health agencies and/or pharmaceutical drug wholesale companies. Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

- Attendance at a program information session. Call 410-777-7318 for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a program application by the application deadline.
- Students will be admitted to the program as the number of seats permits. Completed applications received by the deadline will be assured consideration based on space availability. Seats are given to those students meeting academic and admission requirements.
- High school graduate or equivalency. Official transcripts required.
- Take the Arithmetic Placement Test and receive a score of 27 or higher or enroll in MAT 005 and complete it with a grade of C or better.
- Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).
- Students must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Must be 18 years or older by the first day of class to register for RXN 275, Pharmacy Practicum.
- Satisfactory completion of criminal background check.
- Submission of completed health examination record.
- Submission of current American Heart Association CPR for Health Care Providers certification card.

**Program Requirements:** Completion of Pharmacy Technician curriculum required courses with a grade of C or better in each course.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR:** Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

CERTIFICATE REQUIREMENTS: 33 credits

CREDITS

FALL TERM

<b>BIO 230</b> Structure and Function of the Human Body	
<i>Students enrolled in the Pharmacy Technician certificate program should consult their program coordinator for math eligibility.</i>	
OR <b>BIO 232</b> Human Biology 2	
<i>BIO 231 is a prerequisite for BIO 232.</i>	
OR <b>BIO 234</b> Anatomy and Physiology 2	4
<i>BIO 101 and BIO 233 are prerequisites for BIO 234.</i>	
<b>CSI 112</b> Computing and Information Technology	4
<b>MDA 113</b> Medical Terminology	3
<b>RXN 111</b> Introduction to Pharmacy and the Health Care System	2
<b>RXN 112</b> Pharmacy Law and Ethics	2

SPRING TERM (FIRST 10 WEEKS)

<b>RXN 210</b> Pharmaceutical Calculations	3
<b>RXN 211</b> Pharmacology for Health Professions	3
<b>RXN 212</b> Pharmaceutical Preparations and Techniques	3
<b>RXN 213</b> Pharmacy Operations and Prescription Processing	3

SPRING TERM (SECOND 5 WEEKS)

<b>RXN 215</b> Professional Development Seminar	1
<b>RXN 275</b> Pharmacy Practicum	5

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**PHLEBOTOMY TECHNICIAN**

**SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION**

**PHLEBOTOMY TECHNICIAN  
LETTER OF RECOGNITION**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/MEDICALASSISTING](http://www.aacc.edu/MEDICALASSISTING)**

**Award:** Letter of Recognition

**Total Credit Hours:** Eight credit hours.

**Purpose:** Prepares students for entry level employment in multiple health care settings, such as hospitals, outpatient clinics or satellite phlebotomy centers. The program includes lecture, college lab and 90 consecutive hours of clinical practicum. There is an additional emphasis on medical terminology, therapeutic communications, and attributes of professionalism in the health care setting.

**RANGE OF OCCUPATIONS**

- Phlebotomist

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application.
3. Students will be admitted to the Phlebotomy Technician course sequence as the number of students permits. Completed applications will be assured consideration based on space availability. Seats are given to those students meeting academic and admission requirements.
4. 18 years of age or older.
5. Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
6. Satisfactory completion of criminal background check.
7. Submission of completed health examination record.
8. Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the Phlebotomy Technician course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the program only after meeting all academic and admission criteria. Once the applicant's admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted. If selected for a future class, the Address Verification form must be resubmitted to the Records office.
- Must satisfactorily complete all academic and admission requirements.
- Address verification.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, satisfactory completion of a health examination record, and submission of a copy of the required CPR card.

**Program Requirements:** Completion of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 8 credits**

	CREDITS
<b>MDA 100</b> Introduction to Medical Terminology .....	<b>1</b>
<b>MDA 110</b> Professionalism in Health Care .....	<b>1</b>
<b>MDA 125</b> Phlebotomy .....	<b>6</b>

PHYSICAL THERAPIST ASSISTANT

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

PHYSICAL THERAPIST ASSISTANT  
ASSOCIATE OF APPLIED SCIENCE DEGREE

DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/CACHE/PTA](http://WWW.AACC.EDU/CACHE/PTA)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S.  
(code AA.GEN.PTA)

**Total Credit Hours:** A minimum of 70 credit hours.

**Purpose:** Prepares students to provide physical therapy services according to the plan of care developed by the physical therapist. The physical therapist assistant (PTA) administers direct patient care; teaches patients, families and other health care providers how to perform selected interventions; and provides desired psychosocial support to patients and their families. Physical therapist assistants are employed primarily in hospitals, rehabilitation centers, private practice, extended-care facilities and home health care settings. Graduates are eligible to take the National Licensing Examination for Physical Therapist Assistants. The CACHE Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email:

[accreditation@apta.org](mailto:accreditation@apta.org); website [www.capteonline.org](http://www.capteonline.org)

The Physical Therapist Assistant program is administered by the Chesapeake Area Consortium for Higher Education (CACHE). Members of the consortium include Anne Arundel, Chesapeake College and the College of Southern Maryland. Students will complete their professional training at Anne Arundel Community College and their clinical practice rotations at local service areas when possible. Distance learning will be used as appropriate.

**RANGE OF OCCUPATIONS**

- Physical therapist assistant (PTA)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 221.

**Program Requirements:** A grade of C or better in each physical therapist assistant and general education course is required to progress in the program. Students are expected to practice selected procedures on each other in the college laboratory.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check

and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Notice to Students:** Anne Arundel Community College is one of three Maryland community colleges which have formed a special consortium. The Chesapeake Area Consortium for Higher Education (CACHE) includes Anne Arundel, Chesapeake College and the College of Southern Maryland.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Physical Therapist Assistant Course Sequence**

*All general education and physical therapist assistant courses must be completed with a grade of C or better and completed no later than what is listed in the required course sequence. Note: Completion of the Physical Therapist Assistant Program satisfies the college's diversity and computer competency requirements.*

CREDITS

**FIRST YEAR — FALL TERM**

<b>BIO 231</b> Human Biology 1	
OR <b>BIO 233</b> Anatomy and Physiology 1	.....4
<i>BIO 101 is a prerequisite for BIO 233.</i>	
<b>ENG 111</b> Composition and Introduction to Literature 1	.....3
<b>MAT 141</b> College Algebra and Trigonometry 1	.....3
<i>MAT 121, MAT 151 or MAT 191 satisfies the MAT 141 requirement</i>	
<b>PSY 111</b> Introduction to Psychology	.....3
<b>PTA 101</b> Introduction to Physical Therapist Assistant	.....3
<b>Total credit hours</b>	<b>16</b>

**FIRST YEAR — SPRING TERM**

<b>BIO 232</b> Human Biology 2	
OR <b>BIO 234</b> Anatomy and Physiology 2	.....4
<b>PTA 102</b> Physical Therapist Assistant 1	.....6
<b>PTA 106</b> Kinesiology	.....6
<b>Total credit hours</b>	<b>16</b>

**FIRST YEAR — SUMMER TERM**

<b>PSY 211</b> Developmental Psychology	.....3
<b>PTA 104</b> Physical Therapist Assistant 2	.....6
<b>PTA 105</b> Clinical Practice 1	.....2
<b>Total credit hours</b>	<b>11</b>

**SECOND YEAR — FALL TERM**

<b>Arts and humanities</b>	.....3
<i>General education requirement see pages 41-42.</i>	
<b>PTA 201</b> Physical Therapist Assistant 3	.....4
<b>PTA 202</b> Physical Therapist Assistant 4	.....4
<b>PTA 203</b> Clinical Practice 2	.....4
<b>Total credit hours</b>	<b>15</b>

**SECOND YEAR — SPRING TERM**

<b>PTA 204</b> Physical Therapist Assistant 5	.....3
<b>PTA 205</b> Current Issues and Trends Affecting the Physical Therapist Assistant	.....1
<b>PTA 206</b> Clinical Practice 3	.....4
<b>PTA 207</b> Clinical Practice 4	.....4
<b>Total credit hours</b>	<b>12</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## PHYSICAL THERAPIST ASSISTANT

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: MARCH 15\*

**Admission Requirements for Physical Therapist Assistant Associate of Applied Science Degree****Admission Requirements**

- Attendance at a program information session is strongly recommended. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a completed program application by the application deadline.
- Official high school transcript or official GED equivalency certificate to verify high school graduation, GED, and SAT/ACT scores if applicable. OR official transcript verifying an associate's degree or higher from a nationally recognized institution. Official transcripts must be submitted to the Health Professions Admissions/Advisement Office, FLRS 306, by Nov. 1. You will not be selected if requirement is not met by the specified deadline.
- United States high school general chemistry (1 credit), CHE 011 (non-credit), or a college-level chemistry (CHE 111 or CHE 103) with a grade of C or better. If home schooled, the high school curriculum must be under a recognized umbrella organization with the supervision of a state-approved curriculum. AACC may require a course syllabus so that our chemistry department chair can review and approve the curriculum.  
*CHE 011 or CHE 111 or CHE 103 is eligible for Health Manpower Shortage Tuition Waiver.*
- Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
- Eligibility for MAT 141 (see [page 334](#)).
- Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
- Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Physical Therapist Assistant program. Anne Arundel Community College's code for TOEFL is 5019.
- Satisfactory completion of criminal background check.
- Submission of completed health examination record.
- Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the Physical Therapist Assistant course sequence each fall as the number of students permit. Applications received by deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available after Dec. 1 in the Health Professions office, Florestano Building Room 112 and on the college website. To be considered for conditional acceptance applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Final selection for the physical therapist assistant course sequence will be based on the criteria described in the PTA department admission requirements available on the program website and at program information sessions.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Readmission to the Physical Therapist Assistant Course Sequence**

Students who leave or are dismissed from the physical therapist assistant course sequence may address a written petition to the Physical Therapist Assistant program director for readmission to the Physical Therapist Assistant program. Readmission cannot be assured and is based on space available.

## PHYSICIAN ASSISTANT

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: SEPT. 1\*

## CERTIFICATE OF PHYSICIAN ASSISTANT STUDIES

DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310

[www.aacc.edu/physassist](http://www.aacc.edu/physassist)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Professional Certificate (code AA.GEN.PA-PROF)

**Total Credit Hours:** 86 credit hours.

**Purpose:** Prepares the primary care physician assistant (PA) student to provide quality medical care under the supervision of a licensed physician. Graduates are employed in doctors' offices, hospitals, clinics, HMOs, nursing homes, the armed forces and other federal government agencies. Graduates are eligible to sit for the national certifying exam for primary care physician assistants conducted by the National Commission on the Certification of Physician Assistants. The Anne Arundel Community College Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

The ARC-PA has granted Continued Accreditation to the Physician Assistant Program sponsored by Anne Arundel Community College. Continued accreditation is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Continued Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next comprehensive review of the program by the ARC-PA will be September 2016.

## RANGE OF OCCUPATIONS

- Physician Assistant (PA)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

## Master's Program

Students enrolled in the Physician Assistant program will earn a master's degree while earning their physician assistant certificate through a partnership between Anne Arundel Community College and the University of Maryland at Baltimore Graduate School. Students must be in good academic standing to be enrolled for the master's program. Under the agreement, students pair 30 hours of U of M coursework with 6 hours of pathophysiology and pharmacology for a Master of Health Science degree. The master's program is entirely online and takes place throughout matriculation at AACC. Additional information on this program is available in the PA admissions packet or online at [www.aacc.edu/physassist](http://www.aacc.edu/physassist).

**Admission Requirements:** See page 223.

## Program Requirements

Students enter the Physician Assistant program in the summer term of each year.

The 25-month, full-time program requires continuous attendance. Therefore, students should plan finances carefully to avoid the necessity for employment. Information on financial assistance opportunities is available in the Student Financial Services office, Student Services Center.

Students must meet academic and technical standards prior to admission to the program. Admission to the program is required prior to registering for any PHA course. An overall GPA of 3.0 or better in the physician assistant curriculum is required to progress into the clinical year of the program.

All physician assistant students are required to have a personal digital assistant (PDA), email address and Internet access.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

\*September 1 is the deadline for 2014. Please check [www.aacc.edu/physassist](http://www.aacc.edu/physassist) for the most current application and admissions information. If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**PHYSICIAN ASSISTANT**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: SEPT. 1\***

**Physician Assistant Course Sequence**

*As a requirement for graduation from the PA program students must successfully complete clerkships in all the following areas: history and physicals, clinical laboratory, radiology, internal medicine, family practice, pediatrics, surgery, obstetrics and gynecology, emergency medicine, psychiatry, occupational medicine and two electives.*

	CREDITS
<b>FIRST YEAR — SUMMER TERM</b>	
PHA 105 Foundation of Physician Assistant Practice. . . . .	5
PHA 110 Applied Medical Sciences. . . . .	7
<b>Total credit hours</b>	<b>12</b>
<b>FIRST YEAR — FALL TERM</b>	
PHA 112 Clinical Medicine 1 . . . . .	.8
PHA 114 Pediatric Medicine 1 . . . . .	.2
PHA 115 Psychiatric Medicine . . . . .	.3
PHA 120 Pathophysiological Approach to Pharmacotherapeutics 1 . . . . .	.3
<b>Total credit hours</b>	<b>16</b>
<b>FIRST YEAR — SPRING TERM</b>	
PHA 118 Clinical Medicine 2 . . . . .	.8
PHA 119 Pediatric Medicine 2 . . . . .	.2
PHA 121 Emergency Medicine . . . . .	.4
PHA 122 Patient Evaluation Lab . . . . .	.1
PHA 123 Pathophysiological Approach to Pharmacotherapeutics 2 . . . . .	.3
<b>Total credit hours</b>	<b>18</b>
<b>SECOND YEAR — SUMMER TERM</b>	
PHA 211 Clerkship Boot Camp . . . . .	.1
PHA 219 Clerkship 1 . . . . .	.4
PHA 220 Clerkship 2 . . . . .	.4
<b>Total credit hours</b>	<b>9</b>
<b>SECOND YEAR — FALL TERM</b>	
PHA 221 Clerkship 3 . . . . .	.4
PHA 222 Clerkship 4 . . . . .	.4
PHA 223 Clerkship 5 . . . . .	.4
<b>Total credit hours</b>	<b>12</b>
<b>SECOND YEAR — SPRING TERM</b>	
PHA 216 Issues and Trends . . . . .	.3
PHA 224 Clerkship 6 . . . . .	.4
PHA 225 Clerkship 7 . . . . .	.4
PHA 226 Clerkship 8 . . . . .	.4
<b>Total credit hours</b>	<b>15</b>
<b>SECOND YEAR — SUMMER TERM</b>	
PHA 227 Clerkship 9 . . . . .	.4
<b>Total credit hours</b>	<b>4</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>	<b>86</b>

**Admission Requirements for Physician Assistant Professional Certificate**

**Admission Requirements**

1. Completion of Admission Steps, which includes online information session, on website at [www.aacc.edu/physassist/Admissions.cfm](http://www.aacc.edu/physassist/Admissions.cfm). Detailed information regarding program, profession, admission and academic requirements and selection criteria will be reviewed.
2. Applicants to the Physician Assistant program must have a bachelor's degree or higher conferred from a nationally recognized institution.
3. Completion of the GRE.
4. Completion of the following prerequisite courses with a minimum grade of C in each course and a cumulative prerequisite GPA of at least 3.0: Statistics, General Microbiology, Anatomy and Physiology 1, Anatomy and Physiology 2, Introduction to Psychology or Developmental Psychology, and General Chemistry or Organic Chemistry or Biochemistry. All prerequisite courses will be reviewed for equivalency to the following AACC courses: BIO 223, BIO 233, BIO 234, PSY 111 or PSY 211, and CHE 111 or CHE 112 or CHE 113 or CHE 115 or CHE 213 or CHE 214. (A higher level biochemistry course may satisfy the chemistry prerequisite.) Course equivalency is determined by the college's transcript evaluation process. All science courses must include a lab component. We require that the Anatomy & Physiology courses be completed within the last seven (7) years. We recommend for your success in the program that you also take biochemistry, statistics, medical terminology and developmental psychology. Applicants are responsible for reviewing the listed prerequisites provided on the website at [www.aacc.edu/physassist/Preparation.cfm](http://www.aacc.edu/physassist/Preparation.cfm) to ensure equivalency prior to submitting a CASPA application. Transcript evaluation services are not available prior to completing a CASPA application.
5. Applicants to the Physician Assistant program must submit application materials and complete an application through the Central Application Service for Physician Assistants (CASPA) at [www.caspaonline.org](http://www.caspaonline.org). Applicants are encouraged to apply by July 1 since the CASPA application process can take several weeks to be completed. Program requirements such as a bachelor's degree or higher, minimum cumulative GPA of 3.0, and equivalency of the five listed prerequisites with a minimum prerequisite GPA of 3.0 must be reflected in the completed application to be eligible for consideration. AACC must receive the verified CASPA application by the deadline date of September 1. Applicants must complete three (3) Letters of Recommendation, a Personal Statement and Patient Contact Experience history (a minimum of 1400 hours is preferred) in the CASPA application.
6. Foreign educated students must have their international college transcripts from all higher-level institutions attended evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org). Please be advised that this process may take several months and must be completed in order to submit and complete the CASPA application.

\*September 1 is the deadline for 2014. Please check [www.aacc.edu/physassist](http://www.aacc.edu/physassist) for the most current application and admissions information. If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## PHYSICIAN ASSISTANT

## SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: SEPT. 1\*

7. Applicants whose native language or language of the home is not English must take the Test of English as a Foreign Language (TOEFL). The minimum acceptable TOEFL score for admission is 250 for the computer-based test and 100 for the Internet-based test. Please note that TOEFL scores are only valid for two years. Official TOEFL scores must be reported on the CASPA application and be sent to CASPA at time for submission.
8. Please refer to the Physician Assistant website for detailed information regarding Physician Assistant admission requirements and process.

**Academic Standards**

All physician assistant students must receive a minimum grade of C in each physician assistant course (and maintain a 3.0 GPA). Students who receive a final grade below C in any physician assistant didactic course will be awarded a grade of F in the course and will not be permitted to continue in the program.

**Selection Criteria**

The selection criteria used to evaluate each applicant will include, but are not limited to:

- Cumulative GPA
- Natural science GPA and credits/hours
- Letters of recommendation
- Patient contact experience
- Community, military and/or civil service
- Conversational fluency in multiple languages
- GRE scores
- Interview

No selection decisions will be communicated via telephone and/or email.

The decision of the Physician Assistant Admissions Committee is final. A non-refundable \$500 deposit is required upon acceptance to the program. This will be applied to your first term bill.

**Technical Standards**

Students who are provisionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**Readmission to the Physician Assistant Course Sequence**

Students seeking readmission to the Physician Assistant program are referred to the PA Program Student Handbook. Specific requirements and eligibility must be met for consideration for readmission.

**Advanced Placement or Transfer**

Anne Arundel Community College's Physician Assistant program does not offer advanced placement in or transfer into either the didactic or clinical portions of the program.

**Health Insurance**

Students are required to have individual health insurance coverage throughout the duration of the program.

\*September 1 is the deadline for 2014. Please check [www.aacc.edu/physassist](http://www.aacc.edu/physassist) for the most current application and admissions information. If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**PRACTICAL NURSING (PN)**

**SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: DEC. 15\***

**PRACTICAL NURSING (PN)  
CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/NURSING](http://www.aacc.edu/nursing)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code AA.GEN.PRAC-NRSG)

**Total Credit Hours:** A minimum of 41 credit hours.

**Purpose:** For students who wish to complete formal education with a certificate. Graduates of the practical nursing (PN) program are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The practical nursing program is approved by the Maryland Board of Nursing.

**RANGE OF OCCUPATIONS**

- Practical Nurse (PN)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See page 226.

**Program Requirements:** All nursing students must receive: (1) a minimum grade of C in each nursing course; and (2) a mark of satisfactory in the clinical laboratory. Students who receive a mark of unsatisfactory in the clinical laboratory at any time during the nursing course sequence will not be permitted to continue in the clinical laboratory and will receive a final grade of F.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**PREREQUISITES**

*All prerequisites, general education and nursing courses require a grade of C or better.*

	CREDITS
<b>BIO 231-BIO 232</b> Human Biology 1, 2	
OR <b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2	8
<i>BIO 101 is a prerequisite for BIO 233-234.</i>	
<b>PSY 111</b> Introduction to Psychology	3
<b>MATHEMATICS</b>	3
<i>General education requirement, see page 43.</i>	
<b>Total credit hours</b>	<b>14</b>

**Practical Nursing Course Sequence (one academic year)**

	CREDITS
<b>TERM 1 — SUMMER</b>	
<b>LPN 180</b> Fundamentals of Practical Nursing	8
<b>Total credit hours</b>	<b>8</b>
<b>TERM 2 — FALL</b>	
<b>LPN 193</b> Adult and Child Health Concepts in Practical Nursing	10
<b>Total credit hours</b>	<b>10</b>
<b>TERM 3 — SPRING</b>	
<b>LPN 194</b> Women, Newborn, Mental Health and Integration of Concepts in Practical Nursing	9
<b>Total credit hours</b>	<b>9</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

## PRACTICAL NURSING (PN)

SPECIAL ADMISSION REQUIREMENTS — PROGRAM APPLICATION DEADLINE: DEC. 15\*

**Admission Requirements for Practical Nursing Certificate****Admission Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application by the application deadline.
3. High school graduate or equivalency. Official transcripts required.
4. United States high school general chemistry (1 credit), CHE 011 (non-credit), or a college-level chemistry (CHE 111 or CHE 103) with a grade of C or better. If home schooled, the high school curriculum must be under a recognized umbrella organization with the supervision of a state-approved curriculum. AACC may require a course syllabus so that our chemistry department chair can review and approve the curriculum.  
*CHE 011 or CHE 111 or CHE 103 is eligible for Health Manpower Shortage Tuition Waiver.*
5. Take the Arithmetic Placement Test and receive a score of 27 or higher by the application deadline or enroll in MAT 005 and complete it with a grade of C or better by the application deadline.
6. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
7. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of "C" or better prior to applying to the program. Anne Arundel Community College's code for TOEFL is 5019.
8. Satisfactory completion of criminal background check.
9. Submission of completed health examination record.
10. Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

Students will be admitted to the practical nursing course sequence each spring as the number of students permit. Applications received by deadline will be assured consideration based on space availability. Applications received after the deadline will be considered on a space-available basis. Applications will be available after June 1 in the Health Professions office, Florestano Building Room 112 and on the college website. To be considered for conditional acceptance applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline date.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- All prerequisites and chemistry requirement must be complete by the end of the fall term in which you apply for selection.
- Final selection for the practical nursing course sequence will be based on the criteria described in the nursing department admission requirements available at a program orientation seminar.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Enrollment Restrictions**

State requirements and limitations of hospital facilities necessitate enrollment restrictions. An applicant who has been convicted of a felony or a misdemeanor may not be eligible for licensure as a Practical Nurse. Students enrolled in the nursing course sequence are required to comply with the Maryland Nurse Practice Act.

**Readmission to the Practical Nursing Course Sequence**

Students who leave or are dismissed from the nursing course sequence may address a written petition for readmission to the department director. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Health Professions office. Requests for readmission must be received by the nursing department by Aug. 1 for spring term readmission. Prior nursing courses must have been taken within the previous two years.

**Transfer to Associate Nursing Programs**

Practical nursing graduates may transfer up to 30 general education credits to state associate nursing programs. For additional requirements, see the program to which you are transferring.

PUBLIC HEALTH PROFESSIONS

**PUBLIC HEALTH PROFESSIONS  
ASSOCIATE OF SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/HEALTHPROFESSIONS](http://www.aacc.edu/healthprofessions)**

**Award:** Associate of Science degree, A.S.

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing public health or health care management and transferring to a four-year institution or gaining personal enrichment.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** A grade of C or better in all Public Health Professions Core Requirements is required to progress in the program. Please note the Public Health option requires completion of a service learning assignment/general community service project (PBH 203). Students in the Public Health option may also be required to complete a criminal background check.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 32-36 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
PHL 100 or PHL 141 or PHL 142 or PHL 194	
AND Arts and humanities general education (except PHL)	

**BIOLOGICAL and PHYSICAL SCIENCES .....7-8**

*For Public Health Option:*

- BIO 101 Fundamentals of Biology
- AND BIO 135 Principles of Nutrition
- OR BIO 136 Principles of Nutrition and Laboratory

*For Health Care Management Option:*

- BIO 101 Fundamentals of Biology
- AND BIO 136 Principles of Nutrition and Laboratory

**COMPUTER TECHNOLOGY .....4**

- CSI 112 Computing and Information Technology

**HEALTH/FITNESS/WELLNESS .....3**

- HEA 150 First Aid and Safety — CPR
- OR EMT 104 Emergency Medical Responder

**MATHEMATICS .....3**

- MAT 135 Elementary Statistics

**SOCIAL and BEHAVIORAL SCIENCES .....6**

*For Public Health Option:*

- SOC 111 Introduction to Sociology
- AND Social science general education (except SOC)

*For Health Care Management Option:*

- SOC 111 Introduction to Sociology
- AND ECO 211 Principles of Economics 1

**PROGRAM REQUIREMENTS: 25-27 credits**

CREDITS

**Option 1: Public Health (code AS.PBH.PUBLIC-HEA)**

<b>MDA 113</b> Medical Terminology .....	<b>3</b>
<b>PBH 101</b> Introduction to Public Health .....	<b>3</b>
<b>PBH 102</b> Introduction to Epidemiology .....	<b>3</b>
<b>PBH 105</b> Essentials of Health Behavior .....	<b>3</b>
<b>PBH 201</b> Global Health .....	<b>3</b>
<b>PBH 202</b> Emerging Public Health Issues .....	<b>3</b>
<b>PBH 203</b> Health Education Promotion .....	<b>3</b>
<i>Service learning component</i>	
<b>Electives</b> (with approval of adviser) .....	<b>4-6</b>
<i>Due to a variety of transfer requirements at four-year schools, students should consult with an academic adviser or with their transfer school before choosing their electives.</i>	

**Option 2: Health Care Management (code AS.PBH.HEA-CARE-MGMT)**

<b>MDA 111</b> Introduction to Allied Health and Medical Ethics .....	<b>2</b>
<b>HIT 111</b> Introduction to Health Information Technology .....	<b>3</b>
<b>BPA 201</b> Financial Accounting .....	<b>3</b>
<b>BPA 172</b> Human Resource Management .....	<b>3</b>
<b>BPA 202</b> Managerial Accounting .....	<b>3</b>
<b>MDA 116</b> Fundamentals of Health Care Delivery Systems .....	<b>3</b>
<b>HIT 223</b> Project Management for Health Information Technology ..	<b>3</b>
<b>HIT 112</b> Healthcare Statistics and Quality Performance Improvement .....	<b>4</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*Computer technology general requirement satisfies the computer competency requirement.*

**DIVERSITY REQUIREMENT**

*Satisfied by SOC 111 requirement.*

**RADIOLOGIC TECHNOLOGY**

**SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION**

**RADIOLOGIC TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/RADTECH](http://www.aacc.edu/radtech)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S. (code AA.GEN.RAD)

**Total Credit Hours:** A minimum of 67 credit hours; seven terms (includes general education and prerequisite requirements).

**Purpose:** Prepares students for employment as entry-level radiographers in hospitals, medical and specialty offices, imaging centers, clinics and other health care agencies. Trains graduates in radiographic positioning and procedures, medical imaging techniques, image processing and other X-ray related competency development areas. Prepares graduates for the American Registry of Radiologic Technologists certification examination. Enrollment limited by availability of clinical sites. The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The curriculum contains a transfer option for students who elect to continue beyond the A.A.S. degree.

**RANGE OF OCCUPATIONS**

- Radiographer (Registered Technologist)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See pages 229-230.

**Program Requirements:** All radiologic technology students must receive a minimum grade of C in each radiology course. Students who receive a final grade below C in any radiology course will be awarded a grade of F in that course.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**PREREQUISITES**

*All seven prerequisite courses must be completed by the end of the spring term with a grade of C or better to be considered for the spring selection to RAD 101.*

**CREDITS**

<b>BIO 231-BIO 232</b> Human Biology 1, 2	
OR <b>BIO 101</b> Fundamentals of Biology	
AND <b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2	<b>.8-12</b>
<b>MAT 141</b> College Algebra and Trigonometry 1	<b>3</b>
<i>MAT 121, MAT 151 or MAT 191 satisfies the MAT 141 requirement.</i>	
<b>ARTS and HUMANITIES</b> general education requirement	<b>3</b>
<i>See pages 41-42.</i>	
<b>ENGLISH</b>	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>SOC 111</b> Introduction to Sociology	<b>3</b>
<b>Total credit hours 20-27</b>	

**Radiologic Technology Course Sequence**

*All Radiologic Technology courses require a grade of C or better. Completion of the Radiologic Technology program satisfies the college's Health/Fitness/Wellness requirement and computer competency requirement for graduation.*

**CREDITS**

<b>SUMMER</b>	
<b>RAD 101</b> Introduction to Radiography	<b>2</b>
<b>Total credit hours 2</b>	
<b>FIRST YEAR — TERM 1</b>	
<b>RAD 111</b> Radiographic Procedures 1	<b>3</b>
<b>RAD 112</b> Clinical Radiography 1	<b>5</b>
<b>Total credit hours 8</b>	
<b>FIRST YEAR — TERM 2</b>	
<b>RAD 121</b> Radiographic Procedures 2	<b>3</b>
<b>RAD 122</b> Clinical Radiography 2	<b>5</b>
<b>RAD 123</b> Imaging Equipment Maintenance and Operation	<b>3</b>
<b>Total credit hours 11</b>	
<b>SUMMER</b>	
<b>RAD 211</b> Radiographic Procedures 3	<b>1</b>
<b>RAD 212</b> Clinical Radiography 3	<b>6</b>
<b>Total credit hours 7</b>	
<b>SECOND YEAR — TERM 1</b>	
<b>RAD 231</b> Radiographic Procedures 4	<b>3</b>
<b>RAD 232</b> Clinical Radiography 4	<b>6</b>
<b>RAD 240</b> Advanced Radiography — Patient Management Techniques	<b>1</b>
<b>Total credit hours 10</b>	
<b>SECOND YEAR — TERM 2</b>	
<b>RAD 251</b> Radiation Biology and Protection	<b>3</b>
<b>RAD 252</b> Clinical Radiography 5	<b>6</b>
<b>Total credit hours 9</b>	

## RADIOLOGIC TECHNOLOGY

### SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION

#### **Admission Requirements for Radiologic Technology Associate of Applied Science Degree**

##### **Admission Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Submit a completed program application.
3. Grade of C or better in seven (7) prerequisite courses.
4. High school graduate or equivalency or bachelor's degree or higher from a nationally recognized institution. Official transcripts required.
5. The Test of Essential Academic Skills version V (TEAS V) is required with a minimum score of 65.
6. Take the Arithmetic Placement Test and receive a score of 27 or higher by the time the application is submitted or enroll in MAT 005 and complete it with a grade of C or higher by the time the application is submitted.
7. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
8. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Radiologic Technology program. Anne Arundel Community College's code for TOEFL is 5019.
9. Satisfactory completion of criminal background check.
10. Submission of completed health examination record.
11. Submission of current American Heart Association CPR for Health Care Providers certification card.

##### **Selection Criteria**

Students will be admitted to the radiography program on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the radiography program only after meeting **all** academic and admission criteria. Once the applicant's admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted. If selected for a future class, the Address Verification form must be resubmitted to the Records office.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.5 at this college.
- All seven prerequisite courses must be complete by the date the application is submitted.
- Completion of all seven prerequisite courses with a minimum grade of C in each course and a cumulative prerequisite GPA of at least 2.5 (no rounding).
- Science courses and College Algebra must be taken within seven years of time the application is submitted.
- Arithmetic placement test and Test of Essential Academic Skills (TEAS V) are required. Students will have two chances to achieve the minimum accepted scores.
- Address verification.
- Official transcripts, if applicable.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, satisfactory completion of a health examination record, and submission of a copy of the required CPR card.

##### **Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

##### **CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

##### **Enrollment Restrictions**

Accreditation requirements and limitations of health care facilities necessitate enrollment restrictions. An applicant who has been convicted of a felony or a misdemeanor may not be eligible to take the national certification examination. See the radiologic technology department chair for additional information. Students enrolled in the radiologic technology course sequence are required to comply with the American Society of Radiologic Technology Code of Ethics, which is within the scope of practice for the profession.

**RADIOLOGIC TECHNOLOGY****SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION****Readmission to the Radiologic Technology Course Sequence**

Students who leave or are dismissed from the radiologic technology course sequence may address a written petition for readmission to the department chair. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Health Professions office.

Request for readmission must be received by the Radiologic Technology department by Aug. 15 for the spring term and Jan. 15 for the summer or fall terms. Prior radiologic technology courses must have been taken within the previous two years.

**Transfer from Other Radiologic Technology Programs**

Students who have successfully completed radiologic technology courses with a grade of “C” or better within the past year in a JRCERT accredited radiologic technology program may transfer to the third (spring) or fourth (summer) term of the radiologic technology course sequence. Transfer cannot be assured and is based on the criteria described in the transfer requirements available in the Health Professions office. Students seeking admission to the Radiologic Technology course sequence should contact the Department Chair of Radiology.

Transferring students must apply by Aug. 15 for admission to the spring term and Jan. 15 for the summer term. A fee covering the cost for student assessment is required.



**RADIOLOGIC TECHNOLOGY**

**COMPUTED TOMOGRAPHY (C.T.)  
TECHNOLOGIST OPTION  
LETTER OF RECOGNITION**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

**Purpose:** This short three-course sequence is for registered radiologic technologists who wish to be cross-trained in the techniques, principles and clinical aspects of computed tomography. Venipuncture techniques also will be included in the course of instruction so that graduates of the course sequence will be prepared to perform venipuncture techniques on the job. After completing this course of study, students will be able to maximize their employability having multi-modality skills in computed tomography with hands-on experience. In addition, this course of study will prepare students for the national computed tomography registry examination.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

1. All students must have verification of certification with the American Registry of Radiologic Technologists (A.R.R.T.) and licensure with the State of Maryland Department of Health and Mental Hygiene.
2. All students must have verification of American Heart Association Basic Life Support CPR for Health Care Providers.
3. Students will be required to perform venipuncture techniques on each other.

**Program Requirements:** Completion of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition after they complete the program requirements.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 10 credits**

CREDITS

<b>MDA 101</b> Phlebotomy for Health Care Providers .....	<b>1</b>
<b>RAD 261</b> Computed Tomography Principles and Applications ...	<b>4</b>
<b>RAD 262</b> Computed Tomography — Clinical Practicum .....	<b>5</b>

*Note: Limitation on health care facilities may necessitate enrollment restrictions.*

**RETAIL MANAGEMENT**

**RETAIL AND SALES MANAGEMENT CERTIFICATE**

CAREERS CENTER  
ROOM 349, 410-777-2390

**Award:** Certificate (code CRT.BPA.RTL.SLS-MGMT)

**Total Credit Hours:** 18 credit hours

**Purpose:** A six course (18 credit hour) sequence of business courses that prepares the successful graduate for a career in retail management in a small to medium-sized organization. Students will learn the various functions of running a retail store, that include: sales and customer service, accounting, supervision of employees and use of the latest business software.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the Certificate.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

	CREDITS
<b>BPA 125</b> Marketing Principles .....	<b>3</b>
<b>BPA 132</b> Sales and Sales Training .....	<b>3</b>
<b>BPA 134</b> Retail Management .....	<b>3</b>
<b>BPA 135</b> Customer Service .....	<b>3</b>
<b>BPA 171</b> Principles of Supervision	
OR <b>BPA 172</b> Human Resource Management .....	<b>3</b>
<b>BPA 210</b> Advanced Sales and Sales Training .....	<b>3</b>

**RETAIL AND SALES MANAGEMENT OPTION LETTER OF RECOGNITION**

CAREERS CENTER  
ROOM 349, 410-777-2390

**Award:** Letter of Recognition

**Total Credit Hours:** Nine credit hours.

**Purpose:** A three course (nine credit hour) sequence of business courses that prepares the successful graduate for entry-level employment in small to medium-sized retailers in a sales or sales support position. This letter of recognition builds toward the certificate in Retail Management to coincide with the employees' advancement from entry level to management.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Program Requirements:** Completion of each of the required courses with a grade of C or better.

**Award Requirements:** Students must apply to the Records and Registration office for the letter of recognition.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

	CREDITS
<b>BPA 125</b> Marketing Principles .....	<b>3</b>
<b>BPA 132</b> Sales and Sales Training .....	<b>3</b>
<b>BPA 135</b> Customer Service .....	<b>3</b>

SCIENCE

**SCIENCE LABORATORY MANAGEMENT CERTIFICATE**

**HENRY L. DRAGUN SCIENCE BUILDING  
ROOM 238, 410-777-2260**

**Award:** Certificate (code CRT.SCI.LAB-MGMT)

**Total Credit Hours:** A minimum of 30 credit hours.

**Purpose:** To provide students with the diverse skills necessary to become science lab managers or coordinators, technical specialists, and technicians in laboratories specializing in biological and chemical analysis. Students may apply these credits toward the Associate of Science degree in the various Science and Premedical Professional options.

**RANGE OF OCCUPATIONS**

- Laboratory technician
- Research assistant
- Science lab manager
- Science technical specialist

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111 and general education mathematics. Completion of each of the required courses with a grade of C or better.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 30 credits**

	CREDITS
<b>BIO 101</b> Fundamentals of Biology .....	4
<b>BIO 205</b> Science Laboratory Management .....	3
<b>BIO 221</b> Fundamentals of Molecular Biology .....	4
<b>BIO 223</b> General Microbiology .....	4
<b>CHE 111</b> General Chemistry .....	4
<b>CHE 112</b> General Chemistry .....	4
<b>CSI 112</b> Computing and Information Technology .....	4
<b>PHY 105</b> How Things Work .....	3

**SURGICAL TECHNOLOGY**

**SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION**

**SURGICAL TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/SURGTECH](http://www.aacc.edu/surgtech)**

**Award:** Associate of Applied Science degree, A.A.S. (code AA.GEN.SGT)

**Total Credit Hours:** A minimum of 66 credit hours.

**Purpose:** Prepares students for employment as entry-level Surgical Technologists in hospitals, surgical centers and other health care industries. Trains graduates to prepare the operating room by setting up surgical instruments and equipment; to work in the sterile surgical field with members of the surgical team; and to assist with the preparation and transport of the surgical patient. Prepares graduates for the Surgical Technologists national certification examination. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756.

**RANGE OF OCCUPATIONS**

- Surgical technologist

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** See [page 235](#).

**Program Requirements:** A grade of C or better in each surgical technology and general education course is required to progress in the program.

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see [page 12](#).

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Surgical Technology Course Sequence**

All courses must be completed with a grade of C or better.

**PREREQUISITES**

	CREDITS
<b>BIO 231-BIO 232</b> Human Biology 1, 2	
OR <b>BIO 233-BIO 234</b> Anatomy and Physiology 1, 2	8
<i>BIO 101 is a prerequisite for BIO 233-BIO 234.</i>	
<b>Total credit hours</b>	<b>8</b>

**REQUIREMENTS**

	CREDITS
<b>FIRST YEAR — TERM 1</b>	
<b>BIO 223</b> General Microbiology	4
<b>ENGLISH</b>	3
ENG 111 Composition and Introduction to Literature 1	
OR ENG 115 Composition and Introduction to Literature for Non-native Speakers 1	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>MATHEMATICS</b> (general education requirement)	3-4
<b>MDA 113</b> Medical Terminology	3
<b>CSI 112</b> Computing and Information Technology	
OR <b>CSI 113</b> Theories and Applications of Digital Technology	4
<b>Total credit hours</b>	<b>17-18</b>

<b>FIRST YEAR — TERM 2</b>	
<b>ENGLISH</b>	0-3
ENG 112 Composition and Introduction to Literature 2	
OR ENG 116 Composition and Introduction to Literature for Non-native Speakers 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>PSY 111</b> Introduction to Psychology	3
<b>SGT 100</b> Pathophysiology and Pharmacology for Surgical Technologist	3
<b>SGT 102</b> Principles of Surgical Technology	6
<b>Total credit hours</b>	<b>12-15</b>

<b>SECOND YEAR — TERM 1</b>	
<b>ARTS and HUMANITIES</b> (general education requirement)	3
<i>Must meet diversity requirement, see <a href="#">pages 41-42</a>.</i>	
<b>SGT 108</b> Surgical Procedures 1	4
<b>SGT 200</b> Surgical Technology Practicum 1	7
<b>Total credit hours</b>	<b>14</b>

<b>SECOND YEAR — TERM 2</b>	
<b>SGT 202</b> Surgical Procedures 2	4
<b>SGT 205</b> Practicum 2 for Surgical Technology	5
<b>SGT 206</b> Practicum 3 for Surgical Technology	5
<b>SGT 209</b> Surgical Technology Perspectives	1
<b>Total credit hours</b>	<b>15</b>

\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.

**SURGICAL TECHNOLOGY****SPECIAL ADMISSION REQUIREMENTS — ROLLING ADMISSION****Admission Requirements**

- Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed. For online schedule, go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
- Submit a completed program application.
- High school graduate or equivalency or associate degree or higher from a nationally recognized institution. Official transcripts required.
- United States high school general chemistry (1 credit), CHE 011 (non-credit), or a college-level chemistry (CHE 111 or CHE 103) with a grade of C or better. If home schooled, the high school curriculum must be under a recognized umbrella organization with the supervision of a state-approved curriculum. AACC may require a course syllabus so that our chemistry department chair can review and approve the curriculum.  
*CHE 011 or CHE 111 or CHE 103 is eligible for Health Manpower Shortage Tuition Waiver.*
- Eligibility for ENG 111 or ENG 115 or ENG 121 (see [page 309](#)).
- Eligibility for general education math (see [page 43](#)).
- If developmental courses in English or mathematics are needed, the student will not be eligible for the program until completion of all developmental courses.
- Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: AACRAO (American Association of Collegiate Registrars and Admissions Officers) at [www.aacrao.org](http://www.aacrao.org) or ECE (Educational Credential Evaluators) at [www.ece.org](http://www.ece.org) or WES (World Education Services) at [www.wes.org](http://www.wes.org).
- Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet-based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Surgical Technology program. Anne Arundel Community College's code for TOEFL is 5019.
- Satisfactory completion of criminal background check.
- Submission of completed health examination record.
- Submission of current American Heart Association CPR for Health Care Providers certification card.

**Selection Criteria**

To be considered for conditional acceptance, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted.
- Must satisfactorily complete all academic and admission requirements.
- Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Completion of all prerequisite courses by the date the application is submitted.
- Address verification.
- Official transcripts, if applicable.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**CPR**

Students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers course by designated deadline.

**Enrollment Restrictions**

Limitations of hospital, clinical or laboratory facilities necessitate certain enrollment restrictions. An applicant who has been convicted of a felony or a misdemeanor may not be eligible for licensure as a Surgical Technologist. See the Surgical Technology department coordinator for additional information.

**THERAPEUTIC MASSAGE**

**THERAPEUTIC MASSAGE  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND  
PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310  
[WWW.AACC.EDU/MASSAGETHERAPY](http://www.aacc.edu/massagetherapy)**

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.IHE.TH-MASS)

**Total Credit Hours:** 60 credit hours.

**Purpose:** To provide a new career path for students wishing to practice as a licensed massage therapist.

**RANGE OF OCCUPATIONS**

- Licensed Massage Therapist (LMT)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession and academic requirements will be discussed. For online schedule go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Eligibility for ENG 111 or ENG 115 or ENG 121.
3. 18 years of age or older on the first day of class (MAS 110 — Swedish Massage).
4. Course sequence must be completed with a GPA of 2.0 or higher.
5. Satisfactory completion of criminal background check.
6. Submission of completed health examination record.

**Program Requirements**

1. All therapeutic massage students must receive a minimum grade of C in each therapeutic massage course. Students must receive a minimum final grade of C in any therapeutic massage course and in BIO 230, BIO 231-BIO 232 or BIO 233-BIO 234, in order to progress in the sequence of massage courses.
2. Students enrolled in the therapeutic massage course sequence are required to comply with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Code of Ethics.

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer from other Therapeutic Massage Programs**

Students who have successfully completed therapeutic massage courses within the past two years in an accredited therapeutic massage program may qualify for the second or third term of the therapeutic massage course sequence. Eligibility for second and third term courses is based on the criteria described in the transfer requirements available in the Health Professions office.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Massage Therapy Course Sequence**

CREDITS

**FIRST YEAR — TERM 1**

<b>BIO 230</b> Structure and Function of the Human Body .....	<b>4</b>
<i>The BIO 231-232 sequence or the BIO 233-234 sequence with a grade of C or better is an option if students prefer to take them in lieu of passing BIO 230 with a grade of C or better.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>General education requirement, see page 43.</i>	
<b>ENGLISH</b> .....	<b>3</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.</i>	
<b>MATHEMATICS</b> .....	<b>3</b>
<i>General education requirement, see page 43.</i>	
<b>MAS 100</b> Introduction to Massage .....	<b>1</b>
<b>Total credit hours 14-15</b>	

**FIRST YEAR — TERM 2**

<b>Elective</b> (physical education) .....	<b>1</b>
<b>ENGLISH</b> .....	<b>0-3</b>
<i>See first year — term 1.</i>	
<b>MAS 110</b> Swedish Massage .....	<b>6</b>
<b>MDA 113</b> Medical Terminology .....	<b>3</b>
<b>PSY 111</b> Introduction to Psychology .....	<b>3</b>
<b>Total credit hours 13-16</b>	

**SECOND YEAR — TERM 1**

<b>EMT 104</b> Emergency Medical Responder	
OR <b>HEA 150</b> First Aid and Safety — CPR .....	<b>3</b>
<b>MAS 111</b> Deep Tissue Massage .....	<b>6</b>
<b>MAS 117</b> Kinesiology for Massage Therapists .....	<b>4</b>
<b>MAS 118</b> Business for Bodyworkers .....	<b>2</b>
<b>Total credit hours 15</b>	

**SECOND YEAR — TERM 2**

<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<i>General education requirement, see pages 41-42.</i>	
<b>BIO 135</b> Principles of Nutrition .....	<b>3</b>
<b>MAS 113</b> Advanced Massage Techniques .....	<b>6</b>
<b>SOC 111</b> Introduction to Sociology .....	<b>3</b>
<b>Total credit hours 15</b>	

**THERAPEUTIC MASSAGE**

**THERAPEUTIC MASSAGE CERTIFICATE**

**DR. THOMAS E. FLORESTANO SR. ALLIED HEALTH AND PUBLIC SERVICES BUILDING, ROOM 112, 410-777-7310**  
[WWW.AACC.EDU/MASSAGETHERAPY](http://www.aacc.edu/massagetherapy)

*This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see page 22) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Health Manpower Shortage Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Professional Certificate (code CRT.IHE.TH-MASS)

**Total Credit Hours:** A minimum of 29 credit hours.

**Purpose:** To provide a new career path for students wishing to practice as a licensed massage therapist or a registered massage practitioner.

**RANGE OF OCCUPATIONS**

- Licensed Massage Therapist (LMT)
- Registered Massage Practitioner (RMP)

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Entrance Requirements**

1. Attendance at a program information session. Call **410-777-7318** for schedule. Detailed information regarding profession and academic requirements will be discussed. For online schedule go to [www.aacc.edu/healthprofessions/infosessions](http://www.aacc.edu/healthprofessions/infosessions).
2. Eligibility for ENG 111 or ENG 115 or ENG 121 (see page 309).
3. 18 years of age or older on the first day of class (MAS 110 — Swedish Massage).
4. Course sequence must be completed with a GPA of 2.0 or higher.
5. Satisfactory completion of criminal background check.
6. Submission of completed health examination record.

**Program Requirements**

1. All therapeutic massage students must receive a minimum grade of C in each therapeutic massage course. Students must receive a minimum final grade of C in any therapeutic massage course and in BIO 230, BIO 231-BIO 232 or BIO 233-BIO 234, in order to progress in the sequence of massage courses.
2. Students enrolled in the therapeutic massage course sequence are required to comply with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Code of Ethics.

**Graduation Requirements:** Students apply to the Records and Registration office for the certificate after they complete the program requirements. Demonstrated eligibility for ENG 111.

**Criminal Background Checks and Drug Screening:** This program requires the satisfactory completion of a criminal background check and possible drug screening. For complete details, see page 12.

**Transfer from other Therapeutic Massage Programs**

Students who have successfully completed therapeutic massage courses within the past two years in an accredited therapeutic massage program may qualify for the second or third term of the therapeutic massage course sequence. Eligibility for second and third term courses is based on the criteria described in the transfer requirements available from the therapeutic massage department.

**Technical Standards**

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Professions, Wellness and Physical Education, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**Massage Therapy Course Sequence**

**CERTIFICATE REQUIREMENTS: 29 credits**

	CREDITS
<b>FIRST YEAR — TERM 1</b>	
<b>BIO 230</b> Structure and Function of the Human Body . . . . .	4
<i>The BIO 231-BIO 232 sequence or the BIO 233-234 sequence with a grade of C or better is an option if students prefer to take them in lieu of passing BIO 230 with a grade of C or better.</i>	
<b>MAS 100</b> Introduction to Massage . . . . .	1
<b>MAS 110</b> Swedish Massage . . . . .	6
<b>Total credit hours</b>	<b>11</b>
<b>FIRST YEAR — TERM 2</b>	
<b>MAS 111</b> Deep Tissue Massage . . . . .	6
<b>MAS 117</b> Kinesiology for Massage Therapists . . . . .	4
<b>Total credit hours</b>	<b>10</b>
<b>SECOND YEAR — TERM 1</b>	
<b>MAS 113</b> Advanced Massage Techniques . . . . .	6
<b>MAS 118</b> Business for Bodyworkers . . . . .	2
<b>Total credit hours</b>	<b>8</b>

TRANSFER STUDIES

**TRANSFER STUDIES  
ASSOCIATE OF ARTS DEGREE**

STUDENT SERVICES CENTER  
ROOM 200, 410-777-2307

**Award:** Associate of Arts degree, A.A. (code AA.TRANSFER.STDS)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students who have specific educational needs not covered by other areas of study or who wish a general background without heavy coursework in any one program. This program offers flexibility in complying with requirements for transfer to baccalaureate colleges in cases where other areas of study do not do so.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** To assure a level of competency in this program, a minimum of 12 credit hours of courses must be in a single discipline. The three letters used in a course designation (e.g., BIO, ENG, GSS) indicate the discipline to which it belongs. Physical activities courses may not be counted toward an option in physical education.

The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
<i>Two different disciplines required.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<i>Note: Students choosing the economics option must select either MAT 141, College Algebra and Trigonometry 1 or MAT 151, Introductory Analysis (Pre-Calculus Mathematics) or a more advanced level mathematics course if qualified. Work with your academic adviser to select an appropriate course for your transfer institution.</i>	
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Two different disciplines required.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	CREDITS
<b>CONCENTRATION REQUIREMENTS</b> .....	<b>12</b>
<i>Select 12 credits from a single discipline. The three letters used in a course designation (i.e. BIO, ENG, GSS) indicate the discipline to which it belongs. Physical activities courses may not be counted toward an option in physical education.</i>	
<b>ELECTIVES</b> (consult with an adviser) .....	<b>11-17</b>
<i>The remaining credit hours needed to achieve a minimum total of 60 credit hours are to be chosen with the approval of an adviser. No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

**COMMUNICATIONS OPTION**

Students wishing to study in the related fields of Communications, Mass Communications, or Journalism should elect a combination of four three-credit courses within the COM designator. It is strongly recommended that students consult with their transfer institution to determine which courses are most suitable for their particular program of study.

**TRANSFER STUDIES**

**ECONOMICS OPTION**

This option is for students who wish to major in economics after transferring.

**Required courses**

<b>ECO 116</b> Inside the Global Economy .....	<b>3</b>
<b>ECO 211-ECO 212</b> Principles of Economics 1, 2 .....	<b>6</b>
<b>ECO 232</b> Business Statistics .....	<b>3</b>

**Electives**

<b>MAT 142</b> College Algebra and Trigonometry 2	
AND <b>MAT 191-MAT 192</b> Calculus and Analytic Geometry 1, 2	
<i>MAT 142 not required if students have taken MAT 151</i>	
OR <b>MAT 230</b> ..Elementary Calculus (for Business and Social Science)	
AND <b>MAT elective</b> .....	<b>6-11</b>
<b>MAT electives</b> (consult with an adviser) .....	<b>6-8</b>

**GENDER AND SEXUALITY STUDIES OPTION**

Gender and Sexuality Studies is a multidisciplinary program offering courses that:

- focus on the significance of gender in all areas of people’s lives
- examine how cultural concepts of femininity, masculinity and sexuality are shaped by gender socialization and bias
- highlight the experiences and achievements of women
- analyze the ways that race, class, disability and sexual orientation intersect with gender.

Students wishing to concentrate in gender and sexuality studies should select four GSS courses.

**PSYCHOLOGY OPTION**

This option is for students who wish to major in psychology after transferring.

**Required course**

<b>PSY 111</b> Introduction to Psychology .....	<b>3</b>
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**Elective courses**

Choose any three additional psychology courses. Although any psychology course may be used to satisfy this requirement, it is strongly recommended that at least two of them be chosen from the following list:

<b>PSY 211</b> Developmental Psychology .....	<b>3</b>
<b>PSY 212</b> Personality Psychology .....	<b>3</b>
<b>PSY 214</b> Abnormal Psychology .....	<b>3</b>
<b>PSY 216</b> Human Sexuality .....	<b>3</b>
<b>PSY 222</b> Psychology of Women .....	<b>3</b>
<b>PSY 223</b> Social Psychology .....	<b>3</b>

*Due to a variety of transfer requirements at four-year schools, students should consult with an academic adviser or with their transfer school before finalizing their choice of courses.*

**SPORTS STUDIES OPTION**

Sports Studies is a multidisciplinary program offering courses that:

- Assess the peer-reviewed research in the field of sports;
- Address sports in the context of race, ethnicity, gender, age and class;
- Examines sports within a larger social and geopolitical context.

**Required course**

<b>SPT 123</b> Sports in America .....	<b>3</b>
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**Elective courses**

Select three of the following courses:

<b>SPT 200</b> Sociology and Sports .....	<b>3</b>
<b>SPT 210</b> Sports Geography .....	<b>3</b>
<b>SPT 213</b> Sports Philosophy .....	<b>3</b>
<b>SPT 232</b> Sport Psychology .....	<b>3</b>

*Due to a variety of transfer requirements at four-year schools, students should consult with an academic adviser, the program director of the option or with their transfer school before finalizing their choice of courses.*

TRANSFER STUDIES

**TRANSFER STUDIES  
CERTIFICATE**

**STUDENT SERVICES CENTER  
ROOM 200, 410-777-2307**

**Award:** Certificate (code CRT.TRN.STDS)

**Total Credit Hours:** 31 credit hours.

**Purpose:** The Transfer Studies certificate is for students whose educational goal is to transfer and who wish a general background in transferable general educational foundational courses. This certificate offers a set of introductory courses designed to meet the baccalaureate requirements of the transfer university and facilitate a more seamless transfer. Credits earned for the certificate may be applied to the Associate of Arts degree in Transfer Studies.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Refer to the general education degree requirements section on [pages 45-48](#) of this catalog to review the general education courses from which to choose. Then meet with an academic adviser to choose courses which meet the general education course requirements or the academic major requirements of the transfer institution. Demonstrated eligibility for ENG 111.

**Award Requirements:** Completion of the required courses with grade of C or better in each course.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see [pages 28-33](#). Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 31-40 credits**

An approved list of general education courses can be found on [pages 41-44](#) of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b>	
AND <b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>.9</b>
<i>Choose three courses from two of the general education groupings above.</i>	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>.7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<b>MATHEMATICS</b> .....	<b>.3-4</b>
<b>Electives</b> (with approval of adviser) .....	<b>.6-9</b>
<i>Due to a variety of transfer requirements at four-year schools, students should consult with an academic adviser or with their transfer school before choosing their electives.</i>	

TRANSFER STUDIES

**HONORS  
CAREER PROGRAMS OPTION  
CERTIFICATE**

**ANNEX B  
Room 108A, 410-777-1269**

**Award:** Certificate (code CRT.TRN.HON-CAR)

**Total Credit Hours:** 15 credit hours.

**Purpose:** The honors program is for high achieving students who wish to earn an honors certificate simultaneously with a career oriented degree such as an A.A.S. or A.A.T. This program provides diverse and interdisciplinary learning environments that enable honors students to collaborate in learning, thinking critically, communicate effectively and lead ethically. The honors program maintains academic rigor while allowing flexibility for qualified students in all majors to participate in an honors curriculum and receive recognition for their achievements.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** Students must demonstrate the following to be considered for admission into the honors program.

1. Eligibility for ENG 121 or completed ENG 111 with a grade of B or better.
2. Eligibility for college credit mathematics.
3. A high school weighted grade point average of at least 3.5 or completion of 12 college credits with a grade point average of at least 3.5. Official transcript required.
4. A completed Honors Program Admissions Application.
5. Applications are accepted on a rolling basis throughout the year.

**Program Requirements:** Students must earn a grade of B or higher in all honors courses, honors sections and/or honors contracts to earn honors credit. To graduate from the honors program, a student must earn a 3.5 cumulative grade point average.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 15 credits**

CREDITS

Honors course .....	3
Honors section of general education course .....	3
<i>Each general education course must be from different disciplines.</i>	
Honors course (additional to any taken above)	
OR Honors contracts (maximum 3 credits)	
<i>One credit each to be taken concurrently with a non-honors course.</i>	
OR Honors section of general education course .....	9
<i>Each general education course must be from different disciplines.</i>	

TRANSFER STUDIES

**HONORS  
TRANSFER PROGRAMS OPTION  
CERTIFICATE**

**ANNEX B  
ROOM 108A, 410-777-1269**

**Award:** Certificate (code CRT.TRN.HON-TRAN)

**Total Credit Hours:** 18 credit hours.

**Purpose:** The honors program is for high achieving students who wish to earn a stand-alone honors certificate or those wishing to earn an honors certificate simultaneously with a transfer studies associates degree. This program provides diverse and interdisciplinary learning environments that enable honors students to collaborate in learning, think critically, communicate effectively and lead ethically. The honors program maintains academic rigor while allowing flexibility for qualified students in all majors to participate in an honors curriculum and receive recognition for their achievements.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Admission Requirements:** Students must demonstrate the following to be considered for admission into the honors program.

1. Eligibility for ENG 121 or completed ENG 111 with a grade of B or better.
2. Eligibility for college credit mathematics.
3. A high school weighted grade point average of at least 3.5 or completion of 12 college credits with a grade point average of at least 3.5. Official transcript required.
4. A completed Honors Program Admissions Application.
5. Applications are accepted on a rolling basis throughout the year.

**Program Requirements:** Students must earn a grade of B or higher in all honors courses, honors sections and/or honors contracts to earn honors credit. To graduate from the honors program, a student must earn a 3.5 cumulative grade point average.

**Financial Aid:** This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. The program requires less than 16 credits, requires more credits than can be transferred into a two-year degree, does not train students for a recognized occupation, or is pending approval. Students in this program are not eligible to receive financial aid from the U.S. Department of Education (Pell Grants, SEOG, Federal Work-Study, Direct Loans or PLUS loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). For more information on financial aid, see pages 28-33. Visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm) for the most current information on eligible programs.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

CREDITS

**Minimum of two (2) honors courses. . . . . 6**  
**Any combination of honors courses or honors section of general education courses. A maximum of three (3) credits from honors contracts may be substituted . . . . . 12**

*One honors contract credit each to be taken concurrently with another non-honors course. Each general education course must be from different disciplines.*

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*To apply to the Honors Program go to [www.aacc.edu/honors](http://www.aacc.edu/honors) or contact the Honors Program at 410-777-1269.*

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TRANSPORTATION, LOGISTICS AND CARGO SECURITY

**TRANSPORTATION, LOGISTICS AND CARGO SECURITY CERTIFICATE**

**CAREERS CENTER  
Room 349, 410-777-2390**

*This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see pages 22-23) enrolled in this program of study by the first day of the term may be eligible for in-county tuition rates for courses required for program completion. It is the student's responsibility to confirm that this program still maintains a Statewide Program status before enrolling. Please refer to the college's Accounts Receivable Office to confirm this designation.*

**Award:** Certificate (code CRT.BMT.TRANSPORT)

**Total Credit Hours:** 18 credit hours.

**Purpose:** This certificate will prepare students for entry-level employment in the growing transportation and logistics industry and enhance the knowledge and skills of existing industry employees.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Employment Information:** The range of occupations within the various sectors of the transportation industry include air, sea, ground, rail, warehousing and distribution. The minimum hiring age varies between 18 and 21, depending on the employer. The majority of jobs in this industry require drug testing and criminal background checks. Students are advised to consider these industry requirements before applying to the program.

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

	CREDITS
<b>BPA 235</b> Introduction to Transportation and Logistics . . . . .	3
<b>BPA 236</b> Introduction to Airport and Seaport Operations . . . . .	3
<b>BPA 237</b> Supply Chain Management . . . . .	3
<b>BPA 238</b> Domestic and International Freight Operations . . . . .	3
<b>BPA 275</b> Internship in Business 1 . . . . .	3
<b>HLS 213</b> Transportation and Border Security . . . . .	3

## UNDECLARED

Students who want to earn a degree or certificate but are undecided about an area of study may initially choose one of three undeclared area of study options. The undeclared areas of study enable students to explore various academic and career options and earn credit toward a variety of degrees or certificates while deciding on a program. The staff of the Counseling, Advising and Retention Services Center is available to assist undeclared students in major and career exploration, declaring a program and in the development of an educational plan.

**UNDECLARED TRANSFER PREP OPTION**

**STUDENT SERVICES CENTER, SECOND FLOOR**  
**410-777-2307**

(code AA.GEN.UND-TRAN)

**Purpose:** This area of study option is for students who want to earn an Associate of Arts or associate of sciences degree and transfer to a four-year college or university, but are still deciding on a subject area. The undeclared area of study option allows you to begin study in required general education courses while working with academic and career advisers to select an appropriate degree program to meet your transfer needs.

**Requirements:** Refer to the general education A.A./A.S. degree requirements section of this catalog on [pages 41-47](#) to ensure that general education, diversity and computing and information technology degree requirements are included in your course selections.

**Declaring a Program:** Students are required to declare a program by the completion of 24 credits. To declare a program, submit an Program of Study Change Form to the Records office or use MyAACC. If AACC does not offer a transfer program for your intended major, please select Transfer Studies (AA.TRANSFER.STDS) as your program at AACC.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**UNDECLARED CAREER PREP OPTION**

**STUDENT SERVICES CENTER, SECOND FLOOR**  
**410-777-2307**

(code AA.GEN.UND-CAR)

**Purpose:** This area of study option is for students who want to earn an Associate of Applied Science degree so they can prepare for a career or possibly transfer, but are still deciding on a subject area. The undeclared area of study option allows you to begin study in required general education courses while working with academic and career advisers to select an appropriate degree program to meet your career goals.

**Requirements:** Refer to the general education A.A.S. degree requirements section of this catalog on [pages 41-47](#) to ensure that general education, diversity and computing and information technology degree requirements are included in your course selections.

**Declaring a Program:** Students are required to declare a program by the completion of 24 credits. To declare a program, submit an Academic Program of Study Change Form to the Records office or use MyAACC.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**UNDECLARED CERTIFICATE OPTION**

**STUDENT SERVICES CENTER, SECOND FLOOR**  
**410-777-2307**

(code AA.GEN.UND-CRT)

**Purpose:** This area of study option is for students who want to earn a certificate to update job skills, but are still deciding on a subject area. Most certificate areas of study are designed as units within Associate of Applied Science degree program and can be acquired in the process of seeking the A.A.S. degree.

**Requirements:** Because certificate programs do not require general education courses and require limited electives, it is required that students meet with an academic adviser prior to their first registration.

**Declaring a Program of Study:** Undeclared certificate-seeking students are required to declare a program by the completion of seven credits.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**VISUAL ARTS**

**ARTS AND SCIENCES TRANSFER — ARTS AND HUMANITIES OPTIONS — FINE ARTS**

**ART HISTORY/MUSEUM EDUCATION OPTION  
ASSOCIATE OF ARTS DEGREE**

**JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028**

**Award:** Associate of Arts degree, A.A. (code AA.ART.AH-ME)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in art history.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
ART 100 Two-Dimensional Design	
AND one 3-credit elementary or intermediate world language course chosen from:	
FRE 111, FRE 112, FRE 211; GER 111, GER 112, GER 211;	
ITA 111, ITA 112, ITA 211, SPA 111, SPA 112, SPA 211	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23 to 29 credits**

	<b>CREDITS</b>
<b>ART 125</b> Drawing 1 .....	<b>3</b>
<b>ART 209</b> History of Western Art 1 .....	<b>3</b>
<b>ART 210</b> History of Western Art 2 .....	<b>3</b>
<b>Choose six additional credits from the following:</b> .....	<b>6</b>
ART 212, ART 219, ART 220, ART 221, ART 222,	
ART 223, ART 224, ART 228, ART 229, HUM 151	
<b>Electives</b> (with approval of department chair) .....	<b>8-14</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of approved courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

**VISUAL ARTS**

**ARTS AND SCIENCES TRANSFER — ARTS AND HUMANITIES OPTIONS — FINE ARTS**

**FILM STUDIES OPTION  
ASSOCIATE OF ARTS DEGREE**

**JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028  
[WWW.AACC.EDU/FILMSTUDIES](http://www.aacc.edu/filmstudies)**

**Award:** Associate of Arts degree, A.A. (code AA.ART.FILM)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in film study.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	<b>CREDITS</b>
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
ART 180 Introduction to Film	
AND one 3-credit arts and humanities general education other than FLM	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course (see page 47).</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	<b>CREDITS</b>
<b>ART 160</b> Video 1 .....	<b>3</b>
<b>ART 161</b> Video Editing .....	<b>3</b>
<b>ART 181</b> Introduction to American Film .....	<b>3</b>
<b>ART 215</b> Notable Film Directors .....	<b>3</b>
<b>ART 216</b> Independent Film .....	<b>3</b>
<b>ART 260</b> Video 2 .....	<b>3</b>
<b>Electives</b> (with approval of department chair) .....	<b>5-11</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of computer competency requirement courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement (see page 43).

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences, health/fitness/wellness general education requirements or elective requirements.

VISUAL ARTS

ARTS AND SCIENCES TRANSFER — ARTS AND HUMANITIES OPTIONS — FINE ARTS

**GAME ART AND DESIGN OPTION  
ASSOCIATE OF ARTS DEGREE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://WWW.AACC.EDU/VISUALARTS)

**Award:** Associate of Arts degree, A.A. (code AA.FA.GAME-ART)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Prepares students for transfer to a four year game art or design program. After graduation from a transfer institution, students will be eligible for entry level positions in the game industry as artists and designers. At AACC students will take foundation art courses in design, color, drawing, art history and portfolio development, enroll in general education courses necessary to graduate from a transfer institution, and take introductory game art and design courses.

It is recommended that students work closely with the game faculty to determine what specific jobs within game art and design are of particular interest, and then identify potential transfer programs that would provide training in those specific areas. Students who wish to enter the game industry after only two years of study at the college level should consider the Game Development A.A.S. degree. Students interested in programming games should consider the Computer Science Transfer Game and Simulation Programming Option A.S. degree.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 32-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
ART 100 Two-Dimensional Design	
AND one arts and humanities general education other than ART	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>4</b>
<i>Students who have otherwise demonstrated competence in computing and information must select a general education mathematics course, a general education computer technology course or a general education.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 25-28 credits**

	CREDITS
<b>ART 102</b> Three-Dimensional Design: Introduction to Sculpture...	<b>3</b>
<b>ART 106</b> Digital Design .....	<b>3</b>
<b>ART 125</b> Drawing 1 .....	<b>3</b>
<b>ART 209</b> History of Western Art 1 .....	<b>3</b>
<b>ART 210</b> History of Western Art 2 .....	<b>3</b>
<b>ART 250</b> Digital Portfolio Development .....	<b>1</b>
<b>Electives</b> (select four from the following with approval of department chair) .....	<b>9-12</b>
<i>Students who are planning on transferring to UMBC should take ART 121 in place of one of their required electives.</i>	
<b>ART 154</b> 3D Computer Graphics	
<b>ART 155</b> 2D Game Prototyping	
<b>ART 156</b> 3D Game Graphics	
<b>ART 157</b> Game Prototyping	
<b>ART 158</b> Game History	
<b>ART 171</b> Interactive Design 1	
<b>ART 174</b> Game Interface Design	
<b>ART 251</b> Animation	
<b>ART 255</b> Game Development	
<b>ART 256</b> Gaming Capstone	
<b>ART 258</b> Game Character Development	
<b>ART 271</b> Interactive Design 2	
<b>ART 273</b> Gaming Hardware	
<b>ART 274</b> Game Testing	
<b>ART 275</b> Digital Design: Internship	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*ART 106 and ART 255 meet this requirement but these course do not meet the general education computer technology requirement. See page 43.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences or health/fitness/wellness general education requirements.*

VISUAL ARTS

ARTS AND SCIENCES TRANSFER — ARTS AND HUMANITIES OPTIONS — FINE ARTS

**PHOTOGRAPHY OPTION  
ASSOCIATE OF ARTS DEGREE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://www.aacc.edu/visualarts)

**Award:** Associate of Arts degree, A.A. (code AA.ART.PHOTO)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in photography.

Transfer credit for some courses may depend on portfolio evaluation. The final authority for accepting credit lies with the four-year institution. Students are encouraged to research potential transfer schools and work with an adviser early to facilitate a successful transfer. Information on transfer is available in Counseling, Advising and Retention Services.

**Notice to Students:** Students enrolled in the Photograph Option degree program will need to supply the following equipment and supplies:

- 35mm Single Lens Reflex Camera
- Digital Single Lens Reflex Camera
- External hard drive – digital storage device
- Black and white film and paper

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
ART 100 Two-Dimensional Design	
AND one 3-credit arts and humanities general education other than ART	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course. See page 43.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	CREDITS
<b>ART 120</b> Digital Photography .....	<b>3</b>
<b>ART 121</b> Black and White Photography .....	<b>3</b>
<b>ART 122</b> Color Photography .....	<b>3</b>
<b>ART 125</b> Drawing 1 .....	<b>3</b>
<b>ART 209</b> History of Western Art 1 .....	<b>3</b>
<b>ART 210</b> History of Western Art 2 .....	<b>3</b>
<b>Recommended electives</b> (with approval of department chair) ..	<b>5-11</b>
<i>ART 102, ART 106, ART 117, ART 131, ART 160, ART 212, ART 231, ART 237, ART 238, ART 239 or ART 260. No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of computer requirement courses. Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement, see page 43.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences general education requirements, health/fitness/wellness or elective requirement.

VISUAL ARTS

ARTS AND SCIENCES TRANSFER — ARTS AND HUMANITIES OPTIONS — FINE ARTS

**VISUAL ARTS OPTION  
ASSOCIATE OF ARTS DEGREE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://www.aacc.edu/visualarts)

**Award:** Associate of Arts degree, A.A. (code AA.ART.VISUAL)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in visual arts.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on “Articulations.”

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>6</b>
ART 100 Two-Dimensional Design	
AND one 3-credit arts and humanities general education other than ART	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
<i>At least one lab science required.</i>	
<b>COMPUTER TECHNOLOGY</b> .....	<b>3-4</b>
<i>Students who have otherwise demonstrated competence in computing and information technology must select a general education mathematics course, a general education computer technology course or a general education interdisciplinary course. See page 43.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
<i>Must select two different disciplines.</i>	

**PROGRAM REQUIREMENTS: 23-29 credits**

	CREDITS
<b>ART 102</b> 3D Design: Introduction to Sculpture.....	<b>3</b>
<b>ART 125-ART 200</b> Drawing 1, 2 .....	<b>6</b>
<b>ART 209</b> History of Western Art 1 .....	<b>3</b>
<b>ART 210</b> History of Western Art 2 .....	<b>3</b>
<b>ART 230</b> Art Portfolio Development .....	<b>1</b>
<b>Electives</b> (with approval of department chair) .....	<b>7-13</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

See page 45 for a list of computer competency requirement courses. Students may satisfy the computer competency requirement simultaneously with their computer technology requirement, see page 43.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences, health/fitness/wellness general education requirements or elective requirements.

VISUAL ARTS

ARTS AND SCIENCES TRANSFER — ARTS AND HUMANITIES OPTIONS — FINE ARTS

**VISUAL DESIGN (WEB AND GRAPHIC) OPTION  
ASSOCIATE OF ARTS DEGREE**

**JOHN A. CADE CENTER FOR FINE ARTS**  
**ROOM 308, 410-777-7028**  
[WWW.AACC.EDU/VISUALARTS](http://www.aacc.edu/visualarts)

**Award:** Associate of Arts degree, A.A. (code AA.ART.VSL-DSGN)

**Total Credit Hours:** A minimum of 62 credit hours.

**Purpose:** Prepares students for transfer to a four-year design program. After graduation from a transfer institution, students will be eligible for various positions in the web or graphic design industry. Students will take foundation art courses in design, color, drawing, art history and portfolio development, enroll in general education courses necessary to graduate from a transfer institution, and take introductory web and graphic design courses.

It is recommended that students work closely with the Visual Arts faculty to identify potential transfer programs that will provide education in specific areas of interest. It is also recommended that students consult with four-year schools prior to earning an AA since transfer agreements can change.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 31-37 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
Successful completion of ENG 121 fully satisfies the college English composition general education requirements.	

<b>ARTS and HUMANITIES</b> .....	<b>6</b>
ART 100 Two-Dimensional Design	
AND one 3-credit arts and humanities general education other than ART	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>7-8</b>
At least one lab science required.	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>INTERDISCIPLINARY STUDIES, COMPUTER TECHNOLOGY</b>	
<b>OR MATHEMATICS</b> .....	<b>3-4</b>
See page 43.	
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>6</b>
Must select two different disciplines.	

**PROGRAM REQUIREMENTS: 25-31 credits**

	CREDITS
<b>ART 120</b> Digital Photography	
OR <b>ART 121</b> Black and White Photography .....	<b>3</b>
Students who are planning on transferring to UMBC should take ART 121	
<b>ART 125</b> Drawing 1 .....	<b>3</b>
<b>ART 166</b> Graphic Design 1	
OR <b>ART 170</b> Web Design 1 .....	<b>3</b>
If students wish to take both courses, one course can be taken as an elective (see electives below).	
<b>ART 209</b> Art History of Western Art 1 .....	<b>3</b>
<b>ART 210</b> Art History of Western Art 2 .....	<b>3</b>
<b>ART 230</b> Art Portfolio Development	
OR <b>ART 250</b> Digital Portfolio Development .....	<b>1</b>
Please see department chair for ART 230 or ART 250 for class recommendations	
<b>Electives</b> (select 3-5 from the following with approval of department chair) .....	<b>9-15</b>
Students transferring to UMBC should consider Video 1 as an elective.	
<b>ART 103</b> Color	
<b>ART 106</b> Digital Design	
<b>ART 117</b> Digital Imaging	
<b>ART 137</b> Illustration	
<b>ART 160</b> Video 1	
<b>ART 166</b> Graphic Design 1	
<b>ART 170</b> Web Design 1	
<b>ART 171</b> Interactive Design 1	
<b>ART 200</b> Drawing 2	
<b>ART 247</b> Lithographic Printmaking	
<b>ART 264</b> Fundamentals of Typography	
<b>ART 266</b> Graphic Design 2	
<b>ART 270</b> Web Design	
<b>CSI 118</b> HTML/CSS Programming	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

ART 106 meets this requirement but this course does not meet the general education computer technology requirement. See page 43.

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, social and behavioral sciences, biological and physical sciences, health/fitness/wellness general education requirements or elective requirements.

VISUAL ARTS

**GRAPHIC DESIGN  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://www.aacc.edu/visualarts)

**Award:** Associate of Applied Science degree, A.A.S.  
(code AAS.ART.GRPH-DSGN)

**Total Credit Hours:** A minimum of 60 credit hours.

**Purpose:** Prepares students for an internship or entry-level position in the field of graphic design and enhances knowledge and skills of those already working in the industry. Students will develop fundamental skills in graphic design, including drawing, typography, digital imaging, photography and page design and layout.

A 120-hour internship course provides students with the opportunity to gain knowledge and professional experience in the industry. Provides specific coursework that can benefit those already in the workforce or who wish to supplement an existing degree.

As an important secondary function, the program recognizes the desire of many students to obtain a bachelor's degree. Information on transfer is available — see the Visual Arts department chair. The final authority for accepting credit lies with the four-year institutions. This option should not be confused with a transfer degree program which leads to a bachelor's degree in graphic design (see description for Visual Design (Web and Graphic) Option degree on page 251).

**RANGE OF OCCUPATIONS**

- Design assistant
- Entry-level graphic designer
- Freelance graphic designer
- Graphic design intern
- Junior graphic designer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on pages 41-47 of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
ART 100 Two-dimensional Design	
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES, COMPUTER TECHNOLOGY or MATHEMATICS</b> .....	<b>3-4</b>
<i>See pages 42-43.</i>	
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 33-39 credits**

	CREDITS
<b>ART 106</b> Digital Design .....	<b>3</b>
<b>ART 117</b> Digital Imaging .....	<b>3</b>
<b>ART 120</b> Digital Photography .....	<b>3</b>
<b>ART 125</b> Drawing 1 .....	<b>3</b>
<b>ART 166</b> Graphic Design 1: Fundamentals .....	<b>3</b>
<b>ART 170</b> Web Design 1	
OR <b>ART 171</b> Interactive Design 1 .....	<b>3</b>
<b>ART 250</b> Digital Portfolio .....	<b>1</b>
<b>ART 264</b> Fundamentals of Typography .....	<b>3</b>
<b>ART 266</b> Graphic Design 2 .....	<b>3</b>
<b>ART 275</b> Digital Arts: Internship .....	<b>3</b>
<b>Electives</b> (with approval of department chair) .....	<b>5-11</b>
<i>No more than 3 credits of physical activity courses may be used as electives.</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*ART 106 meets this requirement but this course does not meet the general education computer technology requirement. See page 43.*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.*

VISUAL ARTS

**GRAPHIC DESIGN  
CERTIFICATE**

**JOHN A. CADE CENTER FOR FINE ARTS**  
**ROOM 308, 410-777-7028**  
[WWW.AACC.EDU/VISUALARTS](http://www.aacc.edu/visualarts)

*Not eligible for financial aid.*

**Award:** Certificate (code CRT.ART.GRPH-DSGN)

**Total Credit Hours:** 25 credit hours.

**Purpose:** The graphic design certificate is intended for professionals already holding a degree who wish to make a career change or update skills in the graphic design industry. Credits earned for the certificate may be applied to the Associate of Applied Science degree program in graphic design. The program provides an introduction to the design process from concept to completion. This certificate is not a substitute for a degree in graphic design.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

- Entry-level graphic designer
- Freelance graphic designer
- Graphic artist
- Junior print designer
- Junior graphic designer

**Graduation Requirements:** Demonstrated eligibility for ENG 111. Completion of the required courses with a grade of C or better.

**Award Requirements:** Completion of the required courses with grade of C or better in each course.

**Related Educational Opportunities:** Other credit certificates in Photography and Video Production are on [pages 256-257](#). Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 28 credits**

	CREDITS
<b>ART 100</b> Two-Dimensional Design .....	3
<b>ART 106</b> Digital Design .....	3
<b>ART 117</b> Digital Imaging .....	3
<b>ART 120</b> Digital Photography .....	3
<b>ART 166</b> Graphic Design 1: Fundamentals .....	3
<b>ART 170</b> Web Design 1 .....	3
<b>ART 171</b> Interactive Design 1 .....	3
<b>ART 250</b> Digital Portfolio Development .....	1
<b>ART 264</b> Fundamentals of Typography .....	3
<b>ART 266</b> Graphic Design 2 .....	3

## VISUAL ARTS

## VISUAL ARTS ASSOCIATE OF APPLIED SCIENCE DEGREE

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://WWW.AACC.EDU/VISUALARTS)

**Award:** Associate of Applied Science Degree, A.A.S.

**Total Credit Hours:** A minimum of 61 credit hours.

**Purpose:** Provides training in various Digital Arts disciplines, including Game Development, Media Production and Web and Interactive Design.

This degree and its options are not intended for students who wish to transfer to a four-year institution after graduation at AACC. Students should review the Arts and Sciences Transfer Associate of Art Degree Arts and Humanities Fine Art Options for degrees specifically designed for transfer.

### Three Options:

1. **Game Development Option** (code AAS.ART.GAME-DEV) gives students basic skills necessary to become independent game developers. It provides first-hand experience in designing game levels, producing original game art, and prototyping game concepts using both 2D and 3D game engines.  
Students interested in working for a large AAA game company are encouraged to consider the Game Art and Design Transfer Degree. This degree will better prepare a student for developing a more focused set of skills necessary to get an entry-level job in this highly competitive industry.
2. **Media Production Option** (code AAS.ART.MEDIA) is designed for students who wish to gain skills that will better prepare them to work in the video and film industry. Students will develop basic skills in the production and post-production of time-based media. With a focus mainly on digital video, students will get first-hand experience developing, making, and editing original footage.  
This option is not specifically designed for transfer to a four-year institution. Students should consult with an adviser and the department video coordinator to ensure an efficient transfer, or consider Film Studies Option of the Arts and Sciences Transfer or the Transfer Studies Associate of Arts Degrees.
3. **Web and Interactive Design Option** (code AAS.ART.WEB-DSGN) prepares students for entry-level positions or internships as web or interactive designers at both regional and national companies

that design and develop websites. Upon completion of this degree, students will have: obtained a solid foundation in design and art; planned projects from concept to completion; created wireframes and design comps; coded and built websites from the ground up; developed an understanding of the industry's history and how it is evolving; and worked on real-world projects with industry professionals.

This degree is not intended for students who wish to transfer to a four-year institution after graduation at AACC. The Visual Design (Web and Graphic) Option of the Arts and Sciences Transfer Associate of Art Degree was developed specifically for students interested in pursuing bachelor's degrees in web and interactive design.

### RANGE OF OCCUPATIONS

- Freelance web designer
- Game designer or artist
- Independent game designer
- Multimedia production designer
- Video production assistant
- Web or interactive designer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Degree Requirements:** The general education degree requirements section on [pages 41-47](#) of this catalog includes the general education requirements for this degree. Refer to those pages to ensure that diversity, computing and information technology and general education degree requirements are included in your course selections.

**Transfer Agreements:** Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer) and then click on "Articulations."

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

### Related Anne Arundel Community College Certificates

- Game Development Certificate, [page 256](#)
- Video Production, [page 257](#)
- Web and Interactive Design Certificate, [page 257](#).

**VISUAL ARTS**

**GAME DEVELOPMENT OPTION**

(code AAS.ART.GAME-DEV)

See [page 253](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES, COMPUTER TECHNOLOGY or MATHEMATICS</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 34-40 credits**

	CREDITS
<b>ART 100</b> Two-Dimensional Design .....	<b>3</b>
<b>ART 106</b> Digital Design .....	<b>3</b>
<b>ART 154</b> 3D Computer Graphics .....	<b>3</b>
<b>ART 155</b> 2D Game Prototyping .....	<b>3</b>
<b>ART 156</b> 3D Game Graphics .....	<b>3</b>
<b>ART 157</b> 3D Game Prototyping .....	<b>3</b>
<b>ART 158</b> Game History .....	<b>3</b>
<b>ART 250</b> Digital Portfolio Development .....	<b>1</b>
<b>ART 255</b> Game Development .....	<b>3</b>
<b>ART 275</b> Digital Arts Internship .....	<b>3</b>
<i>If available, a student may substitute a capstone or practicum course for ART 275, pending approval of the department chair.</i>	
<b>Choose two to four of the following courses</b> .....	<b>6-12</b>
<b>ART 171</b> Interactive Design 1	
<b>ART 174</b> Game Interface Design	
<b>ART 251</b> Animation	
<b>ART 258</b> 3D Game Character Development	
<b>ART 273</b> Gaming Hardware	
<b>ART 274</b> Game Testing	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

ART 106 and ART 255 meet this requirement but these courses do not meet the general education computer technology requirement. See [page 43](#).

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

**MEDIA PRODUCTION OPTION**

(code AAS.ART.MEDIA)

See [page 253](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES, COMPUTER TECHNOLOGY or MATHEMATICS</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 34-40 credits**

	CREDITS
<b>ART 100</b> Two-Dimensional Design .....	<b>3</b>
<b>ART 106</b> Digital Design .....	<b>3</b>
<b>ART 112</b> Audio Production .....	<b>3</b>
<b>ART 121</b> Black and White Photography .....	<b>3</b>
<b>ART 122</b> Color Photography .....	<b>3</b>
<b>ART 154</b> 3D Computer Graphics .....	<b>3</b>
<b>ART 160</b> Video 1 .....	<b>3</b>
<b>ART 161</b> Video Editing .....	<b>3</b>
<b>ART 166</b> Graphic Design 1: Fundamentals .....	<b>3</b>
<b>ART 250</b> Digital Portfolio Development .....	<b>1</b>
<b>ART 275</b> Digital Arts: Internship .....	<b>3</b>
<i>If available, a student may substitute a capstone or practicum course for ART 275, pending approval of the department chair.</i>	
<b>ART electives</b> (with approval of department chair) .....	<b>3-9</b>

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

ART 106 meets this requirement but this course does not meet the general education computer technology requirement. See [page 43](#).

**DIVERSITY REQUIREMENT**

Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.

VISUAL ARTS

**WEB AND INTERACTIVE DESIGN OPTION**

(code AAS.ART.WEB-DSGN)

See [page 253](#) for award and requirement information.

**GENERAL EDUCATION REQUIREMENTS: 21-27 credits**

An approved list of general education courses can be found on pages 41-44 of the catalog. Choose general education courses from the following topics:

	CREDITS
<b>ENGLISH</b> .....	<b>3-6</b>
ENG 111 and ENG 112 Composition and Introduction to Literature 1, 2	
OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers 1, 2	
OR ENG 121 Composition and Literature	
<i>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</i>	
<b>ARTS and HUMANITIES</b> .....	<b>3</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES</b> .....	<b>3-4</b>
<b>BIOLOGICAL and PHYSICAL SCIENCES, COMPUTER TECHNOLOGY or MATHEMATICS</b> .....	<b>3-4</b>
<b>HEALTH/FITNESS/WELLNESS</b> .....	<b>3</b>
<b>MATHEMATICS</b> .....	<b>3-4</b>
<b>SOCIAL and BEHAVIORAL SCIENCES</b> .....	<b>3</b>

**PROGRAM REQUIREMENTS: 34-42 credits**

	CREDITS
<b>ART 100</b> Two-Dimensional Design .....	<b>3</b>
<b>ART 106</b> Digital Design .....	<b>3</b>
<b>ART 117</b> Digital Imaging .....	<b>3</b>
<b>ART 166</b> Graphic Design 1: Fundamentals .....	<b>3</b>
<b>ART 170</b> Web Design 1 .....	<b>3</b>
<b>ART 250</b> Digital Portfolio Development .....	<b>1</b>
<b>ART 264</b> Fundamentals of Typography .....	<b>3</b>
<b>ART 269</b> Responsive Web Design	
OR <b>ART 272</b> Design for Content Management Systems .....	<b>3</b>
<b>ART 270</b> Web Design 2 .....	<b>3</b>
<b>ART 275</b> Digital Arts Internship .....	<b>3</b>
<i>If available, a student may substitute a capstone or practicum course for ART 275, pending approval of the department chair.</i>	
<b>CSI 118</b> HTML/CSS Programming .....	<b>3</b>
<b>Choose one to three of the following courses</b> .....	<b>3-11</b>
<b>ART 171</b> Interactive Design 1	
<b>ART 269</b> Responsive Web Design	
<b>ART 272</b> Design for Content Management Systems	
<b>BPA 127</b> eMarketing	
<b>CSI 117</b> Introductory Object-Oriented Program Analysis and Design	
<b>CSI 119</b> Mobile Web Development	
<b>CSI 151</b> jQuery	
<i>CSI 151 has prerequisite of CSI 117</i>	

**ADDITIONAL REQUIREMENTS**

**COMPUTER COMPETENCY REQUIREMENT**

*ART 106 meets this requirement but this course does not meet the general education computer technology requirement. See [page 43](#).*

**DIVERSITY REQUIREMENT**

*Students may satisfy the diversity requirement simultaneously as they satisfy the arts and humanities, biological and physical sciences, social and behavioral sciences or health/fitness/wellness general education requirements or elective requirements.*



VISUAL ARTS

**GAME DEVELOPMENT CERTIFICATE**

JOHN A. CADE CENTER FOR FINE ARTS  
 ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://WWW.AACC.EDU/VISUALARTS)

**Award:** Certificate (code CRT.ART.GAME-DEV)

**Total Credit Hours:** 18 credit hours.

**Purpose:** The game development certificate is intended for professionals already holding a degree who wish to make a career change or update skills, or those who wish to gain skills in creating independent games. Credits earned for the certificate may be applied to the Associate of Applied Science degree in game development. The program allows the student to choose from a range of gaming courses enabling the student to focus on his or her particular area of interest in game production. This certificate is not a substitute for a degree in game development.

Several degrees in gaming are available including, Game Art and Design Transfer Associate of Arts Degree, Computer Science Transfer Game and Simulation Programming Option Associate of Science, and the Game Development Associate of Applies Science. Look under ART or CSI for specific course listings.

**RANGE OF OCCUPATIONS**

- Independent game developer
- Game artist
- Game designer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 18 credits**

CREDITS

**Choose four from the following:**

- ART 154 3D Computer Graphics .....3
- ART 155 2D Game Prototyping .....3
- ART 156 3D Game Graphics .....3
- ART 157 3D Game Prototyping .....3
- ART 158 Game History .....3
- ART 255 Game Development .....3

**Choose two from the following:**

- ART 171 Interactive Design 1 .....3
- ART 174 Game Interface Design .....3
- ART 251 Animation .....3
- ART 258 Game Character Development .....3
- ART 273 Gaming Hardware .....3
- ART 274 Game Testing .....3

**PHOTOGRAPHY OPTION CERTIFICATE**

JOHN A. CADE CENTER FOR FINE ARTS  
 ROOM 308, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://WWW.AACC.EDU/VISUALARTS)

*Not eligible for financial aid.*

**Award:** Certificate (code CRT.ART.PHOTO)

**Total Credit Hours:** A minimum of 22 credit hours.

**Purpose:** The photography certificate is offered for students who desire a concentrated introduction to photography for career purposes or personal enrichment. Credits earned for the certificate may be applied to the Associate of Applied Science degree program in communication arts technology.

The courses develop an individual’s skills in photographic production and technique as well as darkroom and studio procedures. Students will become familiar with the camera, studio use, lighting and picture-taking techniques.

**RANGE OF OCCUPATIONS**

- Photo lab technician
- Photographer
- Photographic assistant

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 22 credits**

CREDITS

- ART 117 Digital Imaging .....3
- ART 120 Digital Photography .....3
- ART 121 Black and White Photography .....3
- ART 122 Color Photography .....3
- ART 231 Photography Portfolio Development .....1
- ART 237 Photojournalism .....3
- ART 238 Alternative Photography Processes .....3
- ART 239 Techniques of Photographic Lighting .....3

VISUAL ARTS

**VIDEO PRODUCTION OPTION CERTIFICATE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 227, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://WWW.AACC.EDU/VISUALARTS)

*Not eligible for financial aid.*

**Award:** Certificate (code CRT.ART.VIDEO)

**Total Credit Hours:** A minimum of 27 credit hours.

**Purpose:** The video production certificate prepares students in the fundamentals of developing television programs. The courses cover technical areas such as equipment set-up and operation, lighting, selection of lenses and audio. Other important areas include program planning, the production process, image composition and video graphics.

This option is a serious introduction to the field rather than a comprehensive study of production methods. It is beneficial to students who need an introduction to video production methods for employment or personal use. Credits earned for the certificate may be applied to the Associate of Applied Science degree program in communication arts technology.

**RANGE OF OCCUPATIONS**

- Camera operator
- Grip
- Video production assistant

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 27 credits**

	CREDITS
ART 106 Digital Design .....	3
ART 112 Audio Production .....	3
ART 121 Black and White Photography .....	3
ART 239 Techniques of Photographic Lighting .....	3
ART 160 Video 1 .....	3
ART 161 Video Editing 1 .....	3
ART 260 Video 2 .....	3
ART 275 Digital Arts: Internship .....	3
<i>The practicum (ART 275) must be in video production.</i>	
ART electives (with approval of department chair) .....	3

**WEB AND INTERACTIVE DESIGN CERTIFICATE**

JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 227, 410-777-7028  
[WWW.AACC.EDU/VISUALARTS](http://WWW.AACC.EDU/VISUALARTS)

**Award:** Certificate (code CRT.ART.WEB.IDSGN)

**Total Credit Hours:** 37-39 credit hours.

**Purpose:** The web and interactive design certificate is intended for professionals already holding a degree who wish to make a career change or update skills in the web design industry. Professionals with a traditional background in print design hoping to expand into the web arena may also benefit from the certificate in web and interactive design. Credits earned for the certificate may be applied to the Associate of Applied Science degree program in web and interactive design. The program provides an introduction to the design process from concept to completion, as well as allowing the student to choose an additional area of focus: marketing or programming. This certificate is not a substitute for a degree in web or interactive design.

**RANGE OF OCCUPATIONS**

- Entry-level web or interactive designer
- Junior web or interactive designer
- Web or interactive design intern
- Freelance web designer

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Graduation Requirements:** Demonstrated eligibility for ENG 111.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**CERTIFICATE REQUIREMENTS: 37-39 credits**

	CREDITS
ART 100 2D Design .....	3
ART 106 Digital Design .....	3
ART 117 Digital Imaging .....	3
ART 166 Graphic Design 1: Fundamentals OR ART 264 Fundamentals of Typography .....	3
ART 170 Web Design 1 .....	3
ART 250 Digital Portfolio Development .....	1
ART 269 Responsive Web Design .....	3
ART 270 Web Design 2 .....	3
ART 272 Design for Content Management Systems .....	3
ART 275 Digital Arts Internship .....	3
CSI 118 HTML/CSS Programming .....	3
<b>Select one pair of the following focus courses:</b>	
<b>MARKETING FOCUS</b>	
BPA 126 Advertising and Sales Promotion .....	3
BPA 127 eMarketing .....	3
<b>PROGRAMMING FOCUS</b>	
CSI 117 Introductory Object-Oriented Program Analysis and Design .....	4
CSI 151 jQuery .....	4

VISUAL ARTS

**FILM ANALYSIS  
LETTER OF RECOGNITION**

**JOHN A. CADE CENTER FOR FINE ARTS  
ROOM 308, 410-777-7028**

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of nine credit hours.

**Purpose:** This course sequence is designed for students who wish to transfer into a film program, who plan on majoring in another subject but wish to display a concentrated interest in film study, or who are interested in personal enrichment in this area.

**RANGE OF OCCUPATIONS**

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

**Award Requirements:** Completion of each of the required courses with a grade of C or better. Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

**Related Educational Opportunities:** Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

**REQUIREMENTS: 9 credits**

CREDITS

<b>ART 180</b> Introduction to Film	
OR <b>AMS/ART 181</b> Introduction to American Film .....	<b>3</b>
<b>ART 215</b> Notable Film Directors .....	<b>3</b>
<b>ART 216</b> Independent Film .....	<b>3</b>

# Credit Courses of Instruction

This section includes a list of the courses offered at the college. Courses are listed in numerical sequence under subject areas which, in turn, are listed alphabetically.

Courses with numbers less than 100 carry no college credit. Their primary purpose is to prepare students for subsequent credit courses.

Most of the courses in the 100 series are first-year courses, some of which have specified prerequisites. They may be taken by either freshmen or sophomores. Most of the courses in the 200 series are second-year courses, some of which have specified prerequisites.

## Prerequisites

Prerequisites are courses, certifications, assessment test scores, qualifications for enrollment in other courses, such as eligibility for ENG 111 or ENG 115 or ENG 121, or other measurable activities which must be successfully completed prior to enrollment in the course.

## Corequisites

Corequisites are courses which must be taken simultaneously.

## Prerequisites or Corequisites

Prerequisites or corequisites are courses which must either be successfully completed prior to enrollment in the course or, if not completed before, must be taken simultaneously with the course.

*Note: The college reserves the right to cancel any course.*

## General Education Requirements

The State of Maryland mandates that every associate degree program contain general education requirements. For an explanation of specific awards and a listing of general education requirements at Anne Arundel Community College, see the Awards section, [pages 39-40](#). To find courses that meet an associate degree general education requirement in this Credit Courses of Instruction section, look for courses listed with the “open book” icon in the following categories.

ARTS & HUM.....Arts and Humanities  
COMP TECH.....Computer Technology  
ENG COMP.....English Composition  
HEALTH.....Health/Fitness/Wellness  
INTERDIS.....Interdisciplinary and Emerging Issues  
MATH.....Mathematics  
SCIENCE.....Biological and Physical Sciences  
SOC SCI.....Social and Behavioral Sciences

For information see [pages 41-44](#).

## Computing and Information Technology Competency Requirement

Courses listed with the “computer” icon meet the associate degree computing and information technology competency requirement. For information see [page 45](#).

## Diversity Requirements

Courses listed with the “diversity” icon meet the diversity requirement. For information see [pages 46-47](#).

## Elective Choices

Some associate degree areas of study include electives. There are three types of electives: discipline electives, approval-of-adviser electives and area electives.

## Types of Electives

- **Discipline Electives** — The choice of elective, in some instances, is restricted to electives listed under a particular discipline such as paralegal studies or communication arts technology, e.g.,  
Elective.....paralegal studies
- **Approval of Adviser** — Where noted, a student must receive an adviser’s approval before registering for such an elective, e.g.,  
Elective.....approval of adviser
- **Area Electives** — To bring balance into students’ areas of study and provide breadth, some programs require students to choose electives within a specified area, e.g.,  
Elective.....social sciences

No more than three credits of physical activity courses may be used as electives toward graduation. Some programs (e.g., Science and Premedical Professional) may not allow physical activity courses to be used as adviser-approved electives.

## Disciplines included in each area of study follow:

### Business

Business Administration .....BPA  
Computer Technologies.....CSI  
Cyber.....CYB  
Economics.....ECO  
Entrepreneurial Studies.....ESI  
Gender and Sexuality Studies.....GSS 174, GSS 229, GSS 270  
History.....HIS 261, HIS 262  
Homeland Security Management .....HLS  
Human Services .....HUS 165, HUS 228  
Law Enforcement and Criminal Justice .....CJS  
Mechatronics Technology .....MEC  
Paralegal Studies .....LGS  
Science Technologies, Engineering and Mathematics .....STM

### Continuing and Professional Studies

Hotel/Restaurant Management.....HRM  
Teacher Education and Child Care Institute.....EDU

### Health

Emergency Medical Technician.....EMT 104  
Gender and Sexuality Studies .....GSS 113, GSS 117  
Health .....HEA 100, HEA 111, HEA 113, HEA 114,  
HEA 115, HEA 116, HEA 150

### Health Professions

Allied Health.....AHT  
Emergency Medical Technician.....EMT  
Health Information Technology.....HIT  
Human Services.....HUS  
Medical Assisting.....MDA  
Medical Laboratory Technician .....MLT  
Nursing.....NUR  
Pharmacy Technician.....RXN  
Physical Therapist Assistant.....PTA  
Physician Assistant.....PHA  
Public Health Professions.....PBH  
Radiologic Technology .....RAD  
Surgical Technology .....SGT  
Therapeutic Massage .....MAS

**Humanities**

American Studies .....	AMS
Art .....	ART
Communications (Journalism, Speech) .....	COM
Dance.....	DAN
Gender and Sexuality Studies .....	GSS 101, GSS 169, GSS 210, GSS 217, GSS 218, GSS 211, GSS 222, GSS 223, GSS 228
History.....	HIS 111, HIS 112, HIS 214, HIS 217
Honors.....	HON
Humanities.....	HUM
Music .....	MUS
Philosophy.....	PHL
Sophomore Literature .....	ENG
Theater.....	THA
World Languages .....	American Sign Language (ASL), Arabic (ARB), Chinese (CHI), French (FRE), German (GER), Greek (GRK), Hebrew (HEB), Italian (ITA), Japanese (JPN), Latin (LAT), Portuguese (PRT), Russian (RUS), Spanish (SPA)

**Interdisciplinary and Emerging Issues**

American Studies.....	AMS 102, AMS 212
Business Administration.....	BPA 105
Communications .....	COM 200
Computer Technologies .....	CSI 194, CSI 212
Future .....	FTR 105, FTR 110
Gender and Sexuality Studies.....	GSS 102, GSS 169, GSS 212
Music .....	MUS 169
Philosophy.....	PHL 194
Psychology .....	PSY 105
Sociology.....	SOC 102, SOC 105, SOC 212

**Mathematics**

Mathematics .....	MAT
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**Science**

Alternative and Sustainable Energy .....	SES
Astronomy.....	AST
Biology.....	BIO
Chemistry .....	CHE
Gender and Sexuality Studies .....	GSS 115
Honors.....	HON 120
Physical Science .....	PHS
Physics .....	PHY
Veterinary Science Technology.....	VST

**Social Science**

African American Studies .....	AFA 101, AFA 214
American Studies .....	AMS 100, AMS 102, AMS 101, AMS 111, AMS 121
Anthropology .....	ANT
Economics.....	ECO
Education .....	EDU
Future .....	FTR 110
Gender and Sexuality Studies .....	GSS 101, GSS 102, GSS 217, GSS 218
Geography.....	GEO
History .....	HIS
Honors .....	HON 110, HON 140
Human Services.....	HUS 150
Political Science .....	PLS
Psychology .....	PSY
Sociology .....	SOC



**COURSE NAME ABBREVIATIONS**

Achieving College/Career Advancement .....	ACA	Mechatronics Technology .....	MEC
African American Studies .....	AFA	Medical Assisting .....	MDA
Allied Health .....	AHT	Medical Laboratory Technician .....	MLT
Alternative and Sustainable Energy Systems .....	SES	Music .....	MUS
American Studies .....	AMS	Nursing .....	NUR
Anthropology .....	ANT	Paralegal Studies.....	LGS
Architecture and Interior Design.....	ACH	Pharmacy Technician .....	RXN
Art (includes former CAT & FLM) .....	ART	Philosophy.....	PHL
Astronomy.....	AST	Physical Education .....	PHE
Biology.....	BIO	Physical Science.....	PHS
Business Administration.....	BPA	Physical Therapist Assistant .....	PTA
Chemistry .....	CHE	Physician Assistant .....	PHA
Communications (Journalism, Speech) .....	COM	Physics .....	PHY
Computer Technologies.....	CSI	Political Science.....	PLS
Criminal Justice and Law Enforcement .....	CJS	Practical Nursing .....	LPN
Cyber .....	CYB	Psychology .....	PSY
Dance.....	DAN	Public Health Professions .....	PBH
Economics.....	ECO	Radiologic Technology .....	RAD
Education .....	EDU	Reading.....	RDG
Electronic Engineering Technology.....	EET	Reading and Writing for Success .....	RWS
Emergency Medical Technician .....	EMT	Science, Technology, Engineering and Math .....	STM
Engineering.....	EGR	Sociology.....	SOC
Engineering Technologies.....	ENT	Sports Studies.....	SPT
English .....	ENG	Surgical Technology .....	SGT
English as a Second Language .....	ESL	Theater Arts .....	THA
Entrepreneurial Studies .....	ESI	Therapeutic Massage.....	MAS
Future.....	FTR	Veterinary Science Technology .....	VST
Gender and Sexuality Studies .....	GSS	World Languages	
Geography .....	GEO	American Sign Language.....	ASL
Health.....	HEA	Arabic .....	ARB
Health Information Technology.....	HIT	Chinese.....	CHI
History.....	HIS	French.....	FRE
Homeland Security Management.....	HLS	German .....	GER
Honors.....	HON	Greek .....	GRK
Hotel/Restaurant Management .....	HRM	Hebrew .....	HEB
Human Services.....	HUS	Italian .....	ITA
Humanities.....	HUM	Japanese .....	JPN
Internship Experience .....	IEX	Latin.....	LAT
Library Information .....	LIB	Portuguese.....	PRT
Mathematics.....	MAT	Russian .....	RUS
		Spanish .....	SPA

**ACHIEVING COLLEGE/CAREER ADVANCEMENT (ACA)**

ACA 100

**Student Success**

1 credit hour.

An orientation to college academic support services and faculty expectations. Exposes students to study skills, note taking, strengthening memory and concentration, and time management. Assess your own learning style, choose a career path, set goals and develop an educational plan. Assists you in transition to college and helps develop tools to ensure your academic success.

ACA 200

**Portfolio Assessment**

1 credit hour.

Create a portfolio of prior learning that demonstrates knowledge acquired in nonacademic settings to AACCC content experts for possible credits in targeted courses. Develop educational and career plans, analyze and match acquired learning experiences with course learning objectives and provide supporting documentation.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

**AFRICAN AMERICAN STUDIES (AFA)**AFA 101  **Introduction to African American Studies**

3 credit hours — Three hours weekly; one term.

Presents an overview of history, culture, religion, institutions, politics, economics, arts and psychology of peoples of African descent as developed from experience and both the old and new worlds. Multidisciplinary analysis of social life from an African-American perspective as illustrated in selected historical and contemporary writings.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AMS 101; credit is not given for both AFA 101 and AMS 101.*

AFA 102 **Psychology of African Americans**

3 credit hours — Three hours weekly; one term.

Explore basic theoretical and philosophical perspectives in the field of African-American psychology. Review history of African Americans and impact of historical events on the psychological well-being of African Americans. Discuss racism and discrimination and its impact on the African-American family, the education and achievement of African Americans, African-American identity development and other pertinent issues relevant to the lifestyles of African Americans.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as PSY 102; credit is not given for both AFA 102 and PSY 102.*

AFA 214  **African American History**

3 credit hours — Three hours weekly; one term.

Evaluate significant contributions made by African Americans to the American past. Gain oral and visual impressions of important issues and personalities of our nation's African American heritage through media presentations.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as HIS 214; credit is not given for both AFA 214 and HIS 214.*

AFA 225  **African American Literature**

3 credit hours — Three hours weekly; one term.

Explore the poetry, fiction, nonfiction, and drama of African Americans of the United States from the 18th century to the present. Study major literary, political, and social currents that inspired this writing

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

*Note: Also offered as ENG 225; credit is not given for both AFA 225 and ENG 225.*

AFA 228  **African American Art**

3 credit hours — Three hours weekly; one term.

Study African American visual arts encompassing African art forms, the arts of the African Diaspora and varied work of African American artists. Lectures and discussions will be supplemented by trips to museums in the Baltimore-Washington area. No previous art courses are necessary.

*Note: Also offered as ART 228; credit is not given for both AFA 228 and ART 228.*

AFA 280–299

**Special Topics in African American Studies**

3 credit hours — Three hours weekly; one term.

An intensive study of current or specialized themes or topics in African American studies.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Current Special Topics*

AFA 280 The Relationship of the Civil Rights Movement and Sport

**ALLIED HEALTH (AHT)**

AHT 101

**Mathematics for Health Professions**

1 credit hour — Three hours weekly; six weeks.

Gain knowledge of basic arithmetic including ratio and proportion calculations, metric and apothecary conversions, medication calculations for adults and children, calculations required to regulate intravenous fluids and other clinically related functions for safe and accurate medication administration.

This course must be completed with a grade of B or better. Attendance at all classes is mandatory to receive a passing grade.

*Prerequisite: NUR 120, NUR 121 and NUR 122 or by permission of the nursing department director.*

AHT 280–299

**Special Topics in Allied Health Technology**

4 credit hours — One to four hours weekly; one term.

An in-depth study of contemporary issues that meets changing needs and interests of students. Provides an opportunity to explore topics that affect current health care philosophies, directions, practices and challenges not covered in other traditional courses.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$10-50.

**ALTERNATIVE AND SUSTAINABLE ENERGY SYSTEMS (SES)**

SES 100

**Green Strings: Tying Energy Efficiency and Energy Sustainability Together**

1 credit hour — One hour of lecture weekly; one term.

Examines energy fundamentals, energy pathways, energy production and usage patterns, energy economics and environmental impact, and the rationale for developing and for implementing sustainable, renewable alternative energy resources and systems.

SES 101

**Introduction to Conventional and Alternative Energy Sources**

3 credit hours — Three hours of lecture weekly; one term.

Introduces basic energy concepts and principles and presents a detailed overview of both conventional and alternative energy sources.

SES 200

**Residential Energy Systems 1: The Electrical System***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term*

Integrates theory, laboratory investigations, and fieldwork to investigate both the fundamentals of electrical circuitry and the design and function of the residential electrical energy distribution system. The principles of performance and efficiency of lighting systems and common appliances are examined, strategies for both improving household electrical energy efficiency and for conserving electrical energy use are analyzed, and the feasibility of incorporating a residential solar photovoltaic (PV) system is evaluated. Lab fee \$40.

SES 201

**Residential Energy Systems 2: Heating and Cooling Systems***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Addresses, theoretically and practically, the problem of maintaining a seasonally comfortable residential temperature and humidity environment. The principles of heat transfer, the requirements for satisfying and for regulating home heating and cooling load demands, and the design and function of residential heating and cooling systems are examined and analyzed using theory, laboratory investigations, and fieldwork. Strategies for energy conservation and increased energy efficiency are explored, including solar heating and cooling systems, sustainable design, and landscaping options. Lab fee \$40.

SES 250

**RESNET Energy Rater Certification Training***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Reviews the basic principles and design of household energy systems. Also develops the skills and provides the training for the measurement and the evaluation of residential energy performance. Lab fee \$40.

*Note: Successfully completing this course prepares the student to sit for the RESNET National Energy Rater Exam, available at course's end. The fee for the RESNET National Energy Rater Exam is the student's responsibility.*

**AMERICAN STUDIES (AMS)**AMS 100  ARTS & HUM / SOC SCI**Introduction to American Studies***3 credit hours — Three hours weekly; one term.*

Learn American culture and its many expressions. Investigate the various ways the American experience has been described from the earliest explorations to the present. Examine primary ideas and themes in the development of American culture, emphasizing the student's role as participant and observer.

AMS 101  SOC SCI **Introduction to African American Studies***3 credit hours — Three hours weekly; one term.*

Presents an overview of history, culture, religion, institutions, politics, economics, arts and psychology of peoples of African descent as developed from experience and both the old and new worlds. Multidisciplinary analysis of social life from an African-American perspective as illustrated in selected historical and contemporary writings.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AFA 101; credit is not given for both AMS 101 and AFA 101.*

AMS 102  ARTS & HUM / SOC SCI  INTERDIS **Introduction to Masculinity Studies***3 credit hours — Three hours weekly; one term.*

Explore issues in the lives of American men. Investigates the interdisciplinary field of masculinity studies by examining contemporary theories of masculinity, changes in the definitions of masculinity in different periods of American history, the sociology and psychology of men's experiences, and gender and sexuality as organizing features of men's lives.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 102 and SOC 102; credit is given for only one of the following: AMS 102, GSS 102 or SOC 102.*

AMS 111  ARTS & HUM / SOC SCI**Business in America***3 credit hours — Three hours weekly; one term.*

Gain a broad understanding of the impact of business attitudes and practices upon American culture. Learn about the changing standards of living, concepts of wealth, myths of success, social implications of advertising and the culture of abundance. Course recommended for students who are majoring in business or American Studies.

AMS 121  ARTS & HUM / SOC SCI**Popular Culture in America***3 credit hours — Three hours weekly; one term.*

Examine American beliefs, values and attitudes as they are reflected in such institutions and leisure pursuits as motion pictures, television, radio, music, sports, politics and lifestyles.

AMS 123

**Sports in America***3 credit hours — Three hours weekly; one term.*

Examine the role, function and significance of sports and their impact on the hearts and minds of Americans. Research topics such as myth and legends, rituals and ceremonies, women and sports, amateurs and professionals, the business of sports and sports as a secular religion.

*Note: Also offered as SPT 123; credit is not given for both AMS 123 and SPT 123.*

AMS 181  ARTS & HUM (formerly AMS 130)**Introduction to American Film***3 credit hours — Three hours weekly; one term.*

Study the complex relationship between American film and culture. Review and discuss the aesthetics and manifestation of film in American society.

*Note: Also offered as ART 181; credit is not given for both AMS 181 and ART 181.*

AMS 211 **Gender and Mass Media in the United States***3 credit hours — Three hours weekly; one term.*

Learn principles of contemporary mass media scholarship. Examine how media creates and perpetuates constructions of masculinity and femininity and how these constructions relate to race, ethnicity, class, sexuality and other variables of difference. Explore the political economy of media production, the relationship between media and ideology and audience reception.

*Note: Also offered as GSS 211; credit is not given for both AMS 211 and GSS 211.*

AMS 212  INTERDIS **Introduction to Lesbian, Gay, Bisexual and Transgender Studies***3 credit hours — Three hours weekly; one term.*

Examine the diversity of lesbian, gay, bisexual and transgender (LGBT) behaviors, orientations, identities, communities, and issues from a trans-historical, cross-cultural and interdisciplinary perspective with special emphasis on LGBT culture in the United States. Study the history of human sexuality and gender identity/expression; cultural and social constructions of sexuality and gender; representations of LGBT experience in textual and visual media; legal rights and restrictions; current events and socio-political issues of current interest; methods of queer theory/queer studies; and advocacy, activism and change.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 212 and SOC 212; credit is given for only one of the following: AMS 212, GSS 212 or SOC 212.*

AMS 223  ARTS & HUM**History of American Architecture**

3 credit hours — Three hours weekly; one term.

An introduction to the development of American architecture, interior design, urban design and landscape architecture from pre-colonial times to the present. Particular attention will be paid to the old and new world sources of American design, as well as to the cultural, political, economic and environmental forces that have shaped the American built environment. Lectures and discussions will be supplemented by field trips. No previous art courses are necessary.

*Note: Also offered as ACH 223 and ART 223; credit is given only one of the following: ACH 223, AMS 223 or ART 223.*

AMS 224

**Introduction to Historic Preservation**

3 credit hours — Three hours weekly; one term.

An introduction to the field of historic preservation, including its history, practices and philosophical and legal dimensions. Lectures will be supplemented by field trips to local historic sites and preservation agencies. No previous art courses are necessary.

*Note: Also offered as ART 224; credit is not given for both AMS 224 and ART 224.*

AMS 225 **Cultural Representations of Disability, Gender and Sexuality in the U.S.**

3 credit hours — Three hours weekly; one term.

Explore the representations of disability in American popular culture. Analyze how gender and sexuality affect the representations of disability. Examine the connections between representations of oppressed groups in popular culture and the unequal distribution of economic, political and social power in the U.S.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 225 and SOC 225; credit is given for only one of the following: AMS 225, GSS 225 or SOC 225.*

AMS 280-299

**Special Topics in American Studies**

3 credit hours — Three hours weekly; one term.

An intensive study of significant themes, motifs and ideas in American culture. Multidisciplinary methods are used to integrate history, literature, music, art, psychology, architecture and philosophy.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer issues, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

**ANTHROPOLOGY (ANT)**

ANT 120

**Introduction to Physical Anthropology**

3 credit hours — Three hours weekly; one term.

Survey anthropology with emphasis on human physical development. Consideration given to humans as evolving biological and cultural creatures and historical theories of evolution and transmission of inheritance.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 120; credit is not given for both ANT 120 and SOC 120.*

ANT 121  SOC SCI**Introduction to Cultural Anthropology**

3 credit hours — Three hours weekly; one term.

Survey the comparative cross-cultural study of human behavior and social organization. Using an ethnographic approach, examine topics such as the concept of culture, family and kinship, economic, social and political organization and religion.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 121; credit is not given for both ANT 121 and SOC 121.*

ANT 123  SOC SCI**Introduction to Archaeology**

3 credit hours — Three hours of lecture weekly; one term.

Research the archeology of both Old and New Worlds emphasizing North America and Europe. Analyze the spatial distribution, over time, of the genus Homo. Investigate material cultural and environmental evidence in order to understand regional differences in social institutions, especially economics.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 123; credit is not given for both ANT 123 and SOC 123.*

ANT 205

**Traditional Cultures of the World**

3 credit hours — Three hours weekly; one term.

Learn about culture as expressed by a cross-section of world traditional cultures. Using a cross-cultural perspective, review contemporary and historical case material from specific traditional cultures in detail, comparing the lifestyles of each group. Lectures cover hunters and gatherers, tribes, chiefdoms and pre-industrial groups from diverse parts of the earth.

*Prerequisite: SOC 111 or SOC 121 or ANT 121 or permission of department chair.*

*Note: Also offered as SOC 205; credit is not given for both ANT 205 and SOC 205.*

ANT 280-299

**Special Topics in Anthropology**

3 credit hours — Three hours weekly; one term

An intensive study of current or specialized themes or topics in Anthropology.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Current Special Topics*

ANT 296 The North American Indian

**ARCHITECTURE AND INTERIOR DESIGN (ACH)**

ACH 100

**Introduction to Interior Design**

1 credit hour — One hour forty minutes weekly; 8 weeks.

Gain an overview of the interior design profession. Learn the principles and elements of interior design through critiques, simple in-class exercises, projects, and lectures. Explores the various academic pathways in both residential and commercial design. Preparatory course for students exploring the field of interior design and seeking a certificate or degree. Lab fee \$20.

ACH 104

**Materials and Methods for Interior Design 1**

3 credit hours — Two hours of lecture and three hours of studio weekly; one term.

Learns basic interior finishes and materials along with practical applications in both residential and commercial design. Evaluate resources, specifications, performance attributes and installation issues influencing the selection of paints, natural and synthetic stone, ceramic tile, wood, metal, glass, as well as sustainable materials for interior construction. Examine research methods, planning techniques and the development of interior design finish packages for new home construction while developing analytical skills. Lab fee \$40.

ACH 105

**Textiles and Textile Applications**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Learn textiles, their construction and application. Identify fiber, yarn systems, method of weaving, dye and special applications. Learn the Textile Complex (process of raw materials through production to the end-user) and provide an overview of custom drapery, upholstery and carpet. The basics of measuring and estimating are also included. Lab fee \$40.

ACH 106 (ACH 101)

**Residential Design Studio**

4 credit hours — Three hours of lecture weekly and two hours of laboratory weekly; one term.

Learn the residential interior design process from initial client interview, through schematics, design development, and final presentation while gaining a studio based foundation. Assess interior design composition, including the principles and elements of design, color theory, furniture layouts, finish selections and sample board presentations. Develop and advance in basic fundamentals of drafting and illustration techniques as specifically applied to interior floor plans and elevations. Lab fee \$40.

*Prerequisite:* ACH 100 and ACH 111.

*Note:* Credit is not given for both ACH 106 and the former ACH 101.

ACH 111

**Architectural Design 1**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Introduces architectural drawing, including perspective and orthographic drawing. Solve elementary problems in building design to demonstrate the steps required to analyze an architectural project and present it graphically. Learn basic skills required to understand and interpret architectural drawings. No previous drawing experience is required. Lab fee \$40.

*Corequisite:* ACH 121 or permission of department chair.

ACH 112

**Architectural Design 2**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Introduces basic architectural rendering and model-making techniques. Focuses on the use of various presentation media used to develop more effective visual appearance for presentation drawings and models. Covers site plans, building plans, sections, elevations and perspectives. Concurrent registration in ACH 122 is recommended. Lab fee \$40.

*Prerequisite:* ACH 111 and ACH 121.

ACH 115

**Introduction to Landscape Architecture**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Introductory study of the principles and elements of residential landscape design with practical applications to residential environments. Focuses on site analysis, drainage and grading, field survey, alternative evaluation and design implementation. Students are required to furnish some materials. Lab fee \$40.

ACH 116

**Landscape Architecture: System and Design**

4 credit hours — Two hours lecture and four hours of laboratory weekly; one term

Examine the diverse topics that inform landscape architectural designs. Study the behavioral, environmental and aesthetic principals used to shape the design and use of outdoor spaces. Learn graphic methods to analyze multiple landscape typologies and the plant material used in landscape design. Illustrate landscape design solutions using various industry techniques.

*Prerequisites:* ACH 111 or permission of department chair.

ACH 121

**Architectural Materials and Methods 1**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Introduces materials and methods used in wood frame construction. Covers basic structural theory, commonly used materials and simple detailing of the connections generally used to join materials. Lab fee \$40.

*Corequisite:* ACH 111 or permission of the department chair.

ACH 122

**Architectural Materials and Methods 2**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Continue study of materials and construction methods used in commercial construction. Emphasize commonly used structural systems, use of building systems and detailing of commercial construction. Concurrent registration in ACH 112 is recommended. Lab fee \$40.

*Prerequisite:* ACH 111 and ACH 121.

ACH 201

**History of Interior Design**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Explore interior design history and how architecture influenced design. Learn about ancient civilizations through the renaissance to present day. Understand decorative arts, furniture, textiles and historic interior finishes as a continuum with application principles to current design processes. Lab fee \$40.

*Prerequisite:* ACH 100. ACH 245 recommended.

ACH 202

**Space Planning**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Learn building occupancy types, plumbing layouts, kitchen configurations (following NKBA guidelines), lighting and reflected ceiling plans. Gain an in-depth knowledge of the design process focusing on space planning solutions. Examine building codes and regulatory issues surrounding interior space such as, IBC (International Building code), ADA (The Americans with Disability Act), Life Safety Code, ANSI (American National Standards Institute), NFPA (National Fire Protection Association) and other standards that pertain to both residential and commercial interiors. Study space planning for mixed-use and historic adaption. The course encompasses the critical body of knowledge for individuals seeking NCIDQ (National Council for Interior Design Qualification) certification. Lab fee \$40.

*Prerequisite:* ACH 106 (formerly ACH 101) or ACH 211 or permission of department chair.

ACH 203 (formerly ACH 102)

**Commercial Design Studio**

4 credit hours — Three hours of lecture and two hours of studio weekly; one term.

Learn commercial and contract design. Concentrates on specific commercial and contract projects such as retail, hospitality, corporate, entertainment, recreational and yacht design with an emphasis on sustainability. Addresses public health, safety and welfare issues. Projects cover all aspects of commercial design from client contact, programming, schematics, design development to design presentations. Expands on materials and methods for interior design for commercial applications. Advanced graphic design and illustration skills are emphasized to include: concept drawings, elevations, color renderings and presentation board layouts. Lab fee \$40.

*Prerequisite:* ACH 104, ACH 105, ACH 106, or permission of department chair.

*Note:* Credit is not given for both ACH 203 and the former ACH 102.

ACH 204

**Interior Construction Detailing**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Gain advanced skills in architectural drawing and documentation used in completing working drawings, dimensioning, specifications, notes and finish schedules for residential construction. Examine the cycle and development of interior construction documents for contractors, purchasing, project management and trade use. Review documentation for copy rights and legal registration of creative work including the drawings, models and prototypes for custom furnishings and three dimensional designs. Lab fee\$40.

*Prerequisite:* ACH 104 or ACH 211.

ACH 205

**Advanced Residential Studio**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Explore the principles and elements of designing complex projects in a residential setting. Learn design applications in today's environment through lecture and studio. Students will hand-draft floor plans, apply AutoCAD skills and create sample boards that are portfolio ready. Lab fee \$40.

*Prerequisite:* ACH 106 or permission of department chair. ACH 104 and ACH 105 recommended.

ACH 206

**Kitchen and Bath Design***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Gain an overview of Kitchen and Bath Design. Interpret program and code requirements for basic kitchen and bath facilities in residential settings. Address finishes, appliance options, various building shells and budget constraints. Design kitchens and baths following the guidelines of NKBA (National Kitchen and Bath Association) with additional consideration for ADA (The Americans with Disability Act) and LEED (Leadership in Energy and Environmental Design). Lab fee \$40

*Prerequisite: ACH 202 or ACH 204 or ACH 211 or permission of department chair.*

ACH 207

**Portfolio and Visual Presentation for Interior Design***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Learn techniques and applications of perspective drawings for interiors, their furnishing and details, taught in various media. Emphasizes portfolio ready presentations and explores, examines and executes the development of a well organized body of work. Lab fee \$40

*Prerequisite: ACH 106 (formerly ACH 101), ACH 112, ACH 245 and ART 125 or permission of department chair.*

ACH 208

**History of Ornament, Textiles and Color***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

An expansion of History of Interior Design as a continuum with further application to current design approaches. Focuses on color palettes and their historical origins; the use of textiles during those periods, and ornamentation of the interior structures and how it relates to the interior design professional today. Lab fee \$40

*Prerequisite: ACH 106 (formerly ACH 101) and ACH 201.*

ACH 209

**Lighting for Interior Design***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Reviews the difference between natural and artificial light. Covers lighting effects with respect to texture and color, the psychology of light, and the relationship of light and sustainable design in today's environment. Fixture schedules, switching patterns and reflected ceiling plans for a multitude of residential and commercial situations are covered. Includes lectures, research and student projects. Lab fee \$40.

*Prerequisite: ACH 203 (formerly ACH 102), ACH 242 and PHY 120.*

ACH 210

**Advanced Commercial Studio***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

A continuation of ACH 203, Advanced Studio emphasizes a comprehensive study of commercial interiors. This course prepares students with an advanced knowledge of contract design in hospitality, commercial office, and other public spaces. Students will complete complex projects, with an emphasis on graphic design and presentation skills. Lab fee \$40.

*Prerequisite: ACH 203 (formerly ACH 102) and ACH 245.*

ACH 211

**Architectural Design 3***3 credit hours — Two hours of lecture and four hours of laboratory weekly; one term.*

Method and sequence of solving problems of architectural design applied to a typical medium-rise building. Covers schematic design, design development and presentation drawings. The design of the project demonstrates the selection and modification of standard component systems for use in the structure. Concurrent registration in ACH 240 and ACH 242 is recommended. Lab fee \$40.

*Prerequisite: ACH 112 and ACH 122.*

ACH 212

**Architectural Design 4***4 credit hours — Two hours of lecture and six hours of laboratory weekly; one term.*

Focuses on the development of multiple design solutions that incorporate concepts and symbolism that are realized into an architectural study through

observation, analysis and synthesis. Includes study of sustainable and high performance design standards as they apply to the process of design. Individual work on a portfolio of past and present work is required. Lab fee \$40.

*Prerequisite: ACH 211 and ACH 242.*

ACH 213

**Sustainable Interiors***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Focuses on sustainable design choices and the tools for implementing changes in the use of our planet's limited resources. Demonstrates the impact on the individual and environment with the LEED (Leadership in Energy and Environmental Design) system for interiors. Instruction incorporates an analysis of green philosophies in interior design, systems, and building products. The student will create projects in presentation format and research new technologies. Lab fee \$40.

*Prerequisite: ACH 203 (formerly ACH 102) and ACH 242.*

ACH 214

**Professional Practices in Interior Design***3 credit hours — Three hours of lecture weekly; one term.*

Learn legal and professional responsibilities of operating an interior design business. Examine the various contracts, standardized and custom, that protect both designer and client during working projects. Review contractual arrangements, ethics and practices of today's interior designer. Ideal for internships or those already in the workforce. Lab fee \$40.

*Note: Intended for the student who has taken interior design studio classes or has industry experience.*

ACH 215

**Interior Design Standards***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

A comprehensive study of the key components of the NCIDQ (National Council of Interior Qualification) exam. Intensive review of all critical elements including building codes, space planning, lighting strategies, business procedures, product knowledge and sample testing are included. Lab fee \$40.

*Prerequisite: ACH 203 (formerly ACH 102) or permission of department chair.*

ACH 216

**Construction Management***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Introduces the basic principles and skills required to organize and manage large construction projects. Emphasizes the professional role and liability during the design and construction process and focuses on the construction project from the organizational management perspective. Reviews the elements of the construction documents and the roles and responsibilities of the various parties to the construction process. Lab fee \$40.

*Prerequisite: ACH 122 or concurrent enrollment in ACH 122 or permission of department chair.*

ACH 217

**Construction Inspection***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Introduces the role of inspection in the construction process. Covers the complexities of regulations and contract requirements for inspecting construction methods, materials and systems used in building.

*Prerequisite: ACH 121 and ACH 122.*

ACH 218

**Construction Operations***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

An introduction to basic principles and elements required to organize, operate and manage small-, medium- and large-sized construction companies. Emphasizes the process of estimating, bidding, scheduling, procurement, value engineering and construction safety. Focuses on the construction project management from the executive perspective. Lab fee \$40.

*Prerequisite: ACH 216 or permission of the department chair.*

ACH 219

**Construction Contract Administration**

3 credit hours — Two hours lecture and two hours of laboratory weekly; one term.

Examines the construction document and contract document used in construction. Emphasis is on the review, understanding and interpretation of construction contracts and conditions, specifications and drawings. Focuses on the legality of the construction document set from bidding requirements through contract changes. The relationship between the project manual and drawings is closely examined. Lab fee \$40.

*Prerequisite:* ACH 216 or permission of the department chair for concurrent enrollment in ACH 216.

ACH 221  ARTS & HUM

**History of World Architecture 1**

3 credit hours — Three hours weekly; one term.

Examine the development of world architectural styles, including European, Southeast Asian, Indian Chinese, and Japanese styles, from the ancient world through the late European Middle Ages. Learn architectural design and city planning as responses to religious, political, economic, and cultural needs, as well as for an understanding of their structural principles. No previous art courses are necessary.

*Note:* Also offered as ART 221; credit is not given for both ACH 221 and ART 221.

ACH 222  ARTS & HUM

**History of World Architecture 2**

3 credit hours — Three hours weekly; one term.

Examine world architectural styles from the Renaissance through the present, including indigenous architecture in Africa and the Americas, and consider contemporary programs in architecture and urbanism. Learn architectural design, landscape architecture and city planning as responses to religious, political, economic and cultural needs, as well as for an understanding of their structural principles. No previous art courses are necessary.

*Note:* Also offered as ART 222; credit is not given for both ACH 222 and ART 222.

ACH 223  ARTS & HUM

**History of American Architecture**

3 credit hours — Three hours weekly; one term.

An introduction to the development of American architecture, interior design, urban design and landscape architecture from pre-colonial times to the present. Particular attention will be paid to the old and new world sources of American design, as well as to the cultural, political, economic and environmental forces that have shaped the American built environment. Lectures and discussions will be supplemented by field trips. No previous art courses are necessary.

*Note:* Also offered as AMS 223 and ART 223; credit is given for only one of the following: ACH 223, AMS 223 or ART 223.

ACH 226

**Advanced Kitchen and Bath Design**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Learn skills necessary for complex kitchen and bath design. Covers advanced design techniques and deeper understanding of construction challenges and design solutions. Further incorporates NKBA Planning and Access Guidelines and presentation standards into kitchen and bath design. Focuses on creating complete project documents for larger upscale kitchens and baths and effectively communicating design solutions. Hand-drafting and computer aided drafting applications using 20/20 software area addressed. Projects are primarily residential with an additional focus on public facilities, codes and ADA. Lab fee \$40.

*Prerequisite:* ACH 206 and ACH 235 or concurrent enrollment of ACH 235 with permission of department chair.

ACH 230

**Cost Estimating for Design**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Introduces the role of cost estimating in the construction process. Covers concerns and processes related to and involved with estimating the costs of construction. Reviews economic factors which affect construction costs. Lab fee \$40.

*Prerequisite:* ACH 122 or concurrent enrollment in ACH 122 and eligibility for MAT 012.

ACH 231

**Professional Practices in Architecture**

3 credit hours — One hour lecture and four hours laboratory weekly; one term.

Learn the role of the design professional in the construction industry. Examine the interrelationships, roles, ethics and responsibilities of the various participants in the design and construction process. Analyze business structure, company management, marketing, administration, public and client relations, consultant and contractor relations, standardized contracts, project administration and procedures and compensation. Review internship and licensure requirements for architects. Learn business practices in the architectural profession. Lab fee \$40.

*Prerequisite:* ACH 111 and ACH 121.

ACH 233

**Construction Specifications**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Introduces the roles of construction specifier and product representative in the construction process. Emphasizes writing and interpreting construction specifications.

*Prerequisite:* ACH 121 and ACH 122.

ACH 234

**Construction Scheduling**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Emphasizes the critical path method (CPM) for scheduling and planning the process of building construction. Integrates information feedback in both the design and building phases into the planning process. Lab fee \$15.

*Prerequisite:* ACH 121 and ACH 122.

ACH 235

**Computer Applications for Kitchen and Bath Design**

1 credit hour — 10 hours of lecture and 10 hours of laboratory; one term.

Learn the 20/20 computer-aided design software that is used universally in the kitchen and bath industry. Includes lecture directed labs with a focus on how the software interprets manufacturers specifications, floor plans, elevation drawings and perspectives. Lab based homework and projects assigned. Lab fee \$40.

*Prerequisite:* CSI 112 or 113 and either ACH 202 or ACH 204 or ACH 211 or permission of department chair.

ACH 236

**Building Codes**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Covers major codes and regulations which affect building design and construction.

*Prerequisite:* ACH 121 and ACH 122 or permission of department chair.

ACH 240  ARTS & HUM

**Construction Documentation**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

A simulation of the steps and activities necessary to develop a set of construction documents. The practice of architectural detailing is emphasized. Lab fee \$40.

*Prerequisite:* ACH 111, ACH 122 and ACH 245 or ENT 241 or permission of department chair.

*Note:* ACH 240 formerly ACH 223.

ACH 242

**Environmental Systems for Design**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

An introduction to the environmental systems of heating, cooling and plumbing and their impact on the building, the occupants and the environment. Covers mechanical electrical systems commonly used in commercial building construction and the impact of sustainable and high performance design. Lab fee \$40.

*Prerequisite:* ACH 111 and ACH 121.

ACH 245

**Computer Applications for Design***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Features computer applications used by architects, interior designers and others involved in design and construction. Discusses how common and specialized CAD software is applied to the design and construction industry along with the specialized hardware associated with these fields. Provides an overview of the use and application of peripherals such as plotters and scanners. Emphasis is placed on how basic computer functions, file management, word processing, graphic presentation and CAD are applied to design and construction. Includes review of internet resources, electronic communication and how graphic images are transferred electronically. Uses MS Office Word, PowerPoint and AutoCAD. Lab fee \$40.

*Prerequisite: ACH 111 and CSI 112 or CSI 113 or permission of department chair.*

*Note: Credit is not given for both ACH 245 and ENT 241.*

ACH 249

**Architectural CAD Applications***1 credit hour — One hour of lecture weekly; one term.*

Studies the various uses of object-based computer-aided design (CAD) applications in the professional designer's office. Emphasizes the use of the computer as a presentation tool for those who may not use CAD on a regular basis. Focuses on how this type of CAD can be integrated into the production of design and construction documents. Covers both three-dimensional and two-dimensional applications of CAD using ArchiCAD software.

ACH 255

**AutoCAD for Design***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Expands on basic AutoCAD skills to further develop a comprehensive organization of CAD drawings. Features an in-depth exploration of commands as they apply in the architecture and interior design environment, and introduces Architectural Desktop, an AutoCAD software overlay for design professionals. Uses basic features of the software to produce CAD drawings and construction documents in the architecture and interior design fields. Emphasis is placed on the various applications of the software in the architectural environment, highlighting The Design Center, External Referencing, and further applications of Model Space/Paper Space. Lab fee \$40.

*Prerequisite: ACH 111, ACH 121 and either ACH 245 or ENT 241 or permission of the department chair.*

*Note: Course counts as required CAD elective for Architecture and Interior Design degree options and certificates.*

ACH 260

**The Chicago Frank Lloyd Wright Experience***3 credit hours — 30 hours lecture and 45 hours of laboratory.*

Focus on the work of noted architect Frank Lloyd Wright. Analyze Wright's work and Chicago architecture through tours and in-person observations. Visit residential, commercial and religious commissions in and around the Chicago and southern Wisconsin area. Review general Chicago architecture design and style, including the International Style, as it is juxtaposed against Wright's work. Lab fee \$40.

*Note: This travel study course is taught primarily on site and requires pre- and post-trip meetings. Students are required to sign up for TRS 345 and pay travel fees separately.*

ACH 261

**Paris by Design: Classic to Contemporary***3 credit hours — 30 hours of lecture and 45 hours of laboratory.*

Focus on French architecture in one of Europe's most innovative cities, Paris. Analyze Paris architecture through site tours and in-person observations. Experience architecture from several time periods that has influenced design throughout the world. Examine the architectural design styles, and urban context of Paris, such as chateaus, monuments, outdoor spaces, museums, civic and religious buildings, along with other historic and contemporary structures. Lab fee \$40.

*Note: This travel study course is taught primarily on site and requires pre- and post-trip meetings. Students are required to sign up for TRS 311 and pay for travel fees separately. Students are also required to have a valid passport 60 days prior to departure.*

ACH 265

**Digital Studio***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Introduces the relationship between the architectural design and technology. Explores the use of digital technology as it applies to the sequence of the design process. Focuses on the appropriate application of technology through the use of studio projects, blending free-hand sketching with two and three dimensional graphic software. Discusses the basics of digital imaging as used in design. Reviews digital presentation techniques and three-dimensional modeling. Uses SketchUp, Photoshop, PowerPoint and AutoCAD software. Lab fee \$40.

*Prerequisite: ACH 111, ACH 112, ACH 121 and either ACH 245 or ENT 241 or permission of department chair.*

*Note: This course counts as one of the required CAD electives.*

ACH 270

**Building Information Modeling***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Introduces the relationship between design and building information modeling. Explores the use of the latest building information modeling technology as it applies to the sequence of the design and construction documentation process. Focuses on the appropriate application of technology through the use of parametric building objects. Discusses the basic concepts of building information modeling and how it applies to the design work environment. Course uses Revit software by Autodesk. Lab fee \$40.

*Prerequisite: ACH 111, ACH 122 and either ACH 245 or ENT 241 or permission of department chair.*

*Note: This course counts as one of the required CAD electives.*

ACH 271

**Advanced Building Information Modeling***3 credit hours — One hour lecture and four hours of laboratory weekly; one term.*

Explore advanced uses of the latest in building information modeling technology as it applies to the sequence of the design and construction documentation process. Focus on expanding knowledge of advanced skills in the areas of conceptual design, including massing studies, space planning, visualization, rendering and animations. Course uses Revit software by Autodesk. Lab fee \$40.

*Prerequisite: ACH 270 or permission of the department chair.*

*Note: This course counts as one of the required CAD electives.*

ACH 275

**Internship in Architecture and Interior Design 1***3 credit hours — 20 to 40 hours of area-related work experience weekly; one term.*

Students participate in work related to their program. The work must be certified by the department chair.

*Prerequisite: Permission of department chair.*

*Note: Students are strongly encouraged to contact the Coordinator for Internships prior to registration.*

ACH 276

**Internship in Architecture and Interior Design 2***3 credit hours — 20 to 40 hours of area-related work experience weekly; one term.*

Continuation of ACH 275. The work must be certified by the department chair.

*Prerequisite: ACH 275 and permission of instructor or department chair.*

*Note: Students are strongly encouraged to contact the Coordinator for Internships prior to registration.*

ACH 280-299

**Special Topics in Architecture**

1-4 credit hours.

Current or specialized topics of interest to architecture and interior design students. Possible topics are construction scheduling, construction management, construction estimating, interior architecture and computer-aided design.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$40.

**ART (ART)**

Includes former CAT (communication arts technology) and FLM (film studies) courses. Studio art courses may be audited any number of times.

ART 100  ARTS & HUM**Two-Dimensional Design**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Introduces the theories and the concepts of basic visual design. Through a variety of studio problems, explore composition and color theory as it relates to two-dimensional art forms. Introduces the computer as a design tool. No previous art instruction is required. Lab fee \$30.

ART 102  ARTS & HUM**Three-Dimensional Design: Introduction to Sculpture**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Learn the principles and processes of making sculptural art forms using a variety of materials and methods. Explores the integration of visual elements and design concepts through a variety of studio problems. No previous art instruction is necessary. Lab fee \$50.

ART 103

**Color**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Designed to teach students how to work with color. Included is instruction in color-mixing, color relationships and harmonies, working with various color systems and the psychological and expressive aspects of color. No previous art courses are necessary. Lab fee \$15.

ART 106  (formerly CAT 111)**Digital Design**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Develop skills and proficiency to create original vector and bitmap graphics. Learn the design process and to use tools to create and edit digital content. Create web pages, portfolios and posters. Gain an understanding of the design industry. Lab fee \$40.

*Note: Advanced students may receive a course waiver with permission of the department chair, by submitting a portfolio that demonstrates specific competencies.*

ART 112 (formerly CAT 112)

**Audio Production**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Learn audio recording, production and post-production. Explore acoustic theory, digital recording, studio and field production, sound design, mixing and mastering. Lab fee \$40.

ART 117 (formerly CAT 117)

**Digital Imaging**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Discover the fundamental visual concepts, terminology, techniques and applications of digital imaging. Create, manipulate and edit original digital artwork. Learn digital editing, painting, and scanning as well as how to manipulate file resolutions, file formats, output devices and color systems. Use Adobe Photoshop, explore print preparation, halftone theory and Web/print output. Lab fee \$40.

ART 120 (formerly ART/CAT 120)

**Digital Photography**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Learn the technical and aesthetic properties of digital photography including camera operation, composition and lighting. Gain hands-on experience in photoediting software such as Photoshop and Lightroom. Explore the creative aspects of digital photography through assignments, lectures and demonstrations. Lab fee \$60.

*Note: Students are required to provide a manual operation DSLR camera and an external storage device.*

ART 121 (formerly ART/CAT 121)

**Black and White Photography**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Learn to create black and white photographs. Explore fundamentals of the camera, film and darkroom processes. Produce high-quality black and white prints. Lab fee \$50.

*Note: Students are required to provide a manual operation 35mm single-lens reflex camera, a film processing tank, tripod, film and photographic paper.*

ART 122 (formerly ART/CAT 122)

**Color Photography**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Explore the science, methodology and aesthetics of printing color photography in a traditional analog method while at the same time investigating issues relating to contemporary fine art photography. Learn to use color photography as a medium for expressive communication through a combination of conceptual and technical assignments. Lab fee \$50.

*Prerequisite: ART 121 or permission of department chair.*

*Note: Students are required to provide 35mm SLR film camera.*

ART 125  ARTS & HUM**Drawing 1**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Learn the essential principles, tools, terminologies and media used in drawing, as well as the critical thinking skills essential to understanding art. Study contour, gesture, modeling, value and perspective with emphasis on drawing from observation. Draw from the model and still life, and explore architecture through the study of perspective. No previous art instruction is necessary. Lab fee \$20.

*Note: Also offered as ART 125H; credit is not given for both ART 125 and ART 125H.*

ART 131

**Painting 1**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Introduction to the materials and techniques of oil painting begins with a study of light and shadow, using a restricted palette. This is followed by exercises that develop skills in color-mixing and the representation of form and space. Subjects are taken from still life and nature. Lab fee \$20.

*Prerequisite: ART 125 or permission of department chair.*

ART 135

**Sculpture 1**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Learn the basic sculpture processes, including modeling forms in clay, plaster casting and carving. Develop sculptural compositions using a variety of media and fabrication techniques. Lab fee \$60.

*Prerequisite: ART 102 or permission of department chair.*

ART 137

**Illustration**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

An introduction to the rendering of visual images to accompany words and ideas effectively. Develops skills for visually conveying information in books, advertising, posters, etc. Both traditional media and the computer are used. Lab fee \$15.

*Prerequisite: ART 100 and ART 125 or permission of department chair.*

ART 140

**Watercolor 1***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Learn the fundamentals of watercolor painting. Study basic techniques and explore the creative possibilities of the medium. Create paintings based on still life, landscape and the figure. Lab fee \$30.

*Prerequisite: ART 125 or permission of department chair.*

ART 142

**Portraiture 1***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Learn, through slide lectures and studio demonstrations, the basic concepts and techniques associated with drawing and painting portraits. Work from a model to develop and refine skills. Study anatomical structure of the head and upper torso, facial features, capturing a likeness and composition. Lab fee \$60.

*Prerequisite: ART 125 or permission of department chair.*

ART 145  (formerly ART 203)**Ceramics 1***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Learn a variety of approaches to making art using clay as the medium. Explore the history, design concepts and studio methods used to make sculptural and functional ceramic forms. Develop skills in hand-building, the potter's wheel, simple molds and glaze application. Explore ways of evaluating the aesthetic value of work. No previous art instruction is necessary. Lab fee \$50.

ART 146 (formerly ART 204)

**Ceramics 2***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Build upon knowledge acquired in ART 145. Develop a personal artistic direction through interpretation of assigned projects. Study glaze mixing, formulation, kiln-loading and firing. Learn through individual studio work, slide lectures, field trips and critiques. Lab fee \$60.

*Prerequisite: ART 145 or permission of department chair.*

ART 148 (formerly ART 175)

**Intaglio Printmaking 1***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Study the intaglio processes of etching, drypoint and aquatint. Learn the mechanics of printmaking (working of the press, production and biting of the plate, etc.) while exploring the creative possibilities of the medium. Lab fee \$40.

*Prerequisite: ART 125 or permission of department chair.*

ART 149 (formerly ART 177)

**Relief Printmaking***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Study the basics of relief printmaking, including woodcut and linocut. Explore this media as a means of personal expression. Lab fee \$40.

*Prerequisite: ART 125 or permission of department chair.*

ART 154 (formerly CAT/FLM 220)

**3D Computer Graphics***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Study the concepts, techniques, and technology commonly used in gaming, entertainment, architecture and engineering. Using the 3DS Max application, learn about modeling, texturing, lighting, rendering, animation, rigging and dynamics. Lab fee \$50.

ART 155

**2D Game Prototyping***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to create an original 2D game. Design original sprite graphics and animations. Produce interactive games using a 2D game engine, such as GameMaker. Lab fee \$50.

ART 156

**3D Game Graphics***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to create original game assets for use in video games and interactive simulations. Learn how to use 3DS Max to model, texture, rig, and animate a variety of game objects, including modular systems, outdoor environments, weapons, vehicles and characters. Study ways to use Photoshop and other digital imaging software to prepare original game textures. Develop an understanding of how to use the Unreal Development Kit to import and incorporate these items inside a working game. Lab fee \$50.

ART 157 (formerly CAT 221)

**3D Game Prototyping***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to make video games. Use the Unreal game engine to create original game levels from premade and original models and textures. Develop skills in game lighting, materials, dynamics, physics, scripting and terrain creation. Lab fee \$50.

ART 158

**Game History***3 credit hours — Two hours of lecture and two hours of lab weekly; one term.*

Develop an understanding of the technological, artistic and cultural evolution of video games. Learn about games through readings, lectures and videos. Play games covered in class to gain firsthand understanding of game design and mechanics. Lab fee \$50.

ART 160 (formerly CAT/FLM 214)

**Video 1***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Study film and video production theory and techniques. Learn to create storyboards, to use video equipment, to organize shoots and to put together a video crew. Create, mix and edit images, sounds and video into presentations for various genres. Lab fee \$50.

ART 161 (formerly CAT/FLM 160)

**Video Editing***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Study the art of storytelling through digital video editing. Learn the history, theory, practices and aesthetic qualities of post-production through screenings, discussions, readings and editing lab problems. Lab fee \$50.

*Note: It is recommended to take ART 160 before taking ART 161.*

ART 166 (formerly CAT 113)

**Graphic Design 1: Fundamentals***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Study applied design and layout procedures used in the graphic design industry. Explore typographical design, printer measurements, copy processing and illustration techniques both manually and on a computer. Learn to do thumbnails, roughs and comprehensive layouts with emphasis on aesthetics and professional display techniques. Lab fee \$40.

ART 170 (formerly CAT 274)

**Web Design 1***3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.*

Study concepts integral to designing for the Web, including Web design history, XHTML, CSS, image preparation/optimization, site planning, FTP and design using industry standard applications. Explore the designer's role within professional, cultural and historical contexts. Lab fee \$40.

ART 171

**Interactive Design 1***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to create dynamic graphics using Flash. Analyze the use of Flash in Web design, animation and gaming. Lab fee \$40.

ART 174

**Game Interface Design***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn the thought processes and techniques that go into the creation of digital and physical user interfaces for games. Apply concepts through the designing, building and testing of original interfaces. Study the principles of design, aesthetics and human factors. Evaluate and analyze existing game interfaces. Lab Fee \$50.

ART 180  (formerly FLM 120)**Introduction to Film***3 credit hours — Three hours weekly; one term.*

Study of the vocabulary, methods of analysis and standards for criticism of various types of film. Participate in class discussions based on assigned films.

ART 181  (formerly FLM 130)**Introduction to American Film***3 credit hours — Three hours weekly; one term.*

Study the complex relationship between American film and culture. Review and discuss the aesthetics and manifestation of film in American society.

*Note: Also offered as AMS 181; credit is not given for both ART 181 and AMS 181.*

ART 200 (formerly ART 126)

**Drawing 2***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Examine the theories, techniques, terminologies, and media used in drawing from observation and imagination. Explore a variety of approaches using wet and dry media. Emphasis is on composition utilizing still life, landscape and figure drawing. Lab fee \$30.

*Prerequisite: ART 125 or permission of department chair.*

ART 201 (formerly ART 127)

**Drawing 3***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Experience an enhanced studio atmosphere that encourages personal investigation through the use of conventional and unconventional drawing media. Discover theories and practices with emphasis on individual expression. Explore portraiture, figure drawing and landscape. Lab fee \$30.

*Prerequisite: ART 200 or permission of department chair.*

ART 202 (formerly ART 129)

**Life Drawing***3 credit hours — Two hours of lecture and two hours of studio weekly; one term.*

Learn how to draw the human figure. Study the skeleton and muscles and how they affect surface anatomy. Explore expressive possibilities of the figure by extensive drawing of the nude. Study the history of the figure. Lab fee \$50.

*Prerequisite: ART 200 or permission of department chair.*

ART 209 **History of Western Art 1***3 credit hours — Three hours weekly; one term.*

An introduction to the development of architecture, painting and sculpture in the Western World from prehistoric times through the Middle Ages. Discussions are supplemented by trips to museums in the Baltimore-Washington area. No previous art courses are necessary.

ART 210 **History of Western Art 2***3 credit hours — Three hours weekly; one term.*

An introduction to the development of architecture, painting, sculpture and, secondarily, landscape architecture in the Western World from the Renaissance to the present time. Discussions are supplemented by trips to museums in the Baltimore-Washington area. No previous art courses are necessary.

ART 212 **History of Photography***3 credit hours — Three hours weekly; one term.*

Learn about the development of photography from its pre-history through today. Study interrelationships between photography and other visual arts.

Explore the contribution of major photographers, art movements, culture and the effects of changing technology on the photographic image. Participate in trips to museums in the Baltimore-Washington area.

*Note: Students may be required to pay a nominal fee for field trips.*

ART 215 (formerly FLM 225)

**Notable Film Directors***3 credit hours — Three hours weekly; one term.*

Study films of internationally recognized film directors. View films by several directors outside of class. Apply various critical methodologies to interpret the films.

*Prerequisite: ART 180 or AMS 181 or ART 181 or permission of program coordinator.*

ART 216 (formerly FLM 230)

**Independent Film***3 credit hours — Three hours weekly; one term.*

Study feature-length films made independently of mainstream Hollywood, focusing on issues of narrative convention and audience expectation, race, gender and sexual orientation. Study filmmakers who choose to remain free of Hollywood's ideological constraints or are unable to secure funding for their films within the industry. Participate in class discussion based on the assigned films.

*Prerequisite: ART 180 or AMS 181 or ART 181 or permission of program coordinator.*

ART 218 (formerly FLM 203)

**Creative Writing: Writing for the Stage and Screen Workshop***3 credit hours — Three hours weekly; one term.*

Analyze successful stage plays and screenplays with an eye toward original composition. Discover how to tell gripping stories and learn the fundamental principles and techniques of shaping those stories for the stage and for the screen. Explore ways of building compelling characters, writing effective and memorable dialogue, and structuring dramatic and cinematic acts and scenes. Share writing during workshop sessions in order to hone drafts, develop critical thinking skills and refine individual style.

*Prerequisite: ART 180 or ENG 200 or THA 125 or permission of the department chair.*

*Note: Also offered as ENG 203; credit is not given for both ART 218 and ENG 203.*

ART 219 **History of American Art***3 credit hours — Three hours weekly; one term.*

An introduction to American architecture, painting, sculpture and the decorative arts from the Colonial period to the present. Discussions of slides are supplemented by trips to museums in the Baltimore-Washington area and by tours of Annapolis architecture. No previous art courses are necessary.

ART 220 **History of Modern Art***3 credit hours — Three hours weekly; one term.*

An introduction to the development of Western art since 1800. Although the emphasis is on architecture, painting and sculpture, some time is devoted to the development of photography and industrial and urban design. Discussions of slides are supplemented by trips to museums in the Baltimore-Washington area. No previous art courses are necessary.

ART 221 **History of World Architecture 1***3 credit hours — Three hours weekly; one term.*

Examine the development of world architectural styles, including European, Southeast Asian, Indian Chinese, and Japanese styles, from the ancient world through the late European Middle Ages. Learn architectural design and city planning as responses to religious, political, economic, and cultural needs, as well as for an understanding of their structural principles. No previous art courses are necessary.

*Note: Also offered as ACH 221; credit is not given for both ART 221 and ACH 221.*

ART 222  ARTS & HUM**History of World Architecture 2**

3 credit hours — Three hours weekly; one term.

Examine world architectural styles from the Renaissance through the present, including indigenous architecture in Africa and the Americas, and an introduction to contemporary programs in architecture and urbanism. Learn architectural design, landscape architecture and city planning as responses to religious, political, economic and cultural needs, as well as for an understanding of their structural principles. No previous art courses are necessary.

*Note: Also offered as ACH 222; credit is not given for both ART 222 and ACH 222.*

ART 223  ARTS & HUM**History of American Architecture**

3 credit hours — Three hours weekly; one term.

An introduction to the development of American architecture, interior design, urban design and landscape architecture from pre-colonial times to the present. Particular attention will be paid to the old and new world sources of American design, as well as to the cultural, political, economic and environmental forces that have shaped the American built environment. Lectures and discussions will be supplemented by field trips. No previous art courses are necessary.

*Note: Also offered as ACH 223 and AMS 223; credit is given only one of the following: ACH 223, AMS 223 or ART 223.*

ART 224

**Introduction to Historic Preservation**

3 credit hours — Three hours weekly; one term.

An introduction to the field of historic preservation, including its history, practices and philosophical and legal dimensions. Lectures will be supplemented by field trips to local historic sites and preservation agencies. No previous art courses are necessary.

*Note: Also offered as AMS 224; credit is not given for both ART 224 and AMS 224.*

ART 227 **Asian Art**

3 credit hours — Three hours weekly; one term.

Survey the artistic traditions of South Asia, China, Japan and the Islamic world, beginning with the earliest cultures and ending with contemporary works. Analyze Asian architecture and fine arts in a variety of media. Explore Asian belief systems and their influence on artistic and social expression. Class discussions will be supplemented by field trips. No previous art courses are necessary.

ART 228  ARTS & HUM **African American Art**

3 credit hours — Three hours weekly; one term.

Study African American visual arts encompassing African art forms, the arts of the African Diaspora, and the varied work of African-American artists. Lectures and discussions will be supplemented by trips to museums in the Baltimore-Washington area. No previous art courses are necessary.

*Note: Also offered as AFA 228; credit is not given for both ART 228 and AFA 228.*

ART 229  ARTS & HUM **Art of Traditional and Tribal Cultures**

3 credit hours — Three hours weekly; one term.

Study art forms of traditional peoples of sub-Saharan Africa, the pre-Columbian Americas, Australia and Oceania through an understanding of their cultural context. Discussions are supplemented by trips to museums in the Baltimore-Washington area. No previous art courses are necessary.

ART 230

**Art Portfolio Development**

1 credit hour — One hour weekly; one term.

Introduces the process of assessing, documenting and presenting artwork. Focuses on how artwork is evaluated by transfer schools and galleries. Prepares students for the next step in their academic or professional careers.

*Prerequisite: Nine credits of art courses preferably studio art courses or permission of department chair.*

ART 231 (formerly ART/CAT 231)

**Photography Portfolio Development**

1 credit hour — One hour weekly; one term.

Learn the skills of selecting, editing and presenting a personal photographic portfolio. Focus on how work is evaluated by transfer schools, potential employers and galleries. Produce both traditional photographic print and digital photography portfolios.

*Note: Students must have completed nine credits of photography courses prior to enrolling in this course.*

ART 232 (formerly ART 132)

**Painting 2**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build upon knowledge and skills acquired in ART 131. Learn composition, form and content while working from a variety of subjects including landscape painting. Lab fee \$20.

*Prerequisite: ART 131 or permission of department chair.*

ART 233 (formerly ART 133)

**Painting 3**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build upon knowledge and skills acquired in ART 232. Concentrate on individual direction and self-expression. Lab fee \$20.

*Prerequisite: ART 232 or permission of department chair.*

ART 235 (formerly ART 136)

**Sculpture 2**

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build upon knowledge and skills acquired in ART 135. Develop an understanding of the elements of sculptural form while investigating and refining a number of sculptural materials and processes including casting. Lab fee \$60.

*Prerequisite: ART 135 or permission of department chair.*

ART 237 (formerly CAT 125)

**Photojournalism**

3 credit hours — Two hours lecture and two hours of laboratory weekly; one term.

Learn the process of documenting a news story using digital photography. Explore how lens perspective is used to capture and enhance visual impact, while creating a photographic essay. Lab fee \$40.

*Prerequisite: ART 120 or permission of department chair.*

*Note: Students are required to provide a digital single lens reflex (D-SLR) camera.*

ART 238 (formerly ART/CAT 123)

**Alternative Photographic Process**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Explore a range of non-traditional photographic methods including the use of infrared film, analog film manipulation, turn of century non-silver iron salt hand-coated sensitizers and new technology of producing digitally generated large-format negatives. Lab fee \$60.

*Prerequisite: ART 121 or permission of department chair.*

ART 239 (formerly ART/CAT 124)

**Techniques of Photographic Lighting**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Explore the rules and qualities of lighting techniques for portraits, large and small product illustration, glassware and art reproduction. Learn a range of studio and on location methods including umbrellas and tents with emphasis on lighting ratios, capture control and presentation. Lab fee \$50.

*Prerequisite: ART 120 or ART 121 or permission of department chair.*

*Note: Students are required to have a manual operation DSLR camera.*

ART 240 (formerly ART 141)

### Watercolor 2

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build upon knowledge and skills learned in ART 140. Explore a variety of techniques while working from the figure, still life, interior and landscape elements. Study the expressive potential of the medium. Lab fee \$30.

*Prerequisite:* ART 140 or permission of department chair.

ART 242 (formerly ART 143)

### Portraiture 2

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build upon knowledge acquired in ART 142. Explore paint media and use various techniques and compositional devices while working from the model. Develop an understanding of the emotive and expressive qualities embodied in portrait painting. Lab fee \$60.

*Prerequisite:* ART 142 or permission of department chair.

ART 245 (formerly ART 205)

### Ceramics 3

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build on the knowledge acquired in ART 146. Specialize in an area of personal interest, such as wheel-thrown wares, hand-built pieces or sculpture. Explore, experiment with, and participate in the functioning of the ceramics studio to develop personal forms of expression. Lab fee \$70.

*Prerequisite:* ART 146 or permission of department chair.

ART 246

### Screen Printing

3 credit hours — Two hours of lecture and two hours of lab weekly; one term.

Explore screen printing in a professional print shop setting. Learn both traditional and contemporary methods of stencil making, film preparation and printing methods using various papers, surfaces and materials. Learn digital film outputting, mixing gradations with ink and multi-color registration. Create a body of artwork through independent projects that build upon knowledge attained during classroom lectures, demonstration and critiques. Lab fee \$40.

*Prerequisite:* ART 100 or ART 125 or permission of department chair.

ART 247

### Lithographic Printmaking

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Learn the fundamentals of lithography. Explore the basic techniques (plate preparation, etches and counter etches), materials (crayon, tusche and new media), and print methods (working the press, ink, and paper) to create fine art lithographs. Lab fee \$40.

*Prerequisite:* ART 125 or permission of department chair.

ART 248 (formerly ART 176)

### Intaglio Printmaking 2

3 credit hours — Two hours of lecture and two hours of studio weekly; one term.

Build upon knowledge and skills acquired in ART 148. Learn how to create different etchings including color, deep, lift ground and soft ground techniques. Develop personal forms of expression while exploring new printmaking methods. Lab fee \$40.

*Prerequisite:* ART 148.

ART 250 (formerly CAT/FLM 240)

### Digital Portfolio Development

1 credit hour — One hour weekly; one term.

Learn the process of selecting, editing, documenting and presenting personal work for a digital portfolio. Focus on how graphic design, animation, photography, and video are evaluated by transfer schools and employers.

*Prerequisite:* Nine credits of ART courses or permission of department chair.

*Note:* This course is intended for Digital Arts and Film Studies students who are near to completing their degrees or certificates.

ART 251

### Animation

3 Credit Hours — Two hours lecture and two hours lab weekly; one term.

Explore the rich tradition in animation from basic principles and concepts of hand drawn to modern digital techniques using both 2D and 3D technology. Learn firsthand Disney's 12 principles of animation and the industry standard production process. Create scripts, storyboards, rough animatics and full animation using keyframes and in-betweens. Lab fee \$50

ART 255 

### Game Development

3 credit hours — Two hours of lecture and two hours of lab weekly; one term.

Learn about the game industry from early concepts through distribution. Produce a wide range of game documents to better understand the game fabrication process, roles of different disciplines and the technological production pipeline. Explore the ways that individuals collaborate and communicate with one another. Lab fee \$50.

ART 256 (257)

### Gaming Capstone

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Collaborate with a team of students on a semester long project working on the development of a real game or simulation. Apply skills acquired through previous courses in art, design and programming. Learn about game production pipeline and project management.

May be repeated once for credit with permission of department chair and will appear on student records as ART 257. (Repeat credits may not transfer). Lab fee \$50.

*Prerequisite:* Nine credits of any combination of ART or CAT or CSI courses or permission of department chair.

ART 258

### Game Character Design

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Explore the process of creating digital characters for the gaming industry. Learn how to design and optimize original polygonal character models using 3DS Max. Generate high-resolution textures and normal maps using Z-Brush and Photoshop. Rig and import assets into the Unreal game engine to produce a fully playable game character. Lab fee \$50.

ART 260 (formerly CAT/FLM 215)

### Video 2

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Build on knowledge and skills acquired in ART 161. Study hands on pre-production, production, post production, studio production and distribution through the creation of original videos. Lab fee \$50.

*Prerequisite:* ART 160 or permission of department chair.

ART 264 (formerly CAT 264)

### Fundamentals of Typography

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Explore the conceptual and production process of typographic design. Study its history, technology, anatomy, and implementation. Work with traditional methods and software to develop letterforms and organize type. Lab fee \$40.

ART 266 (formerly CAT 266)

### Graphic Design 2

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Practice and apply skills required to design and publish print documents. Learn techniques for integration of typography, graphic skills to design and produce artwork and page layout fundamentals to combine text and graphics in a single document. Explore client relationships in the graphic design world. Design projects include fliers, brochures, newsletters, corporate identity packages and more. Lab fee \$40.

*Prerequisite:* ART 166 or permission of department chair.

ART 269

**Responsive Web Design***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn the process of planning, designing and building of responsive websites including project planning and wireframing, creation of mood boards and design comps. Create websites using responsive frameworks, incorporating multi-sized graphics and adaptive content, across desktop, tablet and mobile devices.

*Prerequisite: ART 170 or permission of department chair.*

ART 270

**Web Design 2***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Study advanced techniques, concepts, and strategies developed in Web Design 1. Work independently, in teams and with real clients, on the design and production of professional quality Web projects incorporating social media, multimedia, blogs, email marketing and other Internet technologies. Lab fee \$40.

*Prerequisite: ART 170 or permission of department chair.*

ART 271

**Interactive Design 2***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Learn how to implement interactive features used in websites, presentations, games and advertisements using the ActionScript programming language of Adobe Flash. Learn how to utilize flow control statements, functions, objects and event handling. Use various Flash components including graphics, audio, video and external communications. Lab fee \$40.

*Prerequisite: ART 171 and CSI 117 or permission of Computer Technologies Director or computer science coordinator.*

*Note: Also offered as CSI 271; credit is not given for both ART 271 and CSI 271.*

ART 272

**Design for Content Management Systems***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to design websites with open source Content Management Systems (CMS). Plan site layouts, design content, build themes and customize existing add-ons. Develop skills in customizing CSS, theme design and application, and CMS design best practices.

*Prerequisite: ART 170 or permission of department chair.*

ART 273

**Gaming Hardware***3 credit hours — Two hours of lecture and two hours of lab weekly; one term.*

Gain firsthand knowledge of how hardware is developed and used in games. Work on a series of projects including analyzing, reverse engineering and designing games. Utilize a range of gaming technologies that may include game controllers, heads up displays, touch screens, computer mice and motion controllers. Lab fee \$40.

ART 274

**Game Testing***3 credit hours — Two hours lecture and two hours laboratory weekly; one term.*

Learn through application the different ways that games are evaluated. Develop experience with Q & A and play testing. Conduct tests on a range of game hardware and software to gain a better understanding of the various processes that are used to enhance the quality of a game. Gain experience analyzing test data and communicating findings. Lab fee \$50.

ART 275 (formerly CAT 275)

**Digital Arts Internship***3 credit hours — One hour seminar, 8 hours related work experience weekly; one term.*

Acquire practical experience in a work environment related to the fields of graphic design, Web design, game development or media productions. Set internship objectives jointly with instructor and supervising employer.

*Prerequisite: 15 credit hours of Digital Arts courses with a grade of "C" or better, or permission of department chair.*

ART 280-299

**Special Topics in Art**

Provides students with the opportunity to concentrate on a topic of particular interest.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-100.

*Current Special Topics*

ART 280 Landscape Drawing

ART 281 Landscape Painting

ART 284 3D, Form, Space and Interaction

ART 285 Game Practicum

ART 288 Figure Painting

ART 290 Materials and Methods of Painting

ART 297 Ceramic Surfaces — Glazes and Firing

ART 298 Metal Art Fabrication

**ASTRONOMY (AST)**AST 101  SCIENCE**Introduction to Astronomy***3 credit hours — Three hours weekly; one term.*

Survey the universe and humanity's dynamic understanding of it. Examine topics including the appearance of the night sky, the role of light, the basic properties and physical processes of stars (including the Sun). Explore the origin, structure and evolution of the universe and its galaxies. Students compare and contrast the planets, and relate life on Earth to the search for possible life beyond our planet.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

*Note: This course does not satisfy curricular requirements for a laboratory science course. Credit is not given for both AST 101 and AST 105.*

AST 105  SCIENCE**The Cosmic Frontier***3 credit hours — Three hours weekly; one term.*

Explore the modern Western model of the universe and learn how the components relate to each other. Study the processes that are currently thought to drive the evolution of the universe and the evidence that supports the standard model. The question of how life on Earth fits into the physical universe and the requirements for the existence of life other than on Earth are also explored. After successful completion of this course, students are prepared to interpret and critique current astronomical research as presented in the popular media.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

*Note: This course does not satisfy curricular requirements for a laboratory science course. Credit is not given for both AST 105 and AST 101.*

AST 112  SCIENCE**Stars and Stellar Systems***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Learn about the universe beyond our solar system. Explore topics including the nature of stars and their evolution, galaxies and quasars, the universe as a whole and the possibility of life elsewhere in the universe. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

AST 114  SCIENCE**The Solar System***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Investigate, in depth, all major components of the solar system (sun, moon, Earth, other planets and their satellites, comets, asteroids and meteoroids) including their appearance, structure, composition and history. Learn about the origin of the Earth and the solar system as a whole. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

AST 120  SCIENCE  INTERDIS**Life in the Universe***3 credit hours — Three hours of lecture weekly; one term.*

Study the likelihood of life existing elsewhere in the universe. Debate the possibility of detecting and communicating with hypothetical extraterrestrial life forms. Explore related astronomical and biological factors. Discuss relevant economic, social, and philosophical questions.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

*Note: This course does not satisfy curricular requirements for a laboratory science course.*

AST 280-299

**Special Topics in Astronomy***1-3 credit hours.*

Independent study in an advanced area of astronomy. Students must initiate a planned program.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

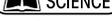
*Prerequisite: 28 or more credit hours and permission of department chair.*

**BIOLOGY (BIO)**BIO 101  SCIENCE**Fundamentals of Biology***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Study the basic biological principles common to living organisms and insights into the scientific methods used to determine those principles. Topics include biological molecules, cell structure and metabolism, biological organization, homeostasis, reproduction and development, and heredity and evolution. Lab fee \$30.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

*Note: Credit is not given for both BIO 101 and BIO 102 or BIO 101 and BIO 231.*

BIO 102  SCIENCE**Biology for the 21st Century***3 credit hours — Three hours weekly; one term.*

Learn the basic concepts of biology, their impact on society and their role in developing a personal worldview. Learn how genetics and evolution define life, determine gender, govern inheritance, create diversity and foster new species. Understand the processes used for in vitro fertilization, sex selection, and cloning. Study the applications of molecular biology for genome mapping, forensic science, and production of new domesticated organisms, genetic screening and development of new gene therapies. Recognize how scientific knowledge can be misused to support conflicting views and attitudes. This course does not satisfy a lab science requirement.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

*Note: Credit is not given for both BIO 101 and BIO 102.*

BIO 103  SCIENCE**General Botany***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

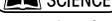
Gain an introduction to members of the plant kingdom and their closest relatives. Learn the unique life strategies of plants that are the basis for their importance to man and their role in shaping global ecology. Through an examination of plant form and function, students will learn how and why plant life defines the biological potential of both terrestrial and aquatic ecosystems. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

BIO 105  SCIENCE**General Zoology***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

An introduction to members of the animal kingdom and their closest relatives. Study how animals have evolved adaptations that allow representatives to occupy all terrestrial and aquatic ecosystems. Students will learn how vertebrate and invertebrate animals are classified and how particular adaptive strategies are important for their survival though an examination of animal form and physiology. Lab fee \$45.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

BIO 107  SCIENCE**Environmental Science***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

A thorough consideration of the major issues in contemporary environmental science with special emphasis on scientific reasoning and the skills needed to resolve contemporary problems. Major topics include ecosystem dynamics, habitat assessment, pollution resource management and environmental restoration. Students must attend occasional scheduled field trips. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

*Note: Credit is not given for both BIO 107 and BIO 108.*

BIO 108  SCIENCE**Ecosystems and the Environment***3 credit hours — Three hours of lecture weekly; one term.*

Investigate the Earth's four major natural systems: the biosphere, atmosphere, hydrosphere and lithosphere. Explore the activities of humans that influence the natural functioning of these Earth systems. Study is global in scope and local in orientation. Examine the interrelationships among science, technology, politics and history that govern past environmental policy, and consider how these disciplines will help shape the environment of the future. Does not satisfy a lab science requirement.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

*Note: Credit is not given for both BIO 107 and BIO 108.*

BIO 109

**Economic Botany***3 credit hours — Three hours of lecture weekly; one term.*

An introduction to the plant kingdom and its closest relatives that are used by humans for food, fiber, extracts and biochemicals. Classification, structure and function, culture, harvest and process methods are examined with a scientific perspective for the major plant groups on which the world relies.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

*Note: This course does not satisfy curricular requirements for a laboratory science course.*

BIO 112

**Garden Management***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

An introduction to the applications and techniques for growing plants in residential, public and commercial environments. Study the selection, care, culture, propagation and maintenance of trees, shrubs, flowers, edible plants and grasses. Learn how to incorporate groups of plants to create home landscapes, herb, vegetable, water, public and thematic gardens, seasonal plant displays and landscape features for people management. Lab fee \$25.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

BIO 113  **SCIENCE****Introduction to Horticulture**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Learn the growth, development, care and culture of cultivated plants common to the mid-Atlantic states. Study how these plants are influenced by their environment and how the environment can be modified to encourage higher yields and more desirable growth of both edible and ornamental landscape plants. Topics include plant form and function, soil fertility, propagation, pruning and disease control. Lab fee \$25.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.

## BIO 116

**Introduction to Landscaping**

3 credit hours — Three hours of lecture weekly; one term.

Learn the theory and general principles of landscaping with emphasis on the application of these principles to public and residential areas. Discover how sites are evaluated with respect to function, design criteria, environmental conditions and plant selection. Learn the techniques of design and drafting that are used to develop original concepts into working landscape plans.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.

## BIO 121

**Indoor Gardening**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

An introduction to flowering and foliage plants used for indoor decorating. Study the methods for plant selection, propagation, care and culture. Learn how plants are used to help create the interior landscape of residential, commercial and public buildings. Lab fee \$25.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math or permission of department chair.

BIO 135  **SCIENCE****Principles of Nutrition**

3 credit hours — Three hours weekly; one term.

Learn the digestion, absorption and physiological function of nutrients in the body. Emphasis is placed on normal nutrition and the relationship between nutrients and chronic disease. Nutrition needs of the healthy person through stages of the life span are included. This course does not satisfy a lab science requirement.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.

*Note:* Credit is not given for both BIO 135 and BIO 136.

BIO 136  **SCIENCE****Principles of Nutrition and Laboratory**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Focus on nutrients, including their digestion, absorption and physiological function in the body. Emphasis is placed on normal nutrition and the relationship between nutrients and chronic disease. Nutrient needs of the healthy person through stages of the life span are included. Includes a laboratory experience. Lab fee \$30.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.

*Note:* Credit is not given for both BIO 135 and BIO 136.

## BIO 137

**Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity**

1 credit hour — One hour of lecture weekly; one term.

Introduces students to the concepts of energy balance, healthful eating patterns and physical fitness for healthy living. The course examines many of the biological and environmental theories associated with weight management and reviews current research in this area. Emphasis is also placed on physical

fitness compatible with the achievement and maintenance of a healthy body weight. Popular diet programs will be reviewed and evaluated with regard to weight management and overall health impact.

*Note:* Also offered as HEA 137; credit is not given for both BIO 137 and HEA 137.

## BIO 138

**Nutrition for Fitness and Sport**

1 credit hour — One hour of lecture weekly; one term.

Introduces the student to current dietary guidelines appropriate for a healthy and physically active lifestyle. Explores the nutritional needs of physically active individuals, including recreational as well as competitive athletes. The role of each nutrient is reviewed, with emphasis on their utilization during exercise and recovery. Dietary modifications to optimize performance during different types of physical activity also will be discussed. A brief review of scientific data regarding ergogenic aids also will be presented.

*Note:* Also offered as HEA 138; credit is not given for both BIO 138 and HEA 138.

## BIO 152

**Biology of Aging**

3 credit hours — Three hours of lecture weekly, one term.

An examination of changes that occur in the anatomy and physiology of the human body as it ages. As each of the major body systems is studied, emphasis will be given to the difference between normal aging processes and disease states that impact upon that system.

*Note:* Also offered as HUS 152; credit is not given for both BIO 152 and HUS 152.

## BIO 201

**Plant Taxonomy**

4 credit hours — Two hours of lecture and four hours of laboratory weekly; one term.

Studies the identification, naming and classification of native vascular plants. Master the applications of plant taxonomy for the identification of individual plant species and the designation of various habitat types like forests, meadows, wetlands and bogs. Learn the features of plants that are used for plant identification through the use of manuals, keys, plant collections and herbaria. May require one daylong Saturday field trip. Lab fee \$25.

*Prerequisite:* BIO 103 or BIO 113 or permission of department chair; eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.

## BIO 204

**Woody Plants for the Nursery**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

The planting and care of woody plants in nurseries and landscaping. Identification, selection and correct use of woody plants are included. Lab fee \$25.

*Prerequisite:* BIO 103 or BIO 113 or permission of department chair; eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.

## BIO 205

**Science Laboratory Management**

3 credit hours — Three hours of lecture weekly, one term.

A study of the principles, practices, procedures and regulatory requirements for management of science laboratories used for research, teaching and environmental analysis. For students pursuing the Science Laboratory Management Certificate.

*Prerequisite:* BIO 101 and CHE 111; eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.

BIO 207

**Plant Propagation***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn an introduction to the principles and practices used in the propagation of native and cultivated plants. Study how the techniques of seed propagation, cuttings, grafting, separation, division and micropropagation are used to produce plants for home use and commercial applications. Learn how plants are improved through plant breeding and genetic modification. Lab fee \$30.

*Prerequisite: BIO 103 or BIO 113 or permission of department chair; eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

BIO 208

**Landscape Composition***2 credit hours — One hour of lecture and three hours of laboratory weekly; one term.*

Continue the study of design theory and principles of landscaping for residential, commercial and public areas. Study how design features are used to create specialized environments and focus human activity. Learn how to translate these ideas to working landscape plans to create more sophisticated outdoor environments. Lab fee \$20.

*Prerequisite: BIO 116 or permission of department chair; eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

BIO 210

**Ecological Principles and Environmental Assessment***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Examine the interrelationships between terrestrial and aquatic systems, focusing on field-based investigations. Apply environmental assessment techniques to determine physical, chemical and biological characteristics of a watershed and the factors affecting water quality. Use Geological Information Systems (GIS) as well as digital meters and Global Positioning Systems (GPS) in the field for data collection. Learn about the factors affecting ecosystem structure and function, including biogeochemical cycles, symbiotic relationships, and the impact of alien species. Investigate the unique characteristics and functions of different ecosystems, including a salt marsh, rocky shore, riparian buffer and coral reef. Lab fee \$40.

*Prerequisite: Any one of the following: BIO 101 or BIO 102 or BIO 103 or BIO 105 or BIO 107 or BIO 108 or permission of department chair. Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

BIO 211  SCIENCE**Estuarine Biology***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Investigate the biology of the Chesapeake Bay and its tributaries. Study the interrelationships between the physical environment and the biodiversity observed in the many kinds of aquatic habitats found within an estuarine watershed. Learn how to sample, monitor and identify the keystone species of these habitats through field collections and laboratory evaluation. Requires one Saturday research cruise. Lab fee \$60.

*Prerequisite: BIO 101 or BIO 103 or BIO 107 or permission of department chair; eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

BIO 213

**General Ichthyology***4 credit hours — Two hours of lecture and four hours of laboratory weekly; one term.*

A study of the identification, behavior and ecology of fish. Examine the fundamentals of fish biology and how biology influences fish behavior, distribution and population structure. Learn the principles of fisheries management and the role of aquaculture as a management tool. May require one daylong Saturday field trip. Lab fee \$60.

*Prerequisite: BIO 101 or BIO 105 or permission of department chair; eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

BIO 214

**Ecology***3 credit hours — Three hours weekly; one term.*

Discover the unique ecology of Maryland's diverse ecosystems. Examine the geographic history, ecology and environmental attributes of the barrier islands, coastal bays, coastal plain, Piedmont region, Appalachian Mountains and the Chesapeake Bay. This course does not satisfy a lab science requirement.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

BIO 215

**Restoration Ecology***3 credit hours — Three hours weekly; one term.*

Learn basic techniques used to repair, restore and create ecosystems. Emphasis is placed on the diverse ecosystems of Maryland. Investigate how water quality is improved through established forest and meadow habitats, tidal and non-tidal wetlands, underwater grass meadows, and dune systems as well as through the construction of rain gardens and vegetated storm water treatment systems. This course does not satisfy a lab science requirement.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.*

BIO 220  SCIENCE**Genetics***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Study the mechanism of heredity moving from the discoveries of Mendel through molecular genetics. Apply studies in viral, prokaryotic and eukaryotic model systems to the understanding of human inheritance and molecular genetics. Perform techniques used in research and biotechnology settings. Lab fee \$40.

*Prerequisite: BIO 101 and eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

BIO 221

**Fundamentals of Molecular Biology***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Investigate the theory and application of molecular biology as they apply to research, medicine, agriculture, bioremediation and criminology. This integrated lecture/lab makes extensive use of hands-on experience to reinforce the theory behind cloning, genetic engineering and forensic DNA science. Covers concepts that govern the use of molecular techniques along with the fundamental laboratory skills needed to apply these concepts. Lab fee \$40.

*Prerequisite: BIO 101 or permission of department chair and eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

BIO 223  SCIENCE**General Microbiology***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Study of the fundamental principles of microbiology, the diversity of microorganisms and the relation of microorganisms to disease and industry.

Laboratory work includes the preparation of media, culture methods, microscope examinations and identifications, the control of microorganisms by physical and chemical means and some quantitative techniques. Lab fee \$50.

*Prerequisite: BIO 101 or BIO 103 or BIO 231 or BIO 233; eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

BIO 230  **SCIENCE****Structure and Function of the Human Body**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Learn the anatomy and physiology of the human body. Surveys major systems of the body, cells and tissues. Considers clinical disorders of major systems. Lab fee \$30.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.

*Note:* Credit is not given for both BIO 230 and any of the following: BIO 231, BIO 232, BIO 233 or BIO 234. Students enrolled in the EMT-P, Pharmacy Technician, Medical Coding and Therapeutic Massage certificate programs and Medical Transcription and Personal Trainer letter of recognition programs should consult their program adviser for math eligibility.

BIO 231  **SCIENCE****Human Biology 1**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Learn the biologically significant inorganic and organic molecules and their relationship to human anatomy and physiology, the structure of cells and tissues, cellular physiology, the fundamentals of inheritance and the anatomy and physiology of the integumentary, skeletal, muscular and digestive systems.

A course primarily for the two-year nursing program; sometimes accepted as transfer credit. Students are advised to check with the four-year transfer institution. Four-year nursing students usually take BIO 233 and BIO 234. Lab fee \$30.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either eligibility for any general education math or a score of 27 or better on the Arithmetic Placement Test or a B or better in MAT 005.

*Note:* Credit is not given for (1) both BIO 101 and BIO 231 or (2) both BIO 230 and BIO 231 or (3) both sequences BIO 231-BIO 232 and BIO 233-BIO 234. Students enrolled in the Pharmacy Technician and Therapeutic Massage certificate programs should consult their program adviser for math eligibility.

BIO 232  **SCIENCE****Human Biology 2**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

A study of the anatomy and physiology of the circulatory, lymphatic, respiratory, urinary, nervous, endocrine and reproductive systems. Additional topics include body fluid composition, acid-base balance, electrolytes and early human development. Lab fee \$30.

*Prerequisite:* BIO 231 and eligibility for ENG 111 or ENG 115 or ENG 121.

BIO 233  **SCIENCE****Anatomy and Physiology 1**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

A study of biological chemistry, cell structure and function, tissues, and the histology, gross anatomy and physiology of the integumentary, skeletal, muscular and nervous systems. Lab fee \$30.

*Prerequisite:* BIO 101; eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.

*Note:* Credit is not given for (1) both BIO 230 and BIO 233 or (2) both sequences BIO 231-232 and BIO 233-234.

BIO 234  **SCIENCE****Anatomy and Physiology 2**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

A study of the histology, gross anatomy and physiology of the circulatory, lymphatic, respiratory, digestive, endocrine, urinary and reproductive systems and early human development. Lab fee \$30.

*Prerequisite:* BIO 233 and eligibility for ENG 111 or ENG 115 or ENG 121.

## BIO 275

**Biology Practicum**

1-4 credit hours.

Focus on varied biological topics not ordinarily emphasized in basic survey courses. Practicum courses may not include a laboratory component, unless the practicum exceeds three credit hours. A maximum of eight credit hours earned from practicum courses may be used to satisfy degree requirements. Because practicum courses may present transfer problems, students should

check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee varies.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.

## BIO 280-299

**Special Topics in Biology**

1-4 credit hours.

Focus on varied biological topics not ordinarily emphasized in basic survey courses. Topics may not include a laboratory, unless they earn four credits.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee varies.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.

**BUSINESS ADMINISTRATION (BPA)**

## BPA 100

**Accounting Basics**

3 credit hours — Three hours weekly; one term.

Study basic accounting fundamentals including the accounting cycle and the preparation of basic financial records. Examine the applications for use in careers requiring limited math and accounting background, such as retail, hotel/restaurant and small business management. Not a substitute for BPA 201.

*Note:* Credit is not given for both BPA 100 and BPA 201 (formerly BPA 211).

## BPA 103

**Introduction to Entrepreneurship**

3 credit hours — Three hours weekly; one term.

Investigate the relationship between entrepreneurial thinking and opportunity recognition. Examine the characteristics of entrepreneurship, creativity, critical thinking and innovation. Evaluate skills and talents as they relate to potential business ideas.

*Note:* Also offered as ESI 103; credit is not given for both BPA 103 and ESI 103.

## BPA 104

**Entrepreneurship: Sales and Marketing for Small Business**

3 credit hours — Three hours weekly; one term.

Emphasizes tools and skills that small business owners need to market their business successfully on a small scale and small budget. The salesmanship portion of the course will focus equally on the effectiveness of a good sales presentation and the importance of good customer service after the sale to ensure future sales. The intended audience is students who plan to own or manage small businesses and need to develop more skills in marketing and sales. Skills to be mastered include preparing a marketing plan for a small business, developing a realistic marketing budget, planning the sales presentation and providing a training manual for sales personnel to be hired in the future. This course may be taught in a hybrid learning format utilizing class meetings and extensive independent work in the areas of market research and developing sales presentations. Lab fee \$10.

*Note:* Also offered as ESI 104; credit is not given for both BPA 104 and ESI 104.

BPA 105  **INTERDIS** **Exploring the Future**

3 credit hours — Three hours weekly; one term.

Investigate the future in a changing world. Using tools and perspectives across fields of study and cultures, students expand foresight and build the future. Acquire an appreciation for the complexity of our global society and its diversity.

*Note:* Also offered as FTR 105, PSY 105 and SOC 105; credit is not given for BPA 105 and also FTR 105, PSY 105 or SOC 105.

BPA 111

**Business and Its Environment***3 credit hours — Three hours weekly; one term.*

Introduction to the ways that business is related to, and interacts with, individuals, groups and institutions in the 21st century United States. Provides the terminology and concepts of the functional areas of business, setting the foundation for interpreting and analyzing the legal, social and ethical issues facing business (both the institution and its members) today. Integrates global awareness and cultural diversity throughout the course. Prepares for careers in business and for business careers in the arts, sciences and technologies. Eligibility for ENG 111 or ENG 115 or ENG 121 recommended. Lab fee \$5.

*Note: Also offered as ESI 111; credit is not given for both BPA 111 and ESI 111.*

BPA 113  SOC SCI**Consumer Economics and Personal Finance***3 credit hours — Three hours weekly; one term.*

Study economic theory as it applies to consumer decision making. Learn how to make practical choices regarding consumer saving, investing and budgeting. Gain knowledge in the use of credit, insurance, housing, career choice, retirement and estate planning.

*Note: Also offered as ECO 113; credit will not be given for BPA 113 and also ECO 113.*

BPA 116

**Introduction to Project Management***3 credit hours — Three hours weekly; one term.*

Study the basics of project management. Explain the concepts behind successful project management and investigate the key elements of the project management framework. This course addresses the core material of the CompTIA Project+ exam objectives. Lab fee \$25.

*Prerequisite: CSI 112 or CSI 113 and eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as CSI 116; credit is not given for both BPA 116 and CSI 116.*

BPA 119

**Global Business***3 credit hours — Three hours weekly; one term.*

Explore the factors affecting the success or failure of businesses operating abroad. Analyze general theories of trade and economic development, specific organizations and monetary systems, the foreign forces impacting business and management applications.

BPA 120

**Small Business Management***3 credit hours — Three hours weekly; one term.*

Principles and practices involved in and necessary for owning and operating a small business. Areas of study include assessment of qualification for business ownership, market determination, site locations, capital and credit requirements, risk management and insurance, record-keeping and personnel management. The purpose of this course is to provide information to prospective and new small business operators.

*Note: Also offered as ESI 120; credit is not given for both BPA 120 and ESI 120.*

BPA 125

**Marketing Principles***3 credit hours — Three hours weekly; one term.*

An introduction to the principles governing the distribution of goods and services at various levels of distribution. The management viewpoint is stressed, and emphasis is on making decisions regarding product, price, promotion and place.

BPA 126

**Advertising and Sales Promotion***3 credit hours — Three hours weekly; one term.*

Study promotional activities relating to industry, including the writing of advertising copy, layout and design of newspaper and print advertising, the production

of radio and television commercials, media selection and the measurement of advertising effectiveness. Lab fee \$10.

BPA 127

**eMarketing***3 credit hours — Three hours weekly; one term.*

Learn the core concepts of an eMarketing campaign. Explore email marketing, online advertising, social media, viral marketing, website copywriting and design, and other electronic tools used in supporting a traditional marketing campaign.

*Note: Also offered as ESI 127; credit is not given for both BPA 127 and ESI 127.*

BPA 128

**International Marketing***3 credit hours — Three hours weekly; one term.*

Studies the challenges of changing competitive economic structures and shifts in world market demands. Receive an overview of the global business environment; cultural, political, legal and geographic dynamics; international research; promotion; pricing; distribution; finance and controlling global marketing operations.

BPA 129

**European Union — Travel Studies***3 credit hours — Three hours weekly; one term.*

Travel to the European Common Market for an on-site study. Plan a marketing effort after focusing on the government along with the political, legal and cultural environment. Students must be prepared to pay for a passport, airfare and lodging. Travel fees vary.

BPA 130

**Principles of Consumer Retail Services***3 credit hours — Three hours weekly; one term.*

Acquaints students with the factors involved in establishing a retail store. Includes site selection, market analysis, merchandising, pricing, promotion and inventory control.

BPA 132

**Sales and Sales Training***3 credit hours — Three hours weekly; one term.*

A study of the principles and techniques of selling as practiced by retail sales personnel, wholesalers' representatives and by the industrial sales force. Topics include buying psychologies, product knowledge, demonstration techniques, handling customer resistance and closing the sale.

BPA 134

**Retail Management***3 credit hours — Three hours weekly; one term.*

A practical course in retail store management. Topics include recruiting, selecting, training and orientation of new employees. Other topics are prevention of shoplifting and employee theft, control of stock, running store training meetings, employee evaluation, and building loyalty and trends in the retailing industry. A review of local and regional employment opportunities for graduates is made.

BPA 135

**Customer Service***3 credit hours — Three hours weekly; one term.*

Examines excellence in customer service as the competitive edge in today's business environment. Students will analyze the characteristics of a model of good service as depicted by the latest developments in the marketing field, including the Service Triangle. They will then apply these principles by conducting a comprehensive customer service strategy. Customer communications, including handling complaints, are emphasized. Practical techniques for achieving customer satisfaction are integrated throughout the course.

*Corequisite: BPA 125.*

BPA 136

**Keyboarding 1***1 credit hour — Three hours weekly; eight weeks.*

Designed for those who need basic keyboarding skills including students using computers in any course. Introduces the alpha/numeric keyboard, 10-key pad, command key functions and use of mouse. No previous computer experience necessary. Lab fee \$5.

BPA 137

**Keyboarding 2***2 credit hours — Six hours weekly; eight weeks.*

Focus on proper formatting techniques to prepare letters, tables, memos, reports and term papers while continuing to develop keyboarding speed and accuracy. Lab fee \$10.

*Prerequisite: BPA 136 or permission of department chair.*

BPA 138

**Business and Professional Ethics***3 credit hours — Three hours weekly; one term.*

Explores the moral landscape of today's business environment. Discusses ethical issues and dilemmas of professionals in business, public administration, accounting and other professions.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

BPA 140

**Introduction to Health Care Administration***3 credit hours — Three hours weekly; one term.*

The primary elements relating to the administration of health care in hospitals, clinics, nursing homes and other health-related institutions are explored. While the focus of the course is essentially on the hospital environment, the implications of federal and state legislation for the operations of health delivery also are examined.

BPA 141

**Business Office Management 1***3 credit hours — Three hours weekly; one term.*

Learn procedures for performing administrative support functions in the contemporary business office. Topics include mail handling and shipping, records management, electronic business tools, telephone and telecommunications systems, reprographics, workstation organization, organizational structure, time management and professional image. Lab fee \$15.

BPA 142

**Principles of Management***3 credit hours — Three hours weekly; one term.*

A survey of basic managerial functions. Emphasis is on planning, organizing, controlling and staffing activities as applied to general management.

BPA 143

**Sustainable Marketing***3 credit hours — Three hours weekly; one term.*

Study the core concepts of sustainable marketing. Apply sustainable marketing concepts to business as well as explore the impact of marketing decisions on the environment and society.

*Note: Also offered as ESI 143; credit is not given for both BPA 143 and ESI 143.*

BPA 145

**Leadership***3 credit hours — Three hours weekly; one term.*

A study of leadership as a management style for effectively implementing change. Course includes an overview of management supervision styles, creating a vision for leadership, developing effective leadership structures, analyzing factors influencing leadership and developing the manager's leadership goals.

BPA 146

**The Management of Sustainable Operations***3 credit hours — Three hours weekly; one term.*

Analyze sustainable management and associated changes within the scope of business which requires that leaders be more aware of how financial

success and preservation of natural resources are linked. Explore how the management challenges of operating a business where sustainability, financial success, social responsibilities, consumer expectations and governmental compliance are all interrelated and necessary for success for businesses of all sizes in both the profit and nonprofit arenas.

*Note: Also offered as ESI 146; credit is not given for both BPA 146 and ESI 146.*

BPA 151

**Business Office Management 2***3 credit hours — Three hours weekly; one term.*

Integrate concepts with office simulations. Topics include payroll and taxes, meeting and conference planning, travel arrangements, business research, banking procedures, basics of office accounting, human relations approaches to problem solving, career planning and customer satisfaction. Lab fee \$15.

BPA 156

**Electronic Commerce***3 credit hours — Three hours weekly; one term.*

Define electronic commerce and its importance to contemporary business. Learn terms and vocabulary to discuss electronic issues and technologies. Identify the advantages of electronic commerce in specific business strategies. Explore topics in electronic commerce, including marketing, social networking, and legal and tax issues. Develop scenarios for maximizing the use of electronic commerce.

*Note: Also offered as CSI 156; credit is not given for both BPA 156 and CSI 156.*

BPA 161

**The Office Manager***3 credit hours — Three hours weekly; one term.*

Cover strategies and issues related to effective supervision of employees by an office manager or administrative assistant. Emphasizes the development of administrative decision-making skills. Topics include conflict resolution, managing diversity, stress management, ethics, team building/motivation, office security, managing office productivity and career development.

BPA 162

**Business Communications***3 credit hours — Three hours weekly; one term.*

Examine all aspects of business communications. Focus on written reports and proposals, oral presentations including interviewing skills and persuasive proposals as well as electronic communications including email, social media and business research on the Internet.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as ESI 162; credit is not given for both BPA 162 and ESI 162.*

BPA 165

**Mediation and Alternative Dispute Resolution (ADR)***3 credit hours—Three hours weekly; one term.*

Focuses on the application of negotiation, mediation and arbitration as methods of resolving conflicts outside the courtroom. Students will learn the nature of conflict and the specific methods and techniques for resolving conflict. Students will examine the processes and skills involved, the training required and the employment opportunities available in the fast-growing field of alternative dispute resolution (ADR).

*Note: Also offered as HUS 165 and LGS 165; credit will only be given for one of the following: BPA 165, HUS 165, LGS 165.*

BPA 171

**Principles of Supervision***3 credit hours — Three hours weekly; one term.*

Introduction to the first level of management. Topics will include short-range planning, training, motivation, evaluating workers, decision making, discipline, counseling employees and dealing with organized labor.

BPA 172

**Human Resource Management***3 credit hours — Three hours weekly; one term.*

Practical and theoretical considerations concerning the management of personnel. Covers all aspects of staffing including recruiting and interviewing, selection and placement. A human resource manager's role regarding training and development, performance appraisal, labor relations and compensation are among the areas studied. Also includes laws affecting employee rights and management responsibility (Americans with Disabilities Act, Civil Rights Act, Equal Pay Act, Sexual Harassment).

BPA 173 **Managing and Valuing Workforce Diversity***3 credit hours — Three hours weekly; one term.*

Focus on how to change corporate culture and develop an understanding of diversity. Review and develop action plans for valuing diversity, examine case studies and review recent literature from periodicals.

BPA 174 **Women and Business***3 credit hours — Three hours weekly; one term.*

Emphasizes critical issues, attitudes and practices which influence the successful integration of women into mid- and senior-level management. Through readings, case studies and special projects, explores the nature of gender related topics and their impact on management and business. Relevant topics include power and authority, legal issues, communication, sexual harassment, and time and stress management.

*Note: Also offered as GSS 174; credit is not given for both BPA 174 and GSS 174.*

BPA 201 (formerly BPA 211 Principles of Accounting 1)

**Financial Accounting***3 credit hours — Three hours weekly; one term.*

Learn principles of financial accounting for proprietorships, partnerships and corporations. Study accrual-based accounting and the accounting cycle. Analyze and record financial transactions, prepare financial statements, and learn to account for receivables, inventories, fixed assets and liabilities.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair.*

*Note: Credit is not given for both BPA 201 and BPA 211 or BPA 201 and BPA 100.*

BPA 202

**Managerial Accounting***3 credit hours — Three hours weekly; one term.*

Learn principles of managerial accounting. Study methods of cost accounting, cost volume profit analysis, capital budgeting, decision-making analysis and budgeting methods. Prepare cash flow statements and perform financial statement analysis.

*Prerequisite: BPA 201 or permission of department chair.*

*Note: Credit will not be given for BPA 202 and BPA 212. This course will replace BPA 212 beginning Spring 2015.*

BPA 205

**Cyberlaw***3 credit hours — Three hours weekly; one term.*

Introduces students to emerging laws of cyberspace. Explore methods of investigating and preventing cybercrimes and infringements upon information security. Discuss laws governing e-commerce and intellectual property protections, focusing on landmark and other cases such as Napster. The class also will debate privacy rights and free speech on the Internet.

*Prerequisite: CJS 111 or LGS 111 or LGS 253.*

*Note: Students with no prior computer experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113. Also offered as CJS 205, CSI 205 and LGS 205; credit is not given for BPA 205 and also CJS 205, CSI 205 and LGS 205.*

BPA 210

**Advanced Sales and Sales Training***3 credit hours — Three hours weekly; one term.*

Learn advanced principles and techniques of selling as practiced by retail sales personnel, wholesaler's representatives and the industrial sales force. Explore topics such as adding value to the sales process, selling upgrades, establishing long-term sales relationships, generating leads and penetrating the competition.

*Prerequisite: BPA 132.*

BPA 212

**Principles of Accounting 2***3 credit hours — Three hours weekly; one term.*

An introduction to accounting for corporations. Topics include basic corporate stock transactions, long-term debt, cash flow and financial statement analysis, and an introduction to cost accounting and budgeting. Some computer applications are used. Lab fee \$5.

*Prerequisite: BPA 211 or BPA 100 and BPA 101.*

*Note: Credit will not be given for BPA 212 and BPA 202. This course will only be available through Fall 2014.*

BPA 214

**Professional Bookkeeper Keystone***3 credit hours — Three hours weekly; one term.*

Develop a deeper and broader knowledge of basic accounting fundamentals. Study theory and procedures related to the legal forms of business. Learn accounting treatment for error correction, accounting adjustments, payroll, depreciation, inventory, internal controls and fraud prevention. Examine professional responsibilities and ethics. Prepare for the Professional Bookkeeper Certification Exam.

*Prerequisite: BPA 201 (formerly BPA 211) or permission of the department chair.*

BPA 216

**Governmental and Not-for-Profit Accounting***3 credit hours — Three hours weekly; one term.*

Investigate, examine and apply the principles of accounting and financial reporting for state and local governments, college and universities, health care entities and charitable organizations. Focus on the material as it applies to those in practice and to those preparing for the certified public accountant examination.

*Prerequisite: BPA 201 (formerly BPA 211).*

BPA 217

**Small Business Accounting***3 credit hours — Three hours weekly; one term.*

Use Quickbooks® software (included with text, Windows®-based) for the study of computerized accounting systems with emphasis on the application of accounting theory and practice. Complete projects for both a service and merchandising company, including creating a company, recording transactions for revenue and expenses, completing payroll, adjusting accounts, reconciling bank accounts and closing the accounting cycle. Use a personal computer for downloading, copying, opening, naming, saving, compressing and uploading data files. Lab fee \$10.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair.*

*Note: Students with Apple® computers will need to also purchase Quickbooks® for Mac or software that allows Windows®-based software to run on Apple® computers. Also offered as ESI 217; credit is not given for both BPA 217 and ESI 217.*

BPA 220

**Administration of the EMS/Fire/Rescue Organization***3 credit hours — Three hours weekly; one term.*

Introduces the comprehensive field of fire protection, technology and the range of services provided by the modern EMS/fire/rescue organization. Introduces the functions and concepts necessary to effectively manage an EMS/fire/rescue organization.

BPA 221

**Fire and Emergency Law and Safety Regulations***3 credit hours — Three hours weekly; one term.*

Provides information needed to be knowledgeable in dealing with potential legal liabilities encountered during the typical duties of the modern EMS/fire/rescue personnel. Prepare to research and understand various statutes, regulations and cases. Learn how to analyze case studies and implement lessons learned in the development of risk management plans for emergency services organizations.

*Prerequisite: BPA 220.*

BPA 222

**Emergency Management for Fire Service Officers***3 credit hours — Three hours weekly; one term.*

Introduces the principles, concepts and practices of an integrated all-hazard emergency management system. Analyze the evolution of emergency management in federal, state and local government institutions. Apply current concepts and practices in emergency management to the mitigation, preparedness, response and recovery phases of natural and technological hazards that threaten the modern state. Evaluate strategies, resources and coordination among different levels and agencies of government necessary for successful delivery of emergency management operations.

*Prerequisite: BPA 220.*

BPA 223

**Preparing for and Responding to Terrorism***3 credit hours — Three hours weekly; one term.*

Learn how to respond to terrorist incidents. Analyze existing emergency service and operation system models. Emphasize formulation of plans for local, state and federal responses by studying case analysis of actual acts of terrorism.

*Prerequisite: BPA 220.*

BPA 224

**Fire Suppression and Detection Systems***3 credit hours — Three hours weekly; one term.*

Provides a working knowledge of the various fire suppression and detection systems, such as sprinkler systems, smoke and heat detection systems, special extinguishing systems (e.g. clean-agent, carbon dioxide, dry-chemical, etc.), standpipe systems and fire extinguishers. Prepare to understand the operations of these systems and how they impact the operations of a fire department.

*Prerequisite: BPA 220.*

BPA 225

**Incident Scene Management***3 credit hours — Three hours weekly; one term.*

Introduces the role of an emergency service officer in managing emergency operations. Recognize the importance of pre-incident information, develop tools for maintaining information and applying that information to emergency management decisions. Apply the terminology and structure of a model management system for the purpose of maintaining authority, responsibility and accountability. Includes hands-on (directed lab) activities.

*Prerequisite: BPA 220.*

BPA 226

**EMS Response to Hazardous Materials***3 credit hours — Three hours weekly; one term.*

Discuss the emergency medical response responsibilities of hazardous materials team members to hazardous materials incidents. Explore medical strategy from the initial response to the impact on body systems, injury and treatment, as well as chemicals and toxicology. Prepare to make decisions based on a scale of risk versus gain. Provides information on decontamination techniques, specialized equipment and antidotal treatments as they are related to the hazardous materials incident.

*Prerequisite: BPA 220.*

BPA 231

**Introduction to Social Entrepreneurship and Nonprofit Management***3 credit hours — Three hours weekly; one term.*

Provides an overview of how social entrepreneurs plan, organize, lead, manage, and market nonprofit or not-for-profit organizations. Students examine practical ways to define a community's needs in order to establish an organization's direction, work with a board of directors, and lead both volunteer and paid staff members. This course discusses how to use marketing and communications for developing and sustaining relationships with benefactors and beneficiaries. This course also provides discussion and practical application of other critical topics including strategic planning, operations management, human resource management, learning and knowledge management, legal requirements, public relations, political action, and financial management. Lab fee \$10.

*Note: Also offered as ESI 231; credit will not be given for both BPA 231 and ESI 231.*BPA 232 **Business Statistics***3 credit hours — Three hours weekly; one term.*

Learn statistical analysis as an aid in business decision making through the use of descriptive statistics, probability, confidence intervals, hypothesis testing, chi square, analysis of variance, regression and correlation analysis. Lab fee \$5.

*Prerequisite: Eligibility for any general education math course.**Note: Also offered as ECO 232; credit will not be given for both BPA 232 and ECO 232.*

BPA 235

**Introduction to Transportation and Logistics***3 credit hours — Three hours weekly; one term.*

Surveys the organization and operations of the commercial transportation industry and its impact on the bottom-line of today's modern businesses. Course topics include the legal and regulatory environment, costing and pricing, major transportation options, managing transportation partnerships and the use of information and technology in the logistics sector. The course also includes an industry specific "current issues" component, an "employment opportunities" section that explores the industry job market and a look at the technologies and issues that will shape the future of transportation and logistics.

BPA 236

**Introduction to Airport and Seaport Operations***3 credit hours — Three hours weekly; one term.*

Provides an introduction to the structure, organization and operation of a modern airport and seaport, including current issues and challenges. Includes the critical interface with private sector providers of agency, terminal, stevedoring, tug, and line handling services, and the significant roles of custom-house brokers, freight forwarders and cargo consolidators. Also examines the effects of government regulatory agencies.

*Prerequisite: BPA 235 or permission of department chair.*

BPA 237

**Supply Chain Management***3 credit hours — Three hours weekly; one term.*

Introduces students to the global supply chain with an emphasis on supply sources, distribution, production planning, information systems, customer service, inventory management, warehouse management, supply chain relationships and challenges facing managers today. Students completing the course will understand supply chain management systems and relationships, and will be able to integrate information regarding the flow of materials across the supply chain.

*Prerequisite: BPA 235 or permission of department chair.*

BPA 238

**Domestic and International Freight Operations***3 credit hours — Three hours weekly; one term.*

Examines current issues and best practices in the area of domestic and international freight operations. Course topics include transportation providers, regulation and policy, carrier strategies, costing and pricing, information systems, transportation management, and the negotiation and bidding process.

*Prerequisite: BPA 235 or permission of department chair.*

BPA 241

**Intermediate Accounting 1***3 credit hours — Three hours weekly; one term.*

Focus on the comprehensive study of accounting principles, theory and practice as they relate to financial statements. Learn income measurement and its effect on the valuation of assets and equity, accounting for current assets, long-term assets, current liabilities and long-term liabilities.

*Prerequisite: BPA 212 or BPA 202.*

BPA 242

**Intermediate Accounting 2***3 credit hours — Three hours weekly; one term.*

Focus on the comprehensive study of accounting principles, theory and practice as they relate to financial statements. Learn the accounting for stockholders' equity, revenue recognition and accounting changes, accounting for taxes, pensions and leases, and analysis and interpretation of financial statements. BPA 241 recommended.

*Prerequisite: BPA 212 or BPA 202.*

BPA 245

**Advanced Accounting***3 credit hours — Three hours weekly; one term.*

Study the theory and application of the equity method of accounting for investments, business consolidations, variable interest entities, foreign currency transactions and advanced partnership accounting.

*Prerequisite: BPA 212 or BPA 202.*

BPA 246

**Entrepreneurship: Small Business Operations and Logistics***3 credit hours — Three hours weekly; one term.*

Develop skills and knowledge required of small business managers for the practical application of operations and logistics concepts. Analyze the management of the physical flows of products to include transportation management, warehousing, materials handling, inventory management and order fulfillment.

*Note: Students are encouraged to take BPA 111 before enrolling in this course. Also offered as ESI 246; credit will not be given for both BPA 246 and ESI 246.*

BPA 250

**Entrepreneurship: Legal Issues for Business***3 credit hours — Three hours weekly; one term.*

Provides an overview of legal consequences as entrepreneurs launch and operate a business. Students examine practical ways to minimize liability in areas such as business organization and management, obligations created by contracts and torts, and relationships between employers and employees and between creditors and debtors. Other topics include government regulation and property interests, and intellectual property law. Lab fee \$5.

*Note: Also offered as ESI 250 and LGS 250; credit is given for only one of the following: BPA 250, ESI 250, LGS 250.*

BPA 253

**Business Law 1***3 credit hours — Three hours weekly; one term.*

Introduces basic principles of law and their impact on common business transactions. Areas of emphasis include sources of law, the judicial system, a wrongdoer's liability for harm to society (crimes) and to the injured party (torts), the formation and performance of contracts, the ownership and transfer of personal and real property, principals and their agents and factors to be considered in choosing the form of a business (partnerships and corporations) to be organized. Lab fee \$5.

*Note: Also offered as LGS 253; credit is not given for both BPA 253 and LGS 253.*

BPA 254

**Business Law 2***3 credit hours — Three hours weekly; one term.*

Examines the legal consequences of a variety of business decisions, including the form of business organization. Explores competing interests of buyers and sellers, creditors and debtors, suppliers and consumers. Study of the Uniform Commercial Code follows a sales transaction from drawing up a contract through financing. An overview of government regulation of business stresses antitrust laws, employer-employee relations and securities regulations. Also covers estate planning and trusts. Lab fee \$5.

*Prerequisite: BPA 253.*

*Note: Also offered as LGS 254; credit is not given for both BPA 254 and LGS 254.*

BPA 255

**Accounting Information Systems***3 credit hours — Three hours weekly; one term.*

Learn the core concepts of an accounting information system as well as: documentation; controls, security, privacy, and ethics; business processes and software solutions; databases; systems development life cycle (SDLC); and special topics.

*Prerequisite: BPA 241 and either CSI 112 or CSI 113 (or its equivalent) or permission of the department chair.*

BPA 256

**Financial Management***3 credit hours — Three hours weekly; one term.*

Study the basic principles of finance, including working capital management, long-term financing, risk analysis, financial statement analysis, capital budgeting and capital structure.

*Prerequisite: BPA 212 or BPA 202.*

BPA 260

**Applied Entrepreneurship, Innovation and Invention***3 credit hours—Three hours weekly; one term.*

Allows students to use their particular technical or business knowledge, skills, and abilities in a realistic, self directed, experiential learning environment. Students will design and build a product prototype that is ready for field testing, test marketing, production and distribution. Topics include introduction to entrepreneurship, innovation and invention, opportunity recognition, sociological research and analysis, idea generation, team building and leadership, project management, knowledge management, and legal environment. Lab fee \$50.

*Note: Also offered as ESI 260; credit will not be given for both BPA 260 and also ESI 260.*

BPA 261

**Cost Accounting***3 credit hours — Three hours weekly; one term.*

Examine basic principles of cost accounting, including accounting for manufacturing expenses, application of costs to operations and products, preparation of statements, analysis of cost information for administrative and control purposes, and specific order and process cost systems.

*Prerequisite: BPA 212 or BPA 202.*

BPA 262

**Tax Accounting***3 credit hours — Three hours weekly; one term.*

Study federal income tax law as it applies to individuals and to many aspects of businesses. Learn to research and apply the law, not primarily by preparing income tax forms, but by analyzing situations and solving problems.

*Prerequisite: BPA 212 or BPA 202 or permission of department chair.*

BPA 263

**Auditing***3 credit hours — Three hours weekly; one term.*

Study the principles and practices of auditing, focusing on the duties and responsibilities of auditors in establishing procedures for conducting audits and verification of financial statements. Prepare audit working papers and reports and examine problems associated with auditing computerized accounting systems.

*Prerequisite: BPA 241 and BPA 242.*

BPA 264

**Advanced Tax Accounting***3 credit hours — Three hours weekly; one term.*

Study federal tax law for corporations, partnerships, estates and trusts as it impacts the entity and its owners. Examine concepts, then apply those concepts through the completion of situational problems, not through the preparation of tax forms.

*Prerequisite: BPA 262.*

BPA 265

**Business Accountant Capstone***3 credit hours — Three hours weekly; one term.*

Integrate and apply business and accounting concepts to resolve accounting problems involving financial statement preparation and analysis, taxation, management consulting, business law, fraud and fraud detection, and the interpretation of current pronouncements. Explore ethical dilemmas and work toward the development of a personal code of professional conduct. Prepare for the ACAT Comprehensive Exam for Accreditation in Accountancy.

*Prerequisite: BPA 241, BPA 261, and BPA 262; or an associate degree in accounting; or permission of department chair.*

BPA 270

**Entrepreneurship: New Venture Planning***3 credit hours — Three hours weekly; one term.*

Learn the process of business planning in this capstone course and work on a semester-long comprehensive business plan for a new venture or existing business. Learn from guest speakers and individual meetings with the instructor with a focus on applied learning. Explore the use of computer software to aid in planning and managing a new venture. Designed for individuals interested in starting a new venture, acquiring an existing business or working in industries that serve entrepreneurs and managers. Lab fee \$10.

*Prerequisite: BPA 103 or ESI 103.*

*Note: Also offered as ESI 270; credit is not given for both BPA 270 and ESI 270.*

BPA 275

**Internship in Business 1***3 credit hours — 15 class hours, 90 hours work; one term.*

A course designed to give students in business technology areas an opportunity to acquire practical experience in their chosen field. It combines practical experience with classroom learning. Objectives are set by the supervising employer, the student and the faculty member.

*Prerequisite: Permission of instructor or department chair.*

*Note: Also offered as ESI 275; credit is not given for both BPA 275 and ESI 275. Enrollment in Internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.*

BPA 276

**Internship in Business 2***3 credit hours — 15 class hours, 90 hours work; one term.*

A continuation of BPA 275, the course offers supervised experience in business and industry.

*Prerequisite: BPA 275.*

*Note: Enrollment in Internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.*

BPA 277

**Business Strategies***3 credit hours — Three hours weekly; one term.*

Explore and enhance experiences working in the business environment by connecting practical applications with classroom learning. Focus on personal business skills, business operational understanding and workplace engagement.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

BPA 280-299

**Special Topics in Business and Management***1-3 credit hours — One to three hours weekly; one term.*

An in-depth study of contemporary issues designed to meet the changing needs and interests of students. Courses provide students with an opportunity to explore those topics that affect current business practices and are not fully covered in the other traditional course offerings.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30.

*Note: Completion of BPA 111 or an appropriate level of business experience is highly recommended.*

*Current Special Topics*

BPA 286 Advanced Investment Topics

**CHEMISTRY (CHE)**

CHE 011

**Introduction to Chemistry***2 equivalent hours — Two hours weekly; one term.*

Fundamentals of chemistry for students whose ACT math score indicates a need for strengthening mathematical ability or who have not successfully completed one year of high school chemistry and need more background in chemistry before registering for CHE 111.

*Prerequisite: Eligibility for MAT 011.*

CHE 103  SCIENCE**World of Chemistry***3 credit hours — Three hours weekly; one term.*

Conceptual chemistry for nonscience majors. Emphasis on developing an awareness of the interrelation of chemistry and society. Topics include chemical reactions, acids and bases, oxidation-reduction, organic and biological chemistry.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Credit is not given for both CHE 103 and CHE 111 or CHE 115. CHE 103 is not to be used as a prerequisite for CHE 111. This course does not satisfy curricular requirements for a laboratory science course.*

CHE 111  SCIENCE**General Chemistry 1***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Study atomic theory and periodic relationships, chemical bonding, gases, liquids and solids, stoichiometry, kinetic-molecular theory, solutions, oxidation-reduction, reactions of molecules and ions and nuclear chemistry. Laboratory work includes basic techniques and principles as well as quantitative measurements by titration, calorimetry and stoichiometry. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and either MAT 141 (formerly MAT 131) with a grade of C or better or eligibility for MAT 151.*

*Note: Credit is not given for both CHE 111 and CHE 103 or CHE 115.*

CHE 112  SCIENCE**General Chemistry 2**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Examine kinetics; gaseous and aqueous equilibria — including acids, bases, solubility and complex ions; thermodynamics; electrochemistry; and nuclear chemistry. Study introductory organic chemistry and consider aspects of environmental chemistry. Laboratory work includes qualitative analysis and quantitative measurements. Lab fee \$40.

*Prerequisite:* CHE 111 with a grade of C or better and either MAT 141 (formerly MAT 131) with a grade of C or better or eligibility for MAT 151.

CHE 113  SCIENCE**Fundamentals of Organic and Biochemistry**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Study an introduction to the chemistry of carbon compounds and of living systems. Nomenclature, structure, properties and reactions of the principal organic families are studied, and anthropogenic carbon compounds are discussed in relation to health and the environment. The biochemistry studies the structure, properties, and functions of carbohydrates, proteins, lipids and nucleic acids. Protein synthesis, enzyme regulation and metabolism are included. Intended for students in health-related professions and students interested in applying chemistry to the environment and living systems. Science and engineering students should take CHE 112. Lab fee \$50.

*Prerequisite:* CHE 111

*Note:* Credit is not given for both CHE 113 and CHE 213. CHE 113 is not to be used as a prerequisite for CHE 213 or CHE 214.

CHE 115  SCIENCE**General, Organic and Introduction to Biochemistry**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Examines general principles and problem solving of inorganic chemistry; structure, bonding and functional groups of organic chemistry. Includes an introduction to chemical compounds important in living systems. The laboratory work includes basic techniques of quantitative measurements and the application of chemical principles. This course is intended for students transferring to a health professions program requiring only one term of chemistry. Students transferring to an allied health program requiring two terms of chemistry should take CHE 111 and CHE 113. Students who are unsure of their transfer goals should take CHE 111. This course is also appropriate for the liberal arts major with a strong interest in chemistry. Lab fee \$40.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and either MAT 141 (formerly MAT 131) or any general education mathematics course.

*Note:* Credit will not be given for both CHE 115 and either CHE 103 or CHE 111 or CHE 113 or CHE 213. This course is not to be used as a prerequisite for CHE 111, CHE 112, CHE 113, CHE 213 or CHE 214.

## CHE 213

**Organic Chemistry 1**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Study the chemistry of hydrocarbons and their simple derivatives, emphasizing their structures, properties and mechanisms of reactions. Use general laboratory techniques and procedures in organic chemistry and learn modern methods of analysis, including gas chromatography. Lab fee \$50.

*Prerequisite:* CHE 112

*Note:* Credit is not given for both CHE 113 and CHE 213.

## CHE 214

**Organic Chemistry 2**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Study the chemistry of the families of organic compounds, emphasizing preparations, reactions, and mechanisms of reactions. Learn to apply spectroscopy to determine structure, and preview compounds of biological importance. Synthesize representative organic compounds in the laboratory. Use modern methods of analysis, including infrared and nuclear magnetic resonance spectroscopy. Lab fee \$50.

*Prerequisite:* CHE 213.

## CHE 280-299

**Special Topics in Chemistry**

1-3 credit hours.

Independent study for qualified students who wish to enrich their backgrounds in a particular area. Topics are determined by mutual agreement of the student and the instructor.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite:* Sophomore standing and permission of department chair.

**COMMUNICATION ARTS TECHNOLOGY (CAT)**

See ART.

**COMMUNICATIONS (COM)**COM 101  ARTS & HUM**Introduction to Mass Media**

3 credit hours — Three hours weekly; one term.

Learn about the history and theory of mass media in America. Discuss the development, practices and problems of mass media. Learn to understand and critically evaluate media messages.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.

## COM 102

**Writing for News Media 1**

3 credit hours — Three hours weekly; one term.

Learn about and practice news writing for print and electronic media.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.

COM 110  ARTS & HUM**Introduction to Interpersonal Communication**

3 credit hours — Three hours weekly; one term.

Explore the function of verbal and nonverbal communication in the development of interpersonal relationships. Topics include perception, self-concept, listening, intercultural and intergender communication and conflict management.

COM 111  ARTS & HUM**Fundamentals of Oral Communication**

3 credit hours — Three hours weekly; one term.

Learn about public speaking theory, and develop the skills needed to speak effectively in various situations. Learn about clear oral expression, informed critical thinking, research techniques, rhetorical modes and group communication. Write and deliver several speeches.

*Note:* Eligibility for ENG 111 or ENG 115 or ENG 121 is strongly recommended.

## COM 112

**Newspaper Editing and Production**

3 credit hours — Three hours weekly; one term.

Learn the basic techniques of copy editing and headline writing.

*Prerequisite:* COM 102.

COM 116  ARTS & HUM**Fundamentals of Oral Communication for Non-Native Speakers**

3 credit hours — Three hours weekly; one term.

Cover essentially the same material as COM 111 with special emphasis on the oral communication challenges faced by non-native speakers of English. Learn about public speaking theory, and develop the skills needed to speak effectively in various situations. Learn about clear oral expression, informed critical thinking, research techniques, rhetorical modes and group communication. Write and deliver several speeches.

*Prerequisite:* Eligibility for ENG 115 or permission of the department chair.

*Note:* Students may not receive credit for both COM 111 and COM 116.

COM 130

**Current Events in Global Context**

3 credit hours — Three hours weekly; one term.

Survey local, national, and world news with emphasis on understanding the background, context, and vocabulary of current news events as well as the personalities and relationships that affect those events. Read current news accounts, and through research and interactive assignments, learn how news events are globally interconnected.

COM 131  ARTS & HUM**Oral Interpretation**

3 credit hours — Three hours weekly; one term.

Explore narrative, poetry, and drama through oral performance. Recommended for students majoring in English, elementary or secondary education or theater.

COM 141  ARTS & HUM**Group Communication and Leadership**

3 credit hours — Three hours weekly; one term.

Learn principles and procedures for effective communication in small groups. Develop leadership skills for use in business, community and other task-oriented work teams. Gain experience with various types of formal and informal group organization methods, member roles and communication formats. Evaluate group processes and outcomes in interpersonal, peer, and virtual groups and teams.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.

COM 200  INTERDIS **Intercultural Communication**

3 credit hours — Three hours weekly; one term.

Investigates the challenges of communicating with individuals from different cultures. Learn to describe and analyze cultural patterns. Introduces strategies for increasing intercultural communication competency.

COM 202

**Writing for the News Media 2**

3 credit hours — Three hours weekly; one term.

Build on reporting and writing techniques learned in COM 102, with emphasis on developing sources, covering news beats, understanding media law and ethics, and reporting for print and electronic media. Study a range of news gathering techniques, learn to develop story ideas and use public records and practice journalistic writing.

*Prerequisite:* COM 102 or permission of the department chair.

COM 230

**Persuasive Message Strategies**

3 credit hours — Three hours weekly; one term.

Learn cutting-edge persuasive communication strategies used in interpersonal communication, including the areas of advertising and political campaigns. Examine current research on persuasion and how the media frames issues. Gain the knowledge and skills to create and evaluate persuasive messages.

*Note:* Eligibility for ENG 111 or ENG 112 or ENG 121 is strongly recommended.

COM 275 (276) (277)

**Journalism Practicum**

COM 275

1 credit hour — Two and a half hours weekly; one term.

COM 276

2 credit hours — Five hours weekly; one term.

COM 277

3 credit hours — Seven and a half hours weekly; one term.

Work on the student newspaper under supervision of the student editor and faculty adviser. One credit is given for two and a half hours per week up to a maximum of three credits per term. Students write and edit for publication and may work on any phase of newspaper production, including writing stories, copy editing, headline writing and layout production. Practicum courses may be combined for a total of six credit hours.

*Prerequisite:* Successful completion of COM 102 or permission of department chair.

COM 280-299

**Special Topics in Communications**

3 credit hours.

Study current trends or specialized themes or topics in communications.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Note:* Eligibility for ENG 111 or ENG 115 or ENG 121.

**COMPUTER TECHNOLOGIES (CSI)****(Computer Information Systems, Computer Network Management, Computer Science and Information Assurance and Cybersecurity)**

The Committee on National Security Systems and the National Security Agency have certified that Anne Arundel Community College's courseware meets the National Training Standard for Information Systems Security (INFOSEC) Professionals, NSTISSI 4011, through the year 2014; and Systems Administrators (SA), CNSSI 4013, through the year 2013.

CSI 001

**Elementary PC Skills**

1 equivalent hour — 25 hours; one term.

Examine and practice elementary hardware and software system operations. Demonstrate using proper techniques for starting and shutting down the computer, adjusting the monitor, handling compact disk and other storage devices, keyboarding, mouse manipulation, formatting and working with CD-ROMs and DVDs, copying files, opening, saving and storing files on internal and external devices, working with the Windows Operating System, starting applications and using the printer. Students are also exposed to computer technology. Lab fee \$13.

*Note:* Introduces students with little or no prior computer experience to the elements of using a PC.

CSI 112  COMP TECH **Computing and Information Technology**

4 credit hours — Four hours of lecture and directed laboratory weekly; one term.

Learn computing and information technology concepts and skills that are fundamental to social, personal, business and academic environments. Learn about the Internet, networking, hardware, software, security, privacy, ethics and emerging technologies. Participate in hands-on labs using Microsoft Windows and the Microsoft Office applications which include word processing, spreadsheets, databases, and presentations. Lab fee \$25.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Credit is not given for both CSI 112 and CSI 113.

CSI 113 **Theories and Applications of Digital Technology***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn digital representation of information, data communications, computer networks, database systems and security. Learn computer hardware and software, the Internet and Web technologies, operating systems, software development, information systems, computer ethics and social issues. Use hands-on lab experience to incorporate the knowledge of hardware and software. This is the first course in computing for students planning to major in a technology field and an excellent choice for students interest in science, engineering and mathematics. Lab fee \$25.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Credit is not given for both CSI 112 and CSI 113.*

CSI 116

**Introduction to Project Management***3 credit hours — Three hours of lecture weekly; one term.*

Study the basics of project management. Explain the concepts behind successful project management and investigate the key elements of the project management framework. This course addresses the core material of the CompTIA Project+ exam objectives. Lab fee \$25.

*Prerequisite: CSI 112 or CSI 113 and eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as BPA 116; credit is not given for both CSI 116 and also for BPA 116.*

CSI 117 **Introductory Object-Oriented Program Analysis and Design***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn analysis and design problem-solving techniques to prepare for programming in any language. Learn about object-oriented design, development and related security techniques. Analyze specifications, use design tools such as pseudocode and Unified Modeling language (UML) diagrams to develop classes and objects, consider examples of common program designs, and implement object-oriented designs in a high-level language. Lab fee \$25.

*Note: It is highly recommended that students who do not have a working knowledge of computers complete CSI 113 before enrolling in CSI 117. Students with UML and Object Oriented Programming experience should contact the computer technologies director or the computer science coordinator before selecting this course.*

CSI 118

**HTML/CSS Programming***3 credit hours — Three hours of lecture weekly; one term.*

Learn Hypertext Markup Language (HTML) to create Web documents. Describe the manner in which multimedia hypertext documents are made available using the Web on the Internet. Learn to format text, use multimedia, develop lists, create hyperlinks, construct tables and forms on a Web document and describe XML basics. Lab fee \$25.

*Note: The student must be familiar with personal computers before beginning the class; no lecture time is spent introducing personal computer terminology and use.*

CSI 119

**Mobile Web Development***3 credit hours — Three hours of lecture and directed laboratory weekly; one term.*

Learn how to develop Web content for the mobile Web environment. Build websites that function on a variety of devices including smartphones, tablets and other mobile devices. Learn standards, best practices and development techniques for building Web pages delivered to mobile devices. Lab fee \$25.

*Prerequisite: CSI 118 or permission of the Computer Technologies Director or Computer Science Coordinator.*

CSI 120

**Personal Computer Word Processing Applications***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Use Microsoft Word to create, edit, format, save and print a document. Learn intermediate and advanced features including mail merge, envelopes and labels, sorting, styles, columns, footnotes, outlines, table of contents, indexes, master documents, templates, Web pages, graphics, charts and macros. Use a wide variety of document types and practical examples to provide an understanding of different ways Word can be applied to personal and business needs. Prepare for and take the Microsoft Office Specialist (MOS) — Word 2013 industry certification exam. A student is not guaranteed certification. Lab fee \$100.

*Note: Users with no prior software applications experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

CSI 121

**Personal Computer Office Suite Applications***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn office suite software using Microsoft Office. Acquire hands-on experience with the Internet and Web, word processing, spreadsheet, database management and presentation graphics, satisfying computing needs in a range of applications. Integrate data among the different software applications in the suite. Lab fee \$25.

*Note: Users with no prior software applications experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

CSI 122

**Personal Computer Database Management Systems***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Use Microsoft Access database management application software used on personal computers to study and manipulate data. Learn database design and implementation of object files such as file creation and setup, query processing, report generation and program creation. Use multiple files, indexing and database search, and record retrieval to solve practical problems through hands-on lab. Prepare for and take the Microsoft Office Specialist (MOS) Access 2013 industry certification exam. A student is not guaranteed certification. Lab fee \$100.

*Note: Users with no prior software applications experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

CSI 123

**Database Design, Implementation and Security***3 credit hours — Three hours of lecture and directed laboratory weekly; one term.*

Learn the fundamental concepts of database systems including design, implementation and security. Implement database design using the appropriate forms of normalization and a variety of database software. Learn the use of various database models such as relational database models, the Entity Relationship (ER) model and extended entity relationship models. Manipulate data using the structure query language (SQL). Lab fee \$35.

*Prerequisite: CSI 113 or permission of the Computer Technologies Director or Database Administration Coordinator.*

CSI 124

**Personal Computer Spreadsheet Applications***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Use Microsoft Excel to study the basics of spreadsheet setup, data manipulation and program functions. Learn more advanced features including functions, charts, lists (databases), macros, World Wide Web functions, integration with other applications, validation, 3D references, data tables, scenario manager, solver, importing external data and auditing features. Use a wide variety of practical examples to foster an understanding of different ways Excel can be applied to personal and business needs. Prepare for and take the Microsoft Office Specialist (MOS) — Excel 2013 industry certification exam. A student is not guaranteed certification. Lab fee \$100.

*Note: Users with no prior software applications experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

CSI 125 **Personal Computer Presentation Graphics Applications**

4 credit hours — Four hours of lecture and directed laboratory weekly; one term.

Use Microsoft PowerPoint to learn the basic skills needed to create, edit, format, save and print professional-looking electronic slide presentations. Learn intermediate and advanced features including using outline view, inserting clip art, creating a presentation as a Web page, using embedded visuals, creating slide transitions, animation effects, interactive documents, charts and tables, importing sound clips, creating self-running presentations, distributing presentations to remote audiences and using Visual Basic for Applications to customize a presentation. Use a wide variety of projects to provide an understanding of different ways PowerPoint can be utilized. Prepare for and take the Microsoft Office Specialist (MOS) — PowerPoint 2013 industry certification exam. A student is not guaranteed certification. Lab fee \$100.

*Note: Users with no prior software applications experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

CSI 126

**Personal Computer Information Management Applications**

4 credit hours — Four hours of lecture and directed laboratory weekly; one term.

Describe the use of Groupware application software. Use Microsoft Outlook to learn how to manage communications by using email, fax, address book features, public folders and remote work options. Learn how to schedule people, appointments, tasks and events and to create contact lists. Learn how to conduct and participate in online meetings. Prepare for and take the Microsoft Office Specialist (MOS)- Outlook 2013 industry certification exam. A student is not guaranteed certification. Lab fee \$100.

*Note: Users with no prior software applications experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

CSI 127

**Internet Fundamentals**

3 credit hours — Three hours of lecture weekly; one term.

Learn concepts, tools, and resources available on the Internet through lectures, classroom demonstrations and supervised lab experiences. Identify characteristics of the Internet, Web browser configuration and operations, Web-based application software, and current and emerging tools for searching and acquiring information from the Internet. Learn website design and construction in HTML. Lab fee \$25.

*Note: It is highly recommended that students who do not have a working knowledge of computers complete CSI 113 before enrolling in CSI 127.*

CSI 128

**Introduction to WWW Publishing**

3 credit hours — Three hours of lecture weekly; one term.

Learn how to create WWW documents using Graphical User Interface software and how multimedia hypertext documents are made available using the World Wide Web (WWW) on the Internet. Create and manage WWW sites such as those used by an individual or small business. Lab fee \$40.

*Note: Students must be familiar with personal computers before beginning the class because no lecture time is spent introducing personal computer terminology and use. Students with no prior Internet experience are encouraged to take CSI 127 Internet Fundamentals before taking this course.*

CSI 129

**Help Desk Concepts**

3 credit hours — Three hours of lecture weekly; one term.

Examine general help desk concepts, types, job categories and responsibilities. Discuss processes, tools, technologies to develop skills in systems management and customer service. Prepare for training and certification in Help Desk profession essentials.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

CSI 130

**Microcomputer Operating Systems**

3 credit hours — Three hours of lecture and directed laboratory weekly; one term.

Study DOS and Windows operating environments including basic and advanced operations and the use of system utilities. Learn DOS and UNIX/LINUX command structures and operations using the Windows graphical

user interface. Lab fee \$35.

*Note: It is highly recommended students who do not have a working knowledge of computers complete CSI 113 before enrolling in CSI 130.*

CSI 132 (formerly CSI 260 — Data Communications)

**Network Essentials**

4 credit hours — Four hours of lecture and directed laboratory weekly; one term.

Learn the fundamental building blocks that form a modern network including protocols, topologies, hardware and network operating systems. Develop the networking knowledge and skills related to TCP/IP, Ethernet, and wireless transmission and security. Learn to maintain and troubleshoot existing local area networks. This course addresses the core material of the CompTIA Network+ exam objectives. Lab fee \$40.

*Prerequisite: CSI 112 or CSI 113 or EET 160 or EET 260.*

CSI 133

**Operating Systems**

4 credit hours — Four hours of lecture weekly; one term.

Examine the concepts and theories of modern operating system software. Cover systems' features, capabilities and limitations. Learn how the systems function and differ from one another. View popular operating systems currently used in industry. Lab fee \$35.

*Prerequisite: CSI 113 and one programming language.*

CSI 135

**Introduction to UNIX/LINUX**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Examine basic elements of the UNIX/LINUX operating system, sending and receiving electronic mail, hierarchical file structure, creating and editing documents, writing shell programs and providing system security. Hands-on experience with a multi-user UNIX/LINUX system is provided. Lab fee \$25.

*Note: Some programming experience is recommended.*

CSI 138

**Programming in PHP/MySQL**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Use fundamental design principles and problem-solving techniques introduced in CSI 117 to develop Web applications using PHP server-side scripting language and the MySQL relational database management system. Participate in hands-on activities to learn topics that include Web application concepts and environments, PHP language structure, relational database concepts, and techniques to develop Web applications that include database management systems and user interaction. Lab fee \$35.

*Prerequisite: CSI 117 and CSI 118 or permission of Computer Technologies Director or Computer Science Coordinator.*

CSI 141

**Programming in C for Engineering**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Designed for engineering and engineering technology students who have no experience with programming. Learn an engineering approach to problem solving, program modularity, program testing, debugging and documentation. Program using data types, storage, control and data structures, error handling, functions and text files. Complete hands-on lab assignments using programmable devices to model real world applications. Lab fee \$30.

*Prerequisite: CSI 112 or CSI 113, EGR 120 or permission of Computer Technologies Director or Computer Science Coordinator or Engineering Department Chair.*

*Note: Also offered as EGR 141; credit is not given for both CSI 141 and EGR 141.*

CSI 149

**Programming in JavaScript**

4 credit hours — Four hours of lecture and directed laboratory weekly; one term.

Learn JavaScript language through lecture and hands-on directed lab activities. Develop programming skills to create interactive Web pages. Learn to manipulate the browser environment, add special effects, validate form data and manage state information. Lab fee \$25.

*Prerequisite: CSI 117 and CSI 118 or permission of Computer Technologies Director or Computer Science Coordinator.*

CSI 151

**jQuery***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn how to develop interactive Web pages using jQuery. Use the core jQuery library and jQuery User Interface (UI) library to improve usability and presentation. Add interactivity to websites without complex JavaScript coding. Lab fee \$25.

*Prerequisite: CSI 117 AND CSI 118 or permission of Computer Technologies Director or Computer Science Coordinator.*

CSI 156

**Electronic Commerce***3 credit hours — Three hours of lecture weekly; one term.*

Define electronic commerce and its importance to contemporary business. Learn terms and vocabulary to discuss electronic issues and technologies. Identify the advantages of electronic commerce in specific business strategies. Explore topics in electronic commerce, including marketing, social networking, and legal and tax issues. Develop scenarios for maximizing the use of electronic commerce.

*Note: Also offered as BPA 156; credit is not given for both CSI 156 and BPA 156.*

CSI 157

**Networking 1***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Describe the devices and services used to support communications in data networks and the Internet. Describe the role of protocol layers in data networks. Design, calculate, and apply subnet masks and addresses in IPv4 and IPv6 networks. Explain Ethernet concepts such as media, services, and operations. Build simple Ethernet networks using routers and switches. Use Cisco command-line (CLI) commands to perform basic router and switch configurations. Utilize network utilities to verify small networks and analyze data traffic. Lab fee \$100.

*Prerequisite: CSI 112 or CSI 113.*

*Note: CSI 112 or CSI 113 may be taken concurrently with CSI 157 with permission of the Computer Technologies Director or Cyber Security Coordinator.*

CSI 158

**Networking 2***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Describe basic switching concepts and technologies such as VLANs and trunking. Configure and troubleshoot a small switched network. Describe the purpose and operation of a router. Perform basic router configurations, including static routing, default routing, and inter-VLAN routing. Learn dynamic routing protocols, such as RIP and OSPF. Describe the purpose and types of access control lists (ACLs). Describe the operations and benefits of Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). Lab fee \$100.

*Prerequisite: CSI 157 with a grade of "C" or better or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 161  **COMP TECH****Programming 1 in Java***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Use fundamental object-oriented design principles and problem-solving techniques such as UML diagrams introduced in CSI 117 to develop computer algorithms and their implementation as programs coded in Java, an object-oriented programming language. Learn about data types, control structures, classes, arrays, console I/O and basic graphical user interfaces. Discuss and implement secure programming concepts and skills throughout the course. Lab fee \$25.

*Prerequisite: CSI 117 with a grade of C or better or permission of computer technologies director or computer science coordinator.*

*Note: CSI 117 is waived for students that complete AP computer science. Credit is not given for both CSI 161 and CSI 163 and CSI 162 and CSI 163.*

CSI 162  **COMP TECH** **Programming 2 in Java***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Extend the use of object-oriented methodologies, languages and tools begun in CSI 161. Learn about inheritance, polymorphism, recursion, stream

and file input/output, exceptions and dynamic data structures. Consider style, documentation, solution robustness and conformance with specifications. Discuss and implement secure programming concepts and skills throughout the course. Lab fee \$25.

*Prerequisite: CSI 161 with a grade of C or better or permission of computer technologies director or computer science coordinator.*

CSI 163

**Computer Science 1***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Use fundamental design principles and problem-solving techniques introduced in CSI 117 to develop computer algorithms. Implement algorithms as programs coded in Java, an object-oriented programming language. Learn the data types, control structures, classes, arrays, and I/O in the Java programming language. Learn graphical user interfaces, inheritance, polymorphism, recursion, and exceptions. Emphasize style, documentation, solution robustness, and conformance with specifications throughout course work. Lab fee \$25.

*Prerequisite: CSI 117 or permission of Computer Technologies Director or Computer Science Coordinator.*

*Note: CSI 117 prerequisite is waived for students that complete AP Computer Science. Credit is not given for both CSI 163 and CSI 161 or CSI 163 and CSI 162.*

CSI 165

**Network Security Fundamentals***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the current risks and threats to an organization's data together with ways to safeguard critical electronic assets, including network services, devices, traffic and data. Develop a foundation to prepare for further study in other specialized security fields. This course addresses the core material of the CompTIA Security+ exam objectives. Lab fee \$100.

*Prerequisite: CSI 132 or CSI 157.*

*Note: CSI 132 and CSI 157 may be taken concurrently with CSI 165 with permission of the Cyber Security Coordinator.*

CSI 172

**Relational Databases and SQL***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Introduces use of Oracle relational database management software. Emphasizes the structures query language (SQL) and relational database concepts. Introduces the topics of programming language/SQL (PL/SQL) and presents an overview of the roles and responsibilities of a database administrator. This course is the first in the series of Oracle Database Administration courses. Lab fee \$35.

*Prerequisite: CSI 123 or permission of the computer technologies director or database administration coordinator.*

CSI 182

**PL-SQL Programming***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn the principles of database programming using PL/SQL language to access and manipulate data in a database. Learn stored procedures, functions, packages and database triggers. Learn key skills required for declaring variables and trapping exceptions. This course is the second in the series of Oracle database administration courses. Lab fee \$35.

*Prerequisite: CSI 172 with a grade of C or better or permission of the Computer Technologies Director or Database Administration Coordinator.*

CSI 194  **ARTS & HUM**  **INTERDIS****Ethics and the Information Age***3 credit hours — Three hours weekly; one term.*

Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as PHL 194; credit is not given for both CSI 194 and PHL 194.*

CSI 205

**Cyberlaw***3 credit hours — Three hours weekly; one term.*

Introduces students to emerging laws of cyberspace. Explore methods of investigating and preventing cybercrimes and infringements upon information security. Discuss laws governing e-commerce and intellectual property protections, focusing on landmark and other cases such as Napster. The class also will debate privacy rights and free speech on the Internet.

*Prerequisite: CJS 111 or LGS 111 or LGS 253.*

*Note: Students with no prior computer experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113.*

*Also offered as BPA 205, CJS 205 and LGS 205; credit is not given for CSI 205 and also BPA 205, CJS 205 and LGS 205.*

CSI 206

**Cybercrime***3 credit hours — Three hours weekly; one term.*

Focus on technology-based crimes. Explore cyber offenses including information warfare, cyber terrorism, information theft, data corruption and disruption of service. Discuss computing devices as instruments furthering exploitation of children, organized crime and other criminal acts. Identify vulnerabilities within national and private infrastructures, assess risks and structure security measures.

*Prerequisite: CSI 113.*

*Note: Also offered as CJS 206; credit is not given for both CSI 206 and CJS 206.*

CSI 207

**Cyber Forensics 1***3 credit hours — Three hours of lecture and directed laboratory weekly; one term.*

Explore a professional approach to forensic investigations of computer security incidents. Learn to identify threats, create strategies to locate and recover evidence and perform forensic analysis. Discuss surveillance, tracing email and piercing anonymity through appropriate legal channels. Lab fee \$110.

*Prerequisite or corequisite: CSI 130.*

*Note: CSI 130 may be taken concurrently with CSI 207. Also offered as CJS 207; credit is not given for CSI 207 and CJS 207.*

CSI 208

**Cyber Forensics 2***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Explore the use of industry standard commercial and open source tools used for investigations in the location and recovery of digital evidence. Practice preserving digital evidence. Learn how to evaluate operating systems and file systems in order to find and analyze evidence using basic Windows, Linux and Mac command line and GUI tools. Learn approaches to network forensic investigations while using investigation results to develop reports and testimony. Lab fee \$40.

*Prerequisite: CSI 207 or CJS 207.*

*Note: Also offered as CJS 208; credit is not given for CSI 208 and CJS 208.*

CSI 209

**Cyber Forensics 3***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Explore advanced analysis concepts in digital forensics investigations. Perform forensic analysis of digital evidence retrieved from both current and legacy systems using industry standard commercial and open source tools. Learn how computer forensics analysts focus on collecting and analyzing data from computer systems to track user-based activity that can be internal investigations or civil/criminal litigation. Focus on an in-depth understanding of Windows operating system artifacts. Lab fee \$100.

*Prerequisite: CSI 208 or CJS 208.*

CSI 211  **COMP TECH****Systems Analysis and Design***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn systems development life cycle (SDLC) presented from a business process view. Analyze and design basic database systems by incorporating

problem-solving techniques used in developing business computer information systems. Learn Enterprise Systems (ES), integrated business application packages used for controlling and tracking business operations with one centralized Relational Database Management system. Use hands-on lab experience to incorporate knowledge of the project management software package. Lab fee \$25.

*Prerequisite: CSI 112, CSI 113 or CSI 117.*

CSI 212  **COMP TECH**  **INTERDIS****Exploring Cutting Edge Technology***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn current issues in computer, information, and communication technologies and consider their development in the near future. Meet in a challenging seminar mode to research and discuss various technology initiatives. Explore cutting edge technology topics that include: research procedures, sustainable computing, mobile computing, computer hardware developments, social networks, cloud computing and security issues. Laboratory work is directed, but allows freedom of research.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Before taking this course, students must be familiar with most/all of the concepts/skills presented in CSI 112 or CSI 113 and be ready to explore emerging technologies.*

CSI 214

**Information Systems Security***3 credit hours — Three hours of lecture weekly; one term.*

Gain an understanding of physical security, hardware, software, and communications security. Recognize and handle viruses. Discuss technical, legal and ethical issues associated with information systems security.

*Prerequisite: CSI 132 or CSI 157 or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 217

**Advanced Network Defense***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn advanced security technologies and practices to defend network systems. Explore topics such as the essential security practices of hardening Windows and Unix/Linux servers, Internet applications and wireless systems, and defending network systems through the use of firewalls and Intrusion Detection Systems. Lab fee \$50.

*Prerequisite: CSI 165.*

*Note: Basic knowledge of Unix/Linux and Windows is recommended.*

CSI 219

**Network Intrusion Detection and Penetration Testing***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the threats that are challenging the priorities and processes used to protect our computer and network systems. Examine the tools and techniques used for traffic and intrusion analysis including hacker tools, methods, scripts and automated hacking malware employed in today's cyber environment. Investigate the processes and procedures used by hackers, along with corresponding countermeasures that can be employed to protect against such attacks. Lab fee \$100.

*Prerequisite: CSI 165.*

*Note: A working knowledge of Linux is highly recommended prior to taking this course.*

CSI 222

**Access Visual Basic Applications (VBA) Programming***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Design, develop, implement and maintain customized database applications in a microcomputer environment. Create menu interfaces using multiple tables, query the database, and generate customized reports. Develop event-driven program code using programming elements such as variables, conditions, loops, conversions, formatting, data structures, procedures, SQL, macros, object-oriented programming, ADO (ActiveX Data Objects) and error handling. Lab fee \$25.

*Prerequisite: CSI 117 and CSI 122 or permission of the computer technologies director or applications coordinator.*

CSI 224

**Database Administration 1***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to install and maintain an Oracle database. This course includes the architecture of a Database Management System using Oracle as the example. Investigate issues related to database security, user management, performance monitoring, and data concurrency with structured hands-on exercises. This course is the third in the series of the Oracle administration courses. This course addresses the core material of the Oracle Certified Associate exam objective. Lab fee \$40.

*Prerequisite: CSI 172 with a grade of C or better or permission of the Computer Technologies Director or Database Administration Coordinator.*

CSI 225

**Database Administration 2***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Focus on advanced topics in database administration. Learn data recovery techniques, performance monitoring, resource management, and database security through structured hands-on exercises. This course is the fourth in the series of Oracle database administration courses. This course addresses the core material of the Oracle Certified Associate exam objectives. Lab fee \$40.

*Prerequisite: CSI 224 with a grade of C or better or permission of the Computer Technologies Director or Database Administration Coordinator.*

CSI 227

**Web Server Administration***3 credit hours — Three hours of lecture weekly; one term.*

Install, configure, populate, monitor and troubleshoot both IIS and Apache servers. Covers the fundamentals of Web server administration including: standard configurations, traffic log analysis, techniques for virtual hosting, performance analysis, password protection of select Web pages, and how to work with hosting services (ISPs). Course includes an overview of how the Web works in the context of the Internet, covering important protocols, host and service addressing and naming services (DNS). Lab fee \$40.

CSI 230

**Android Programming***4 credit hours — Four hours of lecture and two hours of laboratory weekly; one term.*

Learn to develop applications for the Google Android platform. Use object-oriented programming techniques to design and create mobile applications for Android devices. Utilize the Android development environment and work with the Android user interface, data persistence, content providers, messaging, networking and services. Lab fee \$35.

*Prerequisite: CSI 161 or CSI 163 or permission of the Computer Technologies Director or the Computer Science Coordinator.*

CSI 232

**iPad/iPhone iOS Programming 1***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the fundamental technologies to develop applications for iOS devices such as the iPhone and the iPad through directed lab activities. Learn the fundamental activities involved in using the XCode development environment, Interface Builder and Cocoa Touch to analyze, develop, test and deploy working applications for the iOS environment. Lab fee \$35.

*Prerequisite: CSI 161 or CSI 163 or permission of the Computer Technologies Director or the Computer Science Coordinator.*

CSI 233

**iPad/iPhone iOS Programming 2***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn advanced technologies used in developing applications for iOS devices such as the iPhone and the iPad through directed lab activities. Learn the techniques involved in using many advanced features such as Core Data, SQLite, Web Services and Push Notifications to analyze, develop, test and deploy advanced working applications for the iOS environment. Lab fee \$35.

*Prerequisite: CSI 232 or permission of the Computer Technologies Director or the Computer Science Coordinator.*

CSI 235

**UNIX/LINUX Shell Programming***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Gain a detailed introduction to programming with shell scripting language in a UNIX/LINUX environment, including Bourne shell, C-shell, and Korn shell programming. Use UNIX/LINUX tools such as grep, awk, sed, and sort. Examine environments such as perl, bash, and tcsh. Lab fee \$35.

*Prerequisite: CSI 135 or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 236

**UNIX/LINUX System Administration***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Learn loading, configuring and maintaining UNIX operating systems. Focus on popular UNIX operating systems such as Redhat LINUX and SUN's SOLARIS UNIX operating system. Learn theory and hands-on implementation of the boot-up and shutdown process, file system creation and structure, system maintenance and security, network file system (NFS), network information system (NIS) and UNIX IP network configuration and maintenance. Presents tools and concepts to become a junior-level UNIX system administrator. Lab fee \$35.

*Prerequisite: CSI 135.*

CSI 237

**Advanced UNIX/LINUX System Administration***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Continue studies of UNIX/LINUX system administration. Demonstrate the ability to manage printer administration, mail server configuration and maintenance, back-up and storage strategies, domain name service (DNS) implementation, kernel configurations, and UNIX/LINUX Internet server design and setup. Learn advanced topics in network file server (NFS), network information service (NIS), UNIX/LINUX Internet protocol (IPv6), user and system security and in depth troubleshooting techniques. Cover automating administration tasks and adding functionality using the boot process with writing shell scripts. Lab fee \$35.

*Prerequisite: CSI 236*

CSI 238

**Assembly Language Programming***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Attain an introduction to the concept of computer architecture and the concept of structured assembly language programming. Learn structured software engineering techniques, the internal representation of instructions and data, addressing techniques, sub-programming, machine languages, macros, input/output and program linkage. This course uses the Intel Microprocessor as its assembly programming platform. Lab fee \$25.

*Prerequisite: One of the following: CSI 141, CSI 161, CSI 163, CSI 250 or permission of Computer Technologies Director or Computer Science Coordinator.*

CSI 248

**Advanced World Wide Web Server-Side Development***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the fundamental technologies for development of applications on the World Wide Web through directed lab activities. Learn to analyze, design, develop, test and field a working solution for an Internet-based application using Java Servlets, Java Server Pages, MySQL, HTML, Java and JavaScript. Explore advanced security topics in the PHP scripting language. Lab fee \$25.

*Prerequisite: CSI 138 and CSI 149 and any one of the following: CSI 161, CSI 163 or permission of the Computer Technologies Director or Computer Science Coordinator.*

CSI 250

**Data Structures in C++***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Learn advanced algorithms and programming concepts, and the role of abstract data types in software development, including stacks, queues, linked lists, recursion, trees and file manipulation. Transition from Java to C++. Discuss and implement secure programming concepts and skills throughout the course. Lab fee \$25.

*Prerequisite: A grade of C or better is required in CSI 162 or CSI 163.*

*Note: Students are expected to know object-oriented programming concepts before taking this course.*

CSI 255

**Computer Organization***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Learn the fundamentals of computer organization and architecture. Learn about basic hardware and software structure, computer arithmetic, assembly language, digital logic, parallelism, input and output processes, memory organization and RISC vs. CISC architectures. Lab fee \$40.

*Prerequisite: CSI 161 or CSI 163 or permission of Computer Technologies Director or Computer Science Coordinator.*

CSI 257

**Networking 3***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Identify the strategies for designing a highly functional network, using technologies such as LAN redundancy and link aggregation. Apply wireless LAN technology, components, security, and implementation. Identify OSPF tuning features and configuration mode commands for both IPv4 and IPv6, and the components and commands used to troubleshoot OSPFv2 and OSPFv3. Configure multi-area OSPFv2 and OSPFv3. Describe the basic and advanced configuration commands and operation of EIGRP for both IPv4 and IPv6. Demonstrate the process of obtaining, installing, and managing Cisco IOS 15 software licenses. Lab fee \$100.

*Prerequisite: CSI 158 with a grade of "C" or better or permission of the Computer Technologies Director or the Cyber Security Coordinator.*

CSI 258

**Networking 4***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Describe wide area network (WAN) operations, services, and compare various private and public WAN technologies. Explain the fundamentals of HDLC, PPP and Frame Relay WAN technologies. Configure Network Address Translation (NAT) and Port Address Translation (PAT). Describe broadband solutions, such as cable, DSL, wireless and PPPoE. Explain the concepts and protocols related to virtual private networks (VPNs). Describe network monitoring protocols, such as syslog, SNMP and NetFlow. Utilize troubleshooting methods and tools used to gather symptoms of network problems. Lab fee \$100.

*Prerequisite: CSI 257 with a grade of "C" or better or permission of the Computer Technologies Director or Cybersecurity Coordinator.*

CSI 259

**Cisco Certified Network Associate (CCNA) Preparation***1 credit hour — one hour lecture weekly; one term.*

Learn the theory and laboratory skills necessary to pass the CCNA exam. Prepare for simulator questions and strengthen test-taking skills. Review routing and switching fundamentals, TCP/IP and OSI models, routing protocols, STP, VTP, access lists, network security, WAN technologies and troubleshooting. Lab fee \$280.

*Prerequisite: CSI 258 or permission of Computer Technologies Director or Cyber Security Coordinator.*

*Note: The lab fee includes the cost if one CCNA examination as part of the course. Certification is not guaranteed.*

CSI 260

**Data Communications (see CSI 132)**

CSI 261

**IP Telephony – Foundation***3 credit hours — Three hours weekly; one term.*

Gain an in-depth understanding of IP telephony and its impact on business. Examine both data and telephony technologies. Discuss the components, configuration and design considerations of IP telephony. Participate in hands-on labs to obtain technical skills related to IP telephony. Lab fee \$100.

*Prerequisite: CSI 258 or permission of Computer Technologies Director or Cyber Security Coordinator.*

*Note: This course is intended for students with a data technology background as well as those currently working in the telephone or computer industries.*

CSI 262

**Certified Ethical Hacking and Countermeasures***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the threats that are challenging the priorities and processes used to protect our computer and network systems. Examine topics including hacker tools, techniques, methods, scripts and automated hacking malware employed in today's cyber environment. Investigate the processes and procedures used by hackers, along with corresponding countermeasures that can be employed to protect against such attacks. This course is designed to help prepare students for the Certified Ethical Hacking certification exam. Lab fee \$100.

*Prerequisite: CSI 217 or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 264

**IP Telephony – Quality of Service (QoS)***3 credit hours — Three hours weekly; one term.*

Understand and deploy QoS technologies. Discuss the basic concepts and performance issues driving the need for QoS in the network and apply QoS in the network. Implement the various QoS mechanisms and technologies to address common performance issues. Lab fee \$100.

*Prerequisite: CSI 261 or permission of Computer technologies Director or Cyber Security Coordinator.*

*Note: This course is intended for students with a data technology background as well as those currently working in the telephone or computer industries.*

CSI 265

**Windows Server***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the capabilities of Windows Server including domain installation and configuration, workgroup administration, protocol support, registry and disk administration, creation of users groups and network security features. Lab fee \$40.

*Prerequisite: CSI 130 or CSI 132 or CSI 257.*

CSI 266

**Windows Server Networking***3 credit hours — Three hours of lecture weekly; one term.*

Install, configure, manage, monitor and troubleshoot Windows networking including the use of networking protocols and networking services such as DHCP, DNS, WINS, RRAS, IP Routing, IPSec, Internet Connection Sharing, NAT, and certificate services. Complete relevant hands-on labs to reinforce concepts and skills. Lab fee \$40.

*Prerequisite: CSI 265 or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 267

**Windows internals with Malware Analysis**

6 credit hours — Six hours of lecture and directed laboratory weekly; one term.

Learn the internals of the Windows Operating System and malware analysis. Learn about the file formats, registry, boot process, security, architecture and protections, and techniques malware uses to thwart systems security. Identify and triage malware on windows systems using hands-on tools.

*Note: A basic knowledge of the Windows Operating System is required.*

CSI 269

**Wireless LANs**

3 credit hours — Three hours of lecture weekly; one term.

Apply the principles of wireless data communications, protocols and standards as related to Wireless Local Area Networking (WLAN) through integrated lab demonstrations and exercises. Learn about the characteristics and uses of wireless network devices, RF transmission, propagation and WLAN frequency bands. Compare and contrast standard “wired” network device and WLAN implementations. Build, configure, secure and troubleshoot basic and extended WANS. Qualify to administer and support different brands of wireless LAN hardware. This course prepares students to sit for Certified Wireless Network Administrator (CWNA) certification. Lab fee \$50.

*Prerequisite: CSI 157 or CSI 132.*

CSI 270

**Information Security Capstone**

3 credit hours — Three hours of lecture and directed laboratory weekly; one term.

Learn the 10 domains of information systems security relevant to the CISSP professional certification. Undertake an in-depth review of all aspects of security as they relate to the following domains: Security Management Practices, Access Control Systems and Methodology, Security Architecture and Models, Physical Security, Telecommunications, Network and Internet Security, Cryptography, Business Continuity Planning, Law, Investigation and Ethics, and Applications and Systems Development Operations Security. Lab fee \$25.

*Prerequisite: CSI 217 or CSI 219.*

CSI 271

**Interactive Design 2**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Learn how to implement interactive features used in websites, presentations, games and advertisements using the ActionScript programming language of Adobe Flash. Learn how to utilize flow control statements, functions, objects and event handling. Use various Flash components including graphics, audio, video and external communications. Lab fee \$40.

*Prerequisite: CSI 117 and ART 171 or permission of Computer Technologies Director or Computer Science Coordinator.*

*Note: Also offered as ART 271; credit is not given for both CSI 271 and ART 271.*

CSI 272

**CCNP ROUTE: Implementing IP Routing**

4 credit hours — Three hours of lecture and two hours of laboratory weekly one term.

Acquire skills to implement, monitor, and maintain routing services in an enterprise network. Learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. Configure secure routing solutions to support branch offices and mobile workers. Demonstrate the use of hands-on simulation learning to reinforce configuration skills. Lab fee \$100.

*Prerequisite: CSI 258 or Proof of CCNA Certification or permission of Computer Technologies Director or Cybersecurity Coordinator.*

CSI 273

**CCNP SWITCH: Implementing IP Switching**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Acquire skills to implement, monitor and maintain switching in converged enterprise campus networks. Learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. Implement and configure the secure integration of VLANs, WLANs, voice, and video into campus networks. Utilize hands-on simulation learning to complete comprehen-

sive labs to reinforce configuration skills. Lab fee \$100.

*Prerequisite: CSI 272 or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 274

**CCNP TSHOOT: Maintaining and Troubleshooting IP Networks**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Acquire skills to monitor and maintain complex, enterprise routed and switched IP networks. Learn skills that include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, based on systematic and industry-recognized approaches. Demonstrate using hands-on simulation learning to complete comprehensive labs to reinforce configuration skills. Lab fee \$100.

*Prerequisite: CSI 273 or permission of Computer Technologies Director or Cyber Security Coordinator.*

CSI 275

**Internship Experience in Computer Technologies 1**

3 credit hours.

Earn college credit for an internship that provides the opportunity to apply to an actual work experience the concepts and skills learned across multiple courses in a computer technology program. Students learn how the many different aspects of their program operate in concert. Learn the technical and human factors that are critical in computer technology work environments.

*Prerequisite: (1) Successful completion of 12 credit hours of CSI courses; (2) minimum grade point average of 2.5; and (3) permission of computer technologies director prior to enrollment.*

CSI 276

**Internship Experience in Computer Technologies 2**

3 credit hours.

Earn college credit for a second computer technology internship that provides the opportunity to apply to an actual work experience the concepts and skills learned across multiple courses in a computer technology program.

*Prerequisite: (1) Successful completion of CSI 275; (2) minimum grade point average of 2.5; and (3) permission of computer technologies director prior to enrollment.*

CSI 280-299

**Special Topics in Computer Technologies**

1-8 credit hours.

Current or specialized topics in computer technologies. Topics include new programming languages, software development environments, new personal computer application packages and special areas of computer usage such as telecommunications and local area networks.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$5-100.

*Prerequisite: Will vary depending on course offering.*

**CRIMINAL JUSTICE AND LAW ENFORCEMENT (CJS)**

CJS 109

**Police Discipline and Organization**

1 credit hour — Three hours weekly; five weeks.

Orients students to the Police Academy. Learn policies and standards regarding academic and conduct performance, comprehensive testing, and training requirement at the Anne Arundel County Police Department Entrance Level Training Facility. Develop basic military-style discipline and protocol required in a police organization. Topics include military close order drill, rank structure, chain of command, military courtesy and police disciplinary procedures.

CJS 111

**Introduction to Criminal Justice***3 credit hours — Three hours weekly; one term.*

A survey of history, development and philosophy of law enforcement. Introduces the local, state and federal agencies involved in the administration of criminal justice. The court and trial process is included.

CJS 112

**Police Operations***3 credit hours — Three hours weekly; one term.*

Study of line activities of uniformed police with emphasis on patrol. Areas of study include traffic enforcement, investigation, juvenile crime, vice prevention and other operations.

*Prerequisite: CJS 111 or permission of institute director.*

CJS 113

**Penology***3 credit hours — Three hours weekly; one term.*

Studies the history and philosophy of corrections in federal, state and community systems along with probation, parole and other methods of rehabilitating offenders.

CJS 114

**Probation and Parole***3 credit hours — Three hours weekly; one term.*

Study of the origins of probation and parole with emphasis on contemporary approaches to corrections. Topics include pre-sentence investigation, functions and activities of probation officers, evaluation of programs, supervision of offenders and limitations as well as the future of correctional institutions.

CJS 121

**Police Administration***3 credit hours — Three hours weekly; one term.*

Studies the principles of management and organization applied to law enforcement agencies. Includes concepts of personnel problems and implications of new technology related to administration and supervision of police departments.

*Prerequisite: CJS 112 or permission of institute director.*

CJS 127

**Police Tactics 1***5 credit hours — 75 hours of lecture and 12 hours of laboratory; winter academy term.*

RESTRICTED. Open only to Police Academy Option students. Covers topics mandated by the Maryland Police Training Commission for pre-employment certification. Topics include use of force, use of baton, arrest tactics and handling domestic violence. Attendance in uniform is mandatory and satisfactory performance levels must be achieved for police certification. Lab fee \$20.

*Prerequisite: CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director.*

*Corequisite: CJS 109, CJS 128, CJS 219.*

CJS 128

**Police Tactics 2***5 credit hours — 75 hours of lecture and 12 hours of laboratory; winter academy term.*

RESTRICTED. Open only to Police Academy Option students. Covers topics mandated by the Maryland Police Training Commission for pre-employment certification as a sworn law enforcement officer. Topics include arrest, search, securing suspects and traffic stops. Emphasizes officer safety and survival. Attendance in uniform is mandatory and satisfactory performance levels must be achieved for police certification. Lab fee \$20.

*Prerequisite: CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150, and approval from the Police Academy Director.*

*Corequisite: CJS 109, CJS 127, CJS 219.*

CJS 130

**Law Enforcement and the Community***3 credit hours — Three hours weekly; one term.*

Studies current efforts of police to achieve an effective working relationship with the community. Topics include police image, crisis areas, public and police attitudes and community relations.

CJS 131

**Fundamentals of Private Investigation***3 credit hours — Three hours weekly; one term.*

Study of the functions and responsibilities of private detectives and their relationship to private industry. Includes domestic and insurance investigation, undercover and surveillance activities and other private police activities. Legal aspects include both state and federal law along with limitations established by the Federal Privacy Act. Lab fee \$15.

CJS 132

**Juvenile Delinquency***3 credit hours — Three hours weekly; one term.*

Analyze how society labels, processes, controls and treats juvenile offenders. Review theories of causality; methods of classification; rates, types and trends of juvenile delinquency; and evolving legal approaches. Discuss special areas including violence, drug use and gang behavior.

*Prerequisite: SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 132; credit will be not given for both CJS 132 and SOC 132.*

CJS 135

**Organized Crime***3 credit hours — Three hours weekly; one term.*

Provides a historical examination and analysis of organized crime worldwide. Explores the history of organized crime in the United States. Explores the socioeconomic and political aspects of organized crime. Examines organized crime as a social subculture. Examines the legislative, judicial and law enforcement response to organized crime. Includes an examination of organized crime's role in unions and labor movements, organized crime and the media, organized crime commissions and organized crime internal and external policies.

*Note: Also offered as LGS 135; credit is not given for both CJS 135 and LGS 135.*

CJS 136

**History of Homicide***3 credit hours — Three hours weekly; one term.*

Provides a historical examination and analysis of homicide. Explores the differences between homicide and murder and analyzes the different degrees of murder. Examines theories on the motives for homicide, murder, mass murder and serial murders. Studies the historical application of the law to homicide and murder cases. Explores how well the criminal justice system works with homicide and other capital crimes. Examines the detection, investigation and prosecution of murder cases, including the analysis of forensic evidence in homicide cases to determine cause of death.

*Note: Also offered as LGS 136; credit is not given for both CJS 136 and LGS 136.*

CJS 137

**Clinical Forensics***3 credit hours — Three hours weekly; one term.*

Introduces students and professionals to the principles and practices of clinical forensics. Examines the history of violence, the causes and consequences of violence. Discusses methods utilized to identify victims of violent behavior and patterns of injuries consistent with intentional injurious acts. Provides a multidisciplinary approach to the management of those persons who have been injured due to violence. Examines forensic science techniques associated with child abuse, partner abuse, elder abuse and sexual violence. Explores clinical forensic concerns and methods used during crime scene investigations. Includes violence prevention techniques.

CJS 138

**International Law and Human Rights***3 credit hours — Three hours weekly; one term.*

Introduces students to the scope and sources of international law, jurisdiction and dispute mechanism in the international community. Students will explore fundamental human rights, focusing on genocide, civil rights, and war crimes. Students will also discuss arms control and the laws of war.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as LGS 138; credit is not given for both CJS 138 and LGS 138.*

CJS 200

**Multicultural Law Enforcement***3 credit hours — Three hours weekly; one term.*

Explore practical and theoretical perspectives in the field of multicultural law enforcement. Address the understanding of culture, race and ethnicity in the law enforcement field as it pertains to multicultural communities. Focus on immigration and unauthorized migrants in the United States; recruitment and retention of women and minorities; the multifaceted dimensions of diversity and its impact on law enforcement; issues related to multiracial census groups; native American tribal police; information on the mentally and physically challenged; and, multicultural issues related to terrorism, homeland security and disaster preparedness.

CJS 205

**Cyberlaw***3 credit hours — Three hours weekly; one term.*

Introduces students to emerging laws of cyberspace. Explore methods of investigating and preventing cybercrimes and infringements upon information security. Discuss laws governing e-commerce and intellectual property protections, focusing on landmark and other cases such as Napster. The class also will debate privacy rights and free speech on the Internet.

*Prerequisite: CJS 111 or LGS 111 or LGS 253.*

*Note: Students with no prior computer experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113. Also offered as BPA 205, CSI 205 and LGS 205; credit is not given for CJS 205 and also BPA 205, CSI 205 and LGS 205.*

CJS 206

**Cybercrime***3 credit hours — Three hours weekly; one term.*

Focus on technology-based crimes. Explore cyber offenses including information warfare, cyber terrorism, information theft, data corruption and disruption of service. Discuss computing devices as instruments furthering exploitation of children, organized crime and other criminal acts. Identify vulnerabilities within national and private infrastructures, assess risks and structure security measures.

*Prerequisite: CSI 113.*

*Note: Also offered as CSI 206; credit is not given for both CJS 206 and CSI 206.*

CJS 207

**Cyber Forensics 1***3 credit hours — Three hours of lecture and directed laboratory weekly; one term.*

Explore a professional approach to forensic investigations of computer security incidents. Learn to identify threats, create strategies to locate and recover evidence and perform forensic analysis. Discuss surveillance, tracing email and piercing anonymity through appropriate legal channels. Lab fee \$110.

*Prerequisite or corequisite: CSI 130.*

*Note: CSI 130 may be taken concurrently with CJS 207. Also offered as CSI 207; credit is not given for CJS 207 and CSI 207.*

CJS 208

**Cyber Forensics 2***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Explore the use of industry standard commercial and open source tools used for investigations in the location and recovery of digital evidence. Practice preserving digital evidence. Learn how to evaluate operating systems and file systems in order to find and analyze evidence using basic Windows,

Linux, and Mac command line and GUI tools. Learn approaches to network forensic investigations while using investigation results to develop reports and testimony. Lab fee \$40.

*Prerequisite: CJS 207 or CSI 207.*

*Note: Also offered as CSI 208; credit is not given for CJS 208 and CSI 208.*

CJS 214

**Physical Conditioning for Law Enforcement and Firefighter/Rescue Service Personnel***1 credit hour — Two hours weekly; one term.*

Enables prospective law enforcement officers and firefighter/rescue service personnel to develop physical fitness for their fields. Intensive fitness regimes prepare for the rigorous physical demands of these occupations. Emphasize muscular strength and endurance training, cardiovascular endurance conditioning and flexibility exercises. Work on individual weight training programs as well as participate in group conditioning activities.

*Note: Also offered as PHE 214; credit is not given for both CJS 214 and PHE 214.*

CJS 215

**Criminal Law***3 credit hours — Three hours weekly; one term.*

Examines pertinent aspects of federal and state criminal law. Includes basic elements of law and specific issues of interest to law enforcement. Discuss recent court decisions relating to crimes against the person and property. Lab fee \$5.

*Note: Also offered as LGS 215; credit is not given for both CJS 215 and LGS 215.*

JS 216

**Criminal Evidence and Procedure***3 credit hours — Three hours weekly; one term.*

Study key issues relating to criminal procedure including an examination of the Fourth, Fifth, Sixth and Eighth amendments of the United States Constitution. Examine the rules of evidence including concepts such as relevancy, witnesses, hearsay, chain of custody and the trial process with a focus on procedure in Maryland courts. Lab fee \$5.

*Note: Also offered as LGS 216; credit is not given for both CJS 216 and LGS 216.*

CJS 217

**Constitutional Law***3 credit hours — Three hours weekly; one term.*

Examines the United States Constitution and Bill of Rights. Analyzes cases focusing on governmental powers and limitations, due process, free speech, privacy rights and religious freedoms and apply these concepts to today's constitutional issues.

*Prerequisite: CJS 111 or LGS 111 or permission of legal studies director.*

*Note: Also offered as LGS 217; credit is not given for both CJS 217 and LGS 217.*

CJS 218

**Criminal Justice Communications***3 credit hours — Three hours weekly; one term.*

RESTRICTED. Open only to Police Academy Option students. Covers topics mandated by the Maryland Police Training Commission for pre-employment certification as a sworn law enforcement officer. Topics include note taking and police reports and how these reports are used within the criminal justice system and communication with the public and the court system.

*Prerequisite: CJS 109, CJS 112, CJS 127, CJS 128, CJS 215, CJS 216, CJS 219, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director.*

*Corequisite: CJS 220, CJS 225, CJS 226, PHE 214.*

CJS 219

**Advanced Patrol Operations***3 credit hours — 45 hours of lecture; winter academy term.*

RESTRICTED. Open only to Police Academy Option students. Covers topics mandated by the Maryland Police Training Commission for pre-employment certification as a sworn law enforcement officer. Topics include traffic stops, effective use of patrol vehicle, documentation of traffic offenses and responding to crimes in progress. Lab fee \$20.

*Prerequisite: CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director.*

*Corequisite: CJS 109, CJS 127, CJS 128.*

CJS 220

**Emergency Vehicle Operations Course (EVOC)***2 credit hours*

RESTRICTED. Open only to Police Academy Option students. Covers classroom, simulator and actual driving practice mandated by the Maryland Police Training Commission for pre-employment certification as a sworn law enforcement officer. It is a capstone course of our Police Academy area of study and features classroom lecture, electronic simulator use and hands-on driver training. Students undergo an extensive defensive driving and emergency vehicle operation course. Included are driver attitude, defensive awareness and presence of mind, driver skills, physical forces that act on a vehicle, and safety of operator and the public in emergency response, pursuit driving and traffic enforcement stops.

*Prerequisite: CJS 109, CJS 112, CJS 127, CJS 128, CJS 215, CJS 216, CJS 219, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director.*

*Corequisite: CJS 218, CJS 225, CJS 226, PHE 214.*

*Note: Class is restricted to AACC Police Academy students and will meet at a Driver Training Facility (DTF) of the Maryland Police and Corrections Training Commission (MPCTC) at Sykesville, Maryland.*

CJS 222

**Investigation and Criminalistics***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Studies fundamentals of criminal investigation, including collection of evidence, interrogation, basic investigative techniques and processing of physical evidence. Laboratory phase of the course consists of practical work with a variety of criminalistics materials. Lab fee \$20.

*Prerequisite: CJS 111 or permission of institute director.*

CJS 224

**Criminology***3 credit hours — Three hours weekly; one term.*

Study the cultural and historical influence of crime. Explore topics relating to the definition and meaning of crime and criminality; problems of official data; theoretic approach to causes of crime; and social and legal aspects of the criminal justice system with emphasis on roles of police, lawyers, judges, public and victims. Examine evolving theories and approaches to punishment, ranging from probation to capital punishment.

*Prerequisite: SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 224; credit will not be given for both CJS 224 and SOC 224.*

CJS 225

**Criminal Justice Ethics***3 credit hours — Three hours weekly; one term.*

Provides a historical analysis of the moral and ethical issues encountered in policing, corrections, probation, parole, prosecution and criminal defense. Examines the consequences of ethical transgressions in the various areas of criminal justice practice. Topics include history of the criminal justice system, regulation of criminal justice professionals, professional discipline, police brutality, police misconduct, police-community relations, correctional misconduct and violations of policy and law. Explores the process for investigation of acts of misconduct and unethical behavior in the criminal justice field.

CJS 226

**Traffic and Public Safety***3 credit hours — Three hours weekly; one term.*

Covers topics mandated by the Maryland Police Training Commission for certification as a sworn law enforcement officer. Topics include Maryland Motor Vehicle Law, enforcement of DWI regulations, traffic violations and accident investigation and reporting.

*Prerequisite: CJS 112.*

CJS 228

**Practices in Social Work and Counseling with Inmate Populations***3 credit hours — Three hours weekly; one term.*

Examine the most effective approaches used in prisons to assist offenders with social, behavioral and psychological development. Begin with a historical explanation of philosophies and practices in correctional rehabilitation. Concludes by examining the effects of imprisonment on offenders and their families, including the impact on the quality of life and the potential for favorable transition back into the community. Study and engage in counseling techniques and social work practices for group, individual and family therapy for institutional compliance and aftercare programs.

*Note: Also offered as HUS 228; credit will not be given for both CJS 228 and HUS 228.*

CJS 229

**Women, Crime and Prison***3 credit hours — Three hours weekly; one term.*

Explores the historical development of women's roles in America and their influences on social deviance and crime committed by women. Provides a comparative analysis of male and female offenders that includes demographics, criminal inclinations, causes of crime, law enforcement intervention, and conviction and sentencing patterns. Features a special review on girls, delinquency and the distinctive way the juvenile justice system handles the youthful female offender. Study the sociology of prisons, management, treatment and community reintegration unique to female offenders.

*Note: Also offered as GSS 229; credit is not given for both CJS 229 and GSS 229.*

CJS 230

**Presidential Assassinations***3 credit hours — Three hours weekly; one term.*

Survey the presidential assassinations and assassination attempts and their effect on history. Topics include Lincoln, Garfield, McKinley and Kennedy assassinations including the controversies surrounding them.

CJS 231

**Juvenile Justice***3 credit hours — Three hours weekly; one term.*

This course thoroughly examines, compares and contrasts the juvenile and criminal justice systems regarding the management of youths. Students trace the historical development and original intent of the juvenile justice systems; laws and punishment policies specifically for juvenile offenders; traditional and contemporary sanctions; management systems for incarcerated juveniles separate and along side of adult criminals; long and short-term impacts of incarceration on youths; intermediate and community sentences; and finally, the controversies surrounding juvenile executions in America.

*Prerequisite: CJS 111 and CJS 113 or SOC 224.*

CJS 232

**Juvenile Law***3 credit hours — Three hours weekly; one term.*

Study historical and current social and legal policies governing the rights, protection and punitive measures of child offenders, family and other guardianship, and management in the criminal and juvenile justice systems. The integration of law, service delivery and criminal justice management is emphasized.

CJS 233

**Forensic Psychology and Victimology***3 credit hours — Three hours weekly; one term.*

A study of crime victims and the extent of their participation in the crime against them. Analyzes the responses to victimization from law enforcement, the courts and correctional systems. Explores the social, political, individual effects of crime; examines the long and short-term psychological and physical trauma as a result of violence.

*Prerequisite:* CJS 111.

CJS 234

**Hostage Negotiations***3 credit hours — Three hours weekly; one term.*

Explore law enforcement techniques used in hostage negotiations to secure the safety of hostages, seize hostage takers, and minimize injured victims and casualties. Learn and apply effective peace building strategies to preempt violence and criminal activity found in international conflict zones, and those perpetuated by national and international extremists such as terrorists and gangs. Also study concepts in criminal and psychological profiling in order to effectively negotiate with hostage takers.

*Corequisite:* CJS 111 or HLS 111.

*Note:* Also offered as HLS 234; credit will not be given for both CJS 234 and also HLS 234.

CJS 236

**Immigration and Customs Enforcement***3 credit hours — Three hours weekly; one term.*

Explore the goals and operational components of immigration and customs enforcement—surveying the identification, apprehension and removal of illegal aliens from the United States; including detention facilities and detention management. Also explore human rights violations, terrorism, and human smuggling; narcotics, weapons and other types of smuggling; and financial crimes, cybercrime, and export enforcement issues. Examine how to obtain and analyze the intelligence needed to investigate crimes and enforce laws associated with illegal immigration.

*Corequisite:* CJS 111 or HLS 111.

*Note:* Also offered as HLS 236; credit will not be given for both CJS 236 and HLS 236.

CJS 250

**Introduction to Forensic Science***4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.*

Introduces the principles and practices of forensic sciences. Reviews the history of forensic science, outlining the integrative aspects of this discipline and those of the biological and natural sciences. Includes an examination of the medical and legal uses of the forensic sciences and their specific application in the resolution of criminal investigations. Also examines the significance and limitations of DNA evidence in medical and legal matters. Lab fee \$25.

*Prerequisite:* CJS 111 or permission of institute director.

CJS 255

**History of Gangs***3 credit hours — Three hours weekly; one term.*

Explore the historical formulation of gangs in the United States and those existing abroad. Students analyze the structure and organization of gang activity; the socio-psychological factors that influence people to join gangs; and various law enforcement practices to identify, prevent, and intervene in criminal activity through gang membership. Students study various law enforcement and correctional methods that effectively suppress gang activity and security threat groups, including witness protection, and therapeutic intervention for membership extraction.

*Corequisite:* CJS 111 or HLS 111.

*Note:* Also offered as HLS 255; credit will not be given for both CJS 255 and HLS 255.

CJS 260

**Terrorism/Counterterrorism***3 credit hours — Three hours weekly; one term.*

Provides a historical analysis of terrorism. Introduces the historical and contemporary issues relevant to domestic and international terrorism.

Examines methods utilized by law enforcement and intelligence agencies in preventing and detecting terrorism. Also explores the process utilized for collecting and documenting evidence for the capture and effective prosecution of terrorists. Topics include the role of the media in covering, investigating and reporting terrorist events, and the constitutional and sociological dilemmas involved in investigating terrorist acts in democracies, such as the threats to privacy and individual rights.

*Note:* Also offered as HLS 260, PSY 260 and SOC 260; credit is not given for CJS 260 and also HLS 260, PSY 260 or SOC 260.

CJS 270

**War in the American Experience: Unconventional Warfare***3 credit hours — Three hours weekly; one term.*

Studies the history and influence of American use of unconventional warfare from pre-colonial times to the present. Discusses elite units (Rangers, SEALs, etc.) and their effects on public opinion.

*Note:* Also offered as HLS 270; credit is not given for both CJS 270 and HLS 270.

CJS 271

**Civil Rights Law***3 credit hours — Three hours weekly; one term.*

Addresses the constitutionality and application of historical and current laws as they relate to race. Delve into the legal history of slavery in the United States through emancipation. Focus on equal protection in education, employment, public accommodations, military service and family issues. Discuss racism in the criminal justice system.

*Prerequisite or corequisite:* CJS 111 or LGS 111.

*Note:* Also offered as LGS 271; credit is not given for both CJS 271 and LGS 271.

CJS 275

**Criminal Justice Internship***3 credit hours — One hour of seminar, eight hours of work weekly; one term.*

Provides advanced students with practical experience in their field. Various police departments, security organizations, correctional institutions, courts and legal agencies cooperate with the college in providing field experience for students in law enforcement, forensics, juvenile justice and federal law enforcement.

*Prerequisite:* Permission of institute director, 2.5 GPA and acceptance by assigned intern agency. The institute director may grant permission when a student has less than a 2.5 GPA. Otherwise, an internship placement cannot be obtained.

*Note:* Enrollment in internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director. Many law enforcement agencies require students to successfully complete a background check. Those wishing to secure internships with law enforcement and homeland security agencies should contact the Homeland Security and Criminal Justice Institute's internship coordinator 90 days prior to start of course. Otherwise internships at certain agencies may not be obtainable.

CJS 280-299

**Special Topics in Law Enforcement***1-4 credit hours — One to six hours weekly; one term.*

Special topics in law enforcement and criminal justice. Topics include polygraph, interrogation, labor relations, white-collar crime, arson investigation and other areas of current interest not suited to traditional scheduling.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30.

*Prerequisite:* Permission of institute director.

**CYBER (CYB)**

CYB 270

**Cyber Capstone***1 credit hour — One hour of directed laboratory weekly; one term.*

Build, test, and present a network solution. This course is the hands-on, skills-based capstone project for the National STEM Consortium Cyber Technology Certificate. Lab fee \$100.

*Prerequisite: CSI 158, CSI 164A, ENG 111 or ENG 115 or ENG 121 eligibility.*

*Co-requisite: CSI 164B, CSI 257.*

**DANCE (DAN)**DAN 100  ARTS & HUM**Dance History***3 credit hours — Three hours weekly; one term.*

Study dance history from the Renaissance through the mid 20th century. Explore the roots of ballet, modern and jazz dance. Discover how dance was used as a means of communication, performance, and how culture and society influenced movement.

DAN 105

**Beginning Tap Dance 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

A beginning study of the technical fundamentals of tap dance. This course will include learning basic single and double sounds and various combinations at the barre and centre. Positions of the body, use of port de bras, movement through space and learning short combinations will also be explored. May be repeated once for a total of four credit hours.

DAN 106

**Beginning Tap Dance 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continuation of the study of the technical fundamentals of tap dance. Students continue to master more challenging single, double and triple tap sounds. Concepts, techniques and terminology from other dance forms will be added to the tap movement to provide a diverse range of styles. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 105 or permission of department chair.*

DAN 111

**Beginning Ballet 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Introduction to the fundamentals of classical ballet. Emphasis is on alignment, turn-out, barre work, footwork and exposure to basic movement vocabulary. May be repeated once for a total of four credit hours.

DAN 112

**Beginning Ballet 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continuation of the study of fundamentals of classical ballet with an emphasis on alignment, centering and coordination of ballet movements. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 111 or permission of department chair.*

DAN 116

**Movement for Actors***3 credit hours — Three hours weekly; one term.*

Practical study of movement fundamentals, body awareness, physical intention and nonverbal communication related to the beginning acting process. Principles of the use of time, weight, space and energy and their application are explored along with an introduction to somatics, Laban effort/shape theory and contact improvisation. This course is cross-listed and identical in both Dance and Theater.

*Prerequisite: THA 132 or permission of dance coordinator or department chair.*

*Note: Also offered as THA 116; credit is not given for both DAN 116 and THA 116.*

DAN 121

**Beginning Modern Dance 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Introduction to the technique and movement vocabulary of modern dance. Emphasis is on dance fundamentals (floorwork, body alignment) and modern dance as an expressive medium. May be repeated once for a total of four credit hours.

DAN 122

**Beginning Modern Dance 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continuation of the study of modern dance with an emphasis on spatial awareness, expression of movement and proficiency in locomotive movements. May be repeated once for a total of four credit hours.

*Prerequisite: Any beginning-level dance course or permission of department chair.*

DAN 125

**Improvisation***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Preliminary course in exploring and developing spontaneous, independent movement activities in individual and in group settings. Students will build a movement vocabulary utilizing time, energy and spatial awareness.

*Prerequisite: DAN 116 or DAN 121 or THA 116 or permission of department chair.*

DAN 131

**Beginning Jazz Dance 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Introduction to jazz dance and movement combinations. Development of a personal awareness of the body and how its parts can move separately and as a whole to create a form of artistic expression. May be repeated once for a total of four credit hours.

DAN 132

**Beginning Jazz Dance 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continuation of the study of jazz dance styles and techniques. Emphasis is on proper alignment, stylistic development and coordinated combinations. May be repeated once for a total of four credit hours.

*Prerequisite: Any beginning-level dance course or permission of department chair.*

DAN 191

**Applied Dance***2 credit hours — One and one-half hours of individual instruction weekly.*

Improve and strengthen dance technique with one-on-one instruction to prepare for auditioning, transferring, performance preparation, or personal enrichment. Course may be repeated for a total of four credit hours. Non-refundable lab fee \$250.

**Individual instruction is available for the following:**

Ballet	Improvisation	Jazz
Modern	Pointe	Tap

*Prerequisite: DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair.*

DAN 205

**Intermediate Tap Dance 1***2 credit hours — One hour lecture and two hours studio weekly; one term.*

An intermediate study of the technical fundamentals of tap dance. This course will include execution and mastery of all single, double, and triple sounds, and exposure to and the integration of concepts from the world of rhythm tap. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 106 or permission of department chair.*

DAN 206

**Intermediate Tap Dance 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continue intermediate study of technical fundamentals of tap dance. This course will further challenge students with more complex single, double and triple sounds, and combinations including rhythm tap. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 205 or permission of department chair.*

DAN 211

**Intermediate Ballet 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Further study of classical ballet with emphasis on execution of movement and more complex work and combinations. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 112 or permission of department chair.*

DAN 212

**Intermediate Ballet 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Provides continued study of classical ballet technique with emphasis on performance presentation and challenging technical combinations. Designed to develop strength and accuracy, musicality and flexibility. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 211 or permission of department chair.*

DAN 215

**Beginning Pointe Technique***1 credit hour — One hour of lecture and one hour of studio weekly; one term.*

Begin pointe work focusing on strengthening the ankles, demi-pointe and placement in the execution of elementary movement on pointe.

*Note: Must be concurrently enrolled in DAN 211 or DAN 212 in order to maintain the necessary strength for the pointe class.*

DAN 221

**Intermediate Modern Dance 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continue exploration and development of modern dance technique. Learn increased movement vocabulary as well as lengthier and more complex movement combinations. Conduct a select study of various modern dance choreographers. May be repeated once for a total of four credit hours.

*Prerequisite: Any beginning-level 2 dance course or permission of department chair.*

DAN 222

**Intermediate Modern Dance 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continue exploration and development of modern dance technique, both abstract and thematic material within complex combinations. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 211 or DAN 221 or DAN 231 or permission of department chair.*

DAN 231

**Intermediate Jazz Dance 1***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continue to develop jazz dance techniques including contemporary jazz styles. Create and perform lengthy and challenging combinations. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 106 or DAN 112 or DAN 122 or DAN 132 or permission of department chair.*

DAN 232

**Intermediate Jazz Dance 2***2 credit hours — One hour of lecture and two hours of studio weekly; one term.*

Continue exploration and development of jazz technique with emphasis on execution of a variety of jazz dance styles. May be repeated once for a total of four credit hours.

*Prerequisite: DAN 211 or DAN 221 or DAN 231 or permission of department chair.*

DAN 240

**Dance Production***3 credit hours — One hour of lecture and four hours of studio weekly; one term.*

Introduction to choreography, composition, performance and the process involved in assembling a full dance concert, including publicity, lighting and concert structure. Students must audition, attend rehearsals, choreograph in-class projects, and perform at the end of the semester. May be repeated once for a total of six credits.

*Prerequisite: Students must audition for the AACC Dance Company during the term for which they plan to enroll and receive permission of the department chair.*

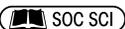
DAN 280-299

**Special Topics in Dance:****An In-depth Examination of One Aspect of Dance**

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Current Special Topics*

DAN 282 Dance Repertory

**ECONOMICS (ECO)**ECO 113 **Consumer Economics and Personal Finance***3 credit hours — Three hours weekly; one term.*

Study economic theory as it applies to consumer decision making. Learn how to make practical choices regarding consumer saving, investing and budgeting. Gain knowledge in the use of credit, insurance, housing, career choice, retirement and estate planning.

*Note: Also offered as BPA 113; credit will not be given for ECO 113 and also BPA 113.*

ECO 115

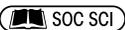
**Fundamentals of Money and Banking***3 credit hours — Three hours weekly; one term.*

A comprehensive study of banking from its historical evolution to the present system of control by the Federal Reserve. Emphasis will be on the function of money, money creation, the control of money and the functions and control of banking.

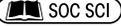
ECO 116  **Inside the Global Economy***3 credit hours — Three hours weekly; one term.*

Explore the concepts of the global economy. Discusses national differences in political economy, possible differences in culture and ethical standards, theories of why nations trade and arguments for and against trade, the role of foreign investment, trade blocs (such as NAFTA and the European Union) and other aspects of economic integration as well as exchange rates and the global monetary system. Examines how firms can compete effectively and ethically in a global marketplace and the importance of exporting, importing, countertrade, global production, marketing, and human resource management. Emphasizes reasons why cross-cultural understanding and appreciation are crucial to the effective functioning of a global economy. Appropriate for students with no prior study of economics.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

ECO 121 **Introduction to Economics***3 credit hours — Three hours weekly; one term.*

A survey in basic economics intended for students not planning to major in economics or business. Topics include demand and supply, unemployment, inflation, international trade, consumer behavior and economics of the firm.

ECO 125 **Economic Issues and Public Policy***3 credit hours — Three hours weekly; one term.*

Introduces the lay person with no prior formal training in economics to the cost/benefit decision making employed by economists in addressing public policy issues. Covers varied topics including the economics of aging, minimum wage, labor market discrimination, crime and punishment, health care, environmental protection and preservation, terrorism, choice and life, and Internet and globalization. Students are advised that they may not receive transfer credit for ECO 125 if they have also earned prior credit for both ECO 211 and ECO 212.

ECO 211 **Principles of Economics 1***3 credit hours — Three hours weekly; one term.*

Part of a two-term sequence; focuses principally on macroeconomic theory and policy. Major topics include national income accounting (GDP); unemployment, inflation and business cycles; and fiscal and monetary policies. It is recommended that ECO 211 be taken prior to ECO 212.

*Prerequisite: Eligibility for MAT 141 (formerly MAT 131).*

ECO 212 **Principles of Economics 2***3 credit hours — Three hours weekly; one term.*

Part of a two-term sequence; focuses on microeconomic theory and international economics. Major topics include analysis of consumer behavior, economic behavior of the firm under varying conditions, resource allocation, comparative advantage and balance of payments. It is recommended that ECO 211 be taken prior to ECO 212.

*Prerequisite: Eligibility for MAT 141 (formerly MAT 131).*

ECO 232 **Business Statistics***3 credit hours — Three hours weekly; one term.*

Learn statistical analysis as an aid in business decision making through the use of descriptive statistics, probability, confidence intervals, hypothesis testing, chi square, analysis of variance, regression and correlation analysis. Lab fee \$5.

*Prerequisite: Eligibility for any general education math course.*

*Note: Also offered as BPA 232; credit will not be given for both ECO 232 and BPA 232.*

ECO 280-299

**Special Topics in Economics***1-3 credit hours — One to three hours weekly; one term.*

In-depth study of contemporary issues in economics and topics not fully covered in traditional course offerings. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30.

**EDUCATION (EDU)**

EDU 002

**Preparing for Praxis I: Reading Skills***1 noncredit hour — Three hours weekly; five sessions.*

Reviews the application of reading skills necessary for successful completion of Praxis I: Pre-Professional Skills Test. Reviews skills for comprehension of reading material and critical analysis of content as well as emphasizes test-taking strategies. Praxis I is a state-mandated assessment required for earning teacher certification.

EDU 003

**Preparing for Praxis I: Math Skills***1 noncredit hour — Three hours weekly; five sessions*

Reviews the application of math skills necessary for successful completion of Praxis I: Pre-Professional Skills Test. Reviews key mathematics concepts, including problem solving, reasoning, estimating and interpreting quantitative information. Emphasizes test-taking strategies. Praxis I is a state-mandated assessment required for earning teacher certification.

EDU 004

**Preparing for Praxis I: Writing Skills***1 noncredit hour — Three hours weekly; five sessions*

Reviews the application of writing skills necessary for successful completion of Praxis I: Pre-Professional Skills Test. Reviews the grammar and language rules in writing, including error recognition and essay writing. Emphasizes test-taking strategies. Praxis I is a state-mandated assessment required for earning teacher certification.

EDU 111

**Foundations of Education***3 credit hours — Three hours weekly; one term.*

Explore the major developments in the history of American education. Includes a comprehensive overview of the historical, philosophical, sociological, political and legal foundations of education. Learn about the structure and organization of schools, influences on teaching and learning, roles of classroom teachers and contemporary educational policy and issues. Course requirements include 15 hours of fieldwork and a required background check.

*Prerequisite: ENG 111 or ENG 115 or ENG 121.*

EDU 131

**Children's Literature***3 credit hours — Three hours weekly; one term.*

Examines literary trends and materials for young children. Emphasizes specific genres, curriculum issues, authors and illustrators, literature selection and teaching strategies.

EDU 132

**Introduction to Early Childhood Development***3 credit hours — Three hours weekly; one term.*

Examine the conceptual framework for understanding the role of the early childhood professional. Gain a comprehensive overview of historical, philosophical and social influences. Explore contemporary trends, issues and practices in the early childhood education field. Course requirements include 15 hours of fieldwork and a required background check.

*Prerequisite: ENG 111 or ENG 115 or ENG 121.*

EDU 133

**Growth and Development***3 credit hours — Three hours weekly; one term.*

Examine the growth and development of children from infancy through adolescence and the influence of development on the delivery of effective education programs. Learn about social, emotional, cognitive and physical development of children and the application of theories of child development and learning to education. Course requirements include 15 hours of fieldwork and a required background check.

*Prerequisite: EDU 111 or EDU 132 or permission of assistant director/department chair.*

EDU 135

**Children's Health, Nutrition and Safety***3 credit hours — Three hours weekly; one term.*

Discover the relationship of health, nutrition and safety to learning. Learn about proper health, nutrition, physical fitness and safety from infancy through adolescence. Examine a holistic view of children through exploration of topics such as brain research, environmental concerns, malnutrition, illness, family involvement, emergency preparedness and child abuse and neglect.

*Prerequisite: ENG 111 or ENG 115 or ENG 121.*

EDU 211

**Educational Psychology***3 credit hours — Three hours weekly; one term.*

Discover the basic theories of learning and teaching and the application of theory to educational environments. Examine the adaptation of the concepts of behavioral, cognitive and constructivist learning theories to teaching and managing an effective learning environment. Learn about the principles of motivation, classroom management and assessment of student performance. Course requirements include 15 hours of fieldwork and a required background check.

*Prerequisite: EDU 214, EDU 133 and passing Praxis scores or equivalent or a bachelor's degree.*

EDU 212

**Engaging and Supporting Students***1 credit hour — Three hours weekly; five weeks.*

Examine strategies that support student retention and persistence by reviewing concepts in motivation and learning. Explore and practice communication and coaching skills to engage students and build a collaborative learning community. Create a toolkit of campus resources that support student learning and development and contribute to successful completion. Strategies learned in this course will apply to face-to-face, hybrid/blended, and online course formats.

EDU 213

**Strategies for Teaching Adults with Diverse Needs***1 credit hour — Three hours weekly; five weeks.*

Investigate and analyze a variety of learning styles, disabilities, backgrounds, and instructional strategies for meeting the needs of diverse learners. Examine topics such as brain research and multiple intelligences pertaining to teaching adults with diverse needs.

EDU 214 **Introduction to Special Education***3 credit hours — Three hours weekly; one term.*

Explore the categories of special education and the characteristics of special learners. Learn about the diverse needs of special education students and the application of appropriate instructional adaptations. Gain an historical overview of special education legislation and legal issues.

*Prerequisite: EDU 133 or a bachelor's degree.*

EDU 215

**Principles of Instructional Assessment***3 credit hours — Three hours weekly; one term.*

Explore the principles and concepts of educational measurement and the application of assessment measures and processes in the learning environment. Practice using various assessment techniques, interpreting assessment data and recognizing ethical issues in the assessment of learning. Discover the uses of portfolios, development of grading and scoring procedures and construction and analysis of teacher-made tests.

*Prerequisite: A bachelor's degree and seeking teacher certification or permission from department chair.*

EDU 216

**Technology for Educators***1 credit hour — Three hours weekly; five weeks.*

Survey technologies for educational learning environments. Examine the issues and challenges of making informed and creative decisions regarding the instructional use of technology. Learn about the integration of technologies to enhance the instructional process by increasing engagement and appealing to multiple learning styles.

EDU 217

**Energizing Your Presentations***1 credit hour — Three hours weekly; five weeks.*

Examine the principles of effective presentation design. Explore basic principles of the teaching-learning process. Discover how to optimize learning through the pedagogical process. Practice how to actively engage participants in the learning process.

EDU 219

**Assessing the Adult Learner***1 credit hour — Three hours weekly; five weeks.*

Analyze the current thinking on the practice of assessing adult learners in a comprehensive and practical fashion. Examine the principles of assessment including planning for assessment, creating an assessment toolkit, and understanding and using assessment results. Investigate the uses of common assessment tools, including teacher-made tests, commercial materials, authentic assessment, alternative assessments and performance based assessments.

EDU 220

**Innovation in Education***1 credit hour — Three hours weekly; five weeks.*

Investigate and analyze a variety of college trends, issues, and challenges and the extent to which they impact student learning, student development, and higher education in general. Examine topics such as new instructional models, alternative educational resources, and innovations described as “disruptive” to traditional college practices.

EDU 229

**Observing and Assessing Young Children***1 credit hour — Three hours weekly; five weeks.*

Learn about the importance of observation and assessment in evaluating young children. Focus on identifying appropriate observation methods, interpretation of collected data and application of assessment to the children and classroom. Recognize and implement observation techniques to enhance children's development and create teaching strategies.

*Prerequisite or corequisite: EDU 247.*

EDU 230

**Educator Portfolio Development***1 credit hour — Three hours weekly; five weeks.*

Learn about setting the purpose of the portfolio, then selecting artifacts that support and enhance that purpose. Develop skills needed to identify, analyze and reflect on artifacts appropriate for inclusion in a portfolio, which documents accomplishments and talents. Examine the alignment and organization of artifacts to reflect growth and learning that have occurred as a result of the creation of each artifact.

EDU 231

**Infant/Toddler Child Care***3 credit hours — Three hours weekly; one term.*

Examines the philosophy of infant and toddler education with basic child development theory that focuses on the physical, emotional, social and cognitive development of children from birth through 3 years of age. Emphasizes understanding infant/toddler curriculum, selecting age-appropriate materials and methods and creating effective infant/toddler child care programs.

EDU 232

**School-Age Child Care***3 credit hours — Three hours weekly; one term.*

Examines the roles and responsibilities of providers of child care for children from 4 through 12 years of age. Focuses on skills in program planning, communication skills and behavior management. Emphasizes the selection and implementation of appropriate activities that promote optimum development and positive self-concept of children in the school-age setting.

EDU 235

**Child Care Administration***3 credit hours — Three hours weekly; one term.*

Examines leadership skills, management practices and supervisory functions required for effective administration of a child development center. Provides a comprehensive overview of the state requirements related to physical facilities, staffing, program design and budgeting and financial responsibilities.

EDU 236

**Culturally Responsive Instruction***1 credit hour — Three hours weekly; five weeks.*

Examines the philosophy of education that is multicultural and its relevance and connection to student achievement for all learners. Examines strategies to infuse education that is multicultural into curriculum, instruction, assessment, school climate and instructional materials selection. Identifies individual cultural attitudes, teaching styles, learning styles and classroom practices as preparation for better addressing the needs of students. Research from state and national resources identifying “best practices” will be explored to identify strategies, practices and principles that assist in eliminating gaps among student groups and accelerating student achievement.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 239

**Quality Parent and School Partnerships***1 credit hour — Three hours weekly; five weeks.*

Explores the framework of comprehensive school, family and community partnerships. Examines strategies for targeting hard to reach families. Practical applications for students’ individual school or for a community agency will be made.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 241

**Methods of Teaching for Elementary Education***3 credit hours — Three hours weekly; one term.*

Discover teaching methodology for effective instruction in elementary classrooms. Emphasis on the development of learning objectives, selection of instructional techniques and use of materials and resources appropriate for elementary content/curricula. Explore basic principles of classroom management and applies theories of learning and teaching to the organization and presentation of elementary lessons.

*Prerequisite: A bachelor’s degree and seeking teacher certification or permission from department chair.*

EDU 242

**Foundations of Reading and Language Arts***3 credit hours — Three hours weekly; one term.*

Examine the theories, processes and acquisition of reading and language arts. Learn about the cognitive, linguistic, social and physiological factors involved in oral and written language development. EDU 242 is a Maryland State Department of Education approved reading course.

*Prerequisite: EDU 133 and completion of MAT 221 or MAT 222 or MAT 223.*

EDU 243

**Methods of Effective Reading Instruction***3 credit hours — Three hours weekly; one term.*

Examine the selection and application of strategies for developing oral reading, comprehension and literacy skills. Focus on a variety of techniques for building word recognition, integrating reading and writing and enhancing understanding of text. Learn about the development of a balanced literacy program attentive to early identification of reading difficulties and meeting diverse reader needs. EDU 243 is a Maryland State Department of Education approved reading course.

*Prerequisite: A bachelor’s degree and seeking teacher certification or permission from department chair.*

EDU 244

**Assessment for Reading Instruction***3 credit hours — Three hours weekly; one term.*

Examine the techniques, processes and instruments for assessing reading performance. Learn about administration of assessment tools, interpretation of assessment data and diagnosis of reading deficiencies. Focus on the utilization of assessment data for selecting instructional methods, facilitating instructional decisions and monitoring student performance. EDU 244 is a Maryland State Department of Education approved reading course.

*Prerequisite: A bachelor’s degree and seeking teacher certification or permission from department chair.*

EDU 245

**Materials for Teaching Reading***3 credit hours — Three hours weekly; one term.*

Learn how to select and evaluate materials and resources for the effective teaching of reading. Explore the effective use of text and other media to best meet diverse reader needs. Examine the role of the parent and community in fulfilling the goals of the literacy program. EDU 245 is a Maryland State Department of Education approved reading course.

*Prerequisite: A bachelor’s degree and seeking teacher certification or permission from department chair.*

EDU 247

**Early Childhood: Methods and Materials***3 credit hours — Three hours weekly; one term.*

Examine methods and materials that promote the social, emotional, physical and cognitive development of young children. Learn about application of early childhood development principles to the selection of materials and methods appropriate for early childhood environments. EDU 133 and EDU 247 fulfill state educational requirements for employment in a group child care center. Course requirements include 15 hours of fieldwork and a required background check.

*Prerequisite: EDU 214.*

*Prerequisite or corequisite: EDU 242.*

EDU 248

**Instructional Strategies***1 credit hour — One hour weekly; one term.*

Provides knowledge and skills specific to the use of instructional strategies and methods in the process of analyzing the teaching environment and individual student needs. Describes adaptations/accommodations or modifications of instruction that will best facilitate learning and the strategies and methods associated with learning. Designed to provide skills for supporting students in regular and inclusive classrooms, resource rooms or self-contained settings.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 250

**Functional Assessment of Behavior***1 credit hour — Three hours weekly; five weeks.*

Designed to equip participants with pre-intervention methods of managing children with behavioral problems in school. Focuses on identifying the relationship between behavior, antecedents and consequences. Emphasizes understanding why problem behaviors occur and how information can be used to design interventions and manage potential crisis situations.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121*

EDU 251

**Behavior Management***1 credit hour — One hour weekly; one term.*

Learn about the causes of human behavior and refines technical skills in dealing with the various behaviors of students with special needs. Develop awareness of the feelings that such behaviors arouse in professionals and support staff who work with these students and discover the interconnectedness of the various components that lead to a well-managed classroom.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 252

**Autism Spectrum Disorders***1 credit hour — One hour weekly; one term.*

Surveys and examines autism spectrum disorders and the characteristics related to this increasingly prevalent developmental disorder. Includes functional, sensory, cognitive, communication and social/emotional skills of school age children with autism. Provides an emphasis on school and community implications related to autism and maximizing learning through various strategies and interventions.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 253

**Inclusive Instructional Practices***3 credit hours — Three hours weekly; one term.*

Relates the requirements of special education mandates to the accommodation and adaptation of instruction for students with special needs. Focuses on meeting individual needs of children through appropriate adaptations to curriculum, instruction, resources and management techniques for the inclusive classroom.

*Prerequisite: EDU 214.*

EDU 254

**Introduction to Communication Disorders***1 credit hour — One hour weekly; one term.*

Introduces communication disorders and the identification and remediation of students with the communication disorders of articulation, voice, language, hearing and fluency. Discusses normal speech and language development, as well as the causes and characteristics of communication disorders and techniques for working with students with these impairments.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 255

**Instructional Teamwork***3 credit hours — Three hours weekly; one term.*

Examines the theories and models of collaboration appropriate for developing partnerships that meet the needs of diverse student populations. Focuses on the application of collaboration in special services, models of consultation, teaming in the school setting and conflict management styles. Emphasizes the development of effective interpersonal problem-solving and communication skills for the professional.

*Prerequisite: EDU 214 and eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 256

**Fostering Student Independence***1 credit hour — One hour weekly; one term.*

Introduces the purpose of student independence and strategies for fostering independence in students. Discusses the concept of least restrictive environment and the full continuum of special education services available for students with disabilities. Introduces how to implement a prompt hierarchy used to promote independence.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 259

**Assistive Technology for Students with Special Needs***1 credit hour — Three hours weekly; five weeks*

Focuses on the identification of assistive technology, strategies and techniques for implementation in the educational environment for the purpose of accommodating school age individuals with disabilities. Provides techniques using assistive technology to enhance learning experiences for students with special needs.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

EDU 261

**Methods of Teaching in Secondary Education***3 credit hours — Three hours weekly; one term.*

Explore teaching methodology for effective instruction in secondary classrooms. Practice the development of learning objectives, selection of instructional techniques and use of resources appropriate for secondary content/curricula. Learn about basic principles of classroom management and apply theories of learning and teaching to the organization and presentation of secondary lessons.

*Prerequisite: A bachelor's degree and seeking teacher certification or permission from department chair.*

EDU 262

**Methods of Teaching Reading in the Secondary Content Area: Part 1***3 credit hours — Three hours weekly; one term.*

Focuses on the interactive nature of the reading process in the content area. Examines the use of effective instructional strategies for developing content reading skill, literacy, vocabulary and concepts. Emphasizes the design of instruction that incorporates appropriate methods and materials for developing reading proficiency in the content area. EDU 262 is a Maryland State Department of Education approved reading course.

*Prerequisite: A bachelor's degree and seeking teacher certification or permission from department chair.*

EDU 263

**Methods of Teaching Reading in the Secondary Content Area: Part 2***3 credit hours — Three hours weekly; one term.*

Discover how to implement a coherent literacy program that supports content area learning and literacy. Focuses on the use of effective instructional methods and materials in the design of reading programs to meet the diverse needs and backgrounds of students. Examines the use of technology, writing strategies and learning experiences to promote independence in content area reading. EDU 263 is a Maryland State Department of Education approved reading course.

*Prerequisite: A bachelor's degree and seeking teacher certification or permission from department chair.*

EDU 270

**Supporting ESL Students in the Regular Classroom***1 credit hour — Three hours weekly; five weeks.*

Introduces theories of language acquisition, describes characteristics of ESL (English language learners) students and dispels myths about second language learners. Examines challenges that English language learners face in the regular classroom and how learning strategies may be adapted to assist the students meet these challenges. For regular classroom teachers and teaching assistants and not intended for those seeking an ESOL (English for Speakers of Other Languages) credential.

EDU 271

**Management Strategies in the Classroom***1 credit hour — Three hours weekly; five weeks.*

Examines classroom management strategies for current teachers and paraprofessionals. Emphasizes integration of effective teaching techniques with appropriate classroom strategies. Examines classroom and lesson planning, principles of effective instruction and teacher-student relationships.

EDU 273

**Teaching the Adult Learner***1 credit hour — Three hours weekly; five weeks.*

Learn about theory and teaching methods related to instructing the adult learner. Focus on identifying principles of adult learning, adult learning styles and motivation. Emphasizes understanding techniques and teaching strategies that work to create an active learning community for adult learners.

EDU 280-299

**Special Topics in Education***3 credit hours — Three hours weekly; one term.*

Provides an intensive study of current or specialized themes, topics or methods in the field of education.

*Prerequisite: Will vary depending on course offering.*

*Current special topics:*

EDU 280 Tomorrow's Technology for Today's Educators

**ELECTRONIC ENGINEERING TECHNOLOGY (EET)**

EET 118

**Electronic Hardware and Assembly Techniques***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Introduces electronic hardware including electronic components and circuit boards, electronic packaging, computers, audio and video equipment, home wiring and security systems. Teaches how to make basic electrical measurements, interconnect equipment and diagnose minor problems. Also includes schematic reading, electronic and mechanical fabrication techniques, soldering and circuit board production and individual student project. Hands-on lab supports topics. No experience in electronics necessary. Lab fee \$40.

EET 130

**Introduction to Electronic Circuits***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Presents basic techniques for analyzing direct and alternating current circuits. Learn to read simple schematic diagrams, solve problems involving resistance, capacitance, inductance, voltage, current and power. Includes applications of various circuits and troubleshooting. Lab fee \$25.

*Prerequisite: MAT 010 or equivalent level (see note below).*

*Note: MAT 010, MAT 011 and MAT 012 are noncredit developmental math courses. If you scored above the MAT 010 level on the ACT, SAT or Mathematics Placement Test, or have taken any credit college math course, you have satisfied this prerequisite. If you have not yet taken the MAT 011 course, it is recommended that you take it concurrently with EET 130.*

EET 140

**Introduction to Telecommunications***3 credit hours — Three hours of lecture weekly; one term.*

Introduces concepts, capabilities, systems and terminology of the telecommunications industry. Topics include telecommunications electronics, standards, technology review including broadband and other emerging technologies, convergence of communications, computers and the Internet, regulation and the economic and social impact of telecommunications. This course has an optional hands-on companion lab, EET 141 Telecommunications Wiring Laboratory, which you must sign up for separately.

EET 141

**Telecommunications Wiring Laboratory***1 credit hour — One hour of lecture and one hour of laboratory weekly; one term.*

Take part in hands-on exercises in fiber optic and copper cabling installation. Learn to identify types of cabling, install jacks, panels and equipment racks. This course can be taken as an optional lab in conjunction with EET 140, or as a stand-alone course. Lab fee \$30.

EET 150

**Semiconductors and Linear Circuits***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Introduces the characteristics and operation of semiconductor diodes, transistors and FETs. Learn basic amplifier concepts, along with the theory and applications of linear integrated circuits including operational amplifiers, comparators and power supply regulators. Lab fee \$25.

*Prerequisite: EET 130 or permission of department chair.*

EET 160

**Theory and Troubleshooting Microcomputers 1***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Assemble, maintain and repair microcomputer systems. Focus on hardware components, such as system board, video, memory, storage, multimedia, networking and printers. Install expansion cards/devices, drivers and the most recent Windows operating systems. Start preparing for the COMPTIA A+ certification or enhance your skills to buy, build and modify your own PC. A basic understanding of electronics is helpful but not necessary. Lab fee \$50.

EET 205

**Theory and Troubleshooting Microcomputers 2***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

Install and maintain Windows operating systems and implement security features on microcomputer systems and mobile devices. Focus on gaining software skills in preparation for the COMPTIA A+ Certification. A basic understanding of networking is helpful but not necessary. Lab fee \$50.

EET 223

**Electromechanical Systems***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Introduces students to the subject of electronic circuits controlling mechanical devices. Examples are servomechanisms, factory automation, process control systems and robotics. System components such as motors, sensors and controllers are studied. Also included are mechanical components and hydraulic

systems. Elementary feedback control system theory is presented and Programmable Logic Controllers (PLCs) are introduced. Lab fee \$25.

*Prerequisite: EET 130 or permission of department chair.*

EET 231

**Digital-Electronic Circuits***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

A study of the principles and practices of digital electronic theory, components and circuits. Digital concepts involving number systems, Boolean algebra and logic gates are studied in conjunction with flip-flops, counters, encoders, multiplexers and digital-to-analog and analog-to-digital converters (ADC). State-of-the-art programmable logic devices are integrated throughout the course. The course culminates with the construction and functioning of computer buses with random access memory (RAM). Lab fee \$25.

*Prerequisite: EET 130 or permission of department chair.*

EET 240

**Fiber Optic Communications***3 credit hours — Three hours of lecture weekly; one term.*

Introduces the basic concepts of fiber optic communications. Topics include fiber characteristics, light theory, connectors and splicing, wave division multiplexing, opto-electronics and practical applications in manufacturing and installation. Some topics in this course make use of basic math concepts.

EET 250

**Microprocessors and Microcontrollers***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Introduces microprocessor and microcontroller-based digital systems. The Intel 8085 microprocessor is used to develop concepts of basic computer architecture including the CPU, buses, memory and input/output. These concepts are then applied to the PIC microcontroller. Microcontrollers are small, single-chip computers often used in appliances and machines. Over five billion PIC devices are currently in use worldwide. Both hardware and software aspects are included so that you can learn how to design, analyze and program these systems to accomplish a specific task. Some previous familiarity with digital concepts would be helpful but not necessary. Lab fee \$25.

*Prerequisite: EET 130 or permission of department chair.*

EET 260

**Electronic Communication Systems***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Learn theory and concepts of electronic communication circuits and systems. Study the basic applications of resonant LC circuits in bandpass filters, oscillators, power and tuned voltage amplifiers. Includes bandwidth allocations, AM, FM, SSB modulations plus circuits and systems that transmit and receive these signals. Covers transmission line fundamentals, antennas and satellite systems. Helps prepare students for the FCC exams for the General Radiotelephone Operator's License (GROL) and the Amateur Radio Technician License. You must register for both EET 260 and EET 260LB. Lab fee \$25.

*Prerequisite: EET 150.*

*Note: Students may take EET 150 and EET 260 concurrently. Please contact department chair.*

EET 275

**Internship in Electronic Engineering Technology***3 credit hours — One hour seminar. 15 hours related work experience weekly; one term.*

Acquire practical experience in a work environment related to the field of electronic engineering technology. You set objectives jointly with supervising employer and instructor.

*Prerequisite: Permission of instructor or department chair.*

*Note: Enrollment in internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.*

EET 280-299

**Special Topics in Electronic Engineering Technology**

1-5 credit hours.

Current or specialized topics in electronic engineering are covered including power systems, electrostatics, electromagnetic field theory, solar energy applications, laser technology, bioelectric system, modeling instrumentation, microwave circuits, artificial intelligence, electro-optic devices and solid-state devices.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$14-21.

*Prerequisite:* Will vary depending on course offering.

**EMERGENCY MEDICAL TECHNICIAN (EMT)**

EMT 103

**Operations Level for Hazardous Materials and Weapons of Mass Destruction**

2 credit hours — Three hours weekly; 10 weeks.

Provides firefighters, medical technicians, rescue and public safety personnel with the knowledge and skill to perform hazardous materials first response and preparedness against terrorist attacks from nuclear devices and biological and chemical weapons. Appropriate for those wishing to gain an overview of hazardous materials and weapons of mass destruction and an understanding of the roles of public safety personnel, this course meets the Anne Arundel County Fire Department Awareness and Operations Level of certification for Hazardous Material and Terrorist Incident.

EMT 104  HEALTH**Emergency Medical Responder**

3 credit hours — 37 hours of lecture, 14 hours of laboratory; one term.

Teaches fire service personnel, law enforcement officers, other public safety personnel and citizens knowledge and skills necessary to render basic care to a sick or injured person until the arrival of emergency medical providers. Focuses on gaining access to patients, performing patient assessment and managing life threatening situations. Successful completion leads to eligibility to take the Maryland Emergency Medical Responder exam. Attendance is mandatory for all classes. There is a fee for the state exam. Lab fee \$25.

*Note:* This course is not recommended for students seeking to continue in the EMT program. Those students interested in preparing for emergency medical technician-basic (EMT-B) level certification and for future certification as an emergency medical technician-paramedic (EMT-P) should enroll in EMT 105. Credit is not given for both EMT 104 and EMT 105 or both EMT 104 and HEA 150.

EMT 105

**Emergency Medical Technician-Basic (EMT-B)**

10 credit hours — 128 hours of lecture, 52 hours of laboratory; one-term.

Learn basic training for personnel who will deliver emergency medical care to the sick or injured of all ages in the pre-hospital setting. Focus on how to control the emergency scene, make patient assessments, and manage patients in the field or those in an ambulance. Successful completion leads to Health Care Provider CPR and AED certification and eligibility to take the Maryland State and national EMT-B exams. Attendance is mandatory for all classes. There is a fee for the state and national exams. Affiliation with an Emergency Medical Service (EMS) jurisdiction is required for state certification. Lab fee \$75.

*Note:* Credit is not given for both EMT 104 and EMT 105.

EMT 106

**Human Systems for the EMT-Intermediate**

2 credit hours — two hours weekly; one term.

Study the gross anatomy and physiology for the integumentary, skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, endocrine, urinary and reproductive systems.

*Prerequisite:* (1) EMT 105; (2) EMT-B certified for one year with a minimum of 100 documented ambulance calls, or less than one year and 150 documented ambulance calls and (3) three letters of recommendation; (4) eligibility for ENG 111 or ENG 115 or ENG 121; and (5) permission of the department chair.

EMT 109

**Cardiac Algorithms for the EMT-Intermediate**

2 credit hours — two hours weekly; one term.

Learn to care for patients with cardiac dysrhythmias using pharmacological and electrical therapies. Lab fee \$75.

*Prerequisite:* (1) EMT 110; (2) EMT 111; and (3) permission of the department chair.

EMT 110

**Foundations of EMT-Intermediate Practice**

5 credit hours — 60 hours of lecture, 30 hours of college laboratory; one term.

Learn the roles and responsibilities of the profession, medical terminology and drug calculation, standard precautions in infectious diseases, and theory and practice of patient assessment. Students are expected to practice selected procedures on each other during college lab.

*Prerequisite:* (1) EMT 106 Human Systems for the EMT-Intermediate; (2) EMT 105; (3) EMT-B certified for one year with a minimum of 100 documented ambulance calls, or less than one year and 150 documented ambulance calls; (4) three letters of recommendation; (5) eligibility for ENG 111 or ENG 115 or ENG 121; and (6) permission of the department chair.

EMT 111

**EMT-Intermediate Concepts and Practice 1**

4 credit hours — 45 hours of lecture, 15 hours of college laboratory; one term.

Learn the principles of advanced airway management and ECG interpretation. Students are expected to practice selected procedures on each other during college lab. Lab fee \$100.

*Prerequisite:* (1) EMT 106 Human Systems for the EMT-Intermediate; (2) EMT 105; (3) EMT-B certified for one year with a minimum of 100 documented ambulance calls, or less than one year and 150 documented ambulance calls; (4) three letters of recommendation; (5) eligibility for ENG 111 or ENG 115 or ENG 121; and (6) permission of the department chair.

*Corequisite:* EMT 110

EMT 112

**EMT-Intermediate Concepts and Practice 2**

3 credit hours — 30 hours of lecture, 30 hours of college lab; one term.

Introduces the student to the kinematics of trauma and pathophysiology of shock, the study of body fluid and electrolyte imbalances. Includes techniques for assessing and implementing treatment modalities for patients involved in multi-system trauma. Students are expected to practice selected procedures on each other during college lab. Lab fee \$75.

*Prerequisite:* (1) EMT 110, EMT 111; and (2) permission of the department chair.

*Corequisite:* EMT 113.

EMT 113

**EMT-Intermediate Concepts and Practice 3**

3 credit hours — three hours weekly; one term.

Learn unique emergencies and pre-hospital management of special population groups. Includes maternal and newborn care, pediatric and geriatric patient management, chemical dependence, medical and behavioral emergencies.

*Prerequisite:* EMT 110, EMT 111 and permission of the EMT department chair.

*Corequisite:* EMT 112

EMT 114

**EMT-Intermediate Skills Mastery and Field Internship**

5 credit hours — 60 hours of college laboratory, 135 hours of hospital clinical and field experience; one term.

Gain advanced life support skills experience and competence in college lab. Supervised hospital clinical and field experience prepares the EMT-Intermediate student to transition to field practice, including developing the role of the EMT-Intermediate as a pre-hospital provider. Includes a comprehensive written and practical exam for eligibility to sit for the Maryland State EMT-Intermediate practical and written exam. Students are expected to practice selected procedures on each other during college lab. Lab fee \$75. Clinical fee \$25.

*Prerequisite:* EMT 112, EMT 113 and permission of the EMT department chair.

EMT 203

**12 Lead ECG Interpretation for the EMT-Intermediate***2 credit hours — 30 hours of lecture; one term.*

Learn the fundamentals of 12 Lead Electrocardiograph Technology and Application. This course provides the EMT-Intermediate with the technique to interpret 12 lead electrocardiograms.

*Prerequisite: (1) EMT 113; (2) EMT 114; and (3) permission of the department chair.*

**EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC (EMT-P)**

*The following courses, EMT 140-236 are components of the degree or certificate EMT-Paramedic program. Students choosing to enroll in the paramedic course sequence must (1) refer to the program of study for specific prerequisite and corequisites based on the option chosen and (2) attend an orientation seminar or confer with the department chair prior to enrolling into the program.*

☉ *Completing the following sequence satisfies the diversity requirement:*

- EMT 140 Paramedic 1
- EMT 142 Paramedic 2
- EMT 236 Paramedic 3

EMT 140

**Paramedic 1***13 credit hours — 120 hours of lecture, 90 hours of college lab, 90 hours of hospital clinical and field experience; one term.*

Learn the duties and responsibilities of the EMT-Paramedic in utilizing advanced life support concepts and practices of infection control, patient assessment, pharmacological intervention, and advanced management skills for respiratory and cardiovascular emergencies. Practice selected procedures on each other during college lab. Lab fee \$150. Clinical fee \$50.

*Prerequisite: EMT 105 and BIO 230 or BIO 232 or BIO 234.*

EMT 142

**Paramedic 2***13 credit hours — 120 hours of lecture, 90 hours of college lab, 90 hours of hospital clinical and field experience; one term.*

Analyze pathophysiological processes in the pre-hospital management of special populations including pediatric and geriatric patients. Explore pharmacological intervention and advanced management of emergency medical and trauma conditions. College lab and clinical setting provide skills performance and mastery opportunities. Practice selected procedures on each other during college lab. Lab fee \$150. Clinical fee \$50.

*Prerequisite: EMT 140.*

EMT 147

**ALS Unit Practicum***2 credit hours — 120 hours; one term.*

Introduces the role of the advanced life support provider in the field. Students perform selected advanced life support skills in the pre-hospital environment under the direction of paramedic preceptors.

*Prerequisite: Permission of EMT department chair.*

EMT 200

**EMT-Intermediate to Paramedic Bridge Skills Mastery 1***2 credit hours*

This course provides supervised hospital clinical and field experience to prepare the EMT-Intermediate to transition into the role of the EMT Paramedic. Mandatory attendance is required for all college lab, clinical and field rotations. Missed college labs or clinical/field rotations are made up at the expense of the student or will result in failure in the course. Lab fee \$150. Clinical fee \$50.

*Corequisite: EMT 201 and EMT 202.*

*Prerequisite: EMT-Intermediate certification; BIO 230 or BIO 232 or BIO 234.*

EMT 201

**EMT-Intermediate to Paramedic Bridge 1***3 credit hours*

This course introduces the Intermediate practitioner to the duties and responsibilities of the paramedic. Emphasizes critical thinking skills in patient assessment and the use of medications in the treatment of those who are acutely ill or injured. Prepares for the role of team leader and patient advocate.

*Corequisite: EMT 200 and EMT 202.*

*Prerequisite: EMT-Intermediate certification and BIO 230 or BIO 232 or BIO 234.*

EMT 202

**EMT-Intermediate to Paramedic Bridge 2***9 credit hours*

Emphasizes critical thinking skills in patient assessment and the use of medications in the treatment of those who are acutely ill or injured. Prepares the EMT-Intermediate for the role of team leader and patient advocate.

*Corequisite: EMT 200 and EMT 201.*

*Prerequisite: EMT-Intermediate certification and BIO 230 or BIO 232 or BIO 234.*

EMT 210

**EMT-Intermediate to Paramedic Bridge Skills Mastery 2***4 credit hours*

This course provides supervised hospital clinical and field experience to prepare the EMT-Intermediate to transition into the role of the EMT Paramedic. Preparation for the National Practical Certification Examination is provided. Mandatory attendance is required for all college lab, clinical and field rotations. Missed college labs or clinical/field rotations are made up at the expense of the student or will result in failure in the course. Lab fee \$150. Clinical fee \$50.

*Corequisite: EMT 213 and EMT 214.*

*Prerequisite: EMT 200, EMT 201 and EMT 202.*

EMT 213

**EMT-Intermediate to Paramedic Bridge 3***3 credit hours*

Focuses on the pathophysiology in the pre-hospital management of the acutely ill or injured patients. Promotes critical thinking in the management of the patient experiencing medical emergencies and multisystem trauma.

*Corequisite: EMT 210 and EMT 214.*

*Prerequisite: EMT 200, EMT 201 and EMT 202.*

EMT 214

**EMT-Intermediate to Paramedic Bridge 4***9 credit hours*

Focuses on pathophysiological processes in the pre-hospital management of special populations including the pediatric and geriatric. Students gain knowledge of patients experiencing psychological disorders and traumatic injuries. Cultural diversity and its effect on health care is discussed. Preparation for the National Registry Written Examination is provided.

*Corequisite: EMT 210 and EMT 213.*

*Prerequisite: EMT 200, EMT 201 and EMT 202.*

EMT 236

**Paramedic 3***12 credit hours — 64 hours of lecture, 126 hours of college lab, 180 hours of hospital clinical and field experience; one term.*

Learn advanced pathological concepts, principles, and skill mastery in caring for patients in the pre-hospital field. Practice critical thinking skills through scenario-based assessment with development and implementation of a treatment plan for various diseases and injuries. Synthesize learned abilities for role of team leader, patient advocate, and entry-level practice as a paramedic professional in the pre-hospital environment. Practice selected procedures on each other during college lab. Lab fee \$200. Clinical fee \$50.

*Prerequisite: EMT 142.*

EMT 280-299

**Special Topics: Emergency Medical Technology**

1-8 credit hours

Permits qualified emergency medical technician students to meet updated certification and competency requirements or to complete necessary course work to be eligible to take state and national EMT exams.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-50.

*Prerequisite: Permission of the EMT department chair.*

**ENGINEERING (EGR)**EGR 120 **Introduction to Engineering Design**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Develop an understanding of the engineering profession and the engineering design process. Work individually and in teams to design, build and document projects. Includes engineering ethics, technical drawing, computer-aided drafting, spreadsheet tools for engineers, and an introduction to programming. Lab fee \$30.

*Prerequisite or corequisite: MAT 142 or MAT 151 or more advanced mathematics course or permission of department chair.*

EGR 141

**Programming in C for Engineering**

3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.

Designed for engineering and engineering technology students who have no experience with programming. Learn an engineering approach to problem solving, program modularity, program testing, debugging and documentation. Program using data types, storage, control and data structures, error handling, functions and text files. Complete hands-on lab assignments using programmable devices to model real world applications. Lab fee \$30.

*Prerequisite: CSI 112 or CSI 113, EGR 120 or permission of Computer Technologies Director or Computer Science Coordinator or Engineering Department Chair.*

*Note: Also offered as CSI 141; credit is not given for both EGR 141 and CSI 141.*

EGR 209

**Statics**

3 credit hours — Three hours of lecture weekly; one term.

Study the equilibrium of particles and rigid bodies subject to general force systems in two and three dimensions. Learn about forces, moments, couples, equilibrium, trusses, frames and machines, friction, centroids, moments of inertia and internal forces. Use vector and scalar methods to solve problems.

*Prerequisite: MAT 191.*

EGR 211

**Mechanics of Materials**

3 credit hours — Three hours of lecture weekly; one term.

Study deformation of engineering materials under stress, including topics of shear, bending moment, torsion, combined stresses, stress analysis, statically indeterminate elements, virtual work and columns.

*Prerequisite: MAT 192 and EGR 209 with a grade of C or better.*

EGR 221

**Thermodynamics**

3 credit hours — Three hours of lecture weekly; one term.

A study of properties of gases and vapors, application of the first and second laws of thermodynamics in analysis of heat engines, and other gas and vapor cycles.

*Prerequisite: MAT 201 and PHY 212.*

EGR 222

**Dynamics**

3 credit hours — Three hours of lecture weekly; one term.

Study kinematics and kinetics of particles and rigid bodies. Learn about forces, mass, acceleration, work, energy, impulse, momentum and impact. Use vector and scalar methods to solve problems.

*Prerequisite: MAT 192, PHY 211 and EGR 209 with a grade of C or better.*

EGR 235

**Circuit Theory**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Study of DC and AC networks including transient analysis, sinusoidal and nonsinusoidal waveforms, resonance, frequency response and magnetically-coupled circuits. Methods of analysis include Kirchhoff's equations, Thevenin's and Norton's theorems, mesh and nodal analysis, source transformations, duality and superposition. Lab fee \$25.

*Prerequisite: MAT 192.*

EGR 241

**Systems and Signals**

4 credit hours — Four hours of lecture/lab weekly; one term.

Apply numerical tools to systems and signals. Become familiar with aspects of numerical computation and appreciate the limitations. Master basic tools from linear algebra and calculus required for modeling real-world systems and signals. Implement digital filters for use in signal processing applications. Become proficient in a computer numerical analysis application. Lab fee: \$20

*Prerequisite: MAT 192.*

EGR 244

**Digital Logic Design**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Presents fundamental logical units and techniques needed in hardware design of digital systems including gates, flip-flops, registers and counters, Karnaugh map simplification of gate networks, switching algebra, synchronous sequential systems, PLAs and elements of binary arithmetic units. Required for second-year students planning to major in electrical engineering. Lab fee \$25.

*Prerequisite: MAT 151 or more advanced mathematics course.*

EGR 252

**Technical Communications**

3 credit hours — Three hours of lecture weekly; one term.

Study of the technical communications process including techniques of technical writing and oral presentations. Students are exposed to a variety of technical reports encountered in industry.

*Prerequisite: ENG 111 or equivalent.*

EGR 262

**Engineering Materials**

3 credit hours — Three hours of lecture weekly; one term.

A study of the properties and behavior of materials used in engineering applications. Covers structure of materials, chemical composition, phase transformations, corrosion and mechanical properties of metals, ceramics, polymers and related materials.

EGR 275

**Internship in Engineering 1**

3 credit hours — One hour seminar. 20 to 40 hours of program-related work experience weekly; one term.

Students participate in academically coordinated work placement related to program of study. Work placement must be certified by the academic department chair or the adviser. Completion of 28 or more credit hours is recommended.

*Prerequisite: Permission of instructor or department chair.*

*Note: Enrollment in internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.*

EGR 276

**Internship in Engineering 2**

3 credit hours — One hour seminar. 20 to 40 hours of program-related work experience weekly; one term.

A continuation of EGR 275, Practicum in Engineering 1. Students will continue to learn how principles of engineering are applied in an actual job experience. A variety of tasks are observed and experienced, utilizing occupational skills learned in the classroom. Tasks include exposure to technical writing and oral presentation. Continued work experience further integrates, supplements and reinforces academic learning under controlled, coordinated conditions. Completion of 28 or more credit hours is recommended.

*Prerequisite:* Permission of instructor or department chair.

*Note:* Enrollment in internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.

EGR 280-299

**Special Topics in Engineering**

1-3 credit hours.

Current or specialized topics of interest to engineering students and engineers are covered. Possible topics are problem-solving software, computer-aided design, boundary element method of analysis, nondestructive evaluation, robotics, engineering ethics, environment engineering, machine vision, composites telecommunications, automated systems for manufacturing and inventory management.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee varies.

**ENGINEERING TECHNOLOGIES (ENT)****(Manufacturing and drafting courses)**

ENT 241

**Computer-Aided Drafting**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Learn to use AutoCAD in this introductory course. Acquire the skills and practice the processes to draw mechanical parts, architectural plans and engineering diagrams. Master basic commands, file maintenance, creation of 2D drawings, isometric views and plotting. Complete an application-specific project. Previous experience in drafting fundamentals is helpful. Students with no drafting experience are encouraged to take ENT 111. Lab fee \$35.

*Note:* Credit is not given for both ENT 241 and ACH 245.

ENT 242

**Advanced Computer-Aided Drafting and Design**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Gain proficiency in 2D concepts, assign data to blocks, create bills of materials and external references and digitize images. Advance from simple 3D objects through more complex shapes. Apply concepts by creating practical projects, such as a four cylinder engine assembly and a propeller. Create a final 3D project. Lab fee \$35.

*Prerequisite:* ENT 241 or ACH 245 or permission of department chair.

ENT 243

**Three-Dimensional Computer-Aided Drafting**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

A third course in computer-aided drafting. Students build on their knowledge of AutoCAD. Topics include 3D wire frames and surface models, 3D polygon meshes, using world coordinate systems, obtaining parallel and perspective views, establishing viewpoints, rendering and animating 3D models. Lab fee \$35.

*Prerequisite:* ENT 241 or ACH 245 or permission of department chair.

ENT 260

**Solid Modeling with SolidWorks**

3 credit hours — Two hours of lecture and three hours of laboratory weekly; one term.

Learn to use SolidWorks, the next generation of 3D CAD software. SolidWorks is a fully editable solid-modeling CAD software used to produce 3D drawings of solid models. The course will start by first discussing 2D entities, then gradually creating 3D solid models and then finally integrating those models into an assembly. The student will also learn how to extract drawing views from 3D solid models. This course assumes a basic knowledge of orthographic drawings. Lab fee \$35.

ENT 261

**Advanced Solid Modeling**

4 credit hours — Four hours of lecture/lab weekly; one term.

Learn how to use the advanced features of three dimensional solid-modeling applications. Apply CAD knowledge to real industry applications by mastering complex surface modeling, mechanical design projects, rendering and animation. Forecast how assemblies will react in the real world. Design complex parts and create prototypes with a 3D printer. Gain proficiency with finishing techniques to produce professional prototypes. Publish a design portfolio on the Web. Lab fee \$50.

*Prerequisite:* ENT 260 or permission of department chair.

ENT 275

**Internship in Engineering Technology**

3 credit hours — One hour seminar. 15 hours related work experience weekly; one term.

An opportunity to acquire practical experience in a work environment related to the field of engineering technology. Objectives set by student, student's employer and instructor.

*Prerequisite:* Permission of department chair or adviser.

*Note:* Enrollment in internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.

ENT 280-299

**Special Topics in Engineering Technologies**

1-3 credit hours.

Current or specialized topics of interest to engineering technologies students. Possible topics are industrial animation, desktop manufacturing, small boat design, computer-controlled machinery, solar power and CAD for specific technical disciplines.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$5-21.

**ENGLISH (ENG)****Developmental Courses**

Developmental courses are for students whose English and reading placement test scores indicate a need for one or more of these courses.

Students whose native language is not English should take the appropriate placement test at the college and pass all required English as a Second Language (ESL) courses before registering for any English courses. Such students should read carefully this catalog's statements on developmental courses on [page 11](#) and the Limitations on Credit Hours on [page 375](#).

ENG 001

**Basic English 1**

3 equivalent hours — Three hours weekly; one term.

Learn about the grammar and syntax of the English sentence, punctuation and common sentence patterns. Learn about the basic elements of the paragraph — main idea, logical order and development of the main idea. Practice writing sentences as well as paragraphs. Placement policies may require students to register for RDG 027 and/or RDG 028 in addition to ENG 001 and ENG 002. See the course descriptions for RDG 027 and 028.

*Prerequisite:* Eligibility for RDG 027 or permission of the department chair

*Note:* Instead of taking ENG 001 and then ENG 002, students may take ENG 003, which is a combination of ENG 001 and ENG 002. See the course description for ENG 003.

ENG 002

**Basic English 2**

3 equivalent hours — Three hours weekly; one term.

Review the conventions of sentence grammar, syntax and punctuation. Analyze sample paragraphs and practice writing paragraphs of different types. Learn about the elements of the multi-paragraph essay and practice writing essays. Learn basics skills for reading and writing critically about literature. Placement policies may require students to register for reading courses in addition to ENG 002. See the course descriptions for RDG 026, 027 and 028. Students must earn a grade of C or better in ENG 002 and complete their reading requirements to gain eligibility for ENG 111.

*Note:* Students who do not have any reading requirements may take designated paired sections of ENG 002 and ENG 111 at the same time.

ENG 003

**Accelerated Basic English**

5 equivalent hours — Five hours weekly; one term.

Learn how to write grammatically-correct, well-punctuated English sentences using the common sentence patterns. Learn about the elements of an effective paragraph and practice writing paragraphs of various types. Learn about the elements of an effective multi-paragraph essay and practice writing essays. Learn basics skills to read and write critically about literature. Placement policies may require students to take RDG 027 and/or RDG 028 in addition to ENG 003. See the course descriptions for RDG 027 and 028. Students must earn a grade of C or better in ENG 003 and complete their reading requirements to gain eligibility for ENG 111.

*Prerequisite:* Eligibility for RDG 027 or permission of the department chair.

**Freshman Courses**ENG 111  ENG COMP**Composition and Introduction to Literature 1**

3 credit hours — Three hours weekly; one term.

Learn single-paragraph and multi-paragraph writing. Gain substantial writing practice both in and out of class. Analyze short fiction and poetry.

*Prerequisite:* Adequate preparation as determined by the English department or successful completion of ENG 002 or ENG 003 and, if reading test placement scores require it, RDG 028.

ENG 112  ENG COMP**Composition and Introduction to Literature 2**

3 credit hours — Three hours weekly; one term.

Continue study of multi-paragraph writing, stressing patterns of exposition and instruction in writing research papers. Gain substantial writing practice. Read novels and plays.

*Prerequisite:* ENG 111.

ENG 115  ENG COMP**Composition and Introduction to Literature 1 for Non-Native Speakers**

3 credit hours — Three hours weekly; one term.

Learn single-paragraph and multi-paragraph writing. This course is for students whose native language is not English. It covers substantially the same material as ENG 111 with an added emphasis on the specific difficulties that non-native speakers have when analyzing and discussing literature and writing essays.

*Prerequisite:* Adequate preparation as determined by the English department or successful completion of ESL 387, ESL 396, ESL 398, and ESL 399.

ENG 116  ENG COMP**Composition and Introduction to Literature 2 for Non-Native Speakers**

3 credit hours — Three hours weekly; one term.

Learn more about multi-paragraph writing, with emphasis on patterns of exposition and writing research papers. This course is for students whose native language is not English. It covers substantially the same material as ENG 112 with an added focus on the specific difficulties that non-native speakers have when analyzing and discussing literature and writing essays.

*Prerequisite:* ENG 115 or the equivalent or permission of the department chair.

ENG 121  ENG COMP**Composition and Literature**

3 credit hours — Three hours weekly; one term.

Learn multi-paragraph writing, including the research paper, with stress on clarity, logical development, and solid support. Analyze complete works of literature from a variety of genres in the context of the works' intellectual, social, and cultural backgrounds.

*Prerequisite:* An appropriate score on the verbal part of the ACT or SAT or on the English and reading sections of the college's placement test.

*Note:* Students who earn credit in this course cannot earn credit in ENG 111 and/or ENG 112. If a student whose program requires six hours of English composition successfully completes ENG 121, the student has fully satisfied the English composition obligation. If a student whose program requires twelve hours of English successfully completes ENG 121, the student may satisfy the program requirement with six additional hours of English.

ENG 160

**The Art and Science of Grammar**

3 credit hours — Three hours of lecture weekly; one term.

Learn the grammar of the English language at an advanced level. Focus on the definitions, functions and relationships among its words. Analyze the types, styles and logic of grammatically correct sentences and use this knowledge and these skills to assess effective written communication. Assess punctuation's impact on communication.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

ENG 161  ARTS & HUM**Introduction to Linguistics**

3 credit hours — Three hours weekly; one term.

Explore the nature of language and the development of the English language. Learn about the evolution, operation and acquisition of human language and its relation to animal communication. Investigate social and cultural influences on language and the development of dialects. Analyze the relationship between language, thinking and writing and trace the development of various writing systems. No knowledge of a foreign language is necessary.

**Sophomore Literature Courses**

The following sophomore courses, taken in any order, meet sophomore English program requirements. (Sophomore English courses may be used as electives in most programs, including transfer studies.)

ENG 211  ARTS & HUM

**World Literature 1**

3 credit hours — Three hours weekly; one term.

Explore great works of literature from the earliest written records through the 17th century. Read selections from ancient Mesopotamian, Biblical, Islamic, Asian, classical Greek and Roman and medieval and renaissance European literature.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 212  ARTS & HUM

**World Literature 2**

3 credit hours — Three hours weekly; one term.

Study literature from Europe, the Americas, Africa, and Asia, from the 18th century to the present. Read selections from works written in the Neoclassical, Romantic, and Realistic periods as well as representative works of modern literature.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. ENG 211 is not a prerequisite.

ENG 213  ARTS & HUM

**British Literature 1**

3 credit hours — Three hours weekly; one term.

Survey British literature from the Anglo-Saxon period through the 18th century. Read selections from British writers of poetry, drama, and prose of the Anglo-Saxon, Medieval, Renaissance, Restoration and Neoclassical periods.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 214  ARTS & HUM

**British Literature 2**

3 credit hours — Three hours weekly; one term.

Read British poetry and prose (fiction and nonfiction) composed since the end of the 18th century. Study significant literary, social, and historical influences on writers of this period, such as romanticism, industrialism, the crisis in religion, and the aftermath of the world wars of the twentieth century.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. ENG 213 is not a prerequisite.

ENG 215  ARTS & HUM

**Early American Literature: Colonial to 1865**

3 credit hours — Three hours weekly; one term.

Survey the literature of the United States from its colonial beginnings to the Civil War. Study major influences — literary, historical and social — reflected in the writing of this period.

*Prerequisite:* ENG 111-112 or ENG 115-116 or ENG 121 or permission of the department chair.

ENG 216  ARTS & HUM

**American Literature, 1865-1945: Realism to Modernism**

3 credit hours — Three hours weekly; one term.

Survey the literature of the United States from the Civil War to the end of World War II. Explore readings reflecting major currents — literary, historical and social — in the culture of the United States.

*Prerequisite:* ENG 111-112 or ENG 115-116 or ENG 121 or permission of the department chair.

ENG 217  ARTS & HUM

**Contemporary American Literature: 1945-present**

3 credit hours — Three hours weekly; one term.

Survey the literature of the United States written since 1945. Explore readings reflecting major currents — literary, historical and social — in the culture of the United States.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 220  ARTS & HUM

**The Bible as Literature**

3 credit hours — Three hours weekly; one term.

Study the Bible from a literary perspective, with attention to historical and cultural contexts. Explore how the Bible uses literary devices to convey its themes. Analyze how biblical content and structures have influenced subsequent European and American literature.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 221  ARTS & HUM

**Introduction to Shakespeare**

3 credit hours — Three hours weekly; one term.

Study representative works selected from Shakespeare's tragedies, comedies, histories, romances, and sonnets, with attention to historical and cultural contexts.

*Prerequisites:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 222  ARTS & HUM

**The American Novel**

3 credit hours — Three hours weekly; one term.

Study representative novels of the United States from the 19th century to the present. Discuss matters of theme and style as well as developments in the form of the novel. Explore major cultural and literary currents reflected in the works.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 223  ARTS & HUM

**The British Novel**

3 credit hours — Three hours weekly; one term.

Study representative British novels from the 18th century to the present. Discuss matters of theme and style as well as developments in the form of the novel. Explore major cultural and literary currents reflected in the works.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 224  ARTS & HUM

**Modern American Poetry**

3 credit hours — Three hours weekly; one term.

Study representative 20th and 21st century poetry of the United States. Discuss influential poetic theories and movements as well as the social and political contexts out of which the poetry arose.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 225  ARTS & HUM 

**African American Literature**

3 credit hours — Three hours weekly; one term.

Explore the poetry, fiction, nonfiction and drama of African Americans of the United States from the 18th century to the present. Study major literary, political, and social currents that inspired this writing.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

*Note:* Also offered as AFA 225; credit is not given for both ENG 225 and AFA 225.

ENG 226  ARTS & HUM **Ethnic American Literature***3 credit hours — Three hours weekly; one term.*

Explore ethnicity and its relationship to race, culture, and religion. Study ethnic literatures of the United States, including readings from African American, Latino/Latina, Asian American, Native American Arab American, and Jewish American literatures. Read poetry, fiction, non-fiction and drama by ethnic American writers and discuss these works in their literary and historical contexts, including the social and political circumstances out of which they arise.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

ENG 227  ARTS & HUM**Literary Nonfiction***3 credit hours — Three hours weekly; one term.*

Study representative readings in literary nonfiction. Discuss types of non-fiction writing, literary traditions and style, including the Personal Essay, Literary Journalism, Nature/Science writing, the Literary Memoir, Travel Writing and Humor.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

ENG 228  ARTS & HUM **Literature in English by Women***3 credit hours — Three hours weekly; one term.*

Compare and analyze multicultural literature in English, written by women of diverse regions, cultures, races, sexualities, religions and classes. Explore the relationships between gender and literary form, content, production, evaluation, and interpretation, with attention to historical, social, cultural, and political contexts, as well as literary analysis. Readings include poetry, prose and drama.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

*Note: Also offered as GSS 228; credit is not given for both ENG 228 and GSS 228.*

ENG 235  ARTS & HUM**Modern Drama***3 credit hours — Three hours weekly; one term.*

Study significant individual works from modern and contemporary playwrights writing in English. Discuss thematic, stylistic, and conventional/generic concerns as well as social, literary and historical contexts of the plays.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

ENG 250  ARTS & HUM**Literature of the Chesapeake Bay***3 credit hours — Three hours weekly; one term.*

Study the history and ecology of the Chesapeake Bay area and its watershed as well as depictions of the region in various literary genres, including fiction, poetry, literary memoir, nature writing and journalism.

*Prerequisites: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

ENG 260-269

**Travels in Literature***3 credit hours.*

A travel-study course with guided trips during Christmas, spring break or summer to sites associated with important literary periods and figures. Each term a particular literary period or movement and major writers associated with it will be the focus for intensive study. Emphasis is on the relationship between the period and milieu and the writers and their writings. Pertinent major works will be read and discussed before the trip. Lecture attendance, a research paper and a final exam are required. Trip fees are to be charged in addition to course tuition. Trip length will range between one and two weeks.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

ENG 280-299

**Special Topics in English***3 credit hours — Three hours weekly; one term.*

An in-depth examination of a number of literary works, focusing on a single major theme or author's work or on a particular genre; a workshop in a sub-genre of creative writing; or a course in a sub-specialty of professional writing.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

*Current Special Topics*

ENG 281 Gender and Sexuality and Vampire Literature

**Other Sophomore Courses**

*These courses do not satisfy the sophomore literature requirement in programs of study.*

ENG 200  ARTS & HUM**Introduction to Creative Writing***3 credit hours — Three hours weekly; one term.*

Learn the basic craft elements of writing poetry and short fiction. Complete weekly exercises designed to teach the fundamental aspects of reading and writing poetry and fiction. Develop collections of poems and short stories. Practice the workshop method to discuss student writing, foster critical thinking and develop individual styles.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

ENG 201

**Creative Writing: Beginning Fiction Workshop***3 credit hours — Three hours weekly; one term.*

Build on the craft elements of writing fiction introduced in ENG 200. Complete weekly exercises designed to teach important aspects of structure, tone, point-of-view, imagery, metaphor, character development, plot and voice. Develop a portfolio of short stories and/or chapters for a novel. Practice the workshop method to discuss student writing, foster critical thinking and develop individual styles.

*Prerequisite: ENG 200 or permission of department chair.*

ENG 202

**Creative Writing: Beginning Poetry Workshop***3 credit hours — Three hours weekly; one term.*

Build on the craft elements of writing poetry introduced in ENG 200. Complete weekly exercises designed to teach important aspects of imagery, metaphor, rhythm, tone and form. Develop individual poetry portfolios. Practice the workshop method to discuss student writing, foster critical thinking and develop individual styles.

*Prerequisite: ENG 200 or permission of department chair.*

ENG 203

**Creative Writing: Writing for the Stage and Screen Workshop***3 credit hours — Three hours weekly; one term.*

Analyze successful stage plays and screenplays with an eye toward original composition. Discover how to tell gripping stories and learn the fundamental principles and techniques of shaping those stories for the stage and for the screen. Explore ways of building compelling characters, writing effective and memorable dialogue, and structuring dramatic and cinematic acts and scenes. Share writing during workshop sessions in order to hone drafts, develop critical thinking skills and refine individual style.

*Prerequisite: ART 180 or ENG 200 or THA 125 or permission of the department chair.*

*Note: Also offered as ART 218; credit is not given for both ENG 203 and ART 218.*

ENG 204

**Creative Writing: Beginning Creative Nonfiction Workshop***3 credit hours — Three hours weekly; one term.*

Focus on crafting nonfiction essays that incorporate fiction techniques. Complete a series of writing and reading exercises designed to teach students further aspects of the craft of literary essay writing such as voice, scene and summary, segmented essays, authenticity, imagery and style. Develop a collection of essays including but not limited to personal essay, memoir, portrait, essay of place and literary journalism. The workshop method will be used to discuss student writing and foster critical thinking.

*Prerequisite: ENG 200 or permission of department chair.*

ENG 205

**Creative Writing: Portfolio Development***1 credit hour — One lecture hour weekly; one term.*

Prepare a representative portfolio, with the guidance of a faculty mentor, of the work completed in creative writing classes. This course is intended for students who are enrolled in the AA in Fine Arts -Creative Writing Option program.

*Prerequisite: ENG 200 and two of the following: ENG 201, 202, 203, 204 or permission of the department chair.*

ENG 207

**Writing for Professionals***3 credit hours — Three hours weekly; one term.*

Study and practice problem-solving strategies for professional writing — including technical writing — using casebook studies and student writing projects. Analyze goals, purposes, audiences, and resources in professional written work. Develop strategies for planning, drafting and revising professional writing.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

ENG 208

**Fundamentals of Editing***3 credit hours — Three hours weekly; one term.*

Explore and apply editorial principles. Focus on adapting materials for audience and purpose, organizing and designing documents, refining and correcting prose and preparing manuscripts. Practice editing techniques in individualized projects.

*Prerequisite: ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

ENG 275 (ENG 276) (ENG 277)

**Creative Writing: Literary Publishing Practicum — Working on Amaranth**

ENG 275

*1 credit hour — Two and a half hours weekly; one term.*

ENG 276

*2 credit hours — Five hours weekly; one term.*

ENG 277

*3 credit hours — Seven and a half hours weekly; one term.*

Opportunity to work on the student creative writing journal under the supervision of the faculty adviser. One credit is given for two and a half hours of work per week for a maximum of three credits per term. Students write and edit for publication and may work on any phase of journal production. May be repeated for a total of six credit hours.

*Prerequisite: ENG 111-ENG 112 or ENG-115-ENG 116 or ENG 121.  
Corequisite: ENG 200.*

**ENGLISH AS A SECOND LANGUAGE (ESL)**

*A comprehensive program in English as a Second Language is offered through the college's Continuing Education division. This program is designed to prepare international students to take credit-level courses. ESL 301 through ESL 399 meet the definition of three credit-hour equivalency. These ESL courses carry no credit, but each is counted as three equivalent credit hours in the student's schedule.*

*ESL courses are offered for nonnative speakers of English. The English for Academic Purposes (EAP) program consists of beginning, intermediate, high-intermediate, advanced and capstone courses in reading, writing, grammar, speaking and listening.*

*New ESL students must take the placement test before registering for courses. Testing is available on the Arnold campus, at AACC at Arundel Mills and at the Glen Burnie Town Center. Those who successfully complete an ESL course will receive a certificate and a grade of Pass. A Pass grade allows the student to take the course's next level. Those who do not successfully complete an ESL course will receive a grade of Continue and will be required to repeat the course. Those who pass all four capstone ESL courses or are exempted from ESL courses through testing can enroll as "regular status" students. See pages 11-12 for student status definitions. For information, call 410-777-2901 or visit the website [www.aacc.edu/esl](http://www.aacc.edu/esl).*

*This program is not eligible for financial aid from the U.S. Department of Education (Pell Grants, SEOG Grants, Federal Work-Study, Stafford Loans or PLUS Loans) or the Maryland Higher Education Commission (Educational Assistance Grants, Senatorial Scholarships or Delegate Scholarships). Eligible ESL students can receive aid for certain core ESL courses if they are also officially registered to pursue an additional program of study that is eligible for financial aid. For these students, these core ESL courses are considered required developmental prerequisites for the other aid eligible program. See the financial aid information on pages 28-35 for more information.*

ESL 301

**Beginning English Grammar**

Learn how to form and communicate ideas in the present, past and future tenses. Identify parts of speech. Learn how to express moods and make comparisons. Gain skills for communicating in complete and accurate sentences. CEUs awarded.

ESL 302

**Beginning Reading and Vocabulary**

Learn strategies to facilitate the process of reading for basic information and other purposes. Build your vocabulary using print and electronic resources. Practice introductory grammar. Improve oral reading fluency and pronunciation. CEUs awarded.

ESL 307

**Beginning Writing**

Learn the parts of a sentence, including common word patterns for formal and informal writing. Brainstorm, write, and rewrite sentences in present, past and future verb tenses. Review the rules for capitalization and punctuation. Learn to describe actions, experiences and people. CEUs awarded.

ESL 308

**Beginning Listening and Speaking**

Develop speaking and listening skills for various purposes. Learn to recognize contextual cues. Practice using common expressions, basic grammatical structures, and vocabulary to discuss familiar topics and build accuracy and fluency. CEUs awarded.

ESL 311

**Intermediate English Grammar**

Review present, past and future tenses. Learn to express ideas in the progressive, perfect and perfect progressive tenses. Identify and use modals to express ability, permission, requests and advice. CEUs awarded.

ESL 312

**Intermediate Reading and Vocabulary**

Employ critical reading strategies to increase comprehension of academic texts. Differentiate main ideas from supporting details. Apply techniques to understand and retain more vocabulary. Read longer text passages, articles and short stories. CEUs awarded.

ESL 318

**Intermediate Writing**

Review sentence structure and learn to write paragraphs. Utilize the five-step writing process to produce four types of paragraphs. Practice common grammatical structures and build vocabulary. CEUs awarded.

ESL 319

**Intermediate Listening and Speaking**

Employ listening skills and strategies for various purposes. Communicate in a variety of contexts using formal and informal grammar structures. Recognize and practice a range of vocabulary items including concrete, conceptual and idiomatic language. CEUs awarded.

ESL 321

**Advanced English Grammar**

Review all verb tenses. Practice forming adjective clauses in written and spoken English. Use modals and passive voice accurately. Review and expand understanding of noun functions. CEUs awarded.

ESL 322

**Advanced Reading and Vocabulary**

Expand reading strategies to improve comprehension of longer academic texts, poetry, short stories and novels. Compare and contrast literary texts and analyze narratives. Evaluate and summarize academic sources. Develop an annotated bibliography. Textbook information available at AACC bookstore. CEUs awarded.

ESL 331

**Advanced Writing**

Review paragraph and essay structure. Utilize the five-step writing process to produce academic essays. Practice summarizing and paraphrasing information from outside sources. Learn to compare literary texts in an essay. Textbook information available at AACC Bookstore. CEUs awarded.

*Note: Some sections offered online.*

ESL 332

**Advanced Listening and Speaking**

Expand listening and speaking skills for academic purposes. Develop intonation, using proper stress and rhythm. Practice difficult vowel and consonant sounds to improve pronunciation. Employ active listening skills to comprehend longer passages. Textbook information available at AACC Bookstore. CEUs awarded.

ESL 346

**High Intermediate Listening and Speaking**

Expand listening skills for various purposes. Communicate in a variety of more complex contexts using formal and informal grammar and integrating new vocabulary. Deliver short presentations using technology and take notes on oral lectures. CEUs awarded.

ESL 347

**High Intermediate Grammar**

Expand skills in using the perfect and progressive forms for the present, past and future verb tenses. Expand proper usage of all parts of speech. Begin the study of gerunds, infinitives, and phrasal verbs, as well as adjective and noun clauses. CEUs awarded.

ESL 348

**High Intermediate Reading and Vocabulary**

Use reading and critical thinking skills to improve comprehension of academic texts, poetry, short stories and abridged novels. Develop proficiency in note-taking skills. Improve reading rate and fluency. Expand academic vocabulary. CEUs awarded.

ESL 349

**High Intermediate Writing**

Review paragraph structure and the five elements of good writing. Produce academic paragraphs and essays, using the five-step writing process. Textbook information available at AACC Bookstore. CEUs awarded.

ESL 387

**Capstone Grammar**

Master the complex grammatical structures used in effective college-level work. Accurately use verb forms, conditionals, passive voice, and adjective, adverb and noun clauses in academic writing. Use direct and indirect speech to report, summarize and paraphrase information. CEU's awarded.

ESL 396

**Capstone: Academic Speech and Presentations**

Hone strategies for effective listening, note-taking, discussion and pronunciation to better communicate and prepare for college academic work. Use technology to enhance presentations. Practice various discourse styles, more advanced grammar and vocabulary. CEUs awarded.

ESL 398

**Capstone: Academic Reading and Vocabulary**

Practice intensive and extensive reading of fiction and nonfiction academic texts. Hone skills in analyzing, problem-solving, summarizing and researching to produce a variety of writing assignments. Increase reading speed, vocabulary and oral fluency. CEUs awarded.

ESL 399

**Capstone: Academic Writing**

Utilize the five-step writing process to produce college-level essays. Build skills in analyzing literature and writing reaction papers. Edit writing assignments for correct grammar and sentence structure. Textbook information available at AACC Bookstore. CEUs awarded.

**ENTREPRENEURIAL STUDIES (ESI)**

ESI 103

**Introduction to Entrepreneurship**

*3 credit hours — Three hours weekly; one term.*

Investigate the relationship between entrepreneurial thinking and opportunity recognition. Examine the characteristics of entrepreneurship, creativity, critical thinking and innovation. Evaluate skills and talents as they relate to potential business ideas.

*Note: Also offered as BPA 103; credit is not given for both ESI 103 and BPA 103.*

ESI 104

**Entrepreneurship: Sales and Marketing for Small Business**

*3 credit hours — Three hours weekly; one term.*

Emphasizes tools and skills that small business owners need to market their business successfully on a small scale and small budget. The salesmanship portion of the course will focus equally on the effectiveness of a good sales presentation and the importance of good customer service after the sale to ensure future sales. The intended audience is students who plan to own or manage small businesses and need to develop more skills in marketing and sales. Skills to be mastered include preparing a marketing plan for a small business, developing a realistic marketing budget, planning the sales presentation, and providing a training manual for sales personnel to be hired in the future. This course may be taught in a hybrid learning format utilizing class meetings and extensive independent work in the areas of market research and developing sales presentations. Lab fee \$10.

*Note: Also offered as BPA 104; credit is not given for both ESI 104 and BPA 104.*

ESI 111

**Business and Its Environment***3 credit hours — Three hours weekly; one term.*

Introduction to the ways that business is related to, and interacts with, individuals, groups and institutions in the 21st century United States. Provides the terminology and concepts of the functional areas of business, setting the foundation for interpreting and analyzing the legal, social and ethical issues facing business (both the institution and its members) today. Integrates global awareness and cultural diversity throughout the course. Prepares for careers in business and for business careers in the arts, sciences and technologies. Eligibility for ENG 111 or ENG 115 or ENG 121 recommended. Lab fee \$5.

*Note: Also offered as BPA 111; credit is not given for both ESI 111 and BPA 111.*

ESI 120

**Small Business Management***3 credit hours — Three hours weekly; one term.*

Principles and practices involved in and necessary for owning and operating a small business. Areas of study include assessment of qualification for business ownership, market determination, site locations, capital and credit requirements, risk management and insurance, record-keeping and personnel management. The purpose of this course is to provide information to prospective and new small business operators.

*Note: Also offered as BPA 120; credit is not given for both ESI 120 and BPA 120.*

ESI 127

**eMarketing***3 credit hours — Three hours weekly; one term.*

Learn the core concepts of an eMarketing campaign. Explore email marketing, online advertising, social media, viral marketing, website copywriting and design and other electronic tools used in supporting a traditional marketing campaign.

*Note: Also offered as BPA 127; credit is not give for both ESI 127 and BPA 127.*

ESI 143

**Sustainable Marketing***3 credit hours — Three hours weekly; one term.*

Study the core concepts of sustainable marketing. Apply sustainable marketing concepts to business as well as explore the impact of marketing decisions on the environment and society.

*Note: Also offered as BPA 143; credit is not given for both ESI 143 and BPA 143.*

ESI 146

**The Management of Sustainable Operations***3 credit hours — Three hours weekly; one term.*

Analyze sustainable management and associated changes within the scope of business which requires that leaders be more aware of how financial success and preservation of natural resources are linked. Explore how the management challenges of operating a business where sustainability, financial success, social responsibilities, consumer expectations and governmental compliance are all interrelated and necessary for success for businesses of all sizes in both the profit and nonprofit arenas.

*Note: Also offered as BPA 146; credit is not given for both ESI 146 and BPA 146.*

ESI 162

**Business Communications***3 credit hours — Three hours weekly; one term.*

Examine all aspects of business communications. Focus on written reports and proposals, oral presentations including interviewing skills and persuasive proposals as well as electronic communications including email, social media and business research on the Internet.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as BPA 162; credit is not given for both ESI 162 and BPA 162.*

ESI 217

**Small Business Accounting***3 credit hours — Three hours weekly; one term.*

Use Quickbooks® software (included with text, Windows®-based) for the study of computerized accounting systems with emphasis on the application of accounting theory and practice. Complete projects for both a service and merchandising company, including creating a company, recording transactions for revenue and expenses, completing payroll, adjusting accounts, reconciling bank accounts and closing the accounting cycle. Use a personal computer for downloading, copying, opening, naming, saving, compressing and uploading data files. Lab fee \$10.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair.*

*Note: Students with Apple® computers will need to also purchase Quickbooks® for Mac or software that allows Windows®-based software to run on Apple® computers. Also offered as BPA 217; credit is not given for both ESI 217 and BPA 217.*

ESI 231

**Introduction to Social Entrepreneurship and Nonprofit Management***3 credit hours — Three hours weekly; one term.*

Provides an overview of how social entrepreneurs plan, organize, lead, manage, and market nonprofit or not-for-profit organizations. Students examine practical ways to define a community's needs in order to establish an organization's direction, work with a board of directors, and lead both volunteer and paid staff members. This course discusses how to use marketing and communications for developing and sustaining relationships with benefactors and beneficiaries. This course also provides discussion and practical applications of other critical topics including strategic planning, operations management, human resource management, learning and knowledge management, legal requirements, public relations, political action, and financial management. Lab fee \$10.

*Note: Also offered as BPA 231; credit will not be given for both ESI 231 and BPA 231.*

ESI 246

**Entrepreneurship: Small Business Operations and Logistics***3 credit hours — Three hours weekly; one term.*

Develop skills and knowledge required of small business managers for the practical application of operations and logistics concepts. Analyze the management of the physical flows of products to include transportation management, warehousing, materials handling, inventory management and order fulfillment.

*Note: Students are encouraged to take BPA 111 before enrolling in this course. Also offered as BPA 246; credit will not be given for both ESI 246 and BPA 246.*

ESI 250

**Entrepreneurship: Legal Issues for Business***3 credit hours — Three hours weekly; one term.*

Provides an overview of legal consequences as entrepreneurs launch and operate a business. Students examine practical ways to minimize liability in areas such as business organization and management, obligations created by contracts and torts, and relationships between employers and employees and between creditors and debtors. Other topics include government regulation and property interests, and intellectual property law. Lab fee \$5.

*Note: Also offered as BPA 250 and LGS 250; credit is given for only one of the following: BPA 250, ESI 250, LGS 250.*

ESI 260

**Applied Entrepreneurship, Innovation and Invention***3 credit hours—Three hours weekly; one term.*

Allows students to use their particular technical or business knowledge, skills, and abilities in a realistic, self directed, experiential learning environment. Students will design and build a product prototype that is ready for field testing, test marketing, production and distribution. Topics include introduction to entrepreneurship, innovation and invention, opportunity recognition, sociological research and analysis, idea generation, team building and leadership, project management, knowledge management, and legal environment. Lab fee \$50.

*Note: Also offered as BPA 260; credit will not be given for both ESI 260 and also BPA 260.*

ESI 270

**Entrepreneurship: New Venture Planning***3 credit hours — Three hours weekly; one term.*

Learn the process of business planning in this capstone course and work on a semester-long comprehensive business plan for a new venture or existing business. Learn from guest speakers and individual meetings with the instructor with a focus on applied learning. Explore the use of computer software to aid in planning and managing a new venture. Designed for individuals interested in starting a new venture, acquiring an existing business or working in industries that serve entrepreneurs and managers. Lab fee \$10.

*Prerequisite: BPA 103 or ESI 103.*

*Note: Also offered as BPA 270; credit is not given for both ESI 270 and BPA 270.*

ESI 275

**Internship in Business 1***3 credit hours — 15 class hours, 90 hours work; one term.*

A course designed to give students in business technology areas an opportunity to acquire practical experience in their chosen field. It combines practical experience with classroom learning. Objectives are set by the supervising employer, the student and the faculty member.

*Prerequisite: Permission of instructor or department chair.*

*Note: Also offered as BPA 275; credit is not given for both ESI 275 and BPA 275. Enrollment in Internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.*

**FILM STUDIES (FLM)**

See ART.

**FUTURE (FTR)**FTR 105  **Exploring the Future***3 credit hours — Three hours weekly; one term.*

Investigate the future in a changing world. Using tools and perspectives across fields of study and cultures, students expand foresight and build the future. Acquire an appreciation for the complexity of our global society and its diversity.

*Note: Also offered as BPA 105, PSY 105 and SOC 105; credit is not given for FTR 105 and also BPA 105, PSY 105 or SOC 105.*

FTR 110  **Globalization and Its Future***3 credit hours — Three hours weekly; one term.*

Learn about globalization in today's world and apply futuring tools. Examines the current state, the positive and negative perspectives on future trends in global economics, business, culture and politics.

FTR 115

**The Future of Aging***3 credit hours — Three hours weekly; one term.*

Explore the effects of an aging society on the future. Use futuring tools to examine the impacts of the longevity revolution on economics, health care, the environment, family life, housing, technology and transportation. Develop an understanding of the opportunities and challenges created by an aging society.

FTR 125

**The Future of Homeland Security***3 credit hours — Three hours weekly; one term.*

Develop an understanding of today's key Homeland Security issues and challenges. Explore the impact of current Homeland Security policies on the future. Use futuring tools to examine the implications of changes to United States policies and provide guidance to improve future United States international and domestic security.

*Note: Also offered as HLS 125; credit is not given for both FTR 125 and HLS 125.*

FTR 280-299

**Special Topics in Future Studies***3 credit hours — Three hours weekly; one term.*

A focused study of specialized themes or topics involving the Future.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

**GENDER AND SEXUALITY STUDIES (GSS)**GSS 101  **Introduction to Women's Studies***3 credit hours — Three hours weekly; one term.*

Explore issues in the lives of American women. Examine women's experiences in gender-defining social institutions including the arts, education, the labor force, law and politics, marriage and family life and religion. Analyze, from a multicultural perspective, how issues of gender, power and equity affect women's lives. Especially recommended for students who plan to transfer into a women's studies major, minor or certificate program at a four-year institution.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

GSS 102   **Introduction to Masculinity Studies***3 credit hours — Three hours weekly; one term.*

Explore issues in the lives of American men. Investigates the interdisciplinary field of masculinity studies by examining contemporary theories of masculinity, changes in the definitions of masculinity in different periods of American history, the sociology and psychology of men's experiences, and gender and sexuality as organizing features of men's lives.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AMS 102 and SOC 102; credit is given for only one of the following: AMS 102, GSS 102 or SOC 102.*

GSS 113  **Women's Health***3 credit hours — Three hours weekly; one term.*

Learn the physical and mental health events that confront women in our society. Investigate disease and stress ailments particular to women in our ever-changing world.

*Note: Also offered as HEA 113; credit is not given for both GSS 113 and .HEA 113*

GSS 115  SCIENCE **Women and Minorities in Science***3 credit hours — Three hours weekly; one term.*

Analyzes the contributions of female and minority scientists to the development of fundamental scientific theories, such as the nature of light, the structure of the atom, the structure of DNA and gene replication. Examines ways attitudes toward gender and race have influenced definitions of scientific inquiry and of scientists, the social implications of this influence and present efforts to make science more inclusive.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as PHS 115; credit is not given for both GSS 115 and PHS 115. This course does not satisfy the curricular requirements for a laboratory science course.*

GSS 117

**Healthy Aging for Women***3 credit hours — Three hours weekly; one term.*

Learn the physical and mental health concerns of women as they age. Investigate exercise, nutrition, menopause, osteoporosis, cardiovascular disease, female cancers, mental health and gynecological health concerns of aging women.

*Note: Also offered as HEA 117; credit is not given for both HEA 117 and GSS 117.*

GSS 130

**Diversity in Society***3 credit hours — Three hours weekly; one term.*

Examine the interrelationships of race, class, gender and ability as they shape the experiences of people in society. Presented with the intent of demonstrating how society is strengthened by diversity.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 130; credit is not given for both GSS 130 and SOC 130.*

GSS 169  ARTS & HUM  INTERDIS **Music, Power and Gender***3 credit hours — Three hours weekly; one term.*

Considers music ranging from ancient and medieval music to modern rock and alternative music, from Western music to the music of Asia, Africa, the Middle East and South America, music as a contested terrain in terms of gender, identity and power. Course uses the perspectives of gender studies and ethnomusicology as well as conventional music scholarship to examine women's contributions to world music, Western classical music and popular American music.

*Note: Also offered as MUS 169; credit is not given for both GSS 169 and MUS 169.*

GSS 174 **Women and Business***3 credit hours — Three hours weekly; one term.*

Emphasizes critical issues, attitudes and practices which influence the successful integration of women into mid- and senior-level management. Through readings, case studies and special projects, explores the nature of gender related topics and their impact on management and business. Relevant topics include power and authority, legal issues, communication, sexual harassment, and time and stress management.

*Note: Also offered as BPA 174; credit is not given for both GSS 174 and BPA 174.*

GSS 210  ARTS & HUM **Images of Women***3 credit hours — Three hours weekly; one term.*

Gain a multidisciplinary overview of the portrayal of women in the humanities. Emphasize the understanding of women as defined by mythological, religious, philosophical and artistic traditions.

*Note: Also offered as HUM 210; credit is not given for both GSS 210 and HUM 210.*

GSS 211 **Gender and Mass Media in the United States***3 credit hours — Three hours weekly; one term.*

Learn principles of contemporary mass media scholarship. Examine how media creates and perpetuates constructions of masculinity and femininity and how these constructions relate to race, ethnicity, class, sexuality and other variables of difference. Explore the political economy of media production, the relationship between media and ideology and audience reception.

*Note: Also offered as AMS 211; credit is not given for both GSS 211 and AMS 211.*

GSS 212  INTERDIS **Introduction to Lesbian, Gay, Bisexual and Transgender Studies***3 credit hours — Three hours weekly; one term.*

Examine the diversity of lesbian, gay, bisexual and transgender (LGBT) behaviors, orientations, identities, communities, and issues from a trans-historical, cross-cultural and interdisciplinary perspective with special emphasis on LGBT culture in the United States. Study the history of human sexuality and gender identity/expression; cultural and social constructions of sexuality and gender; representations of LGBT experience in textual and visual media; legal rights and restrictions; current events and socio-political issues of current interest; methods of queer theory/queer studies; and advocacy, activism and change.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AMS 212 and SOC 212; credit is given for only one of the following: AMS 212, GSS 212 or SOC 212.*

GSS 213

**Marriage and the Family***3 credit hours — Three hours weekly; one term.*

Survey of the dynamics of life in families. A view of the family as a changing social unit and implications of these changes for the individual. Reviews social forces that influence mating and dating, marriage and divorce, and deals with topics of love, sexuality, parenting, aging and death.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 213; credit is not given for both GSS 213 and SOC 213.*

GSS 215

**Psychology of Relationships***3 credit hours — Three hours weekly; one term.*

Psychological view of interpersonal relationships including interpersonal influence and leadership, close relationships and friendships, psychology of the sexes, love and intimacy and relationships at the workplace. Includes different perspectives and theories of interpersonal relationships and communication.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as PSY 215; credit is not given for both GSS 215 and PSY 215.*

GSS 216 **Human Sexuality***3 credit hours — Three hours weekly; one term.*

Learn current information concerning biological, psychological and sociological aspects of human sexual functioning and related concerns.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as PSY 216; credit is not given for both GSS 216 and PSY 216.*

GSS 217  ARTS & HUM / SOC SCI **Women of the Western World***3 credit hours — Three hours weekly; one term.*

Study and analyze women's experiences, social roles and contributions to the development of Western society from ancient times to the 21st century.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as HIS 217; credit is not given for both GSS 217 and HIS 217.*

GSS 218  SOC SCI **History of Women in America: 1607-Present**

3 credit hours — Three hours weekly; one term.

Study the roles of women in America from the colonial period to the present. Explore and analyze the importance of work and family in women's lives.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as HIS 218; credit is not given for both GSS 218 and HIS 218.

GSS 220

**Gender and Culture: Gender Roles in Cross-Cultural Perspective**

3 credit hours — Three hours weekly; one term.

Examination of various cultures to understand how gender and gender roles are constructed and how they structure social relationships. Course presents theoretical perspectives and empirical evidence from a variety of cultures, including pre-industrial, industrial, post-industrial societies and developing countries.

*Prerequisite:* GSS 101, SOC 111 or SOC 121.

*Note:* Also offered as SOC 220; credit is not given for both GSS 220 and SOC 220.

GSS 221 **Psychology of Men**

3 credit hours — Three hours weekly; one term.

Examines the factors that influence male behavior and masculine development. Topics include lifespan development, fathering, men's health, violence, education and relationships with emphasis on current psychological theories and research.

*Prerequisite:* PSY 111 or permission of department chair.

*Note:* Also offered as PSY 221; credit is not given for both GSS 221 and PSY 221.

GSS 222 **Psychology of Women**

3 credit hours — Three hours weekly; one term.

Cover female development from childhood and adolescence through adulthood and old age. Study gender differences and stereotypes, sexuality, love relationships and violence against women. Develop a theoretical and practical understanding of the psychology of women.

*Note:* Also offered as PSY 222; credit is not given for both GSS 222 and PSY 222.

GSS 223 **Philosophy and Gender**

3 credit hours — Three hours weekly; one term.

Learn philosophical themes, issues and problems relevant to gendered experiences in Western culture. Survey major feminist theories of the last 200 years that have helped to define and develop women's (and men's) understandings of themselves. Emphasizes ways in which factors such as class, ethnicity, sexual orientation and gender play roles in the constitution of gender identities and the challenges these pose in reference to community, solidarity and social change.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as PHL 223; credit is not given for both GSS 223 and PHL 223.

GSS 225 **Cultural Representations of Disability, Gender and Sexuality in the U.S.**

3 credit hours — Three hours weekly; one term.

Explore the representations of disability in American popular culture. Analyze how gender and sexuality affect the representations of disability. Examine the connections between representations of oppressed groups in popular culture and the unequal distribution of economic, political and social power in the U.S.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as AMS 225 and SOC 225; credit is given for only one of the following: AMS 225, GSS 225 or SOC 225.

GSS 228  ARTS & HUM **Literature in English by Women**

3 credit hours — Three hours weekly; one term.

Compare and analyze multicultural literature in English, written by women of diverse regions, cultures, races, sexualities, religions and classes. Explore the relationships between gender and literary form, content, production, evaluation, and interpretation, with attention to historical, social, cultural and political contexts, as well as literary analysis. Readings include poetry, prose and drama.

*Prerequisite:* ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

*Note:* Also offered as ENG 228; credit is not given for both GSS 228 and ENG 228.

GSS 229 **Women, Crime and Prison**

3 credit hours — Three hours weekly; one term.

Explores the historical development of women's roles in America and their influences on social deviance and crime committed by women. Provides a comparative analysis of male and female offenders that includes demographics, criminal inclinations, causes of crime, law enforcement intervention, and conviction and sentencing patterns. Features a special review on girls, delinquency and the distinctive way the juvenile justice system handles the youthful female offender. Study the sociology of prisons, management, treatment and community reintegration unique to female offenders.

*Note:* Also offered as CJS 229; credit is not given for both GSS 229 and CJS 229.

GSS 270 **Gender and the Law**

3 credit hours — Three hours weekly; one term.

Study and application of law related to gender and sexuality. Focus on constitutional scrutiny of gender issues; the right to privacy; theories of sexuality and gender; sexual harassment and discrimination in the workplace, education and the military; bodily integrity and consent; and legal issues of marriage, custody, adoption and assisted reproduction. Lab fee \$10.

*Note:* Also offered as LGS 270; credit is not given for both GSS 270 and LGS 270.

GSS 280-299

**Special Topics in Gender and Sexuality Studies**

3 credit hours — Three hours weekly; one term.

An in-depth examination of current issues related to women and to gender.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Current Special Topics*

GSS 281 Gender and Sexuality in Vampire Literature

**GEOGRAPHY (GEO)**GEO 100  SOC SCI **Introduction to Geography**

3 credit hours — Three hours weekly; one term.

Focus on the geographer's view of the interaction of people with their physical and human environments.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

GEO 101  SOC SCI **Physical Geography**

3 credit hours — Three hours weekly; one term.

Learn about the physical environment, principles and patterns of weather and climate, soils, vegetation, earth materials and landforms.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

GEO 102 **World Regional Geography***3 credit hours — Three hours weekly; one term.*

Study major world regions, their populations, natural environments, cultural and economic development within a global context.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

GEO 103 **Cultural Geography***3 credit hours — Three hours weekly; one term.*

Examine the human environment by studying political, cultural, economic, urban and population patterns of human use of the earth.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

GEO 105

**Geography of the United States***3 credit hours — Three hours weekly; one term.*

Learn about the physical, cultural and urban diversity of the United States by identifying and examining the patterns and processes that create regional landscapes.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

GEO 107

**Geology of Maryland***3 credit hours — Three hours of lecture weekly; one term.*

Learn the formation and evolution of the bedrock and landscapes of the main physiographic provinces of Maryland. Investigate the interactions of geologic processes through time that have produced Maryland's diverse landforms, drainage patterns, soils, and water and mineral resources. Recognize the geologic hazards of Maryland's past and present, and anticipate future hazards.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as PHS 107; credit is not given for both GEO 107 and PHS 107. This course does not satisfy the curricular requirements for a laboratory science course.*

GEO 210

**Sports Geography***3 credit hours — Three hours of lecture weekly; one term.*

Apply a geographic perspective to worldwide sports, with an emphasis on the United States. Analyze the spatial distribution and interaction of sports. Assess the impact of regional differences, economics and geography along with fan and player demographics.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SPT 210; credit will not be given for both GEO 210 and SPT 210.*

GEO 240

**Introduction to Geographic Information Systems***3 credit hours — Three hours weekly; one term.*

Introduction to geographic information systems (GIS) technology to enable users to collect, store, analyze and output natural and social science data.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 240; credit is not given for both GEO 240 and SOC 240.*

GEO 280-299

**Special Topics in Geography***3 credit hours — Three hours weekly; one term.*

An intensive study of current or specialized themes or topics of geographical interest.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

**HEALTH (HEA)**

*Associate degree students are required to complete a three-credit course in the area of health/fitness/wellness to meet a general education requirement. See page 43 for the approved listing of courses.*

HEA 100 **Assessment and Theory of Fitness and Health***3 credit hours — Three hours weekly; one term.*

Create a physically active, individualized workout program under the guidance of the instructor. Use state-of-the-art cardiovascular and weight-training equipment in class to improve and maintain health and wellness. A pre-test and post-test evaluates various components of fitness. Topics of study include proper exercise techniques, nutrition, fitness and aging, diet and weight control and stress management. Lab fee \$40.

*Note: Credit is not given for both HEA 100 and HEA 114. HEA 100 is not open to students under the age of 16 years. Students will be required to complete an Accidental Injury Waiver Form and PAR-Q. Forms will be distributed on the first day of class. Students may not participate in the course until the Accidental Injury Waiver Form and PAR-Q have been provided to the instructor. A \$6 physical education fee per term is charged to students enrolled in HEA 100.*

HEA 101

**Foundations of Health, Exercise and Sport***3 credit hours — Three hours weekly; one term.*

Learn employment opportunities in the health, exercise, and sport professions to include an overview of professions, workplace settings, professional roles, career preparation, certifications and continuing education. Explore the historical, sociological, and psychological foundations in the disciplines of health, exercise, and sport. Examine ethical and legal concerns in health, exercise, and sport.

HEA 111 **Personal and Community Health***3 credit hours — Three hours weekly; one term.*

Study the meaning and significance of all dimensions of health related to the individual and society, with special emphasis on health concerns of college students.

HEA 113  **Women's Health***3 credit hours — Three hours weekly; one term.*

Learn the physical and mental health events that confront women in our society. Investigate disease and stress ailments particular to women in our ever-changing world.

*Note: Also offered as GSS 113; credit is not given for both HEA 113 and GSS 113.*

HEA 114 **Components of Personal Fitness and Wellness***3 credit hours — Three hours weekly; one term.*

Emphasizes classroom knowledge in four areas of personal fitness and wellness. Topics include nutrition, dieting and weight control, physical fitness and stress management.

*Note: Credit is not given for both HEA 114 and HEA 100.*

HEA 115 **Personal Safety Issues***3 credit hours — Three hours weekly; one term.*

Learn personal safety issues, street smart awareness and the related legal issues. Topics to include: sexual crime and harassment, stalking, physical and sexual abuse of children, dating violence in social relationships, violence in the work place and psychological profiles of criminals. Emphasis is placed on practical advice for preventing and dealing with these situations.

HEA 116  HEALTH**The Health Consumer in Today's World**

3 credit hours — Three hours weekly; one term.

Examines many issues facing consumers today including the health care system, health insurance, advertising and smart purchasing of health products and foods. Discusses environmental health concerns from personal, local, national and international perspectives.

## HEA 117

**Healthy Aging for Women**

3 credit hours — Three hours weekly; one term.

Learn the physical and mental health concerns of women as they age. Investigate exercise, nutrition, menopause, osteoporosis, cardiovascular disease, female cancers, mental health, and gynecological health concerns of aging women.

*Note: Also offered as GSS 117; credit is not given for both HEA 117 and GSS 117.*

## HEA 118

**Health for the Aging Adult**

3 credit hours — Three hours weekly; one term.

Learn the meaning and significance of all dimensions of health related to the individual and society with emphasis on older adult health concerns.

## HEA 125

**Pool/Spa Operation**

1 credit hour — One hour weekly; one term.

Meets the requirements of the Anne Arundel County Health Department. Satisfactory completion of this course will enable the student to be certified as a pool/spa operator. High school students wishing to take this course for credit must meet corequisite requirements.

## HEA 137

**Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity**

1 credit hour — One hour of lecture weekly; one term.

Introduces students to the concepts of energy balance, healthful eating patterns and physical fitness for healthy living. The course examines many of the biological and environmental theories associated with weight management and reviews current research in this area. Emphasis is also placed on physical fitness compatible with the achievement and maintenance of a healthy body weight. Popular diet programs will be reviewed and evaluated with regard to weight management and overall health impact.

*Note: Also offered as BIO 137; credit is not given for both HEA 137 and BIO 137.*

## HEA 138

**Nutrition for Fitness and Sport**

1 credit hour — One hour of lecture weekly; one term.

Introduces the student to current dietary guidelines appropriate for a healthy and physically active lifestyle. Explores the nutritional needs of physically active individuals, including recreational as well as competitive athletes. The role of each nutrient is reviewed, with emphasis on their utilization during exercise and recovery. Dietary modifications to optimize performance during different types of physical activity also will be discussed. A brief review of scientific data regarding ergogenic aids also will be presented.

*Note: Also offered as BIO 138; credit is not given for both HEA 138 and BIO 138.*

HEA 150  HEALTH**First Aid and Safety — CPR**

3 credit hours — Three hours weekly; one term.

Learn aspects of emergency care in first aid for home, school, office and community, including cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED) techniques. Successful completion of the course allows students to be eligible for a certificate of completion in CPR, first aid and safety. Lab fee \$10.

*Note: Students must purchase a new text for this course from the AACB bookstore in order to receive National Safety Council certifications.*

## HEA 230

**Personal Trainer Fundamentals**

4 credit hours — Five hours weekly; one term.

Prepares students to sit for the American Council on Exercise (ACE) Personal Trainer Examination. The utilization of physiological adaptations and responses to physical training/exercise and application of testing procedures for individuals interested in applying the components of fitness to a successful training program.

*Note: Successful completion of course prepares student to sit for the American Council on Exercise (ACE) Personal Trainer Exam. Fees for the ACE exam will be the responsibility of the student.*

## HEA 231

**Health Coach**

3 credit hours — Three hours weekly; one term.

Explore techniques and skills needed to motivate, encourage and inspire individuals to make healthy living an integral part of their lifestyle. Intended for fitness, wellness, health care, human resources and allied health professionals who want to make a positive impact in the way their clients/patients live. Topics include fitness, screening and assessment, program design and implementation, nutrition, behavior modification, legal/ethical responsibilities and research that reflects up-to-date information in vastly changing fields.

*Note: Successful completion of the course prepares students, in part, to sit for the American Council on Exercise (ACE) Health Coach Examination. Fees for the ACE exam will be the responsibility of the student.*

## HEA 260

**Lifeguard Instructor**

2 credit hours — One term.

Acquire the skills to become a certified American Red Cross Lifeguard Instructor that provide certification in the following areas: Shallow Water Attendant, Lifeguard Management, and CPR/AED for the Professional Rescuer, Administering Emergency Oxygen, Blood Borne Pathogens Training, and Basic Water Rescue courses. To receive the American Red Cross Lifeguard certification, the students must demonstrate the necessary skills and pass the final written exam with a grade of 80 percent or higher.

*Note: Candidates must successfully complete the following skills within the first class: entry lifeguard requirements lifeguard aquatic, CPR/AED/PR skill, first aid skills, and final skill scenarios. Complete list of requirements can be obtained in the Department of Health and Physical Education office.*

## HEA 261

**Water Safety Instructor**

2 credit hours — One hour of lecture and two hours of laboratory weekly; one term.

Prepares the student to teach various swimming courses in American Red Cross Swimming and Water Safety programs. Individuals successfully completing the aquatic skills and written exam with a grade of 80 percent or better will be certified as an American Red Cross Water Safety Instructor. Minimum age: 16. Lab fee \$15.

*Note: Recommended pre-courses: PHE 258 and PHE 259.*

## HEA 280-299

**Special Topics in Health and Wellness**

3 credit hours — Three hours weekly; one term.

In-depth study of contemporary personal and community health issues to meet the ever-changing needs of students in public health and wellness.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

## HEA 295 (formerly PHE 295)

**Care and Prevention of Athletic Injuries**

3 credit hours — Three hours weekly; one term.

Theoretical and practical methods of preventing and treating injuries; techniques of taping, bandaging and massaging; and use of rehabilitative methods.

**HEALTH INFORMATION TECHNOLOGY (HIT)**

HIT 111

**Introduction to Health Information Technology 1***3 credit hours — Three hours weekly; one term*

Learn hospital and physician's office record keeping practices. Identify hospital and medical staff organization; patient record content; procedures in filing, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; and regulatory and accrediting agencies. Facilitate the collection and use of health data in hospitals, physician offices and government and accreditation agencies. Lab fee \$30.

*Prerequisite: BIO 231 or BIO 233, BIO 232 or 234, CSI 112 or CSI 113, MDA 113, MDA 114 (all prerequisites must have a grade of C or better); or permission of the program coordinator.*

HIT 112

**Healthcare Statistics and Quality/Performance Improvement***4 credit hours — Four hours weekly; one term.*

Learn statistical computation at the introductory level for use in health information management departments. Learn how to use statistics to make better business decisions, track activities in the healthcare facility and analyze data. Learn how to identify quality issues in a healthcare setting and be able to implement performance improvement programs. Decrease risk exposure to the healthcare facility by learning to aggregate and analyze data specific to an issue. Identify trends that demonstrate quality, safety and effectiveness of healthcare.

*Prerequisite: General education mathematics and HIT 111 (with a C or better).*

HIT 113

**Introduction to Health Information Technology 2***2 credits — 30 hours of lecture; one term.*

Learn electronic health information systems and their design, implementation, voice recognition technology and application. Continue to build on knowledge of imaging technology, information security and integrity, data dictionaries, modeling and warehousing to meet health care system needs. Apply policies/procedures to facilitate electronic health records and other administrative applications.

*Prerequisite: HIT 111 (with a C or better).*

HIT 200

**Electronic Health Records***3 credits — Three hours weekly; one term.*

Learn the history and inception of the electronic health record and current health technology nomenclature and standards. Students gain a broad perspective of current federal legislation and law governing the electronic health record. Students are given instruction on the practical applications of the electronic health record, including types of medical software, administrative applications and functions for long-term planning, patient scheduling, tracking patient activity, e-communication within health systems, building the patient's electronic face sheet and chart, electronic ordering and scheduling for testing and diagnostics, creating health forms, electronic health imaging, building health system and medical data bases, electronic patient encounter forms and electronic billing systems in the health care setting. Class will be held in computer laboratory. Lab fee \$30.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIT 210

**Computerized Medical Office***3 credits — Three hours weekly; one term.*

Learn the basic administrative functions and procedures performed in a medical office, including entering patient insurance and health information, health data entry, insurance billing and coding, claim submission and adjudication, scheduling appointments, basic electronic accounting functions, such as patient ledgers and generating financial reports. Class will be held in computer laboratory. Lab fee \$30.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIT 217

**Introduction to ICD-9-CM and ICD-10-CM Coding***3 credit hours — Three hours weekly; one term*

Learn the basic coding guidelines using Volumes 1, 2, and 3 of the ICD-9-CM coding classification system. Students will practice the application of diagnosis and procedure codes validating coding accuracy using clinical information found in the health record. Students will learn the differences and similarities between ICD-9-CM and ICD-10-CM and understand the impact of the coding system changes as it relates to coding diagnoses. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included.

*Prerequisite: HIT 111, MDA 113, MDA 114 and CSI 112.*

HIT 218

**Introduction to CPT/HCPCS and ICD-10-PCS Coding***3 credit hours — Three hours weekly; one term*

Learn the basic coding guidelines of the Current Procedural Terminology (CPT) nomenclature. Students will practice the application of CPT/HCPCS codes validating coding accuracy using clinical information found in the health record. Students will learn the differences and similarities between ICD-9-CM and ICD-10-PCS and understand the impact of coding system changes as it relates to coding procedures. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines such as the National Correct Coding Initiative. Encoding systems and software with practice applications are included.

*Prerequisite: HIT 111, MDA 113, MDA 114 and CSI 112.*

HIT 220

**Legal Aspects of Health Information Management***3 credit hours — Three hours weekly; one term*

Learn the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.

*Prerequisite: HIT 111 and BPA 142 (with a C or better).*

HIT 221

**Advanced Coding***3 credit hours — Three hours weekly; one term.*

Learn the application of ICD-9-CM and ICD-10-CM diagnosis coding as well as CPT/HCPCS and ICD-10-PCS procedure coding to higher level case scenarios. Students will practice the application of diagnosis and procedure codes validating coding accuracy using clinical information found in the health record. Students will learn ethical coding standards to be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included.

*Prerequisite: HIT 217 and HIT 218.*

HIT 222

**Reimbursement Methodologies***3 credit hours — Three hours weekly; one term*

Learn healthcare reimbursement systems, reimbursement methodologies, and payment processes throughout the healthcare industry. Examine the complex financial systems within today's healthcare environment and provide an understanding of the basics of health insurance, public funding programs, managed care contracting and how services are paid.

*Prerequisite: HIT 111 (with a C or better).*

HIT 223

**Project Management for Health Information Technology***3 credit hours — three hours weekly; one term.*

Learn electronic medical record project management skills and applications in Health Information Technology. Explore methods and strategies for project management, utilizing information technology methodologies in the outpatient and inpatient settings. Investigate topics including project planning, implementation, analysis, vendor selection and negotiation in the health care arena.

HIT 275

**Medical Coding Practicum***2 credit hours — 90 hours supervised, unpaid field experience.*

Perform the medical coding practicum in a clinical setting or in the Virtual Laboratory.

In the clinical setting, gain 90 hours of practical experience in a variety of settings, such as medical offices, clinical, hospitals or insurance companies. Observe and perform the coding of health data, the retrieving and analyzing of medical records, abstraction and interpretation of health data and managing of health data.

In the Virtual Laboratory, under instructor supervision, participate in a virtual in-house laboratory, which includes a variety of coding exercises using authentic patient charts. Utilize a logic-based encoder that has ICD-9 and ICD-10 coding choices.

*Prerequisites: MDA 116, HIT 221 and HIT 222.*

HIT 276

**Health Information Technology Practicum***3 credit hours — 160 hours supervised unpaid field experience; one term.*

Gain practical externship experience in a health information technology environment associated with, for example, a hospital, clinic, managed care organization or other setting that supports the technical and information systems and health information management of a health care system. Students may elect a virtual 160-hour virtual practicum. Clinical fee \$30.

*Prerequisite: Completion of all Health Information Technology degree required courses prior to practicum (with a grade of C or better).*

HIT 280-299

**Special Topics in Health Information Technology***1-8 credits*

Focus on topics of current interest in health information technology including content designed to meet expressed needs and interests within the community. Also for health information technicians requiring additional course content to qualify for transfer credit, credit by exam, or who wish to meet updated competency requirements for the national certification exam. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-100.

*Prerequisite: Will vary depending on course offering.*

**HISTORY (HIS)**HIS 111  ARTS & HUM / SOC SCI**History of Western Civilization 1***3 credit hours — Three hours weekly; one term.*

Study Western society from the beginning of human societies through the Protestant Revolution of Martin Luther. Analyze and compare the ancient societies of Ancient Egypt, classical Greece and Rome, the Middle Ages, the Renaissance and the Protestant Reformation.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 112  ARTS & HUM / SOC SCI**History of Western Civilization 2***3 credit hours — Three hours weekly; one term.*

Study Western society from the voyages of discovery to the present. Explore and analyze Western society's liberation as seen through political, intellectual, scientific, social and economic revolution, culminating with the beginning of the 21st century and the modern world.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 211  SOC SCI**History of the United States 1***3 credit hours — Three hours weekly; one term.*

Study United States history from its discovery through the Civil War. Explore and analyze the main elements in the development of the United States including colonial beginnings, the Revolutionary War period, early

republic, Jacksonian era, territorial expansion, and slavery and sectionalism that led to the Civil War.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 212  SOC SCI**History of the United States 2***3 credit hours — Three hours weekly; one term.*

Study United States history from Reconstruction through to the 21st century. Explore and analyze industry, labor and agriculture during the 19th century; the Populist Movement; the Progressive Movement; emergence of the United States as a world power through two world wars; the Great Depression; the New Deal; and issues facing the United States in the contemporary world.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 214  ARTS & HUM / SOC SCI **African American History***3 credit hours — Three hours weekly; one term.*

Evaluate significant contributions made by African Americans to the American past. Gain oral and visual impressions of important issues and personalities of our nation's African American heritage through media presentations.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AFA 214; credit is not given for both HIS 214 and AFA 214.*

HIS 215 **Civil Rights Era***3 credit hours — Three hours weekly; one term.*

Study the Civil Rights movement from 1954 to present. Explore and analyze the tactics and philosophy of non-violence and civil disobedience through the writings and actions of such leaders as Martin Luther King Jr., Malcolm X and Fanny Lou Hamer.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 217  ARTS & HUM / SOC SCI **Women of the Western World***3 credit hours — Three hours weekly; one term.*

Study and analyze women's experiences, social roles and contributions to the development of Western society from ancient times to the 21st century.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 217; credit is not given for both HIS 217 and GSS 217.*

HIS 218  SOC SCI **History of Women in America: 1607-Present***3 credit hours — Three hours weekly; one term.*

Study the roles of women in America from the colonial period to the present. Explore and analyze the importance of work and family in women's lives.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 218; credit is not given for both HIS 218 and GSS 218.*

HIS 219

**History of Maryland***3 credit hours — Three hours weekly; one term.*

Study the history of Maryland from the 17th century to the present. Explore and analyze the Colonial and Civil War eras, as well as Maryland's unique role as a buffer between the urban/industrial north and the rural/agrarian south.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 220

**The Civil War Era***3 credit hours — Three hours weekly; one term.*

Study and analyze the major issues leading to the Civil War, battles and controversies during the war, the manner of Union reconstruction after the war, as well as various political and military leaders of the period. Attend field trips to major battlefields of Gettysburg and Antietam.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 221

**The Battles of Gettysburg and Antietam***3 credit hours — Three hours weekly; one term.*

Study and analyze the two most significant battles of the Civil War. Critique strategies used, individuals involved and the effects of these battles on the war. Attend two Saturday field trips to the respective battlefields. Lab fee \$30.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 223

**History of Modern Russia***3 credit hours — Three hours weekly; one term.*

Study the historical development of modern Russia emphasizing the period since 1800. Explore and analyze political and diplomatic development of Russian and Soviet governments, including recent economic, social and cultural developments.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 224

**History of Modern Europe***3 credit hours — Three hours weekly; one term.*

Study Europe from 1870 to the present. Explore and analyze domestic changes in European states since the Franco-Prussian War, imperialism, interior reforms, origins of World War I, peace-making at Versailles, depression, totalitarianism, background of World War II, the Cold War and detente through the revolutions in the former Soviet sphere.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 226

**History of Modern Latin America***3 credit hours — Three hours weekly; one term.*

Study Latin American history from political independence to the present. Explore and analyze the transformation of colonial empires of Spain and Portugal into modern nations; economic problems of developing countries; and relations between the United States and Latin America.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 227

**History of Medieval and Renaissance England***3 credit hours — Three hours weekly; one term.*

Survey England from the Roman Era to 1603 including Anglo-Saxon England; Norman Conquest through establishment of the Plantagenet Empire; economic and constitutional foundations of the monarchy, Parliament and judiciary; and the Tudor era. Taught as a travel-study course during the Winter Two-week Term.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 228

**History of Modern England***3 credit hours — Three hours weekly; one term.*

Survey England from 1603 to the present covering the Stuart era and the constitutional struggle of the 17th century; Hanoverian period and foundations of the first overseas empire; parliamentary reform and liberal empire; two world wars and their aftermath; through to the Blair era.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 229

**The Vietnam Era in U.S. History***3 credit hours — Three hours weekly; one term.*

Examine the Vietnam War and its effect on American society, politics and culture. Explore the conflicting values and political decisions that affected Americans in a time of turmoil and change.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 231

**The Holocaust***3 credit hours — Three hours weekly; one term.*

Examine the history of European anti-Semitism, the development and implementation of the final solution through to the establishment of Israel. Includes a field trip to the Holocaust Museum. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HIS 261

**History of the Middle East***3 credit hours — Three hours weekly; one term.*

Gain an analytical framework to examine the history of the Middle East region, focusing on the following areas: the pre-Islamic era; the rise and expansion of Islam; medieval Muslim society and culture; the rise, decline, and collapse of the Ottoman Empire; the impact of the West on politics and society; the rise of nationalism; the Arab-Israeli conflict and peace process; and modern revolutionary movements and the resurgence of Islam.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offer as HLS 261; credit will not be given for both HIS 261 and HLS 261.*

HIS 262

**The Cold War***3 credit hours — Three hours weekly; one term.*

Survey the turbulent and dangerous history between the United States and the Soviet Union, from Hiroshima (1945) through the dissolution of the USSR (1991). Discuss leaders, policies and events, including the Korean War, the Cuban Missile Crisis, the Vietnam War and the Afghanistan War. Analyze Cold War events and policies that affect current world challenges.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as HLS 262; credit is not given for both HIS 262 and HLS 262.*

HIS 280-299

**Special Topics in History***3 credit hours.*

An intensive study of a historical topic or theme not ordinarily emphasized in basic survey courses, or a means of earning credit for supervised travel and study.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Fees will vary.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Current Special Topics*

HIS 281 The Italian Renaissance (travel-study course)

HIS 284 History of Military Intelligence: 1900 to the Present

HIS 286 Special Topics: Perspectives on Genocide

HIS 287 Religion and Science: Historical Relationship

HIS 292 Nazi Germany: 1932-1945

HIS 295 The Counseling Detective: A History of Victorian Society Reflected in the Sherlock Holmes Stories

HIS 296 Abraham Lincoln and the Civil War

HIS 298 The Italian-American Experience

**HOMELAND SECURITY MANAGEMENT (HLS)**

HLS 111

**Introduction to Homeland Security***3 credit hours — Three hours weekly; one term.*

Introduces students to the vocabulary and important components of Homeland Security. Explores the state, national, and international laws impacting Homeland Security. Includes an examination of the most critical threats confronting Homeland Security.

HLS 112

**National Security Law***3 credit hours — Three hours weekly; one term.*

Examines the revolutionary age in which we live and how national security law is changing and being redefined to address that revolution. No area within the law has been more significantly affected by the September 11th terrorist attack on the United States than the law related to national security. As successive administrations wrestle with defining “jurisdiction,” national security law takes on an ever increasing importance in a world that is drawn even closer together through “globalization.” This course will analyze the functioning of national security laws and their impact on society. It will also balance United States Constitutional principles against the need for security.

*Prerequisite: HLS 111 or permission of director.*

HLS 113

**Drugs, Addiction, Corruption and Crime***3 credit hours — Three hours weekly; one term.*

Explore the major phases in the illegal drug trade, including the growing, processing, transporting, distributing, consuming and financing of the product. Study the efforts to combat the influence of illegal drugs at each step in the process. Focus on the roles of the drug dealers, the government, the media, and society in general and the causes and consequences of illegal drugs.

*Prerequisite: HLS 111 or permission of director of homeland security institute.*

HLS 114

**Maryland and Terrorism***3 credit hours — Three hours weekly; one term.*

Introduces students to the potential threats that can affect the typical Maryland citizen. Provides thoughtful suggestions as to how to enhance personal security. Examines the efforts of local, state and federal governments to combat terrorism. Also explores the impact terrorist threats have on local societies, in particular, those of Maryland.

*Prerequisite: HLS 111 or permission of director.*

HLS 120

**Homeland Security Seminar***1 credit hour — 15 hours; one term.*

Understand current events impacting Homeland Security. Study topics such as natural disasters, man-made disasters, revolutionary breakthroughs in technology, political realignments, economic shifts, and significant social trends.

*Corequisite: HLS 111 or permission of director.*

*Note: Credit will not be given for both HLS 120 and also HLS 265. This course will only be available through the fall 2014 semester.*

HLS 121

**Protecting Critical Infrastructure and Key Assets Seminar***1 credit hour — 15 hours; one term.*

Examine protection of the infrastructure and key assets of Maryland and surrounding states. Explore the state, national, and international laws that help protect key assets.

*Prerequisite: HLS 111 or permission of director.*

*Note: Credit will not be given for both HLS 121 and also HLS 265. This course will only be available through the Fall 2014 semester.*

HLS 122

**Emergency and Disaster Preparedness Seminar***1 credit hour — 15 hours; one term.*

Analyze the critical importance of emergency preparedness in the state of Maryland and among its immediate neighbors. Explore the state, national, and international laws that relate to emergency preparedness, and learn the proper sequence of events related to emergency response.

*Prerequisite: HLS 111 or permission of director.*

*Note: Credit will not be given for both HLS 122 and also HLS 265. This course will only be available through the fall 2014 semester.*

HLS 123

**Developing Catastrophic Incident Response and Emergency Contingency Plans Seminar***1 credit hour — 15 hours; one term.*

Explore fundamentals of catastrophic incident response by examining the federal disaster preparedness guidelines. Discuss the role of the security manager in the identification and analysis of, and response to, a variety of man-made and natural crises. Examine threats resulting from natural disasters, technological emergencies, terrorism, and other calamities.

*Prerequisite: HLS 111 or permission of instructor.*

*Note: Credit will not be given for both HLS 123 and also HLS 265. This course will only be available through the fall 2014 semester.*

HLS 125

**The Future of Homeland Security***3 credit hours — Three hours weekly; one term.*

Develop an understanding of today's key Homeland Security issues and challenges. Explore the impact of current Homeland Security policies on the future. Use futuring tools to examine the implications of changes to United States policies and provide guidance to improve future United States international and domestic security.

*Note: Also offered as FTR 125; credit is not given for both HLS 125 and FTR 125.*

HLS 211

**Intelligence Analysis and Security Management***3 credit hours — Three hours weekly; one term.*

Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks and other threats. Explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of Homeland Security measures implemented by the United States and explore how the intelligence community operates. Lab fee \$20.

*Prerequisite: HLS 111 or permission of director.*

HLS 212

**Survey of Weapons of Mass Destruction***3 credit hours — Three hours weekly; one term.*

Surveys the primary instruments of destruction and death, known as weapons of mass destruction (WMD), used or sought to be used by terrorists. Addresses the definition, categories, characteristics, capabilities, deployment and impact of nuclear, biological, chemical, radiological, and conventional weapons of mass destruction. Focuses on the fundamentals of first responders and operational level responses to weapons of mass destruction disasters, including planning and training.

*Prerequisite: HLS 111 or permission of director.*

HLS 213

**Transportation and Border Security***3 credit hours — Three hours weekly; one term.*

Provides an in-depth view of modern border and transportation security. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc. Focuses on the technology needed to detect terrorists and their weapons as well as includes discussion on legal, economic, political, and cultural aspects of the problem. Lab fee \$20.

*Prerequisite: HLS 111 or BPA 235 or permission of director.*

HLS 220

**Intelligence and U.S. National Security***3 credit hours — Three hours weekly; one term.*

Examines the historical development of intelligence in supporting U.S. foreign and national security policy. Surveys the development of the intelligence discipline from the Revolutionary War to the 21st Century Global War on terrorism. Evaluates the legislation, executive orders and events that influence how intelligence has evolved to support U.S. policy makers and defines the intelligence process and how the intelligence disciplines and the agencies responsible for them support the policy maker and military commanders. Lab fee \$20.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and PLS 111 or HIS 212 or permission of director.*

HLS 225

**Introduction to Intelligence Analytics***3 credit hours — Three hours weekly; one term.*

Learn the intelligence analytical process and review the methodical approaches used by intelligence analysts to prepare assessments for U.S. policymakers. Examine the analytical process used to assess instability/strategic warning and terrorism analysis. Analyze the factors which influence an analyst's work to include the cognitive, cultural/social and institutional biases and how politicization of intelligence influences the analytical process. Explore various tools and research methods used by analysts to process and organize information and develop and present intelligence briefings. Lab fee \$20.

*Corequisite: HLS 211 or HLS 220 or permission of director.*

HLS 230

**Intelligence Support to the Policy Maker and Military***3 credit hours — Three hours weekly; one term.*

Examine how U.S. intelligence supports the creation, implementation and evaluation of U.S. foreign and national security policy. Analyze and evaluate the role of intelligence during critical foreign policy and national security events in U.S. history. Examine the intelligence community (IC) analytical processes and the mediums used to advise decision makers and military leaders. Also examine intelligence community's relationship and support to local and state government and industry. Lab fee \$20.

*Prerequisite: HLS 211 or HLS 220 or permission of director.*

HLS 234

**Hostage Negotiations***3 credit hours — Three hours weekly; one term.*

Explore law enforcement techniques used in hostage negotiations to secure the safety of hostages, seize hostage takers, and minimize injured victims and casualties. Learn and apply effective peace building strategies to preempt violence and criminal activity found in international conflict zones, and those perpetuated by national and international extremists such as terrorists and gangs. Also study concepts in criminal and psychological profiling in order to effectively negotiate with hostage takers.

*Corequisite: CJS 111 or HLS 111.*

*Note: Also offered as CJS 234; credit will not be given for both HLS 234 and also CJS 234.*

HLS 236

**Immigration and Customs Enforcement***3 credit hours — Three hours weekly; one term.*

Explore the goals and operational components of immigration and customs enforcement—surveying the identification, apprehension and removal of illegal aliens from the United States; including detention facilities and detention management. Also explore human rights violations, terrorism, and human smuggling; narcotics, weapons and other types of smuggling; and financial crimes, cybercrime, and export enforcement issues. Examine how to obtain and analyze the intelligence needed to investigate crimes and enforce laws associated with illegal immigration.

*Corequisite: CJS 111 or HLS 111.*

*Note: Also offered as CJS 236; credit will not be given for both HLS 236 and CJS 236.*

HLS 240

**National Security Challenges of the 21st Century***3 credit hours — Three hours weekly; one term.*

Survey the major national security challenges facing the intelligence community in the 21st century: terrorism, transnational crime, cyber crime, nuclear weapons proliferation, and regional conflicts. Explore the technological and scientific principles required of analysts who follow these major intelligence challenges and how the U.S. government is addressing these challenges. Lab fee \$20.

*Prerequisite: HLS 211 or HLS 220 or permission of director.*

HLS 245

**Intelligence Analytics Seminar***4 credit hours — Four hours weekly; one term.*

Conduct practical exercises involving the development of various intelligence products and present briefings to current and former U.S. policy makers, military leaders and politicians. Practice intelligence writing to produce analytical materials used in daily intelligence support to the policy maker. Lab fee \$20.

*Prerequisite: HLS 225 or permission of director.*

HLS 255

**History of Gangs***3 credit hours — Three hours weekly; one term.*

Explore the historical formulation of gangs in the United States and those existing abroad. Students analyze the structure and organization of gang activity; the socio-psychological factors that influence people to join gangs; and various law enforcement practices to identify, prevent, and intervene in criminal activity through gang membership. Students study various law enforcement and correctional methods that effectively suppress gang activity and security threat groups, including witness protection, and therapeutic intervention for membership extraction.

*Corequisite: CJS 111 or HLS 111.*

*Note: Also offered as CJS 255; credit will not be given for both HLS 255 and CJS 255.*

HLS 260

**Terrorism/Counterterrorism***3 credit hours — Three hours weekly; one term.*

Provides a historical analysis of terrorism. Introduces the historical and contemporary issues relevant to domestic and international terrorism. Examines methods utilized by law enforcement and intelligence agencies in preventing and detecting terrorism. Also explores the process utilized for collecting and documenting evidence for the capture and effective prosecution of terrorists. Topics include the role of the media in covering, investigating and reporting terrorist events, and the constitutional and sociological dilemmas involved in investigating terrorist acts in democracies, such as the threats to privacy and individual rights.

*Note: Also offered as CJS 260, PSY 260 and SOC 260; credit is not given for HLS 260 and also CJS 260, PSY 260 or SOC 260.*

HLS 261 **History of the Middle East***3 credit hours — Three hours weekly; one term.*

Gain an analytical framework to examine the history of the Middle East region, focusing on the following areas: the pre-Islamic era; the rise and expansion of Islam; medieval Muslim society and culture; the rise, decline, and collapse of the Ottoman Empire; the impact of the West on politics and society; the rise of nationalism; the Arab-Israeli conflict and peace process; and modern revolutionary movements and the resurgence of Islam.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offer as HIS 261; credit will not be given for both HLS 261 and HIS 261.*

HLS 262

**The Cold War***3 credit hours — Three hours weekly; one term.*

Survey the turbulent and dangerous history between the United States and the Soviet Union, from Hiroshima (1945) through the dissolution of the USSR (1991). Discuss leaders, policies and events, including the Korean War, the Cuban Missile Crisis, the Vietnam War and the Afghanistan War. Analyze Cold War events and policies that affect current world challenges.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as HIS 262; credit is not given for both HLS 262 and HIS 262.*

HLS 265

**Homeland Security, Emergency Management and Response Seminar***3 credit hours — Three hours weekly; one term.*

Analyze historic and contemporary local, national and global catastrophic incidents and various emergency response policies, laws, and operations used to mitigate and treat human injury and structural damage. Apply knowledge and specific skills to table-top simulations and case studies; design emergency response and preparation plans; exercise NIMS (National Institute Management System); and engage in dialogue with experts in the field.

*Prerequisite:* HLS 111 and HLS 260 or permission of the director.

*Note:* Credit will not be given for HLS 265 and also HLS 120, HLS 121, HLS 122, or HLS 123.

HLS 270

**War in the American Experience: Unconventional Warfare***3 credit hours — Three hours weekly; one term.*

Studies the history and influence of American use of unconventional warfare from pre-colonial times to the present. Discusses elite units (Rangers, SEALs, etc.) and their effects on public opinion.

*Note:* Also offered as CJS 270; credit will not be given for both HLS 270 and CJS 270.

**HONORS (HON)****Honors Program**

The honors program at Anne Arundel Community College maintains academic rigor while allowing flexibility for qualified students in all majors to participate in an honors curriculum and receive recognition for their achievements. The honors program expands opportunities for high achieving students by offering either: an honors certificate earned simultaneously with a transfer studies associate degree or an honors certificate earned simultaneously with a career-oriented degree such as an A.A.S. or A.A.T.

All honors certificate programs include honors contract options to provide maximum flexibility in completing the required honors credits. Students admitted to the honors program are challenged to develop their full potential through a variety of educational activities, by working with dedicated faculty, and by taking classes with other highly motivated and gifted students. The honors program provides interdisciplinary learning environments that enable honors students to collaborate in learning, think critically, communicate effectively and lead ethically.

In addition to the HON courses below, the honors program offers the following:

ART 125H.....Drawing 1

MAT 135H.....Elementary Statistics

SPA 111H.....Elementary Spanish 1

For more information, contact the honors program coordinator at 410-777-1268 or by email at [uwwhite@aacc.edu](mailto:uwwhite@aacc.edu) or visit the website, [www.aacc.edu/honors](http://www.aacc.edu/honors).

HON 100  ARTS & HUM**Knowledge and Freedom: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss the philosophy of Plato, Dewey, and Fromm and works by Thoreau, Shakespeare, Douglass, Huxley, Barbara, and others. Central concern is the human and social value of a liberal arts education. Recurring themes are how knowledge is acquired, how knowledge affects a person's identity and choices, how knowledge can liberate or imprison, how knowledge is used, and how school, reading and writing, and leisure provide means of knowing.

*Prerequisite:* Admission to the honors program.

HON 105  ARTS & HUM**Utopia and Dystopia: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss texts by Plato, More, Voltaire, Swift, Jefferson, Skinner, Hoban and others. Central concern is the ways in which Western writers have modeled ideal societies. Recurring themes are how the model of an ideal society can be applied to a real society, how the ideal society fails in practice, how

the utopian vision serves as a critique of society, and how the dystopian vision serves as a critique of utopian visions.

*Prerequisite:* Admission to the honors program.

HON 110  ARTS & HUM / SOC SCI**Industrialism and Social Change: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss English writers whose central concern is the impact of industrialism on social institutions and culture during the 19th century. Recurring themes are the effect of industry on economic relations, living conditions, human freedom and ideas of progress, education and history.

HON 110 serves as a humanities, social science or literature elective.

*Prerequisite:* Admission to the honors program.

HON 120  ARTS & HUM / SCIENCE**Science and Human Understanding: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss books by Greek thinkers, Newton, Hume, Darwin, Einstein and others. Central concern is the nature of scientific inquiry as a mode of thought. Historical developments are used to examine the connection between scientific inquiry and our understanding of mind and nature.

HON 120 serves as either a nonlaboratory science or mathematics elective.

*Prerequisite:* Admission to the honors program.

HON 125  ARTS & HUM**Infinity and Human Perspectives: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss works by Aristotle, Zeno, Bertrand Russell and M.C. Escher. The central concern is how infinity is perceived. The recurring theme is the connections between the infinite and the finite as represented in art, philosophy and mathematics.

*Prerequisite:* Admission to the honors program.

HON 130  ARTS & HUM**Imagination and Reflection: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss works by Homer, Shakespeare, Dostoyevsky, Twain and others. Central concerns are the sources of creativity and the relationship between literary works and their sources.

HON 130 serves as either a literature or humanities elective.

*Prerequisite:* Admission to the honors program.

HON 140  ARTS & HUM / SOC SCI**Society and the Individual: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss books by Greek thinkers, Machiavelli, Locke, Marx, Freud and others. Central concern is interaction between social institutions and the individual. Recurring themes include citizenship, property, justice, custom and virtue.

HON 140 serves as either a humanities or social science elective.

*Prerequisite:* Admission to the honors program.

HON 150  ARTS & HUM**The Environment and Human Society: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Read and discuss works by Chinese and Indian thinkers, environmental ethicists, Thoreau, Melville, Faulkner and writers of the literature of discovery. Central concern is the way in which a society's conceptualization of nature has influenced mankind's manner of living in it. Recurring themes are the exploration and exploitation of nature, human beings' proper relation to nature and ecology.

HON 150 serves as either a literature or humanities elective.

*Prerequisite:* Admission to the honors program.

HON 155  ARTS & HUM**The Artificial Human in Films and Literature: An Honors Seminar***3 credit hours — Three hours weekly; one term.*

Critically analyze examples of the artificial human in literature and film. Students will debate what makes us "human" and explore what is natural versus what is artificial. Lab fee \$10.

*Prerequisite:* Admission to the honors program.

HON 198

**Honors Contract***1 credit hour — 15 weeks, one term.*

A project-based learning experience with a faculty mentor taken concurrently with another non-honors course. Via the contract, students will conduct extended analysis of complex issues or problems, undertake research that incorporates primary sources, and analyze, apply and synthesize such information. Students will be required to formally present their project outcomes.

*Prerequisite: Submission to honors coordinator and approval of honors contract application.*

*Corequisite: This course must be taken concurrently with another 3-4 credit non-honors course.*

HON 245  INTERDIS**Honors Leadership***3 credit hours — Three hours weekly; one term.*

Develop and improve leadership skills through integrated readings from the humanities such as philosophy, classic literature and ethics with experiential exercises, films and contemporary readings on leadership. In addition, students may be required to pay a nominal fee (no more than \$10 per student) for an experiential learning activity such as a trip to Washington, D.C.

*Prerequisite: ENG 111 and admission to the honors program.*

HON 280-299

**Special Topics in Honors***1 to 3 credit hours*

An honors level special topics course offering a multidisciplinary approach to various subject matter. The theme of the course will center on relevant issues with special attention given to incorporating multiple pedagogical methods, with emphasis on critical thinking and communication, in an effort to provide expansive learning opportunities to high-achieving students. Students will be challenged to develop their full potential through a variety of educational activities that will provide an in-depth analysis of a specific area of academic study.

*Prerequisite: Admission to the honors program.*

**HOTEL/RESTAURANT MANAGEMENT (HRM)****Uniform Requirement** 

*Students are required to wear an approved chef uniform for production classes. See course descriptions for specifics.*

HRM 111

**Introduction to the Hospitality Industry***3 credit hours — 45 hours of lecture.*

A survey course that reviews the scope of the hospitality industry. The course begins with a look at the history and development of the industry. Major topics include travel and tourism, lodging, food and beverage, managed services, gaming and entertainment, meetings, conventions and expositions. Management issues, marketing, human resources and technology are emphasized. Industry trends, ethics, economic impact, social and cultural impact, and political and legal impact are discussed within each topic.

HRM 119

**Certification in Sanitation***1 credit hour — 16 hours of lecture.*

Learn the causes and prevention of food-borne illness, maintenance of sanitary conditions, and how to implement a Hazard Analysis Critical Control Point (HACCP) system. Study the flow of food from receiving through storage, prep and service. Take the national food safety certification by the National Restaurant Association (NRA) designed for food service professionals. A certification from the NRA is issued to students who satisfactorily complete the course and pass the examination.

HRM 121 **Introduction to Cooking***3 credit hours — 15 hours of lecture and 60 hours of laboratory*

Learn fundamentals of cooking, knife skills, culinary terminology, and equipment usage. Study product identification and applied cooking tech-

niques as well as basic fabrication, practical sanitation, culinary math, soup, stock and sauce preparation. Prepare a variety of food products in a commercial kitchen setting and review quality standards. Lab fee: \$195.

*Prerequisite or corequisite: HRM 119 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit. Hotel Restaurant Management degree or certificate students are exempt from purchasing the knife kit.*

HRM 122 **Culinary Arts Development***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Develop skills and knowledge of food preparation standards in a professional kitchen setting. Cooking methods and techniques are emphasized. Students will prepare meat, poultry, seafood, vegetable, starches, sandwiches, salads and dressings, and breakfast items. Practical applications of flavor development, presentation, nutritional balance and international influences are included. Lab fee \$265.

*Prerequisite: HRM 121 or permission of the Director of the HCAT Institute.*

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and chef hat.*

HRM 123 **Cooking Techniques 1***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Develop skills and knowledge obtained in HRM 121. Main topics include soup, stock and sauce preparation. Classical cooking methods are emphasized. Basic kitchen management techniques including sanitation and organizational skills are discussed and practiced. Students taste and critique recipes prepared in a professional kitchen environment. Lab fee: \$250.

*Prerequisite: HRM 121 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 124 **Introduction to Baking and Pastry***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Focus is on professional bread production, including yeast breads, sweet dough and quick breads. Produce basic doughs, pies, cookies, custards and choux pastry. Basic baking principles, bakery procedures and sanitation are emphasized. Lab fee \$110.

*Prerequisite or corequisite: HRM 119 or permission of the Director of the HCAT Institute.*

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 125 **Introductory Baking***1 credit hour — Four hours of lecture and 22 hours of laboratory.*

Students are introduced to the basic techniques and variations of select sample of yeast doughs including quantity preparation of whole wheat, white, sweet dough, pizza and various specialty bread and roll doughs. Bakery sanitation is reviewed. Lab fee \$30.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 127 **Convenience Baking and Pastry Production***1 credit hour — Four hours of lecture and 22 hours of laboratory.*

Prepare quality-baked goods using convenience ingredients. This course is designed for professionals and non-professionals who have a need to create quality desserts, but limited time or space to do so. The course will cover the use of pre-baked cakes, piecrusts, pre-made puff pastry, creams and other prepared products to make quality desserts. Lab fee \$45.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 130

**Introduction to the Travel and Tourism Industry***3 credit hours — 45 hours of lecture.*

Explore today's travel and tourism industry. Emphasis is on examining the industry terminology, modes of transportation, accommodations, tourism services and package tours. Topics include discussion of travel agency operations, airline offices and group bookings as they impact the tourism industry.

HRM 140

**Event Planning***3 credit hours — 45 hours of lecture.*

Review the field of special-event planning from formal catered events to meetings and conventions. Emphasis is on learning to design cost-effective ventures. The class includes contract negotiations, layouts, presentations and final delivery. Operation of trade shows, festivals and smaller community events also is covered.

HRM 145

**Gourmet and Specialty Foods***1 credit hour — Four hours of lecture, 16 hours of laboratory and 12 hours of field trips.*

Explore the growing field of specialty and exotic foods. Students combine taste testing and recipe production in class with a field trip to area gourmet markets. Emphasis is on identifying current trends in specialty food items and incorporating them into menus. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 148

**German Food and Culture 1***1 credit hour — Four hours of lecture, 16 hours of laboratory and 12 hours of field trips.*

Increase knowledge of foods and menu presentation styles of Germany. Students explore the unique flavors of German recipes and one-dish menus. Through lecture and work in the kitchen, students learn how to prepare meats, vegetables, sauces and desserts in the German tradition. Course includes field trip to area German markets and brewery. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 150

**Chinese Cuisine and Culture***1 credit hour — Four hours of lecture, 16 hours of laboratory and 12 hours of field trips.*

Examines the unique cultural impact of food and dietary practices on Chinese life. Students identify the major cuisines of China from both historical and contemporary perspectives. Food preparation skills will be demonstrated, taught and related to lifestyle practices. In addition to lab practice, students will travel to an Asian market to observe and discuss the market culture and foods displayed. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 151

**The Asian Kitchen and Techniques of Stir-Fry***1 credit hour — Four hours of lecture, 16 hours of laboratory and 12 hours of field trips.*

Learn regional Asian cooking techniques including stir-frying. Learn cutting and sauce preparation. Specialty equipment, including Mongolian hot pots, will be used. In addition, students will take a trip to an Asian market and observe cooking, food preparation, cooking techniques and Asian food products. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 156

**Classical Italian Cuisine***1 credit hour — Six hours of lecture and 18 hours of laboratory.*

Course explores the American interpretation of classic Italian dishes as compared to more authentic Italian formats. Students learn how to prepare both interpretations through lecture, hands-on preparation and cooking activities in the kitchen laboratory. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 157

**Indian Food and Culture 1***1 credit hour — 10 hours of lecture and 10 hours of laboratory.*

Explore the basics of Indian cookery and presentation. Discuss techniques and cultural practices of the subcontinent. Covers basic ingredients and terminology as well as preparation of regional specialties from Kashmir, Delhi, Bombay, Bengal and Madras. Enrollment is limited. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 158

**Use of Herbs in Food Preparation***1 credit hour — Four hours of lecture, 18 hours of laboratory and eight hours of field trips.*

This travel-study course examines the use of fresh herbs in food preparation. Course includes field trips to local herb farms, including the National Herb Garden at the Washington Cathedral. Cover herbal recipes for teas, oils, vinegars and many more menu items. Review historical use of herbs as medicinal remedies as well as techniques for successfully growing a variety of culinary herbs in the area. Lab fee \$30.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 159

**Techniques of Applied Nutrition***1 credit hour — 11 hours of lecture and nine hours of laboratory.*

Applies the basics of nutrition to develop healthy cuisine and lifestyle modifications. Examines methods for reducing fat, calories, cholesterol and salt. Students will prepare and evaluate healthy appetizers, entrees and desserts. Healthy cooking technique demonstrations include pan smoking. Course will be taught by a registered dietician. Enrollment limited. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 161

**Introductory Ice Carving***1 credit hour — 11 hours of lecture and nine hours of laboratory.*

Learn basic techniques of ice carving. Topics include tools, templates, ice tempering and design. Students design and carve basic ice sculptures. Dress warmly. Lab fee \$100.

HRM 162

**Regional Italian Cuisine***1 credit hour — Six hours of lecture and 18 hours of laboratory.*

Experience and learn about the origin of many of Italy's regional cuisines. Students will prepare a variety of regional Italian menus using ingredients from the same regions. Cooking techniques with a cultural overview will be explained during the hands-on cooking activities. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 165 **Vegetarian Proteins and Diet***1 credit hour — Six hours of lecture, 14 hours of laboratory and eight hours of field trips.*

Course examines the motivations and benefits of vegetarian protein food sources available in today's market. Emphasis is on understanding and dealing with nutritional concerns associated with vegetarian diets. Students will prepare and taste a number of vegetarian dishes including meat substitutes. Course offers a field trip to local health stores and a vegetarian restaurant. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 180

**Wine and Bar Service***1 credit hour — 15 hours of lecture.*

Designed for professional food and beverage servers and managers. Class reviews current legal regulations affecting beverage service, range of distilled spirits, varieties of wine and beer, as well as glassware and tool selection. Methods for increasing beverage sales within the operation are discussed. State-required alcohol awareness test is included. Minimum age: 21. Selected tastings will be conducted in class. Lab fee \$40.

HRM 190 **Food Science and Nutritional Cooking***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Learn principles of food composition and the reactions and changes that occur during the preparation and cooking process. Learn principles of sensory evaluation of food, the scientific method, food nutrition and menu planning. Gain experience in the planning, execution and reporting of a food-based research project. Lab fee \$165.

*Prerequisite: HRM 121 and HRM 124.*

*Note: Students must provide the required uniform and knife kit.*

HRM 201 **Intermediate Bread Production***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Learn fundamentals of bread production with an emphasis on specialty artisan breads. Discuss yeast, grains and flour, starters and levains, sweet doughs, flatbreads and bread production techniques. Develop an understanding of the different qualities of various bread doughs, shaping techniques, the production baking process, and the history and role of bread in various cultures. Lab fee \$125.

*Prerequisite or corequisite: HRM 119 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 202 **Intermediate Cake Production***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Learn cake production and decoration techniques. Discuss mixing methods, high fat and foam type cake production. Focus on preparation of quantity baked goods such as genoise, roulade, chiffon, wedding cakes, special occasion cakes, glazes, butter creams and decoration techniques: modeling paste, royal icing, gum paste, marzipan and fondant. Lab fee \$170.

*Prerequisite: HRM 124 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 203 **European Pastry, Torte and Gateau***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Produce classic pastries, tortes, gateau and entremet. Temper chocolate and create basic chocolate and sugar décor. Apply intermediate-level skills in the production of mousse, foam cakes and buffet-style pastries. Lab fee \$170.

*Prerequisite: HRM 124 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 205 **Cooking Techniques 2***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Explore techniques and develop skills to cook a variety of vegetables, grains and pastas. Learn meat cookery including poultry, beef, veal, lamb, pork, game and seafood. Study traditional breakfast items and elements of entrée production. Learn nutritional considerations and plate presentation as well as kitchen management. Lab fee: \$250.

*Prerequisite: HRM 123 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 212 **Contemporary Low-Fat Vegetarian Cooking***1 credit hour — Six hours of lecture and 18 hours of laboratory.*

Discuss and prepare a variety of low-fat vegetarian entrees. Lectures build on contemporary diet plans. Lab fee \$35.

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 213

**Hospitality Technology***3 credit hours — 20 hours of lecture and 25 hours of directed laboratory*

Provides students with an introduction to the variety of technology-based tools used in the lodging industry. Lecture with integrated labs will give students an overview of the computer software and hardware commonly used in hotels and motels. Departments covered will include marketing and sales, front office, engineering, security, food and beverage and financial management. Lab fee \$30.

HRM 220 **Gardé Manger***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Prepare traditional cold foods including salads, sandwiches, appetizers, cheese and hors d'oeuvres. Produce charcuterie; pâté, terrines, galantines, and sausages as well as use traditional preservation techniques and create decorative centerpieces. Students will also plan, prepare, and present a gardé manger buffet. Lab fee \$290.

*Prerequisite: HRM 123 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 221 **Purchasing***3 credit hours — 40 hours of lecture and 10 hours of laboratory.*

Focuses on principles and practices concerned with procuring food, beverage, equipment, small-wares, furniture, fixtures and textiles for hospitality operations. The course will focus on developing practices that are critical to cost control and profit generation in the purchasing system. Emphasis is on management concepts and specific techniques in purchasing, receiving, storing, issuing and inventory control of commodities essential in hospitality operations. Students will apply the theories in project utilizing purchasing, receiving and menu-costing skills. Lab fee \$35.

*Prerequisite: HRM 111 and HRM 121 or HRM 111 and HRM 124.*

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 222

**Hospitality Sales and Marketing***3 credit hours — 45 hours of lecture.*

Study marketing as it applies to hospitality industries. This course is designed to provide the student with knowledge and practical experience that will enable them to develop strategic and operating marketing plans for hospitality businesses. Topics include the fundamentals of marketing principles, development of the marketing plan, sales promotion and special problems relating to this industry.

*Prerequisite: HRM 111.*

HRM 223 **International and American Regional Cooking***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Explore flavors and cooking techniques from around the world. Study the roots of cooking from a cultural, geographical, religious and historical perspective. Discuss the diffusion of world cuisines in contemporary cooking as well as their cultural impact on current culinary trends. Prepare traditional recipes including meats, poultry, seafood, vegetables and desserts. Other topics include American regional cuisines and its influence on modern cooking. Learn the elements of buffet presentation. Lab fee \$180.

*Prerequisite: HRM 123 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 224 **Techniques of Healthy Cooking***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Modify traditional menus and recipes using a computerized nutrition program. Prepare food items in the kitchen facility and evaluate for quality, sound nutrition structure and taste. Examine the fundamentals of nutrients and dietary guidelines to see how they apply in the preparation of healthful foods. Emphasizes marketing nutrition in a commercial operation. Lab fee \$180.

*Prerequisite: HRM 122.*

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 225 **Advanced Cooking and Theory***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Learn theories on food styling, taste platforms and plate composition. Prepare tasting menus to analyze influential chefs' philosophies and techniques. Gain first hand knowledge of flavor, sensory perception, and contemporary cooking techniques including amuse bouche, appetizers and desserts. Create and prepare a multi-course meal in an à la carte setting. Lab fee \$290.

*Prerequisite: HRM 205 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 226 **Advanced Pastry Production***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Prepare advanced doughs, cookies, frozen desserts, petit gateau, tarts and classic desserts. Develop design skills and explore concepts of plated desserts. Lab fee \$125.

*Prerequisite: HRM 190, HRM 202 and HRM 203 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 227 **Showpiece and Chocolate Work***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Prepare a variety of advanced specialty items, including candies, nut brittles, nougats, pralines, marzipans, chocolate and a variety of confections in this capstone class. Learn the art of working with pulled, blown and cast sugar. Lab fee \$125.

*Prerequisite: HRM 202 and HRM 203 or permission of the Director of the HCAT Institute.*

*Note: Students must provide the required uniform and knife kit.*

HRM 232

**World Culture and Cuisine**  **INTERDIS** *3 credit hours — three hours weekly; 45 hours of lecture.*

A survey course examining the relationship between human societies and the foods they eat. This course will cover food history, religion and food, traditional diets, economic impact, dietary adaptations and therapeutic uses of food. This course is designed to help customer service industry professionals such as hospitality, health and business professionals, to learn to work with members of different ethnic and religious groups in a culturally sensitive manner. Cultural groups with significant populations in the United States, as well as smaller groups who maintain homogeneous cultural communities, will be examined.

HRM 240

**Meeting and Conference Planning***3 credit hours — 45 hours of lecture.*

Study conferences, conventions, expositions and meetings and their impact on tourism. Emphasizes discussion of host venues, on-site activities and legal concerns of meeting planning.

HRM 243 **Catering Presentations***3 credit hours — 15 hours of lecture and 60 hours of laboratory.*

Use of learned culinary skills in order to prepare advanced catered events. Examine specific party functions, such as breakfast and brunches, large buffet parties, weddings and special desserts including pastries and chocolate. Review creative menu design, theme planning and production methods. Practice presentations in a commercial kitchen setting. Lab fee \$85.

*Prerequisite: HRM 122 or permission of the Director of the HCAT Institute.*

*Note: In addition, the student must provide the required uniform of white chef coat, scarf, apron, checkered kitchen pants, black closed toe shoes and a chef hat.*

HRM 250

**Food, Beverage and Labor Cost Controls***3 credit hours — 45 hours of lecture.*

Study principles of food and beverage management as applied to food-service operations. Emphasis is on systems of food and labor cost controls, budgets for food service operations and menu analysis, pricing and planning.

*Prerequisite: HRM 111 and eligibility for any general education mathematics course or permission of the Director of the HCAT Institute.*

HRM 251

**Food and Beverage Operations Management***3 credit hours — 38 hours of lecture and 15 hours of laboratory.*

Explore techniques of proper service in hospitality establishments. Learn the organization of dining room and table settings, with an introduction to textiles, glassware, flatware and china. Review the management and service of wine, beer and spirits. Train and test for national certification for the responsible service of alcoholic beverages and customer service. Lab fee \$50.

*Note: Student must provide the required uniform.*

HRM 253

**Catering Management***3 credit hours — 45 hours of lecture.*

Designed to provide students with an overview of catering operations and management. Students prepare a business plan for a small private catering firm as well as review on-premise catering, menu design and pricing, service standards and equipment purchases.

HRM 255

**Hotel Front Office Procedures***3 credit hours — 45 hours of lecture.*

Study front office management and total hotel organization as it relates to the front office. Methods of revenue management are applied in areas of price structure, occupancy patterns and income. Also covered are front office computer applications used in the hotel industry. Lab fee \$10.

*Prerequisite: Eligibility for any general education mathematics or permission of the Director of the HCAT Institute.*

HRM 256

**Hotel Property Management***3 credit hours — 45 hours of lecture.*

Examine property management concerns for hotels. Operational areas reviewed include housekeeping, security, risk management and maintenance. Special emphasis is given to feasibility studies, supply management and business forecasting. Course includes an introduction to labor relations, retention, and departmental budgeting.

*Prerequisite: Eligibility for any general education mathematics or permission of the Director of the HCAT Institute.*

HRM 258

**Revenue Management***3 credit hours — 45 hours of lecture.*

Study of basic management theory as it applies to hospitality industries. This course is designed to enable students to strategize for maximizing revenues and profits through demand forecasting and the optimization of pricing and inventory. Students will examine and analyze the revenue cycle and practice the basic revenue management principles of “selling the right product to the right people at the right time for the right price.” Students will learn to apply such principles to all departments in hospitality operations.

*Prerequisite: HRM 255 or permission of the Director of the HCAT Institute.*

HRM 260

**Purchasing and Cost Controls***3 credit hours — 45 hours of lecture; one term.*

Learn principles of food and beverage purchasing and cost controls as applied to food-service operations. Study the procurement and control of food, beverage, equipment, small wares, furniture, fixtures and textiles, as well as current systems of food and labor cost controls. Discuss budgets for food service operations, and menu analysis, pricing and planning.

*Prerequisite: HRM 111 and either HRM 121 or HRM 124 or permission of the Director of the HCAT Institute.*

HRM 275 (276)

**Internship in Hotel/Restaurant Management***1-3 credit hours.*

Acquire practical supervised work experience in the hospitality industry. Objectives are set jointly by the supervising employer, student and faculty member. An informal colloquium will be included during the term to integrate theory and practice.

HRM 280-299

**Special Topics in Hotel/Restaurant Management***1-4 credit hours.*

In-depth series of current topics affecting the hospitality industry. Emphasis is given to both national and local hospitality trends such as federal wage guidelines, product development, anti-discrimination laws and other areas not suited to traditional scheduling.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-1,020.

*Current Special Topics*

HRM 280 Introduction to the Casino Gaming Industry

HRM 281 Casino Operations Management

**HUMAN SERVICES (HUS)**

HUS 100

**Introduction to Human Services***3 credit hours — Three hours weekly, one term.*

Introduction to the field of Human Services and becoming an effective Human Services professional. Briefly explore the evolution and history of human services and social welfare policy. Examine the underlying philosophies, attitudes, human service delivery models, treatments and approaches to helping. Students will begin the process of self-awareness and growth in relation to helping others.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.*

HUS 101 ©

**Human Service and Addiction Counseling Ethics in Practice***3 credit hours — Three hours weekly; one term.*

Explore current day analysis of the moral, cultural and ethical issues in the human services and addiction counseling fields, as well as an examination of core concepts related to ethics. Examine the consequences of ethical violations in the various areas of human services and addiction counseling. Learn the historical development of informed consent and the “codes of conduct,”

examining legal obligations and ethical codes, exploring ethical dilemmas and decision making, and becoming a culturally competent worker. Orients students to fieldwork and prepares students for practice in the human services and addiction counseling fields.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.*

HUS 102

**Physiological Aspects of Chemical Dependence***3 credit hours — 45 hours of lecture; one term.*

Examine the physiologic effects of recreational drug use and chemical dependence on the body systems. Classifications of abused drugs (alcohol, narcotics, depressants, stimulants and hallucinogens), basic concepts of the addiction cycle and treatment goals will be discussed. Approved by the Office of Education and Training for Addictions Services (OETAS).

HUS 114

**Beginning Counseling and Assessment Techniques***3 credit hours — Three hours weekly; one term.*

Initial examination of professional roles and functions in the delivery of human services. Students are introduced to techniques of objective observation, data-recording, interviewing methods, case assessment and professional ethics. Approved by the Office of Education and Training for Addictions Services (OETAS).

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Corequisite: HUS 115 or permission of department chair.*

HUS 115

**Fieldwork: Beginning Counseling and Assessment Techniques***3 credit hours — 100 hours of supervised fieldwork, and 90 minutes of lecture weekly; one term.*

Provides supervised fieldwork placement where students implement theories and techniques learned in the lecture class. Lab fee \$15.

*Prerequisite: HUS 101.*

*Corequisite: HUS 114.*

HUS 120

**Developmental Disabilities 1***3 credit hours — One term.*

Course imparts the study of mental retardation in terms of the history of mental retardation in the United States, biological and psychosocial causes of mental retardation, and treatment and care of persons with mental retardation. Special attention is paid to definitional framework and developmental issues across the lifespan of persons with both mild and severe mental retardation. Legal and familial issues are reviewed.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HUS 122

**Developmental Disabilities 2***3 credit hours — One term.*

Course exposes students to the history, causes, identification, and prevention of developmental disabilities. Normal life span development versus developmental delays are reviewed. Genetic and chromosomal abnormalities are discussed, as well as pre- and post-natal socioenvironmental factors. Special attention is paid to autism, seizure disorders and cerebral palsy.

*Prerequisite: HUS 120.*

HUS 130

**Introduction to Family Counseling***3 credit hours — Three hours weekly; one term.*

Examination of family structure and functions in contemporary American society. Course content discusses professional ethics and focuses on the variables that characterize healthy and unhealthy familial relationships. Techniques, processes, and theoretical approaches that help facilitate change within families are reviewed. The impact of addiction and recovery on the family is explored. Clinical implications of culturally competent counselors are emphasized.

HUS 140

**Topics in Alcohol and Drug Counseling: Co-occurring Disorders***3 credit hours — Three hours weekly; one term.*

Examines how addictive disorders can mimic a variety of medical and mental health conditions; examines the potential for medical and mental health conditions to coexist with addiction and substance abuse. Recognizes assessment practices and scientifically supported models of treatment for co-occurring disorders and substance related problems. Evidence-based treatment approaches are emphasized. Special populations, such as adolescents, women and persons involved with the criminal justice system with co-occurring disorders are studied.

HUS 141

**Group Dynamics***3 credit hours — Three hours of lecture weekly; one term.*

Examination of theories of group structure, function, interaction, roles and leadership. Study these topics through classroom activity, reading and group participation. Discuss process and interaction as they occur in the life of the group. Also covers various types of groups in use for training, education and treatment. Approved by the Office of Education and Training for Addictions Services (OETAS).

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HUS 150  **Introduction to Aging Studies***3 credit hours — Three hours weekly; one term.*

Examines the myths, demographics, psychosocial perspectives and biomedical aspects of growing old in America. Issues impacting older persons are discussed including economics, politics, religion, leisure, social/living environment, intimacy and sexuality, health care, and death and dying.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 150; credit is not given for both HUS 150 and SOC 150.*

HUS 151

**Psychology of Aging***3 credit hours — Three hours weekly; one term.*

Focus on later life development and the aging capabilities, physical health, cognitive development and psychological difficulties. Emphasizes ways of assisting the elderly and their families.

*Note: Also offered as PSY 151; credit is not given for both HUS 151 and PSY 151.*

HUS 152

**Biology of Aging***3 credit hours — Three hours of lecture weekly, one term.*

An examination of changes that occur in the anatomy and physiology of the human body as it ages. As each of the major body systems is studied, emphasis will be given to the difference between normal aging processes and disease states that impact upon that system.

*Note: Also offered as BIO 152; credit is not given for both HUS 152 and BIO 152.*

HUS 155

**Death and Dying***3 credit hours — Three hours weekly; one term.*

Review the changing impact of death on life in America. In addition to the intrinsic ties between life and death, course topics include the process of dying and grieving, hospice, suicide, abortion, homicide and nuclear war.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 155; credit is not given for both HUS 155 and SOC 155.*

HUS 165

**Mediation and Alternative Dispute Resolution (ADR)***3 credit hours—Three hours weekly; one term.*

Focuses on the application of negotiation, mediation and arbitration as methods of resolving conflicts outside the courtroom. Students will learn the nature of conflict and the specific methods and techniques for resolving conflict. Students will examine the processes and skills involved, the training required and the employment opportunities available in the fast-growing field of alternative dispute resolution (ADR).

*Note: Also offered as BPA 165 and LGS 165; credit is not given for HUS 165 and also BPA 165 and LGS 165.*

HUS 200

**Addiction Treatment Delivery***3 credit hours — Three hours weekly; one term.*

Examines the systematic approach to screening and assessment of individuals thought to have a substance abuse disorder, who are being considered for admission to addiction-related services, or who are presenting in a crisis situation. Application of the use of various substance abuse, addiction, and mental health screening and assessment instruments is practiced. Collaborative treatment planning, case management, and referral skills are highlighted. Client advocacy is emphasized.

HUS 210

**Fieldwork: Crisis Intervention and Counseling***3 credit hours — 100 hours of supervised fieldwork; and 90 minutes of lecture weekly; one term.*

Provides supervised fieldwork in a community or substance abuse agency. This enables the student to implement the theory and techniques learned in the lecture class. Students are required to attend a one and a half hours weekly laboratory on campus. Approved by the Office of Education and Training for Addictions Services (OETAS). Lab fee: \$15.

*Corequisite: HUS 211 or permission of department chair.*

HUS 211

**Crisis Intervention and Counseling***3 credit hours — Three hours weekly; one term.*

Examination of underlying principles of crisis intervention. Students practice relationship skills, interviewing, individual and group crisis intervention and counseling skills. They examine and apply professional ethics in hypothetical case situations. Approved by the Office of Education and Training for Addictions Services (OETAS).

*Prerequisite: ENG 111 eligibility, HUS 114 or appropriate experience, e.g., employment that calls for interviewing and counseling, or permission of department chair.*

*Corequisite: HUS 210 or permission of department chair.*

HUS 216

**Theories of Counseling***3 credit hours — Three hours weekly; one term.*

Surveys the major theories of counseling and their theorists. Introduces students to the application of various counseling techniques and procedures used for behavior change. In class, students examine case studies and practice delivery of the counseling modalities. Emphasis is on professional values and ethics.

*Prerequisite: HUS 115 or permission of department chair.*

*Corequisite: HUS 217 or permission of department chair.*

HUS 217

**Fieldwork: Theories of Counseling***3 credit hours — 100 hours of supervised fieldwork and 90 minutes of lecture weekly; one term.*

Provides supervised clinical fieldwork placement where students implement theories and techniques learned in the lecture class. Students are required to attend a 90-minute laboratory class on campus. Approved by the Office of Education and Training for Addictions Services (OETAS). Lab fee \$15.

*Corequisite: HUS 216 or permission of department chair.*

HUS 228

**Practices in Social Work and Counseling with Inmate Populations***3 credit hours — Three hours weekly; one term.*

Examine the most effective approaches used in prisons to assist offenders with social, behavioral and psychological development. Begin with a historical explanation of philosophies and practices in correctional rehabilitation. Concludes by examining the effects of imprisonment on offenders and their families, including the impact on the quality of life and the potential for favorable transition back into the community. Study and engage in counseling techniques and social work practices for group, individual and family therapy for institutional compliance and aftercare programs.

*Note: Also offered as CJS 228; credit will not be given for both HUS 228 and CJS 228.*

HUS 230

**Family Counseling in Military and Veteran Populations***3 credit hours — Three hours weekly; one term.*

Examine the diverse military family structure. Explore challenges facing military families, such as relocation, deployment and separation, injury, grief and loss, addiction and intimate partner violence. Apply family counseling techniques and processes to facilitate change within the familial relationships.

HUS 231

**Assessment of Psychological Trauma in Military and Veteran Populations***3 credit hours — Three hours weekly, one term.*

Explore the etiology and assessment of trauma in the military and veteran and populations. Review assessment strategies, such as clinical interviews and tools related to screening for and diagnosing trauma-related disorders. Utilize assessment tools to screen and assess persons working in the military and veterans for trauma related disorders. Assessment of trauma-related behavioral health issues in military personnel and veterans is emphasized.

HUS 232

**Treatment of Psychological Trauma in Military and Veteran Populations***3 credit hours — Three hours weekly; one term.*

Explore clinical treatment interventions and strategies of trauma-related disorders in military and veteran populations. Treatment interventions, such as cognitive-behavior therapy, group therapy, eye movement desensitization and reprocessing (EMDR), technology-based interventions, family and couples counseling, hypnosis and psychopharmacology will be reviewed.

HUS 233

**Traumatic Brain Injury in Military and Veteran Populations***3 credit hours — Three hours weekly; one term.*

Explore mechanisms of traumatic brain injury in the veteran and military populations. Identify common cognitive, affective and communication changes in brain injured patients. Learn the impact of brain injury on daily functioning. Survey current research on traumatic brain injury and the rehabilitative process. Investigate treatment, rehabilitation, and counseling strategies and interventions.

HUS 275

**Human Services Practicum***3 credit hours — One hour of seminar and 8 hours of fieldwork weekly; one term.*

Earn credit for human services-related work. Develop specific learning objectives and explore career goals. Approved by the Office of Education and Training for Addictions Services (OETAS).

*Prerequisite: HUS 101 or permission of department chair.*

HUS 280-299

**Special Topics in Human Services***1-3 credit hours — One to three hours weekly; one term.*

Courses developed to provide current or specialized information in human services, as needed. Offered are such topics as substance abuse, burnout or stress management which serve special groups or require nontraditional scheduling.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite: HUS 114, PSY 111 or permission of department chair.*

**HUMANITIES (HUM)**HUM 101  ARTS & HUM**Introduction to Fine Arts***3 credit hours — Three hours weekly; one term.*

Study of the nature of visual, performing and literary arts and of changing roles of art, artist and audience. Slides, videotapes, films and live performances supplement reading.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

HUM 111  ARTS & HUM**Nature and the Arts***3 credit hours — Three hours weekly; one term.*

Examination of the impact of concepts of nature upon religion, literature, the visual arts, architecture, landscape design and music. Examples from the arts of several cultures are discussed.

HUM 121  ARTS & HUM**Science and Human Creativity***3 credit hours — Three hours weekly; one term.*

Multidisciplinary examination of the impact of science upon forms of human expression such as the arts, technology and interactions with nature. A series of videotapes serve as the basis of writing and discussions.

HUM 151  ARTS & HUM**American Folk Arts***3 credit hours — Three hours weekly; one term.*

Multidisciplinary study of American oral folk traditions (folklore, customs and music) and material culture (folk design in furniture, pottery, wood carving and textiles and the painting of the untrained artist).

HUM 210  ARTS & HUM **Images of Women***3 credit hours — Three hours weekly; one term.*

Gain a multidisciplinary overview of the portrayal of women in the humanities. Emphasize the understanding of women as defined by mythological, religious, philosophical and artistic traditions.

*Note: Also offered as GSS 210; credit is not given for both HUM 210 and GSS 210.*

**INTERNSHIP EXPERIENCE (IEX)**

IEX 275

**Internship Experience 1***3 credit hours.*

Gain college credit for an internship experience. This is for students whose area of study does not include an internship course; 120 hours of work-based learning cumulatively during the internship combined with one hour of faculty contact weekly during the experience. Credit is earned for area-related work experience based on specific learning objectives.

*Note: Students are strongly encouraged to consult with the Internship office to explore this opportunity.*

*Prerequisites: (1) Successful completion of 3 credit hours in area of study related to the internship experience; (2) minimum grade point average of 2.5; and (3) approval of faculty adviser and department chair or academic dean prior to enrollment.*

IEX 276

**Internship Experience 2**

3 credit hours.

Gain college credit for an internship experience. This is for students whose area of study does not include an internship course and who have successfully completed IEX 275; 120 hours of work-based learning cumulatively during the internship combined with one hour of faculty contact weekly during the experience. Credit is earned for area-related work experience based on specific learning objectives.

*Note: Students are strongly encouraged to consult with the Internship office to explore this opportunity.*

*Prerequisites: (1) Successful completion of 3 credit hours in area of study related to the internship experience; (2) minimum grade point average of 2.5; (3) successful completion of IEX 275; and (4) approval of faculty adviser and department chair or academic dean prior to enrollment.*

IEX 277

**Internship Experience 3**

3 credit hours.

Gain college credit for an internship experience. This is for students whose area of study does not include an internship course and who have successfully completed IEX 275 and IEX 276; 120 hours of work-based learning cumulatively during the internship combined with one hour of faculty contact weekly during the experience. Credit is earned for area-related work experience based on specific learning objectives.

*Note: Students are strongly encouraged to consult with the Internship office to explore this opportunity.*

*Prerequisites: (1) Successful completion of 3 credit hours in area of study related to the internship experience; (2) minimum grade point average of 2.5; (3) successful completion of IEX 276; and (4) approval of faculty adviser and department chair or academic dean prior to enrollment.*

**LIBRARY INFORMATION (LIB)**

LIB 100

**Introduction to Library Research**

1 credit hour — One hour weekly; one term.

An introduction to the research process, methods of accessing digital and print information and information ethics. Students will learn to refine a research topic, to engage in selecting and evaluating appropriate resources, and to incorporate the ethical use of information by examining citation styles and plagiarism issues. Students will produce a topical bibliography that can be used as a foundation for future research.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.*

**MATHEMATICS (MAT)**

*Determination of eligibility for and placement into math courses is made on the basis of high school records, ACT or SAT math scores or performance on the mathematics placement test, which is administered by the college's Testing Office. Sample problems for the placement test may be requested from the Testing Office or the Mathematics Department office. Students who desire to enroll in a general education math course and are found to be weak in pre-algebra or algebra skills must enroll in non-credit developmental math courses: MAT 010 and/or MAT 011 and/or MAT 012. Developmental coursework must be completed before a student can enroll in a credit math course.*

*The department recommends MAT 005 for those students who want to improve arithmetic skills before enrolling in Pre-algebra (MAT 010). Prospective nursing majors who need a review of arithmetic should enroll in MAT 005. The Testing Office gives a diagnostic test to prospective nursing majors not sure of their arithmetic competency.*

*Faculty members and peer tutors who help students with mathematics staff the Math Labs located in the Truxal Library Room 102 and Room 206A at AAC at Arundel Mills. Tutoring in the Math Lab is free and offered on a walk-in basis.*

MAT 005

**Arithmetic**

1 equivalent hour — Two hours weekly; seven and one-half weeks.

A study of arithmetic topics such as whole numbers, fractions, decimals, ratio and proportion, percents, measurement and signed numbers. Students must pass comprehensive chapter tests satisfactorily in order to pass the course.

MAT 010

**Pre-Algebra**

2 equivalent hours — Two hours weekly; one term.

A study of pre-algebra and beginning algebra topics such as arithmetic of fractions, decimals and signed numbers; literal expressions; factoring; linear equations; positive exponents; and word problems. Attention will be given to study skills. This course prepares students for MAT 011 and is intended for those students who have no experience in algebra.

*Note: A grade of at least C is required in order to enroll in MAT 011.*

MAT 011

**Beginning Algebra**

4 equivalent hours — Four hours weekly; one term.

Study beginning algebra topics. Topics include properties of the real numbers and the arithmetic of signed numbers and fractions; solving equations, inequalities and application problems; graphing; simplifying exponential forms, literal and rational expressions; polynomials and factoring; solving single-variable linear equations and systems of two-variable equations.

*Prerequisite: Achieving an appropriate score on the mathematics part of the ACT or SAT, or completion of MAT 010 with a grade of at least C or scoring at an appropriate level on the Mathematics Placement Test.*

*Note: A grade of at least C is required in order to enroll in MAT 012.*

MAT 011E

**Beginning Algebra, Two-Week Extension**

1 equivalent hour — 8 hours weekly; one 2-week term.

Continue studying a portion of the topics in MAT 011 which may include: solving equations and applications; graphing; systems of two-variable equations; and polynomials and factoring.

*Prerequisite: Students must have successfully completed all but one Unit and the final exam in a section of Beginning Algebra that uses the modularized curriculum. Permission of instructor required.*

MAT 012

**Intermediate Algebra**

4 equivalent hours — Four hours weekly; one term.

Study intermediate algebra topics. Topics include the review of the algebra of polynomials; the binomial expansion; linear, rational, radical, quadratic, exponential and logarithmic equations and functions; systems of equations; problem solving; and graphing.

*Prerequisite: Achieving an appropriate score on the mathematics part of the ACT or SAT, or completion of MAT 011 with a grade of at least C or scoring at an appropriate level on the Mathematics Placement Test.*

*Note: A grade of at least C is required in order to enroll in any of the first college-level mathematics general education courses except MAT 151. A grade of B or better is required to enroll in MAT 151.*

MAT 012E

**Intermediate Algebra, Two-Week Extension**

1 equivalent hour — 8 hours weekly; One 2-week term.

Continue studying a portion of the topics in MAT 012 which may include: a review of the algebra of polynomials; rational, radical, quadratic, exponential and logarithmic equations and functions; and graphing.

*Prerequisite: Students must have successfully completed all but one unit and the final exam in a section of Intermediate Algebra that uses the modularized curriculum. Permission of instructor required.*

MAT 013

**Accelerated Intermediate Algebra**

2 equivalent hours — Two hours weekly; one term.

Focus on an intensive study of intermediate algebra topics. Solve linear, rational, radical, absolute value, quadratic, exponential, and logarithmic equations, and systems of equations; graph functions; apply concepts to problem solving.

*Prerequisite:* Achieving an appropriate score on the Mathematics Placement Test and completion of high school Algebra 2 with grade of at least B.

MAT 100 **The Nature of Mathematics**

3 credit hours — Three hours weekly; one term.

Encounter mathematical reasoning through an exposure to inductive methods, problem-solving techniques and the organization of information to discover patterns. Explore geometric topics and the connections between mathematics and the arts and sciences. Study topics such as sequences, topology, computers, fractals and introductory probability and statistics.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or scoring at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT012E with a grade of at least C.

MAT 112

**Business Mathematics**

3 credit hours — Three hours weekly; one term.

Primarily for students in business career programs. The objective of the course is to introduce students to concepts and calculations needed in the business world. Topics include payroll records, depreciation, overhead, financial statements, commercial discounts, markup, markdown, simple interest, compound interest, promissory notes and annuities. This course is not recommended as an elective for those intending to transfer.

MAT 121 **Algebra and Trigonometry**

4 credit hours — Four hours weekly; one term.

Study algebraic operations, functions and graphing, systems of equations and determinants, quadratic equations, trigonometric functions, vectors, exponents, radicals and complex numbers.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or scoring at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012 E with a grade of at least C.

*Note:* MAT 121 is primarily for students in the engineering technologies. Credit is not given for both MAT 121 and MAT 141 (formerly MAT 131) or MAT 121 and MAT 142 or MAT 121 and MAT 151.

MAT 122 **Mathematics with Calculus 1**

4 credit hours — Four hours weekly; one term.

Primarily for students in the engineering technologies. Topics include exponential, logarithmic and trigonometric functions; analytical geometry; limits; and derivatives, integrals and their applications.

*Prerequisite:* MAT 121.

*Note:* Credit is not given for both MAT 122 and MAT 191 or MAT 122 and MAT 230.

MAT 133 **Finite Mathematics**

3 credit hours — Three hours weekly; one term.

Learn functions and linear models, systems of linear equations and matrices, inequalities and linear programming, mathematics of finance, sets and counting, probability and data analysis. Apply these topics to economics, business and social science.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or scoring at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E with a grade of at least C.

*Note:* Credit is not given for both MAT 133 and MAT 233.

MAT 135 **Elementary Statistics**

3 credit hours — Three hours weekly; one term.

Explore basic concepts in probability and statistics. Study sampling techniques; data display; large and small sampling theory; binomial and normal probability distributions; and regression and correlation. Discuss sample mean, standard deviation, confidence intervals and hypothesis testing in business, economics and industrial contexts.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or scoring at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT012E with a grade of at least C. Also offered as MAT 135H (*prerequisite:* admission to the honors program); credit is not given for both MAT 135 and MAT 135H.

*Note:* Also offered as an honors course, MAT 135H.

MAT 141 (formerly MAT 131 College Algebra) **College Algebra and Trigonometry 1**

3 credit hours — Three hours weekly; one term.

Learn college algebra and introductory trigonometry. Algebraic topics include multiple representations of polynomial, rational, exponential, and logarithmic functions, systems of equations and related graphs, equations, inequalities and applications. Trigonometric topics include an introduction to angle and radian measure, right triangle relationships, trigonometric functions of any angle, laws of sines and cosines, graphs, applications and trigonometric equations.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or scoring at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013 with a grade of at least C.

*Note:* Credit is not given for both MAT 141 and MAT 121 or MAT 141 and MAT 151.

MAT 142 **College Algebra and Trigonometry 2**

3 credit hours — Three hours weekly; one term.

Study trigonometry and advanced algebra to prepare for calculus. Trigonometric topics include angle measurement, definitions of the six trigonometric functions from the right triangle and unit circle perspectives, graphs, identities, inverses and equations. Algebraic topics include conic sections, polar coordinates, and a review of functions and graphs.

*Prerequisite:* MAT 141 (formerly MAT 131).

*Note:* Credit is not given for both MAT 142 and MAT 105 or MAT 142 and MAT 121 or MAT 142 and MAT 151.

MAT 151 **Introductory Analysis (Pre-Calculus Mathematics)**

4 credit hours — Four hours weekly; one term.

Strengthen algebra and mathematical modeling skills to prepare for further studies in mathematics, engineering, and the sciences. Study equations and graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Use trigonometric identities to simplify expressions and solve equations. Explore plane analytic geometry.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or scoring at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT012E with a grade of at least B.

*Note:* MAT 151 is open to all qualified students planning to take calculus. Credit is not given for both MAT 151 and MAT 121 or MAT 151 and MAT 141 (formerly MAT 131) or MAT 151 and MAT 142.

MAT 191  MATH

**Calculus and Analytic Geometry 1**

4 credit hours — Four hours weekly; one term.

Learn to find limits, derivatives and integrals of functions. Apply these concepts to explicit, implicit, algebraic, trigonometric and transcendental functions, using derivatives to analyze graphs and to model real situations.

*Prerequisite:* MAT 151 or MAT 142 or equivalent, or completion of three years of high school mathematics including trigonometry and achieving an appropriate score on the mathematics part of the ACT or SAT or the Mathematics Placement Test.

*Note:* Credit is not given for both MAT 191 and MAT 122 or MAT 191 and MAT 230.

MAT 192  MATH

**Calculus and Analytic Geometry 2**

4 credit hours — Four hours weekly; one term.

Learn numerical and analytical techniques for integration and apply these techniques to solve problems involving definite integrals. Other topics include solving separable differentiable equations, extending the concepts of calculus to polar and parametric forms, using Taylor polynomials to approximate functions, and determining the convergence or divergence of improper integrals, infinite sequences and infinite series.

*Prerequisite:* MAT 191 or equivalent.

MAT 201

**Calculus and Analytic Geometry 3**

4 credit hours — Four hours weekly; one term.

Extend the ideas of limits, differentiation and integration to two or more dimensions. Study vectors and vector functions, partial differentiation, gradients, directional derivatives and tangent planes, optimization, Lagrange multipliers, iterated integration, line and surface integrals, and the classical theorems of Green, Gauss and Stokes.

*Prerequisite:* MAT 192 or equivalent.

MAT 202  MATH

**Linear Algebra**

4 credit hours — Four hours weekly; one term.

A study of finite-dimensional vector spaces. Topics include solution of systems of linear equations; matrices (inverses, equivalence, rank of, symmetric, diagonal and orthogonal); determinants; introduction to vector spaces; linear independence; linear transformations; change of basis; eigenvalues and eigenvectors.

*Prerequisite:* MAT 191 or equivalent.

MAT 212

**Differential Equations**

4 credit hours — Four hours weekly; one term.

Learn about equations involving derivatives of one or more variables. Study various topics including exact equations, separation of variables, first order linear, Cauchy-Euler equation, orthogonal trajectory, determination of integrating factor, Bernoulli's equation, linear independence of functions, Wronskian, differential operators, linear homogeneous equations with constant coefficients, method of undetermined coefficients, variation of parameters, reduction of order, Laplace transforms, spring resonance and electric circuit problems, systems of linear differential equations, power series solutions; numerical solutions, partial differential equations and Fourier series. Learn to use a mathematical software system as an integral and substantial part of the course.

*Prerequisite:* MAT 192.

MAT 221  MATH

**Fundamental Concepts of Mathematics 1**

4 credit hours — Four hours weekly; one term.

Primarily for students in the elementary education and early childhood education programs. Explore decimal and non-decimal numeral systems, mental computations, estimation, set theory, functions, algorithms and their historical development, logic and number theory. Learn and apply problem-solving techniques within each topic. Although MAT 221 and MAT 222 can be taken in either order, the sequential order is recommended.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or completion of MAT 012 or MAT 012E with a grade of at least C, or scoring at an appropriate level on the Mathematics Placement Test.

MAT 222  MATH

**Fundamental Concepts of Mathematics 2**

4 credit hours — Four hours weekly; one term.

Primarily for students in the elementary education and early childhood education programs. Examine two- and three-dimensional shapes, measurement, dimensional analysis, congruence and similarity, and coordinate and transformational geometry. Use computers to explore geometric concepts. Learn and apply problem-solving techniques within each topic. Although MAT 221 and MAT 222 can be taken in either order, the sequential order is recommended.

*Prerequisite:* Achieving an appropriate score on the mathematics part of the ACT or SAT, or completion of MAT 012 or MAT 012E with a grade of at least C, or scoring at an appropriate level on the Mathematics Placement Test.

MAT 223

**Fundamental Concepts of Mathematics 3**

4 credit hours — Four hours weekly; one term.

Primarily for students in the elementary education program. Topics include data collection, sampling, interpreting data, displaying data, correlation and regression, distributions, confidence intervals, probability and the use of technology. Principles and standards of national mathematics organizations are applied to probability and statistics.

*Prerequisite:* MAT 221 or MAT 222 or equivalent.

*Note:* Credit is not given for both MAT 223 and MAT 135.

MAT 230  MATH

**Elementary Calculus (For Business and Social Sciences)**

3 credit hours — Three hours weekly; one term.

Study the basic concepts of calculus with applications to business and social sciences. Learn about limits, continuity, differentiation and integration of polynomial, rational, exponential and logarithmic functions. Apply calculus to problems involving maxima and minima, curve sketching, and the least-squares technique. The course includes an introduction to functions in several variables and partial derivatives.

*Prerequisite:* MAT 121, MAT 141 (formerly MAT 131), MAT 151 or equivalent.

*Note:* Credit is not given for both MAT 230 and MAT 122 or MAT 230 and MAT 191.

MAT 233

**Finite Mathematics for Computer Technologies**

3 credit hours — Three hours weekly; one term.

Focus on mathematical topics that are useful in the information sciences. Learn basic linear algebra and its applications in solving a large system of linear equations; game theory; Leontief models of industrial inputs and outputs; the Simplex method; probability; combinatorics; decision theory; and Markov chains. Study topics such as random variables and distributions, Bernoulli trials, normal distribution, or difference equations.

*Prerequisite:* MAT 191 or MAT 230.

*Note:* Credit is not given for both MAT 133 and MAT 233.

MAT 250

**Introduction to Discrete Structures**

3 credit hours — Three hours weekly; one term.

Fundamental mathematical concepts and algebraic structures used in theoretical areas of computer science. Topics include sets, relations, functions, mathematical induction, Boolean algebra, Karnaugh maps, introduction to the theory of trees and graphs and combinatorics. The course emphasizes applications of the topics.

*Prerequisite:* One programming language and either MAT 142 or MAT 151 or higher level math course.

MAT 270

**Introduction to Numerical Computation***3 credit hours — Three hours weekly; one term.*

An introduction to numerical methods on the computer. Topics include computer arithmetic, error analysis, iterative processes, numerical differentiation, numerical integration, Gaussian elimination, approximation of functions, interpolation, curve-fitting, numerical solution of ordinary differential equations and computer-based problem solving.

*Prerequisite: MAT 191 and one scientific programming language.*

*Corequisite: MAT 192.*

MAT 281-299

**Special Topics in Mathematics***1-4 credit hours.*

A focused study of mathematics topics not emphasized in introductory courses. Some offerings may be designed for specific audiences.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30.

**MECHATRONICS (MEC)**

MEC 110

**Mechanical Components and Electric Motors***4 credit hours — Four hours lecture and directed laboratory weekly; one term.*

Learn about the basic mechanical components and electrical drives in a mechatronics system. Experience the basic functions and physical properties of mechanical components and electrical AC and DC drives, materials, lubrication requirements and surface properties. Use troubleshooting techniques and strategies to identify, localize and correct malfunctions. Practice systematic preventative maintenance and electrical component safety. Use and interpret technical documentation such as data sheets and specifications of mechanical elements and electrical drives. Lab fee \$30.

MEC 120

**Pneumatics and Hydraulics***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the basics of pneumatic, electro pneumatic and hydraulic control circuits in a complex mechatronic system. Master the functions and properties of control elements based upon physical principles, and the roles they play within the system. Use and interpret technical documentation and perform measurements on the pneumatic and hydraulic control circuits. Apply troubleshooting strategies to identify, localize and correct malfunctions and practice preventive maintenance and safety. Lab fee \$30.

*Prerequisite: EET 130 or permission of department chair.*

MEC 130

**Programmable Logic Controllers***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn about the basic digital logic and programmable logic controllers (PLCs) in a mechatronics system using the automation system. Includes basic PLC functions and testing; identification of malfunctioning PLCs; and troubleshooting techniques and strategies to identify and localize PLC hardware generated problems. Writing small programs and problem-solving using computer simulations is emphasized. Lab fee \$30.

*Prerequisite: EET 130 or permission of department chair.*

MEC 140

**Introduction to Robotics***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Learn the basic principles of robotics, such as mechanical construction, electronics, sensors, motors and robot programming. This course uses a hands-on approach to introduce the basic concepts, focusing on the construction and programming of autonomous mobile and Industrial robots. Works in groups to build and test increasingly more complex robots, culminating in an end-of-semester robot project. Lab fee \$30.

*Prerequisite: EET 130 or permission of department chair.*

MEC 150

**Mechatronic Systems Capstone***4 credit hours — Four hours of lecture and directed laboratory weekly; one term.*

Gain real world experience in the control, maintenance, and simulation of automated processes, which utilize advanced manufacturing techniques. The final project will consist of the complete software and hardware integration of all subsystems into a fully functional mechatronic system. Prepare for the industry recognized Siemen's mechatronics certification. Lab fee \$30.

*Prerequisites: MEC 110, MEC 120, and MEC 130 or permission of department chair.*

MEC 280-299

**Special Topics in Mechatronics Technology**

The Mechatronics Technology Certificate is for students interested in employment as a technician in an integrated multidisciplinary industrial environment. Instruction in mechatronics provides students with the knowledge and hands-on training in electronics, mechanics and computers to work in a variety of industrial and manufacturing-related businesses. The certificate offers employment preparation opportunities, as well as the opportunity to upgrade and improve existing skills. Upon successful completion of the program, students will be afforded the opportunity to complete the Level 1 Certification Examination to become a certified Siemens Mechatronics System Assistant.

**MEDICAL ASSISTING (MDA)**

MDA 100

**Introduction to Medical Terminology***1 credit hour — One hour weekly; one term.*

Learn basic medical terminology, including prefixes, suffixes and word roots as they relate to body systems and associated pathological conditions.

MDA 110

**Professionalism in Health Care***1 credit — One hour weekly; one term.*

Introduces health profession students to the elements of professionalism including job commitment, accountability, work ethic, attitude and quality of work. Students gain a fundamental understanding of the health care professional's contributions in the work environment. Teamwork, trustworthiness, communication skills, conflict resolution and customer service in the health care environment are presented. Students prepare a resume, and develop techniques for exploring employment opportunities in health care.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 or ENG 115 or ENG 121.*

MDA 111

**Introduction to Allied Health and Medical Ethics***2 credit hours — Two hours weekly; one term.*

Learn the legal and ethical responsibilities of the health care worker, including laws, regulations and industry standards. Explore the principles of moral, bioethical and health etiquette as they apply to current health care delivery, such as stem cell research, refusal of treatment, living wills and right to die issues.

MDA 113

**Medical Terminology***3 credit hours — Three hours weekly; one term.*

Learn medical terminology, including prefixes, suffixes, word roots and medical abbreviations. Utilize concepts presented in a body systems approach that emphasizes key anatomical and physiological terms. Additional topics include pathology, diagnostic procedures, and treatment modalities.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

MDA 114

**Diseases of the Human Body**

3 credit hours — Three hours weekly; one term.

Investigate disease pathology and appropriate terminology. Discuss disorders that affect the whole body, such as immune disorders and neoplasms; thereafter, diseases that primarily affect a specific body system such as cardiovascular, gastrointestinal, renal and dermatologic disorders. Focus on definition, causes when appropriate, signs and symptoms, clinical findings, treatment and aspects of patient teaching.

Prerequisite: MDA 113.

MDA 115

**Administrative Medical Assisting 1**

3 credit hours — Three hours weekly; one term.

Review the professional career responsibilities of and practice the skills performed by administrative medical assistants. Utilize competency-based exercises including simulations of skills used in the administration of the physician's office and other types of healthcare settings, such as: interpersonal communication activities, records management, patient scheduling and financial transactions.

Corequisite: MDA 113.

MDA 116

**Fundamentals of Health Care Delivery Systems**

3 credit hours — 45 hours of lecture; one term.

Learn the fundamental concepts and operations of health care delivery systems. Concepts include health care entity governance, health status indicators, health manpower, health care financing and utilization, health planning and regulation and health policy.

Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.

MDA 117

**Administrative Medical Assisting 2**

3 credit hours — Three hours weekly; one term.

Perform basic coding of diagnoses, medical procedures and services; demonstrate knowledge of optical scanning, rules for filing claims and local/national billing requirements for various insurance carriers. Utilize medical terms specific to medical insurance claims, legal and ethical concerns and methods of claim transmission. Practice claim form requirements utilizing computer-based claim forms case studies.

Prerequisite: MDA 115 or permission of the Medical Assisting department coordinator.

Corequisite: MDA 113.

MDA 118

**Intravenous Therapy**

3 credits — Three hours weekly; one term.

Provides the students with the practices of intravenous therapy (IVT) in the inpatient and outpatient settings. Students are given an overview of IVT theory, techniques for insertion, monitoring, and care and maintenance of external, peripheral intravenous lines. Additional topics include care and maintenance of venous access devices, such as midline peripheral catheters, central venous catheters and internal ports. Other topics include types and purpose of IVT, mechanical and infusion pumps including patient-controlled analgesia, calculation procedures, administration sets, types of fluids related to specific condition and expected outcome and discontinuation. The course focus is on the application and understanding, as well as presenting real-life situations that can occur during IV therapy and their necessary solutions. Lab fee \$50.

Prerequisites: MDA 110, MDA 111, MDA 113 and RXN 211.

MDA 119

**Electrocardiography and Cardiac Diagnostics**

3 credits — Three hours weekly; one term.

Provides the theory and applications for health care students and professionals who are interested in mastering electrocardiography skills in the outpatient and inpatient settings. Students learn the didactic and associated technical skills to perform an Electrocardiogram. Additional theory includes cardiology, vascular anatomy and physiology of the heart, pathophysiology, Electrocardiogram interpretation and the clinical significance related to health, pathology and metabolic conditions. Students manipulate

Electrocardiogram equipment and perform tracings on other students with instructor supervision. Theory pertaining to additional cardiac testing, such as holter monitoring and stress testing, is presented. Lab fee \$60.

Prerequisites: MDA 110, MDA 111, MDA 113 and RXN 211.

MDA 125

**Phlebotomy**

6 credit hours — Three hours of lecture and two hours of college laboratory weekly; 90 hours of clinical practicum; one term.

Prepares students for national certification as phlebotomists. Course content includes venipuncture theory and techniques, concepts of cardiovascular anatomy, physiology and terminology and an introduction to standard hospital laboratory tests. Laboratory practice focuses on venipuncture, capillary puncture and collection of blood samples for hematologic testing. Students practice phlebotomy skills on each other under strict supervision of the instructor. Clinical laboratory begins midterm. Assigned hours are between 6:45 a.m. to 4 p.m. Monday through Friday.

Students must complete 90 hours of assigned clinical practicum. Final grade is based on written tests and a pass/fail in the clinical laboratory. Students who receive a final grade below C are awarded an F in the course. Lab fee \$100.

Eligibility for national certification includes a final grade of C or better, work experience as a phlebotomist and payment of an additional fee to the certifying organization.

Special admission requirements: (1) 18 years of age or older; (2) high school graduate or equivalent; (3) eligibility for ENG 111 or ENG 115 or ENG 121; (4) submission of a completed health form with recent physical examination and immunization history; and (5) current certification in Basic Life Support for the Health Provider (CPR) valid through the last day of the practicum.

MDA 140

**Medical Office Clinical Procedures**

6 credit hours — Four hours of lecture and four hours of college laboratory weekly; one term.

Learn the theory and skills necessary to function in the medical setting as a clinical medical assistant. Focus theoretical applications on the entire life span, including health, health promotion, wellness and illness. Apply learned concepts in the college lab, including electrocardiogram, medication preparation and administration, preparing for and assisting with procedures, obtaining vital signs and the practice of aseptic technique. Students are required to practice selected skills on each other during college laboratory. Lab fee \$100.

Prerequisite: MDA 113, MDA 115, MDA 117.

Corequisite: RXN 211.

MDA 141

**Diagnostic Laboratory Tests and Terminology**

3 credit hours — Three hours of lecture weekly; one term.

Introduction to major definitive blood and urine laboratory tests, collection mechanisms and theory of venipuncture. Primary focus is on the accurate transcription of laboratory data related to diagnostic tests. This course is recommended for medical transcription students. Medical assisting students must enroll in MDA 142.

Prerequisite: BIO 230 (or equivalent) and MDA 113 or permission of the Medical Assisting department coordinator.

MDA 142

**Introduction to Medical Laboratory Technology**

4 credit hours — Three hours of lecture and two and one-half hours of laboratory weekly; one term.

Learn introductory laboratory procedures and functions, including OSHA regulations and CLIA standards related to laboratory operations. In laboratory sessions, focus on quality control, pre-analytical accessioning and processing, performing venipuncture procedures, urinalysis, basic microbiology, and point of care testing that is performed in the physicians' office or outpatient setting. Students are required to practice selected procedures on each other during college laboratory. Lab fee \$125.

Prerequisites: MDA 113, MDA 115, MDA 117.

Corequisite: RXN 211.

MDA 216

**Medical Coding***3 credit hours — Three hours weekly; one term.*

A study of diagnostic and procedural coding using the International Classification of Disease, 9th edition, Clinical Modification (ICD) and Current Procedural Terminology (CPT) coding systems required for medical insurance claims and statistical information as needed by health care facilities. Focus is on outpatient and provider service coding.

*Prerequisite: BIO 230 (or equivalent) and MDA 113 or permission of Medical Assisting department coordinator.*

*Corequisite: AHT 114.*

MDA 274

**Professional Seminar***1 credit hour — Three hours weekly, one term.*

Prepares the student for the externship experience; focuses on the traits and behaviors of the professional medical assistant, and the importance of credentialing. This course also provides a comprehensive review of the American Association of Medical Assistants (AAMA) administrative, clinical and general competencies required for Certified Medical Assistant (CMA) national examination.

*Prerequisite: MDA 113, MDA 115, MDA 117, MDA 140, MDA 142, ACA 100, EMT 104.*

MDA 275

**Medical Assisting Practicum***3 credit hours — 160 hours supervised, unpaid field experience.*

Concluding medical assisting course that provides practical experience in medical offices. Students receive a grade of pass or fail.

*Prerequisite: Completion of all courses required for the MDA certificate with a minimum of 2.0 GPA; meeting the technical standards of the Medical Assisting department.*

*Note: Practicum (MDA 275) internship requires 160 hours of unpaid supervised field experience in a physician's office.*

MDA 280-299

**Special Topics in Medical Assisting***1-8 credit hours.*

Focuses on topics of current interest in medical assisting including courses designed to meet expressed needs and interests within the community. Also for medical assistants requiring additional course content to qualify for transfer credit, credit by exam or who wish to meet updated competency requirements for the national certifying exam.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-50.

*Prerequisite: Will vary depending on course offering.*

**MEDICAL LABORATORY TECHNICIAN (MLT)**

MLT 100

**Introduction to the Medical Laboratory 1***4 credit hours — 45 hours of lecture and 30 laboratory; one term.*

Learn basic principles and practices of laboratory medicine in clinical hematology, immunology and microbiology. Become familiar with the blood bank and the study of body fluids, including urinalysis. Complete laboratory activities which include instruction in specimen-handling and phlebotomy procedures. (Students will perform phlebotomy procedures on one another.) Prepare for entry-level jobs as medical laboratory assistants in hospitals, medical laboratories and physician office laboratories. Lab fee \$125.

*Prerequisite: Acceptance into the Medical Laboratory Technician Program.*

MLT 101

**Introduction to Medical Laboratory 2***4 credit hours — 45 hours of lecture and 18 laboratory; 12 hours of clinical lab.*

Learn the structure and function of medical laboratories, medical ethics, and members of the healthcare team. Includes instruction in regulations that

affect the clinical laboratory; laboratory mathematics; quality assurance; analysis of body fluids, as well as a review of venipuncture techniques. Students will attend a venipuncture and urinalysis practicum. Lab fee \$125. Clinical fee \$100.

*Prerequisite: MLT 100, BIO 231 and either ENG 111 or ENG 115 or ENG 121.*

MLT 202

**Clinical Microbiology***4 credit hours — 45 lecture and 30 laboratory; one term.*

Study pathogenic bacteria including the characteristics of isolation and identification. Also includes introduction to virology, parasitology, and mycology. This course prepares students for the clinical practicum in a clinical microbiology laboratory. Lab fee \$125.

*Prerequisite: MLT 101 and BIO 223.*

MLT 203

**Clinical Chemistry***4 credit hours — 45 lecture and 30 laboratory; one term.*

Learn concepts of spectroscopy and chromatography. Introduces techniques and instrumentation used to analyze specimens in a clinical chemistry laboratory. This course is taught with a body system approach. Lab fee \$125.

*Prerequisite: CHE 111, MLT 101.*

MLT 204

**Clinical Immunology/Immunohematology***4 credit hours — 45 lecture and 30 laboratory; one term.*

Learn principles and practices of clinical immunology and clinical immunohematology (blood banking). Topics include antibody structure and function, the complement system, and disorders of the immune system. Blood bank topics include blood group systemization, compatibility testing, donor testing, cross matching, specialized testing, and transfusion reaction. Lab fee \$125.

*Prerequisite: MLT 101.*

MLT 205

**Clinical Hematology***4 credit hours — 45 lecture and 30 laboratory; one term.*

Learn about hemostasis, hematopoiesis, cell morphology, cell reproduction, and pathology. Students learn correlations of morphology and cell indices as related to healthy states and to blood dyscrasias. In college laboratory, students perform both differentiation and manual and automated cell count tests. Lab fee \$125.

*Prerequisite: MLT 101.*

MLT 206

**Advanced Clinical Chemistry***2 credit hours — 30 hours of lecture; one term.*

Introduces specialized study of blood gases, endocrinology, toxicology, lipid analysis, and tumor markers in a clinical laboratory setting.

*Prerequisite: MLT 203.*

MLT 208

**Clinical Review***2 credit hours — 30 hours of lecture; one term.*

Comprehensively review didactic components associated with all areas of the clinical laboratory.

*Prerequisite: MLT 202, MLT 203, MLT 204, and MLT 205 or permission of department chair.*

*Corequisite: MLT 206, MLT 276, MLT 277, MLT 278 and MLT 279.*

MLT 276

**Clinical Hematology Practicum***2 credit hours — 120 hours clinical; one term.*

Apply practical theory and skills learned in previous MLT courses in the clinical hematology laboratory setting under the supervision of a clinical preceptor. Student will rotate through the areas of a clinical hematology laboratory. Clinical fee \$40.

*Prerequisite: MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair*

*Corequisite: MLT 206, MLT 208, MLT 277, MLT 278, and MLT 279 or by permission of the department chair.*

MLT 277

**Clinical Chemistry Practicum**

2 credit hours — 120 hours clinical; one term.

Apply practical theory and skills learned in previous MLT courses in the clinical chemistry laboratory setting under the supervision of a clinical preceptor. Student will rotate through the areas of a clinical chemistry laboratory. Clinical fee \$40.

*Prerequisite:* MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.

*Corequisite:* MLT 206, MLT 208, MLT 276, MLT 278, and MLT 279 or by permission of the department chair.

MLT 278

**Clinical Microbiology Practicum**

2 credit hours — 120 hours clinical; one term

Apply practical theory and skills learned in previous MLT courses in the clinical microbiology laboratory setting under the supervision of a clinical preceptor. Student will rotate through the areas of a clinical microbiology laboratory. Clinical fee \$40.

*Prerequisites:* MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.

*Co requisite:* MLT 206, MLT 208, MLT 276, MLT 277, and MLT 279 or by permission of the department chair.

MLT 279

**Clinical Immunohematology Practicum**

2 credit hours — 120 hours clinical; one term

Apply practical theory and skills learned in previous MLT courses in the clinical immunohematology laboratory setting under the supervision of a clinical preceptor. Students will rotate through the areas of a clinical immunohematology laboratory. Clinical fee \$40.

*Prerequisite:* MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.

*Corequisite:* MLT 206, MLT 208, MLT 276, MLT 277, and MLT 278 or by permission of the department chair.

MLT 280-299

**Special Topics in Medical Laboratory Technician**

1-8 credits

Focuses on topics of current interest in the area of medical laboratory technology, including courses designed to meet expressed needs and interests within the community. Also for medical laboratory technician students and/or graduates requiring additional course content to qualify for transfer credit, credit by exam, or who wish to meet updated competency requirements for the national certification exam. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-150.

*Prerequisite:* Will vary depending on course offering.

**MUSIC (MUS)**MUS 100  ARTS & HUM**Music Appreciation**

3 credit hours — Three hours weekly; one term.

A nontechnical course for those who wish to enrich their music enjoyment by listening to performances from varying sources ranging from the classical tradition to contemporary jazz. Topics include listening techniques, basic musical forms and the social and historical context for musical creation and popular taste. No previous training in music is required.

MUS 101  ARTS & HUM**Music Fundamentals**

3 credit hours — Three hours weekly; one term.

An introduction to rhythm, harmony and melody and to basic elements of musical notation. The fundamentals of analyzing and transcribing music are studied. This course is the foundation for further study of music theory and composition.

MUS 103

**Music for Classroom Teachers**

3 credit hours — Three hours weekly; one term.

Music for classroom teachers with emphasis on basic elements of notation, playing simple classroom instruments and developing an awareness of the child's world of music through creative and improvisatory approaches.

MUS 113

**Music Theory and Ear Training 1**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

A study of diatonic harmony through part writing and analysis of music. Sight singing, writing music from dictation, clefs, intervals and rhythms are studied.

*Prerequisite:* MUS 101 or permission of department chair.

MUS 114

**Music Theory and Ear Training 2**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

A study of seventh chords, modulatory progressions and chromaticism using creative composition. Analysis, sight singing and music dictation are continued.

*Prerequisite:* MUS 113 or permission of department chair.

MUS 120

**Music for Child Care Providers**

3 credit hours — Three hours weekly; one term.

Introduction to the use of music for working with children in day care settings, with emphasis on appropriate materials, instruments and songs for each developmental level.

MUS 141

**Class Piano 1**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

Teaches beginning basic keyboard techniques including sight reading of early level pieces. Play and write major and minor scales. Play chord progressions, cadences and elementary to early intermediate level repertoire.

MUS 142

**Class Piano 2**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

Continuation in instruction of technical studies, scales, chord progressions, and sight reading. Play early intermediate to intermediate level repertoire.

*Prerequisite:* MUS 141 or permission of department chair.

MUS 146

**Techniques of Sight Reading**

1 credit hour — Two hours weekly; one term.

Students learn to recognize, by eye and ear, scale and chord passages in a melody and to recognize basic harmonic structure and simple modulation within a composition. They also learn to improvise harmonic accompaniments to simple melodies.

*Prerequisite:* MUS 141.

MUS 147

**Piano Pedagogy**

3 credit hours — Three hours weekly; one term.

Designed to present a sound foundation for the beginning piano teacher and to provide enrichment for more experienced teachers through an analysis of elements involved in advancing levels of piano proficiency and a survey of current teaching materials.

*Prerequisite:* MUS 142 or permission of department chair.

MUS 151

**Class Voice 1**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

Basic singing techniques and principles of correct breathing, tone production, vowel formation and diction. Study material is varied and represents standard vocal literature.

MUS 152

**Class Voice 2**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

A continuation of MUS 151 with emphasis on voice production and technical proficiency. Students build a repertoire of songs in English, French, German and Italian representing various styles and periods.

*Prerequisite:* MUS 151 or permission of department chair.

MUS 160  ARTS & HUM**History of Popular Music**

3 credit hours — Three hours weekly; one term.

Explores the various styles and genres that make up modern popular music. Focuses primarily on the pop musics of the western idiom, and analyzes these genres in terms of their historical context, stylistic content and musical impact. By emphasizing inter-relationships between sociological, cultural and musical trends, students will begin to analyze how these musics affect western popular culture in general.

MUS 161  ARTS & HUM**Highlights of Music History: Music of the 20th Century**

3 credit hours — Three hours weekly; one term.

A look at new ideas and techniques found in 20th century music from the impressionism of Claude Debussy through the minimalism of Philip Glass. A range of contemporary styles is studied.

MUS 162  ARTS & HUM**Highlights of Music History: Music and the Theater**

3 credit hours — Three hours weekly; one term.

A study of opera, musical comedy and other theatrical forms. Investigates interplay between music and requirements of drama.

MUS 163  ARTS & HUM**Highlights of Music History: Keyboard Masterpieces**

3 credit hours — Three hours weekly; one term.

This study of music for keyboard instruments introduces students to great music literature from early organ and harpsichord compositions to works for contemporary synthesizers.

MUS 164  ARTS & HUM**Highlights of Music History: The Symphony**

3 credit hours — Three hours weekly; one term.

A study of the symphony and concerto from their origins in early baroque music through the era of the romantic virtuoso. Course includes listening to music and attending concerts.

MUS 165  ARTS & HUM**Highlights of Music History: Jazz**

3 credit hours — Three hours weekly; one term.

A study of the development of jazz from the early 1900s to the present. Recognition of styles, artists important to evolution of the art and elements needed for listener appreciation are emphasized.

MUS 167

**Great Composers**

3 credit hours — Three hours weekly; one term.

Study of the life and works of a single great composer. Possible composers include Bach, Beethoven, Mozart, Brahms or other major figures. May be repeated once for credit.

MUS 168

**Highlights of Music History: American Music**

3 credit hours — Three hours weekly; one term.

Survey of American music from 17th century Pilgrim times to the present. Readings and listening include patriotic songs of the American Revolution, music of religious sects, Civil War songs and composers, native and folk music, 20th century jazz and contemporary styles.

MUS 169  ARTS & HUM  INTERDIS **Music, Power and Gender**

3 credit hours — Three hours weekly; one term.

Considers music ranging from ancient and medieval music to modern rock and alternative music, from Western music to the music of Asia, Africa, the Middle East and South America, as a contested terrain in terms of gender, identity and power. Course uses the perspectives of gender studies and ethnomusicology as well as conventional music scholarship to examine women's contributions to world music, Western classical music and popular American music.

*Note:* Also offered as GSS 169; credit is not given for both MUS 169 and GSS 169.

MUS 170

**Class Guitar 1**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

An introduction to music and basic techniques of the classical guitar. The course includes sight reading as well as techniques and applications to jazz and popular music. A classical guitar is required.

MUS 171

**Class Guitar 2**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

Intensive study of periods of classical guitar music; development of technical and interpretive techniques and of performance ability.

*Prerequisite:* MUS 170 or permission of department chair.

MUS 172

**Contemporary Guitar Techniques**

2 credit hours — One hour of lecture and two hours of studio weekly; one term.

Introduces guitar performance skills necessary for industrial, studio and live performance. Styles covered include jazz, country, rockabilly, fusion and rock. Emphasizes the development of individual style and the essential techniques for the modern guitarist. Electric or acoustic guitar required.

MUS 180

**Orchestra**

1 credit hour — Three hours of laboratory weekly; one term.

Reading and performance of orchestral works selected from the baroque to contemporary eras. Open to all qualified players; an audition may be required. Programs are prepared for college and public performance and are a regular part of the course. May be repeated for credit; a total of four credits may be earned.

MUS 181

**Jazz Band**

1 credit hour — Three hours of laboratory weekly; one term.

Reading and performance of jazz and stageband music. Open to all qualified players; an audition may be required. Programs are prepared for college and public performance and are a regular part of the course. May be repeated for credit; a total of four credits may be earned.

MUS 182

**Concert Choir**

1 credit hour — Three hours weekly; one term.

Performance of music literature from the Renaissance through contemporary periods. Programs are prepared for college and public performance and are a regular part of the course. May be repeated for credit; a total of four credits may be earned. Lab fee \$10.

MUS 184

**Concert Band**

1 credit hour — Three hours of laboratory weekly; one term.

Reading and performance of concert band and wind ensemble music. Open to all qualified players; an audition may be required. Programs are prepared for college and public performance and are a regular part of the course. May be repeated for credit; a total of four credits may be earned.

MUS 191 (192-212, 215-219, 222)

**Applied Music**

2 credit hours — 12 weeks of individual instruction, one hour per week; and 2 weeks of Repertoire and/or Master classes two hours per week; one term.

Receive individual instruction on an instrument or in voice training. In addition, two-hour Repertoire and/or Master classes are scheduled in lieu of individual lessons for two weeks during the term. Study is either on or off campus and practice is required. Juried exam is required at close of term. Course may be repeated for a total of eight credit hours. Lab fee \$250.

Note: Individual instructions are one hour lessons.

**Instruction is available for the following:**

Bass	Conducting	Oboe	Trumpet
Bassoon	Electric Bass Guitar	Organ	Tuba
Cello	Euphonium	Percussion	Viola
Clarinet	Flute	Piano	Violin
Classical or Jazz Guitar	Harp	Saxophone	Voice
Composition	Horn	Trombone	

MUS 191B (192B-212B, 215B-219B, 222B)

**Applied Music**

1 credit hour — 12 weeks of individual instruction, one-half hour per week; and 2 weeks of Repertoire and/or Master classes two hours per week; one term.

Receive individual instruction on an instrument or in voice training. In addition, two-hour Repertoire and/or Master classes are scheduled in lieu of individual lessons for two weeks during the term. Study is either on or off campus and practice is required. Juried exam is required at close of term. Course may be repeated for a total of eight credit hours. Nonrefundable lab fee \$250.

Note: Individual instructions are one-half hour lessons.

**Instruction is available for the following:**

Bass	Conducting	Oboe	Trumpet
Bassoon	Electric Bass Guitar	Organ	Tuba
Cello	Euphonium	Percussion	Viola
Clarinet	Flute	Piano	Violin
Classical or Jazz Guitar	Harp	Saxophone	Voice
Composition	Horn	Trombone	

MUS 213

**Music Theory and Ear Training 3**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Continues studies completed in MUS 114, Music Theory and Ear Training 2. Conduct an in-depth study of chromatic harmony; examine some techniques of 20th century composition. Learn writing in small forms. Continue developing sight singing, dictation and keyboard skills. Analysis of works relating to problems being studied.

Prerequisite: MUS 113 and MUS 114 or permission of department chair.

MUS 214

**Music Theory and Ear Training 4**

4 credit hours — Three hours of lecture and two hours of laboratory weekly; one term.

Continues studies completed in MUS 213, Music Theory and Ear Training 3. Conduct an in-depth study of chromatic harmony; examine some techniques of 20th century composition. Learn writing in small forms. Continue developing sight singing, dictation and keyboard skills. Analysis of works relating to problems being studied.

Prerequisite: MUS 213 or permission of department chair.

MUS 260

**History of Music 1**

3 credit hours — Three hours weekly, one term.

Surveys the development of music in the western world from the period of ancient Greece to the middle baroque period. Emphasizes a stylistic analysis of the music. Although MUS 260 and MUS 261 can be taken in either order, the sequential order is recommended.

Prerequisite: MUS 101 or permission of department chair.

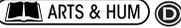
MUS 261

**History of Music 2**

3 credit hours — Three hours weekly, one term.

Surveys the development of music in the western world from the late baroque period through the 20th century. Emphasizes a stylistic analysis of the music. Although MUS 260 and MUS 261 can be taken in either order, the sequential order is recommended.

Prerequisite: MUS 101 or permission of department chair.

MUS 262 

**World Music: Music as Culture**

3 credit hours — Three hours weekly, one term.

Use music as an entry into a variety of cultures, social classes and populations. The course introduces students to experiences, perspectives and values different from those found among the dominant populations of the United States and western Europe. Materials will be drawn from traditions throughout the globe to illustrate issues of historical and contemporary significance, including the impact of race.

MUS 280-299

**Special Topics in Music**

An in-depth study of one aspect of music or one musical composition.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

Current Special Topics

MUS 280 Opera Workshop

MUS 281 Chamber Singers

**NURSING (NUR)**

NUR 100

**Patient Care Technician/Geriatric Nursing Assistant**

6 credit hours — 45 hours of lecture, 30 hours of college laboratory and 60 hours of clinical practice per course; one term.

Develop skills to function as a patient care assistant in the hospital setting. Engage in lecture, simulated practice of nursing skills in college laboratory and clinical practice in the hospital and extended-care facility.

Students practice selected procedures on each other during college laboratory.

The Maryland Board of Nursing has approved this course as meeting requirements to become a Certified Nursing Assistant. The State of Maryland Department of Health and Mental Hygiene has endorsed this course as meeting requirements for the state registry exam for geriatric nursing assistants. There is a fee for the state registry exam. Lab fee \$50.

Prerequisite: Acceptance into the Patient Care Technician program or permission of the department chair.

NUR 103

**Advanced Patient Care Technician**

6 credit hours — 45 hours of lecture, 30 hours of college laboratory and 60 hours of clinical practice; one term.

Practice advanced skills and obtain the clinical experience necessary to work as an advanced-level technician in area hospitals. Lab fee \$150.

Prerequisite: Acceptance into the Advanced Patient Care Technician program.

NUR 104

**In-Home Aide**

1 credit hour — 15 hours of lecture; one term.

Learn the additional skills needed to assume the role of the in-home aide. Must be concurrently enrolled in HUS 275.

Prerequisite: NUR 100, or CNA certification with permission of the Director of Nursing.

Corequisite: HUS 275.

NUR 120

**Foundations for Nursing**

7 credit hours — 4 hours lecture per week and 90 hours of directed laboratory per term; one term.

Introduces the roles of the nurse as provider, manager and member within the discipline of nursing. The use of the nursing process in the role of care provider is stressed. The concepts, principles and skills used in assessing and providing care for patients are introduced. Opportunities to practice skills and demonstrate competencies are provided. Lab fee \$200. Clinical fee \$200.

Students are expected to practice selected procedures on each other during directed laboratory.

*Prerequisite:* BIO 231 and BIO 232 or equivalent, PSY 111 and PSY 211, ENG 111 and ENG 112, general education mathematics, BIO 223 with grades of C or better.

*Corequisite:* NUR 121 and NUR 122.

NUR 121

**Basic Physical Assessment**

1 credit hour — 15 hours of lecture and 15 hours of directed laboratory per term; one term.

Introduces foundational skills and physical assessment techniques and concepts necessary for the nursing student to begin the assessment and implementation phase of the nursing process. Assessment skills are taught and practiced in faculty directed laboratory settings and directed clinical experiences to facilitate application of the content to client-centered care.

Students are expected to practice selected procedures on each other during directed laboratory.

*Prerequisite:* BIO 231 and 232 or equivalent, PSY 111 and PSY 211, ENG 111 and ENG 112, general education mathematics, BIO 223 with grades of C or better.

*Corequisite:* NUR 120 and NUR 122.

NUR 122

**Nursing Perspectives 1**

1 credit hour — 15 hours of lecture per term.

Introduces concepts pertaining to the discipline of nursing and the health care delivery system. Includes instruction in the development of nursing as a discipline and the evolution of nursing education. Legal and ethical aspects of the profession including the Nurse Practice Act, the State Board of Nursing and professional organizations are discussed.

*Prerequisite:* BIO 231 and BIO 232 or equivalent, PSY 111 and PSY 211, ENG 111 and ENG 112, general education mathematics, BIO 223 with grades of C or better.

*Corequisite:* NUR 120 and NUR 121.

NUR 130

**Nursing of Adult Clients in Health and Illness 1**

5 credit hours — 45 hours of lecture and 90 hours of directed laboratory per term; 8 weeks

Development of concepts, principles and skills used in caring for clients with compensated alterations of functioning within a single system. Students participate in the roles of care provider, manager and member within the discipline of nursing. Lab fee \$75. Clinical fee \$100.

Students are expected to practice selected procedures on each other during directed laboratory.

*Prerequisite:* NUR 120, NUR 121 and NUR 122 with a C or better.

NUR 131

**Maternal, Newborn Nursing and Women's Health**

4 credit hours — 30 hours of lecture and 90 hours of directed laboratory per term.

Develop concepts of women's health from adolescence through menopause, including the childbearing years and initial care of the newborn. Lab fee \$75. Clinical fee \$100.

*Prerequisite:* NUR 120, NUR 121 and NUR 122 with a grade of C or better.

NUR 150

**Introduction to Perioperative Nursing**

2 credit hours — 18 hours of lecture and 40 hours laboratory/clinical per term.

Provides the nursing student with the basic knowledge of the perioperative environment. This elective course provides theoretical and clinical experience to introduce the student to the role and function of the perioperative

nurse. The emphasis is on the role of the nurse in the preoperative, intraoperative and postoperative phases.

*Prerequisite:* NUR 120, NUR 121, NUR 122, NUR 130 and NUR 131.

NUR 151

**Introduction to Emergency Nursing**

2 credits — 18 hours of lecture and 40 hours clinical; one term.

Learn the basic knowledge of the emergency room nursing environment. This elective course provides theoretical and clinical experience to introduce the student to the role and function of the emergency nurse. The emphasis is on the role of the nurse in the care of those individuals across the lifespan in need of emergency care.

*Prerequisites:* NUR 220 and NUR 221.

NUR 220

**Nursing of Adult Clients in Health and Illness 2**

5 credit hours — 45 hours lecture and 90 hours of directed laboratory per term.

Develop concepts, principles and skills to care for clients with uncompensated alterations of functioning within biological and psychosocial systems in medical surgical and psychiatric settings. Emphasizes physical assessment, interactions with clients and implementation of care. Introduces alterations in multiple systems. Prepares for roles of provider of care, manager of care, and member within the discipline of nursing. Lab fee \$75. Clinical fee \$100.

*Prerequisite:* NUR 130 with a grade of C or better.

NUR 221

**Nursing Care of Children and Families**

4 credit hours — 30 hours lecture and 90 hours of directed laboratory per term.

Develop concepts, principles and skills to care for pediatric clients with common to complex compensated and uncompensated alterations of functioning within one or more systems. Learning settings include outpatient, community, and inpatient pediatric sites. Lab fee \$75. Clinical fee \$100.

*Prerequisite:* NUR 131 with a grade of C or better.

NUR 230

**Nursing Management of Clients with Complex Health Problems and Transition into Nursing**

9 credit hours — 60 hours of lecture and 225 hours of directed laboratory per term.

Develop concepts, principles and skills to care for clients with uncompensated alterations of functioning within multiple systems. Emphasis is on application of the nursing process to care for acutely ill clients. Also, on the development of the role of the nurse as a member within the discipline of nursing. Directed lab focus is geared toward assisting students to assume the roles of an accountable care provider and manager. Lab fee \$200. Clinical fee \$200.

*Prerequisite:* NUR 220 and NUR 221 with a grade of C or better.

*Corequisite:* NUR 231

NUR 231

**Nursing Perspectives 2**

1 credit hour — 15 hours of lecture per term.

Examine the role of the graduating student nurse entering into the nursing profession. Emphasis is placed on current issues and trends that impact the profession of nursing.

*Prerequisite:* NUR 220, NUR 221 with a grade of C or better.

*Corequisite:* NUR 230

NUR 240

**Advanced Pharmacology**

2 credit hours — 30 hours of lecture; one term.

Learn advanced pharmacology beyond the introductory nursing courses. Apply concepts of pharmacotherapeutic actions and interactions with particular emphasis on the most currently prescribed medications, utilizing a nursing process framework. Optimize preparation for professional nursing practice.

*Prerequisite:* NUR 220 and NUR 221.

NUR 250

**RN-First Assistant 1**

4 credit hours — 60 hours of lecture; one term.

Learn the theory to work in the operating room as a RN-first assistant (RNFA) which is based on the Association of Operating Room Nurses (AORN) core curriculum for RNFAs.

*Prerequisite:* Two years of operating room experience or CNOR certification, BCLS or ACLS certification, current RN license. Acceptance into the Registered Nurse First Assistant program.

NUR 252

**RN-First Assistant 2**

7 credit hours — 210 hours of clinical; one term.

Provides the clinical experience to prepare a registered nurse to work in the operating room as a RN-first assistant (RNFA). Based on the Association of Operating Room Nurses (AORN) core curriculum for RNFAs. The clinical is a 200-hour internship using a learning contract framework under the guidance of a physician preceptor in a practice setting plus 10 hours of case study presentations.

*Prerequisite:* NUR 250 with a grade of C or better.

NUR 280-299

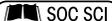
**Special Topics in Nursing**

1-8 credit hours.

For students who seek readmission to the nursing program or who are transferring nursing credits from a RN program approved by a state board of nursing. If a review of course outlines from transferred courses identifies omissions in content, students will be required to take from one to eight credits in this course. Courses also may be pursued by practicing registered nurses who wish to update nursing theory.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-50.

*Prerequisite:* Permission of nursing department.

**PARALEGAL STUDIES (LGS)**LGS 100  SOC SCI  INTERDIS**Introduction to the Law**

3 credit hours — Three hours weekly; one term.

Provides a general overview of topics and skills related to law and jurisprudence. Students will gain a basic perspective on the history and development of the law as well as an understanding of how the law affects individuals, government and business in today's society. Study of course topics include constitutional law principles, judicial decision-making, the state and federal court systems, as well as a survey of substantive criminal law, family law, contracts, torts, property and procedural law. Lab fee \$10.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Not available to paralegal or law and jurisprudence majors to fulfill a required or elective course.

LGS 111

**Introduction to Paralegal Studies**

3 credit hours — Three hours weekly; one term

Gain a general perspective of the legal system and role of paralegals within that system. Topics include interviewing techniques, the court systems, jurisdiction, legal research and writing, civil procedure, ethics, and a brief look at contracts, torts, family law, criminal law/procedure, alternative dispute resolution, and other legal topics of interest. Lab fee \$10.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

LGS 112 **Law Office Practice and Technology**

3 credit hours — Three hours weekly; one term.

Explore the technology that enhances law office management processes and procedures and supports the modern-day practice of law. Gain hands-on experi-

ence with software related to case management, timekeeping and billing, docket control, electronic discovery (e-discovery), marketing via the Internet and computer-aided report preparation and presentations. Lab fee \$25.

*Prerequisite:* Grade of C or better in LGS 111.

LGS 113

**Maximize Your Paralegal Education**

1 credit hour — 15 hours; one term.

Assists paralegal students in identifying their professional goals. Covered areas include selection of program electives and internships, self-marketing strategies and exploration of transfer options.

LGS 135

**Organized Crime**

3 credit hours — Three hours weekly; one term.

Provides a historical examination and analysis of organized crime worldwide. Explores the history of organized crime in the United States. Explores the socioeconomic and political aspects of organized crime. Examines organized crime as a social subculture. Examines the legislative, judicial and law enforcement response to organized crime. Includes an examination of organized crime's role in unions and labor movements, organized crime and the media, organized crime commissions and organized crime internal and external policies.

*Note:* Also offered as CJS 135; credit is not given for both LGS 135 and CJS 135. This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies Program. However, it may be applied as a general elective in the Paralegal Studies Program as noted in the program description. Please see an adviser before registering for this course.

LGS 136

**History of Homicide**

3 credit hours — Three hours weekly; one term.

Provides a historical examination and analysis of homicide. Explores the differences between homicide and murder and analyzes the different degrees of murder. Examines theories on the motives for homicide, murder, mass murder and serial murders. Studies the historical application of the law to homicide and murder cases. Explores how well the criminal justice system works with homicide and other capital crimes. Examines the detection, investigation and prosecution of murder cases, including the analysis of forensic evidence in homicide cases to determine cause of death.

*Note:* Also offered as CJS 136; credit is not given for both LGS 136 and CJS 136. This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies Program. However, it may be applied as a general elective in the Paralegal Studies Program as noted in the program description. Please see an adviser before registering for this course.

LGS 138

**International Law and Human Rights**

3 credit hours — Three hours weekly; one term.

Introduces students to the scope and sources of international law, jurisdiction and dispute mechanism in the international community. Students will explore fundamental human rights, focusing on genocide, civil rights, and war crimes. Students will also discuss arms control and the laws of war.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as CJS 138; credit is not given for both LGS 138 and CJS 138.

LGS 141

**Electronic Legal Research**

1 credit hour — 15 hours; one term.

Learn and apply computer-assisted legal research strategies to locate primary and secondary sources of law; develop research strategies; identify appropriate databases, formulate and apply diverse search techniques, and evaluate results. Identify appropriate use of print, free online, or paid online legal information sources. Enrollment is limited. Lab fee \$35.

*Prerequisite:* Grade of "C" or better in LGS 111. *Prerequisite or corequisite:* LGS 143.

LGS 143

**Legal Research and Writing 1***3 credit hours — Three hours weekly; one term.*

Learn techniques of legal research and writing with an emphasis on legal research. Explore topics that include issue identification, an overview of the research process and the American system of law, primary and secondary sources of law, citators, and legal citations. Learn and apply writing skills to complete memoranda and case briefs. Lab fee \$10.

*Prerequisite: Grade of C or better in LGS 111 or permission of legal studies director.*

LGS 144

**Legal Research and Writing 2***3 credit hours — Three hours weekly; one term.*

Learn techniques of advanced legal research and writing with an emphasis on the written aspect of the role of a paralegal. Prepare several written products including case briefs, correspondence, objective memoranda, persuasive memoranda, federal and state court complaints, discovery documents, and motions, including emphasis on detailed legal citation, issue identification and the FIRAC method. Learn and practice oral communication techniques. Lab fee \$45.

*Prerequisite: Grade of C or better in LGS 141 and LGS 143.*

LGS 156

**Legal Issues in Aging***3 credit hours — Three hours weekly; one term.*

Introduces students who are studying for careers in health professions to laws related to the elderly. Students will explore access to care, competency and decision making, euthanasia, suicide, organ procurement and allocation, guardianship, estate planning and transfer of property upon death.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: This course will not count toward a Paralegal Studies degree or certificate. This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies Program. However, it may be applied as a general elective in the Paralegal Studies Program as noted in the program description. Please see an adviser before registering for this course.*

LGS 160

**Domestic Relations***3 credit hours — Three hours weekly; one term.*

Analyze legal matters relating to marriage, divorce, separation, annulment, child support, alimony, adoption, custody and related topics. Examine the practical aspects of the paralegal's role in this field.

*Prerequisite: Grade of C or better in LGS 111.*

LGS 165

**Mediation and Alternative Dispute Resolution (ADR)***3 credit hours — Three hours weekly; one term.*

Focuses on the application of negotiation, mediation and arbitration as methods of resolving conflicts outside the courtroom. Students will learn the nature of conflict and the specific methods and techniques for resolving conflict. Students will examine the processes and skills involved, the training required and the employment opportunities available in the fast-growing field of alternative dispute resolution (ADR).

*Note: Also offered as BPA 165 and HUS 165; credit will only be given for one of the following: BPA 165, HUS 165, LGS 165.*

LGS 170

**Civil Procedure***3 credit hours — Three hours weekly; one term.*

Gain a basic understanding of civil litigation processes and procedures. Explore topics that include state and federal court systems, pleadings, court documents, discovery, trial, parties, judgments and attacks on judgments.

*Prerequisite: Grade of C or better in LGS 111.*

LGS 171

**Tort Law***3 credit hours — Three hours weekly; one term.*

Familiarizes students with all aspects of tort law. Topics include intentional torts, negligent torts, defenses, joint tortfeasors and strict liability.

*Prerequisite or corequisite: LGS 111, LGS 253 or BPA 253.*

LGS 200

**Real Estate Law for Paralegals***3 credit hours — Three hours weekly; one term.*

Learn legal concepts that form the foundation for a basic understanding of a real estate transaction. Use many of the current legal websites to supplement course materials and learn how to research the diverse legal topics covered. Explore such topics as ethics, categories of property, ownership restrictions, legal descriptions of property, real estate licensees, real estate contracts, deeds, property liens, financing, title, settlements, leases, litigation and mortgage foreclosures.

*Prerequisite: Grade of C or better in LGS 111.*

LGS 205

**Cyberlaw***3 credit hours — Three hours weekly; one term.*

Introduces students to emerging laws of cyberspace. Explore methods of investigating and preventing cybercrimes and infringements upon information security. Discuss laws governing e-commerce and intellectual property protections, focusing on landmark and other cases such as Napster. The class will also debate privacy rights and free speech on the Internet.

*Prerequisite: CJS 111 or LGS 111 or LGS 253.*

*Note: Students with no prior computer experience are encouraged to take one of the following before taking this course: CSI 112 or CSI 113. Also offered as BPA 205, CJS 205 and CSI 205; credit is not given for LGS 205 and also BPA 205, CJS 205 and CSI 205.*

LGS 210

**Legal Ethics***3 credit hours — Three hours weekly; one term.*

Analyze ethical considerations in the legal field. Explore the history of the legal profession, regulation of lawyers, professional discipline, lawyer-client relationship, lawyer competence, confidentiality, conflicts of interest and the adversary system. Understand the practical aspects of the paralegal's role in the ethical practice of law and what constitutes the unauthorized practice of law.

*Prerequisite: Grade of C or better in LGS 111.*

LGS 215

**Criminal Law***3 credit hours — Three hours weekly; one term.*

Examines pertinent aspects of federal and state criminal law. Includes basic elements of law and specific issues of interest to law enforcement. Discuss recent court decisions relating to crimes against the person and property. Lab fee \$5.

*Note: Also offered as CJS 215; credit is not given for both LGS 215 and CJS 215.*

LGS 216

**Criminal Evidence and Procedure***3 credit hours — Three hours weekly; one term.*

Study key issues relating to criminal procedure including an examination of the Fourth, Fifth, Sixth and Eighth Amendments of the United States Constitution. Examine the rules of evidence including concepts such as relevancy, witnesses, hearsay, chain of custody and the trial process with a focus on procedure in Maryland courts. Lab fee \$5.

*Note: Also offered as CJS 216; credit is not given for both LGS 216 and CJS 216.*

LGS 217

**Constitutional Law***3 credit hours — Three hours weekly; one term.*

Examines the United States Constitution and Bill of Rights. Analyzes cases focusing on governmental powers and limitations, due process, free speech, privacy rights and religious freedoms and apply these concepts to today's constitutional issues.

*Prerequisite: LGS 111 or CJS 111 or permission of legal studies director.*

*Note: Also offered as CJS 217; credit is not given for both LGS 217 and CJS 217. This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies Program. However, it may be applied as a general elective in the Paralegal Studies Program as noted in the program description. Please see an adviser before registering for this course.*

LGS 218

**Introduction to Immigration Law***3 credit hours — Three hours weekly; one term.*

Learn the history of immigration and the laws, policies, and regulations regarding citizenship. Study various visa petitions including, but not limited to, non-immigrant visas, family-based immigration, employment-based immigration, asylum/refugee applications and deportation and adoption issues. Discuss the appellate process and post 9/11 issues, including the creation of the Department of Homeland Security (DHS). Lab fee \$5.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies program. However, it may be applied as a general elective in the Paralegal Studies degree program as noted in the program description. Please see an adviser before registering for this course.*

LGS 220

**Administrative Law***3 credit hours — Three hours weekly; one term.*

Examines the nature and function of administrative agencies at the local, state and federal levels. Students will explore the body of laws created by administrative agencies in the form of rules, regulations, orders and decisions and learn about the administrative hearing processes at all levels of government.

*Prerequisite or corequisite: LGS 111 or LGS 253.*

LGS 225

**Environmental Law and Policy***3 credit hours — Three hours weekly; one term.*

Understand the practical balance between environmental laws, policies and societal values and how environmental protections are often a dynamic fusion of these factors. Learn the differences between environmental laws and policies and discuss and debate how applicable case laws, statutes, administrative agency rules and regulations impact national, state and local issues affecting the environment. Gain insight into how core legal principles interplay with policy considerations and case law coupled with local statutes form an interlacing framework of policies and legal protections that ultimately determine, influence and define the "environment" as we know it. Lab fee \$5.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies program. However, it may be applied as a general elective in the Paralegal Studies degree program as noted in the program description. Please see an adviser before registering for this course.*

LGS 230

**Employment Law***3 credit hours — Three hours weekly; one term.*

Studies the impact of state and federal laws upon employment relationships. This course will detail substantive and procedural aspects of employment law, focusing on worker's compensation, employment discrimination, pensions and health benefits, wage and hour laws and labor relations.

*Prerequisite: LGS 111 or LGS 253 or BPA 253 or permission of legal studies director.*

LGS 232

**Construction Law***3 credit hours—Three hours weekly; one term.*

Learn current legal principles and practices related to the construction industry and AIA and federal government documents. Learn the legal vocabulary, laws and legal processes applicable to and necessary for work in construction litigation, construction management, architecture, and engineering fields. Understand construction law through analysis of current construction court cases. Discuss sources of law; project delivery systems; mechanics' liens; contract formation and breach; mediation and arbitration; changes, additions, delays, scope of work; surety bonds; insurance; and green building laws.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies program. However, it may be applied as a general elective in the Paralegal Studies program as noted in the program description. Please see an adviser before registering for this course.*

LGS 235

**Estates and Trusts***3 credit hours — Three hours weekly; one term.*

Examine the laws pertaining to wills, trusts, estates and gifts. Explore the paralegal's role in the process of drafting documents, and handling administration of and filing tax returns for an estate.

*Prerequisite: Grade of C or better in LGS 111.*

LGS 236

**Intellectual Property Law***3 credit hours — Three hours weekly; one term.*

Learn the legal concepts that form the foundation for a basic understanding of the four areas of intellectual property law. Students will study copyrights, trademarks, patents and trade secrets, and their applications in business and the arts. Emphasis will be placed on ethics, research and practice. Upon completion of this course, students will be able to offer valuable assistance to attorneys in this growing field. Lab fee \$10.

*Prerequisite: LGS 111, LGS 253 or BPA 253.*

LGS 240

**Health Care Law***3 credit hours — Three hours weekly; one term.*

Studies the application of law to the provision of health care services. Focus on the creation and maintenance of the treatment relationship; informed consent; duties of health care professionals, institutions and managed-care companies; liability of health care providers; procedure for prosecuting health care claims; reproduction law; and medical research. Lab fee \$10.

LGS 241

**Legal Issues of Death, Dying and Organ Transplantation***2 credit hours — Two hours weekly; one term.*

Study and application of law related to death, dying and organ transplantation. Focus on the legal definition of death; competency; decision making regarding life-sustaining treatment; suicide; self-determination and procurement and allocation of organs. Study the judicial process relating to patient and proxy decision making and prepare living wills and durable health care powers of attorney. Lab fee \$5.

LGS 242

**Medical Insurance Law***1 credit hour — 15 hours; one term.*

Studies the impact of state and federal laws upon health care, managed care and insurance. Covers eligibility for Medicare and Medicaid. Course also focuses on the Comprehensive Omnibus Budget Reconciliation Act (COBRA), portability, the scope of coverage and billing and payment under public and private insurances.

LGS 250

**Entrepreneurship: Legal Issues for Business***3 credit hours — Three hours weekly; one term.*

Provides an overview of legal consequences as entrepreneurs launch and operate a business. Students examine practical ways to minimize liability in areas such as business organization and management, obligations created by contracts and torts, and relationships between employers and employees and between creditors and debtors. Other topics include government regulation and property interests, and intellectual property law. Lab fee \$5.

*Note: Also offered as BPA 250 and ESI 250; credit will be given for only one of the following: BPA 250, ESI 250, LGS 250.*

LGS 253

**Business Law 1***3 credit hours — Three hours weekly; one term.*

Introduces basic principles of law and their impact on common business transactions. Areas of emphasis include sources of law, the judicial system, a wrongdoer's liability for harm to society (crimes) and to the injured party (torts), the formation and performance of contracts, the ownership and transfer of personal and real property, principals and their agents and factors to be considered in choosing the form of a business (partnerships and corporations) to be organized. Lab fee \$5.

*Note: Also offered as BPA 253; credit is not given for both LGS 253 and BPA 253.*

LGS 254

**Business Law 2***3 credit hours — Three hours weekly; one term.*

Examines the legal consequences of a variety of business decisions, including the form of business organization. Explores competing interests of buyers and sellers, creditors and debtors, suppliers and consumers. Study of the Uniform Commercial Code follows a sales transaction from drawing up a contract through financing. An overview of government regulation of business stresses antitrust laws, employer-employee relations and securities regulations. Also covers estate planning and trusts. Lab fee \$5.

*Prerequisite: LGS 253.*

*Note: Also offered as BPA 254; credit is not given for both LGS 254 and BPA 254.*

LGS 260

**Bankruptcy Law***3 credit hours — Three hours weekly; one term.*

Provides a general perspective of bankruptcy law and practice and the roles of paralegals within that system. Topics include Chapter 7 bankruptcy, Chapter 11 bankruptcy and Chapter 13 bankruptcy; investigation and information gathering; researching bankruptcy law; preparing and filing papers and schedules; use of computer-assisted document preparation; automatic stays; turnover of property; exemptions; secured creditors; and discharge. Lab fee \$10.

LGS 270 **Gender and the Law***3 credit hours — Three hours weekly; one term.*

Study and application of law related to gender and sexuality. Focus on constitutional scrutiny of gender issues; the right to privacy; theories of sexuality and gender; sexual harassment and discrimination in the workplace, education, and the military; bodily integrity and consent; and legal issues of marriage, custody, adoption and assisted reproduction. Lab fee \$10.

*Note: Also offered as GSS 270; credit is not given for both LGS 270 and GSS 270. This course is not considered a legal specialty course for the purpose of earning legal specialty credits in the Paralegal Studies Program. However, it may be applied as a general elective in the Paralegal Studies Program as noted in the program description. Please see an adviser before registering for this course.*

LGS 271 **Civil Rights Law***3 credit hours — Three hours weekly; one term.*

Addresses the constitutionality and application of historical and current laws as they relate to race. Delves into the legal history of slavery in the United States through emancipation. Focus on equal protection in education, employment, public accommodations, military service and family issues. Discuss racism in the criminal justice system.

*Prerequisite or corequisite: LGS 111 or CJS 111.*

*Note: Also offered as CJS 271; credit is not given for both LGS 271 and CJS 271.*

LGS 275

**Paralegal Internship***3 credit hours — One hour seminar, 10 hours work weekly; one term.*

Students gain practical experience in the functions and responsibilities of a paralegal on the job. Placement will afford lawyer-supervised opportunities to integrate and reinforce classroom principles and concepts. May be repeated once for credit.

*Prerequisite: 14 credits including LGS 111 and LGS 143 with an overall grade point average of 2.5 or better, including a C or better in all LGS courses, or permission of internship coordinator. LGS 144 and LGS 170 advisable.*

*Note: Students will be provided with numerous internship opportunities and mentorship in securing placement; however, it is the student's responsibility to be interviewed and accepted by the internship agency.*

LGS 280-299

**Special Topics in Paralegal Studies***1-3 credit hours — One to three hours weekly; one term.*

An in-depth series of current topics affecting the legal profession. Emphasis is given to areas of the law that are currently expanding and/or developing. Examples include bankruptcy law, personal injury litigation and workers' compensation. Topics will be specialized and of interest to students as well as to practicing paralegals.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30.

*Prerequisite: LGS 111 or permission of legal studies director.*

*Current Special Topics*

LGS 281 Maryland Workers' Compensation Law

**PHARMACY TECHNICIAN (RXN)**

RXN 111

**Introduction to Pharmacy and the Health Care System***2 credit hours — Two hours weekly; one term.*

Introduces the role of the pharmacist and pharmacy technician in the delivery of pharmaceutical care. Become familiar with different systems of health care and the scope of pharmacy practice within these systems. Also, gain an understanding of the historical developments of the pharmacy profession.

*Prerequisite: ENG 111 eligibility and achieving a score of 27 or better on the Arithmetic Placement test or completion of MAT 005 with a C or better.*

RXN 112

**Pharmacy Law and Ethics***2 credit hours — Two hours weekly; one term.*

Addresses the legal and ethical responsibilities of the pharmacy technician. Discuss issues of informed drug consent, drug control and regulatory standards in pharmacy practice.

*Prerequisite: ENG 111 eligibility and achieving a score of 27 or better on the Arithmetic Placement test or completion of MAT 005 with a C or better.*

RXN 210

**Pharmaceutical Calculations***3 credit hours — Three hours weekly, one term.*

Offers the essential math concepts and skills that are used on the job by the pharmacy technician. The content includes pharmacy calculations, conversions, measurements, drug preparations, and application of equations including calculations required for IV, unit doses and solution preparations for both adult and pediatric patient populations.

*Prerequisite: RXN 111 and RXN 112, CSI 112, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator.*

*Corequisite: RXN 211, RXN 212 and RXN 213.*

RXN 211

**Pharmacology for Health Professions***3 credit hours — Three hours weekly, one term.*

Presents a basic understanding of pharmacology that is designed for health professions programs. Discusses drugs according to their therapeutic applications. The course adopts a systems approach to the physiology and related diseases, which are studied in relation to the pharmacology of the drugs.

*Prerequisite: RXN 111, RXN 112, CSI 112, MDA 113, BIO 230 or BIO 232 or BIO 234 or the permission of the department coordinator.*

*Corequisite: RXN 210, RXN 212, and RXN 213 or permission of the department coordinator.*

RXN 212

**Pharmaceutical Preparations and Techniques***3 credit hours — 30 hours lecture and 15 hours laboratory weekly; one term.*

Learn the terminology, equipment and principles of extemporaneous compounding. Become familiar with principles of parenteral admixture services and medication administration. Lab fee \$120.

*Prerequisite: RXN 111, RXN 112, CSI 112, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator.*

*Corequisite: RXN 210, RXN 211 and RXN 213.*

RXN 213

**Pharmacy Operations and Prescription Processing***3 credit hours — 30 hours lecture and 15 hours laboratory weekly; one term.*

Learn the operation of a pharmacy dispensing system. Specific emphasis is placed on the management of pharmaceuticals and drug distribution systems. Lab fee \$120.

*Prerequisite: RXN 111, RXN 112, CSI 112, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator.*

*Corequisite: RXN 210, RXN 211 and RXN 212.*

RXN 215

**Professional Development Seminar***1 credit hour — One hour weekly; one term.*

Learn the marketing skills and job preparation necessary to enter the workplace. Includes a certification exam review.

*Prerequisite: RXN 210, RXN 211, RXN 212, RXN 213 with a minimum grade of C in each course.*

*Corequisite: RXN 275.*

RXN 275

**Pharmacy Practicum***5 credit hours — 225 hours clinical; one term.*

Gain experience in different pharmacy settings. Students will be expected to utilize abilities learned previously in the RXN curriculum.

*Prerequisite: RXN 210, RXN 211, RXN 212, RXN 213 with a minimum grade of C in each course.*

*Corequisite: RXN 215.*

**PHILOSOPHY (PHL)**PHL 100  ARTS & HUM**Critical Thinking***3 credit hours — Three hours weekly; one term.*

Learn types of evidence, methods for forming and testing beliefs and hypothesis and techniques of problem recognition and solution. Examples of practical and social importance are used as case studies.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 111  ARTS & HUM**Introduction to Philosophy***3 credit hours — Three hours weekly; one term.*

Discuss theories of nature, knowledge and value and study readings that have influenced our thinking on these matters.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 141  ARTS & HUM**Introduction to Logic***3 credit hours — Three hours weekly; one term.*

Learn types of arguments often used by writers, politicians and scientists. Methods for distinguishing sound from unsound reasoning are examined and applied.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 142  ARTS & HUM**Ethics***3 credit hours — Three hours weekly; one term.*

Learn theories of good and evil and methods of making decisions regarding these matters.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 146  ARTS & HUM **Contemporary Moral Problems***3 credit hours — Three hours weekly; one term.*

Examine some of the currently debated ethical and social issues in our culture such as reproductive rights, sexual violence, death penalty, affirmative action and censorship. Reflect critically on the ways in which factors such as race, gender, ethnicity, class, disability and sexuality operate in our culture and how those factors consequently both shape and are shaped by the terms on which these issues are (or are not) debated.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 151  ARTS & HUM**Modern Logic***3 credit hours — Three hours weekly; one term.*

Introduction to modern deductive logic and its techniques. Arguments are analyzed and tested; connections between logic, mathematics and the use of computers are discussed.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 194  ARTS & HUM  INTERDIS**Ethics and the Information Age***3 credit hours — Three hours weekly; one term.*

Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as CSI 194; credit is not given for both PHL 194 and CSI 194.*

PHL 201  ARTS & HUM**Western Religions***3 credit hours — Three hours weekly; one term.*

Learn religions most important to the development of Western culture. Readings from Greeks, Romans, Islam, Judaism and Christianity are sources of discussions.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 202  ARTS & HUM**Asian Religions***3 credit hours — Three hours weekly; one term.*

Learn religions most important to cultures of India, China and Japan. Readings from Hinduism, Buddhism, Taoism and other traditions are sources of discussions.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 213

**Sports Philosophy***3 credit hours— Three hours weekly; one term.*

Examine, within a psychological, sociological and historical context, the origins of values within a sports context. Learn ethical theories such as rule utilitarianism and Kantian moral theory, using that framework as a means by which to assess such issues as sports identification, exploitation of athletes, gender, race and class issues in sports and sports violence.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SPT 213; credit is not given for both PHL 213 and SPT 213.*

PHL 221

**Ancient Greek Philosophy***3 credit hours — Three hours weekly; one term.*

Examines Greek philosophy beginning with the Presocratic period. Emphasizes the works of Plato and Aristotle and explores the Hellenic philosophical period.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHL 223 **Philosophy and Gender***3 credit hours — Three hours weekly; one term.*

Learn philosophical themes, issues and problems relevant to gendered experiences in Western culture. Survey major feminist theories of the last 200 years that have helped to define and develop women's (and men's) understandings of themselves. Emphasizes ways in which factors such as class, ethnicity, sexual orientation and gender play roles in the constitution of gender identities and the challenges these pose in reference to community, solidarity and social change.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 223; credit is not given for both PHL 223 and GSS 223.*

PHL 280-299

**Special Topics in Philosophy***3 credit hours — Three hours weekly; one term.*

Study of such philosophical matters as religion, cosmology, environmental ethics and science mysticism.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Current Special Topics*

PHL 283 COSMOS

PHL 286 Philosophy of Religion

**PHYSICAL EDUCATION (PHE)****Physical Education Activities**

*PHE courses are not open to students under the age of 16 years. Students will be required to complete an Accidental Injury Waiver Form and PAR-Q. Forms will be distributed on the first day of class. Students may not participate in the course until the Accidental Injury Waiver Form and PAR-Q have been provided to the instructor. A \$6 physical education fee per term is charged to students enrolled in PHE courses.*

PHE 214

**Physical Conditioning for Law Enforcement and Firefighter/Rescue Service Personnel***1 credit hour — Two hours weekly; one term.*

Enables prospective law enforcement officers and firefighter/ rescue service personnel to develop physical fitness for their fields. Intensive fitness regimes prepare for the rigorous physical demands of these occupations. Emphasizes muscular strength and endurance training, cardiovascular endurance conditioning and flexibility exercises. Work on individual weight-training programs as well as participate in group conditioning activities.

*Note: Also offered as CJS 214; credit is not given for both PHE 214 and CJS 214.*

PHE 215

**Aerobic Fitness***1 credit hour — Two hours weekly; one term.*

Development of cardiovascular and muscular fitness through activities such as low impact aerobics, step aerobics, abdominal and flexibility workouts, and/or fitness walking. Students will increase their knowledge of proper nutrition and the interrelationship of diet, exercise and weight control.

PHE 218

**Water Aerobics***1 credit hour — Two hours weekly; one term.*

Water aerobics is an exercise program designed to contribute to cardiovascular development, strength improvement, increased flexibility and proper weight maintenance. The program is designed for swimmers and nonswimmers. Lab fee \$10.

PHE 219

**Deep Water Aerobics***1 credit hour — Two hours weekly; one term.*

Learn to improve cardiovascular conditioning and muscle strength without impact. Without touching the pool floor, students will exercise aerobically, assisted by flotation aides and water resistance equipment made available by the college. Lab fee \$10.

*Note: Students must be able to survival float/tread for one minute.*

PHE 222

**Cardiovascular Kickboxing***1 credit hour — Two hours weekly; one term.*

Improvement of cardiovascular strength and endurance through kickboxing.

PHE 227

**Indoor/Outdoor Soccer***1 credit hour — Two hours weekly; one term.*

Develop a knowledge of rules, skills and basic strategies of both indoor and outdoor soccer; then demonstrate this knowledge through physical performance to use soccer as a leisure-time activity.

PHE 228

**Martial Arts***1 credit hour — Two hours weekly; one term.*

Learn knowledge and acquire skills of martial arts training techniques to enhance physical fitness, self-discipline and the ability to defend one's self using striking, grappling, controlling and throwing techniques.

PHE 229

**Martial Arts 2***1 credit hour — Two hours weekly; one term.*

Gain advanced skills and knowledge in various self-defense, kickboxing and martial arts. Build on and add to skills and knowledge acquired in PHE 228.

*Prerequisite: PHE 228.*

PHE 233

**Weight Training***1 credit hour — Two hours weekly; one term.*

Physiological development through conditioning programs using various weight-training techniques.

PHE 234

**Hatha Yoga***1 credit hour — Two hours weekly; one term.*

Hatha yoga is a comprehensive system of health culture developed in ancient India. It is a concise discipline which integrates a person mentally, physically and spiritually.

PHE 235

**Bowling***1 credit hour — Two hours weekly; one term.*

Development of basic skills and progressive techniques of bowling. Lab fee \$20.

PHE 236

**Golf 1***1 credit hour — Two hours weekly; one term.*

Progressive development of skills and strategies of golf. Lab fee \$50.

PHE 237

**Hatha Yoga 2***1 credit hour — Two hours weekly; one term.*

Gradual introduction to the intermediate poses which are categorized into backward bends, forward bends, inversion, revolved standings, twists and meditations. Lab fee \$10.

*Prerequisite: PHE 234.*

PHE 239

**Bicycling***1 credit hour — Four hours weekly; eight weeks.*

Development of basic skills of cycling: techniques, safety, maintenance of bikes, trip planning and bike selection.

PHE 245

**Tennis 1***1 credit hour — Four hours weekly; eight weeks.*

Development of basic skills and progressive techniques of tennis.

PHE 253

**Volleyball***1 credit hour — Two hours weekly; one term.*

Progressive development of skills and strategies of volleyball.

PHE 256

**Swimming 1***1 credit hour — Two hours weekly; one term.*

Techniques for both beginners and intermediate swimmers. Skills in the crawl, breast and backstrokes are developed. Lab fee \$10.

PHE 257

**Swimming 2***1 credit hour — Two hours weekly; one term.*

Learn new swimming strokes and skills, refine stroke coordination, and improve swimming endurance. Students with basic stroke skills and proper breathing technique are best suited for this course.

*Prerequisite: PHE 256 or permission of the department chair.*

PHE 258

**Swimming 3***1 credit hour — Three hours weekly; eight weeks.*

Review all fundamental strokes with emphasis on advanced techniques and endurance swimming. Lab fee \$10.

*Prerequisite: Must be able to swim continuously for 15 minutes using the crawl stroke or permission of department chair.*

PHE 259

**Lifesaving and Water Rescue***1 credit hour — Two hours weekly; one term.*

Techniques and practice of lifesaving, CPR and water rescue for individuals interested in guarding at a swimming pool. High school students wishing to take this course for credit must meet concurrent enrollment requirements. Lab fee \$10.

*Note: Candidate must be 16 years of age, swim 500 yards continuously, using these strokes in the following order; 200 yards of front crawl using rhythmic breathing, 100 yards of breaststroke, 200 yards of either front crawl or breaststroke, and swim 20 yards, surface dive to a depth of 7-10 feet, retrieve a 10-pound object, return to the surface and swim 20 yards back to the starting point with the object.*

PHE 262

**Scuba Lecture***1 credit hour — Two hours weekly; eight weeks.*

Examination of self-contained underwater breathing apparatus in relation to its use in a recreational activity.

*Note: International certification through the Professional Association of Diving Instructors is available after successful completion of Scuba Lecture and Scuba Technique and four open-water checkout dives.*

PHE 263

**Scuba Technique***1 credit hour — Three hours weekly; eight weeks plus eight hours for checkout dive.*

Practical application of knowledge gained in PHE 262 enabling students to participate safely in scuba diving on a recreational level. Upon meeting the criteria established by the Professional Association of Diving Instructors, students will receive international P.A.D.I. certification. Lab fee \$90.

*Note: A medical exam may be required and students must pass the preliminary swimming exam given by the instructor. International certification through the Professional Association of Diving Instructors is available after successful completion of Scuba Lecture and Scuba Technique and four open-water checkout dives. Fees for the check-out dives are the responsibility of the student.*

PHE 264

**Fitness for Scuba Divers***1 credit hour — Two hours weekly; one term.*

This course provides instruction for certified scuba divers to attain and maintain a level of fitness to participate in scuba diving activities on a more professional level.

*Note: Students must be certified as a recreational scuba diver by a nationally recognized scuba training association. After an assessment of the student's medical history it may be necessary for the student to have a physician's approval to participate in the class.*

PHE 265

**Fitness Through Walking***1 credit hour — Two hours weekly; one term.*

Mental and physical fitness is developed through participation in, and a study of, various walking programs and their contributions to one's total health.

PHE 271

**Scientific Scuba Diver***2 credit hours — Four hours weekly; eight weeks plus 14 hours of open-water diving.*

Allows students to advance their scuba diver skills for scientific underwater research. After successfully completing the course, students will be issued a certification of Scientific Diver by Anne Arundel Community College. This course meets the dive certification prerequisite for classification as a Science Diver by the National Oceanic and Atmospheric Administration. Additional requirements to obtain dive certification by the NOAA Diving Program include cardiopulmonary resuscitation; first aid and oxygen administration training; completion of a NOAA physical exam; and employment and/or sponsorship by a NOAA unit.

*Note: Students must be certified as a recreational scuba diver with a nationally recognized scuba training association. Students will be required to pass swimming competency and medical exams. Students are required to participate in two open-water research dives. The fees for the dives are the student's responsibility.*

PHE 272

**Emergency First Response for Scuba Divers***2 credit hours — Four hours weekly; eight weeks.*

Technique and practice of emergency first response for scuba diving accidents as it applies to administration of first aid, cardio-pulmonary resuscitation and oxygen. After successful completion of this course, students will be issued a certification as an Emergency First Responder and Oxygen Provider.

*Prerequisite: Students must be certified as a recreational scuba diver by a nationally recognized scuba training association.*

PHE 293

**Introduction to Health, Physical Education and Recreation***3 credit hours — Three hours weekly; one term.*

Development of an understanding of contributions that physical education, health and recreation make to education and to our society. Studies include aims, objectives and policies related to these areas. Students become acquainted with educational, professional and personal requirements for a career in each of these fields.

PHE 298

**Athletic Training Internship***3 credit hours — Three hours weekly; one term.*

Designed for students interested in pursuing a career in sports medicine. Students gain practical experience working as student athletic trainers in the school athletic program. Gives students insight, knowledge and practical application in all areas of sports-related injuries.

*Prerequisite: PHE 295 and completion of a minimum of 12 credit hours with a GPA of 2.0 or higher.*

**Physical Education Skills Laboratories****For Health and Physical Education Majors.**

PHE 276

**Skills Laboratory — Golf***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of golf for physical education majors.

PHE 277

**Skills Laboratory — Physical Fitness***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of physical fitness for physical education majors.

PHE 279

**Skills Laboratory — Tennis***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of tennis for physical education majors.

PHE 281

**Skills Laboratory — Softball***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of softball for physical education majors.

PHE 284

**Skills Laboratory — Volleyball***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of volleyball for physical education majors.

PHE 285

**Skills Laboratory — Basketball***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of basketball for physical education majors.

PHE 286

**Skills Laboratory — Soccer***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of soccer for physical education majors.

PHE 288

**Skills Laboratory — Lacrosse***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of lacrosse for physical education majors.

PHE 292

**Skills Laboratory — Resistance and Weight Training***1 credit hour — Two hours weekly; one term.*

Emphasizes skills, knowledge and teaching techniques of resistance and weight training for physical education majors.

**PHYSICAL SCIENCE (PHS)**PHS 100  SCIENCE**General Physical Science***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Explore science in the context of the student's personal experiences, inside and outside of the classroom. This conceptual course focuses on the fundamental principles of physics and chemistry, and includes applications to astronomy and earth science. Emphasis is placed on the scientific method, history of ideas, and interrelationships among various areas of scientific inquiry. Lab fee \$40.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PHS 105  SCIENCE**Earth and Space Science***4 credit hours — Three hours of lecture and two hours of lab weekly, one term.*

Explore the Earth and its dynamic processes in the context of its location in our solar system and universe. Discover how our model of the solar system changed from ancient times to the present. Compare the Earth to other planets, and our solar system to exoplanetary systems. Emphasis is placed on the nature of science and student exploration. Primarily for students who plan to teach preschool through grade eight. Lab fee \$30.

*Prerequisite: PHS 100.*

PHS 107

**Geology of Maryland***3 credit hours — Three hours of lecture weekly; one term.*

Learn the formation and evolution of the bedrock and landscapes of the main physiographic provinces of Maryland. Investigate the interactions of geologic processes through time that have produced Maryland's diverse landforms, drainage patterns, soils, and water and mineral resources. Recognize the geologic hazards of Maryland's past and present, and anticipate future hazards.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as GEO 107; credit is not given for both PHS 107 and GEO 107. This course does not satisfy the curricular requirements for a laboratory science course.

PHS 109  SCIENCE**General Oceanography***3 credit hours — Three hours weekly; one term.*

A multidisciplinary survey of physical, chemical, meteorological, biological and geological aspects of oceans. Where appropriate, examples of oceanographic phenomena in the Chesapeake Bay are considered. Topics include waves, currents, tides, chemistry of sea water, ecosystems and life in oceans and estuaries, plate tectonics, marine sediments and discussions of environmental trends and problems.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* This course does not satisfy the curricular requirements for a laboratory science course.

PHS 111  SCIENCE**History of Science***3 credit hours — Three hours weekly; one term.*

A study of development of science and technology, from ancient times to the present, together with a discussion of effects of that development on political and social affairs. The application of the scientific method in the development of the basic concepts of modern science is stressed, as are the crucial observations and experiments which led to those concepts.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* This course does not satisfy the curricular requirements for a laboratory science course.

PHS 113  SCIENCE**Physical Geology***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

An introduction to Earth as a dynamic system of interconnected processes. The unifying theme of plate tectonics is discussed and developed in context within the topics of minerals and rocks, volcanoes, geologic time, crustal deformation and mountain building, earthquakes, Earth's interior, evolution of ocean floors and continents, mass movement, streams and floods, groundwater and other surface processes. An optional field trip is available. Lab fee \$30.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

PHS 115  SCIENCE **Women and Minorities in Science***3 credit hours — Three hours weekly; one term.*

Analyzes the contributions of female and minority scientists to the development of fundamental scientific theories, such as the nature of light, the structure of the atom, the structure of DNA and gene replication. Examines ways attitudes toward gender and race have influenced definitions of scientific inquiry and of scientists, the social implications of this influence and present efforts to make science more inclusive.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as GSS 115; credit is not given for both PHS 115 and GSS 115. This course does not satisfy the curricular requirements for a laboratory science course.

PHS 119  SCIENCE**Fundamentals of Weather***4 credit hours — 3 hours of lecture and 3 hours of laboratory weekly; one term.*

Introduces students to basic principles of atmospheric science. Topics include composition and structure of the atmosphere, heat transfer through the atmosphere, humidity, cloud formation, precipitation, atmospheric pressure, winds, storms, tornadoes, hurricanes and pollution. Lab fee \$30.

*Prerequisite:* Eligibility for MAT 121 or MAT 141 (formerly MAT 131) and ENG 111 or ENG 115 or ENG 121.

PHS 280-299

**Special Topics in Physical Science***1-4 credit hours.*

Provides a means for students to enrich their backgrounds in a particular area of interest with a framework for independent study and research. Topics may not include a laboratory, unless the course carries four credits.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education mathematics.

**PHYSICAL THERAPIST ASSISTANT (PTA)**

 *Completing the following sequence satisfies the diversity requirement:*

- PTA 101 Introduction to Physical Therapist Assistant
- PTA 102 Physical Therapist Assistant 1
- PTA 104 Physical Therapist Assistant 2
- PTA 105 Clinical Practice 1
- PTA 201 Physical Therapist Assistant 3
- PTA 202 Physical Therapist Assistant 4
- PTA 203 Clinical Practice 2
- PTA 204 Physical Therapist Assistant 5
- PTA 205 Current Issues and Trends Affecting the Physical Therapist Assistant
- PTA 206 Clinical Practice 3
- PTA 207 Clinical Practice 4

PTA 101

**Introduction to Physical Therapist Assistant***3 credit hours — 30 hours of lecture and 30 hours of college laboratory; one term.*

Introduces the profession of physical therapy including the purpose, history and practice structures. Includes the scope of practice, ethics and roles of the health care provider. Teaches basic patient care procedures and documentation. Lab fee \$75.

*Prerequisite:* Acceptance into the PTA program.

PTA 102

**Physical Therapist Assistant 1***6 credit hours — 45 hours of lecture and 90 hours of college laboratory; one term.*

Introduces theory and skill development in body mechanics, gait training and data collection techniques. Emphasizes competence in postural measurements, transfers, range of motion, manual muscle testing, basic therapeutic exercise, assistive devices and massage. Covers disease processes and specific medical conditions seen in physical therapy. Lab fee \$225.

*Prerequisite:* PTA 101, BIO 231 or BIO 233, MAT 141 (formerly MAT 131), ENG 111 and PSY 111.

*Corequisite:* PTA 106.

PTA 104

**Physical Therapist Assistant 2**

6 credit hours — 45 hours of lecture and 90 hours of college laboratory over nine week term.

Introduces theory regarding the concepts of pain, peripheral vascular disease and wound care. Includes theory and skill development in modalities and relaxation techniques with expected competency in specific units. Lab fee \$225.

*Prerequisite:* PTA 102, PTA 106 and BIO 232 or BIO 234.

*Corequisite:* PTA 105.

PTA 105

**Clinical Practice 1**

2 credit hours — 75 hours of clinical practice, 15 hours of lecture and assessment of PTA skills; one term.

Preparation and performance of a concentrated clinical experience in a selected physical therapy setting for supervised application of clinical skills. PTA skills are assessed by clinical and academic faculty. Clinical fee \$25.

*Prerequisite:* PTA 102, PTA 106 and BIO 232 or BIO 234.

*Corequisite:* PTA 104.

PTA 106

**Kinesiology**

6 credit hours — 70 hours of lecture and 45 hours of college laboratory; one term.

Study of biomechanical principles of human movement. Includes structure and functions of joint and muscle groups and characteristics of normal posture and gait. Reviews pathologies basic to each specific joint. Lab fee \$75.

*Prerequisite:* PTA 101, BIO 231 or BIO 233, MAT 141 (formerly MAT 131), ENG 111 and PSY 111.

*Corequisite:* PTA 102.

PTA 150

**Functional Anatomy for the Physical Therapist Assistant**

1 credit hour — Two hours lecture and 28 hours of college laboratory; one term.

Bridge content and learning from human anatomy & physiology coursework to kinesiology coursework. Students will participate in both hands-on learning activities and interactive Internet links to promote basic knowledge of bone, muscle, and joint anatomy and physiology. From that knowledge, students will develop an understanding of how anatomy and physiology relate to function. Lab fee \$25.

*Corequisite:* PTA 101.

PTA 201

**Physical Therapist Assistant 3**

4 credit hours — 45 hours of lecture and 30 hours of college laboratory; one term.

Theory of orthopedic conditions and their underlying pathology. Skill development includes integrated rehabilitation techniques of these conditions. Lab fee \$75.

*Prerequisite:* PTA 104, PTA 105 and PSY 211.

*Corequisite:* PTA 202 and PTA 203.

PTA 202

**Physical Therapist Assistant 4**

4 credit hours — 45 hours of lecture and 30 hours of college laboratory; one term.

Theory and pathology of conditions which may require long-term rehabilitation techniques. Skill development focuses on techniques which enhance the level of function. Lab fee \$75.

*Prerequisite:* PTA 104, PTA 105 and PSY 211.

*Corequisite:* PTA 201 and PTA 203.

PTA 203

**Clinical Practice 2**

4 credit hours — 185 hours of clinical practice; one term.

A supervised clinical experience in a selected physical therapy setting for application of new and previously learned skills and theoretical integration. Clinical fee \$100.

*Prerequisite:* PTA 104, PTA 105 and PSY 211.

*Corequisite:* PTA 201 and PTA 202.

PTA 204

**Physical Therapist Assistant 5**

3 credit hours — 30 hours of lecture and 30 hours of college laboratory; one term.

Theory and pathology of the neurologically involved patient. Special emphasis on skill development in neurodevelopmental techniques. Lab fee \$75.

*Prerequisite:* PTA 201, PTA 202 and PTA 203.

*Corequisite:* PTA 205 and PTA 206.

PTA 205

**Current Issues and Trends Affecting the Physical Therapist Assistant**

1 credit hour — 15 hours of lecture; one term.

A seminar course which addresses current issues specific to the profession of physical therapy including health care reform, reimbursement, licensure and medical ethics.

*Prerequisite:* PTA 201, PTA 202 and PTA 203.

*Corequisite:* PTA 204, PTA 206 and PTA 207.

PTA 206

**Clinical Practice 3**

4 credit hours — 144 hours of clinical practice; one term.

A supervised clinical experience in a selected physical therapy setting for application of new and previously learned skills and procedures. Includes implementation of management skills and teaching techniques. Clinical fee \$100.

*Prerequisite:* PTA 201, PTA 202 and PTA 203.

*Corequisite:* PTA 204 and PTA 205.

PTA 207

**Clinical Practice 4**

4 credit hours — 226 hours of clinical practice; one term.

A supervised full-time clinical experience in a selected physical therapy setting for application of new and previously learned clinical skills and procedures. Includes implementation of management skills and teaching techniques. Clinical fee \$100.

*Prerequisite:* PTA 204 and PTA 206.

*Corequisite:* PTA 205.

*Note:* A grade of C or better in each physical therapist assistant course is required to progress in PTA 207.

PTA 280-299

**Special Topics in Physical Therapist Assistant**

1-8 credit hours.

For students seeking readmission to the Physical Therapist Assistant Program or transfer from an accredited program. If a review of course outlines from transfer courses identifies omissions in content, you will be required to take from one to eight credits in this course. Courses may be pursued by practicing physical therapist assistants who wish to update theory.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, check with your transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-94.

**PHYSICIAN ASSISTANT (PHA)**

PHA 105

**Foundation of Physician Assistant Practice**

5 credit hours — 52 hours of lecture, 45 hours of laboratory and 5 hours of clinical practice; one term.

Learn the foundation of Physician Assistant Practice, including the historical development and current issues of the profession. Acquire medical interviewing techniques and physical examination skills. Spend time in a clinical setting for direct patient observation. Weekly college labs will enable the student to practice physical assessment skills on one another. Additional emphasis will be placed on written and verbal communication skills. Lab fee \$300. Clinical fee \$200.

*Prerequisite:* Admission to the physician assistant program.

*Corequisite:* PHA 110.

PHA 110

**Applied Medical Sciences***7 credit hours — 90 hours of lecture and 30 hours of laboratory; one term.*

Integrate foundational concepts of human anatomy and physiology utilizing a medical focus in applying scientific principles as related to the clinical-based curriculum. Includes directed laboratory activity. Lab fee \$200.

*Prerequisite: Admission to the physician assistant program.**Corequisite: PHA 105.*

PHA 112

**Clinical Medicine 1***8 credit hours — 105 hours of lecture and 30 hours of laboratory; one term.*

Introduces the theory of medicine using a body system approach including clinical presentation, differential diagnosis, laboratory findings and treatment modalities. Introduces the study of gerontology. The laboratory component focuses on the practice of skills and use of equipment encountered in health care settings. Lab fee \$150.

*Prerequisite: PHA 105 and PHA 110.**Corequisite: PHA 114, PHA 115 and PHA 120.*

PHA 114

**Pediatric Medicine 1***2 credit hours — 30 hours of lecture; one term.*

Introduces an operational understanding of diseases of the pediatric population with an emphasis on prevention, presentation, differential diagnosis and treatment modalities. Includes illnesses specific to the newborn and adolescent.

*Prerequisite: PHA 105 and PHA 110.**Corequisite: PHA 112, PHA 115 and PHA 120.*

PHA 115

**Psychiatric Medicine***3 credit hours — 45 hours of lecture; one term.*

Covers the treatment and management of common psychiatric disorders encountered in primary care. Introduces the students to the DSM IV Classification System.

*Prerequisite: PHA 105 and PHA 110.**Corequisite: PHA 112, PHA 114 and PHA 120.*

PHA 118

**Clinical Medicine 2***8 credit hours — 100 hours of lecture, 30 hours of laboratory and 15 hours of clinical; one term.*

Apply theory of medicine using a case management and body system approach. Develop clinical critical thinking and decision-making skills while interpreting patient histories, physical exams, X-rays and laboratory exercises. Lab fee \$300.

*Prerequisite: PHA 112, PHA 114, PHA 115 and PHA 120.**Corequisite: PHA 119, PHA 121, PHA 122 and PHA 123.*

PHA 119

**Pediatric Medicine 2***2 credit hours — 30 hours of lecture; one term.*

Integrate an understanding of diseases of the pediatric population with an emphasis on prevention, presentation, differential diagnosis and treatment modalities. Investigate diseases specific to the newborn through adolescence.

*Prerequisite: PHA 112, PHA 114, PHA 115 and PHA 120.**Corequisite: PHA 118, PHA 121, PHA 122 and PHA 123.*

PHA 120

**Pathophysiological Approach to Pharmacotherapeutics 1***3 credit hours — 45 hours of lecture; one term.*

Examine drug actions within the framework of human physiology, biochemistry and pathophysiology. In this course, the therapeutic and adverse actions of drugs are understood in the framework of the drug's mechanism of action. Utilize clinical vignettes to analyze pathologic processes that integrate the actions of drugs from the level of an individual molecular target to the level of the human patient. Learn about drug delivery methods and the drug approval process.

*Prerequisite: PHA 105 and PHA 110.**Corequisite: PHA 112, PHA 114, PHA 115.*

PHA 121

**Emergency Medicine***4 credit hours — 45 hours of lecture and 30 hours of laboratory, one term.*

Learn the essentials of assessment, diagnosis and management of patients from infancy to geriatric age. Review potentially life-threatening illnesses and injuries commonly encountered in emergency medicine. Use simulation to practice assessment, interdisciplinary teamwork and problem solving skills in a laboratory setting. Participate in demonstrations of advanced procedures. Imaging and laboratory indications and interpretation skills will be emphasized. Lab fee \$550.

*Prerequisite: PHA 112, PHA 114, PHA 115, PHA 120.**Corequisite: PHA 118, PHA 119, PHA 122, PHA 123.*

PHA 122

**Patient Evaluation Lab***1 credit hour — 60 clinical hours maximum; one term.*

Develop the principles of basic medical practice through supervised clinical instruction. Gain experience in patient interviewing and physical examination skills through simulation and/or clinical placement. Clinical fee \$250.

*Prerequisite: PHA 112, PHA 114, PHA 115 and PHA 120.**Corequisite: PHA 118, PHA 119, PHA 121 and PHA 123.*

PHA 123

**Pathophysiological Approach to Pharmacotherapeutics 2***3 credit hours — 45 hours of lecture, one term.*

Examine drug actions within the framework of human physiology, biochemistry and pathophysiology. Therapeutic and adverse actions of drugs are understood in the framework of the drug's mechanism of action. Utilize clinical vignettes to analyze pathologic processes that integrate the actions of drugs from the level of an individual molecular target to the level of the human patient. Students will learn about drug delivery methods and the drug approval process.

*Prerequisite: PHA 112, PHA 114, PHA 115, PHA 120.**Corequisite: PHA 118, PHA 119, PHA 121, PHA 122.*

PHA 211

**Clerkship Boot Camp***1 credit hour — 15 hours of lecture; one-term.*

Explore program clinical policies, time management, self-care practices. Practice EKG, and Radiology interpretation skills, interdisciplinary communication strategies and provide opportunity to use electronic medical records for medical coding and billing practice to improve patient care.

*Prerequisite: PHA 112, PHA 114, PHA 115, PHA 120, PHA 118, PHA 119, PHA 121, PHA 122, PHA 123.**Corequisite: PHA 219 and PHA 220.*

PHA 216

**Issues and Trends in Health Care***3 credit hours — 45 hours of lecture; one term.*

Assess the role of the physician assistant in contemporary medical practice. Study current professional issues and the effects of law, ethics and government on the health care system. Appraise research and issues of preventive medicine and the role of the physician assistant as educator. Perform critical analysis of assigned readings.

*Prerequisite: PHA 221, PHA 222 and PHA 223.*

PHA 219

**Clerkship 1***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 118, PHA 119, PHA 121 and PHA 123.**Corequisite: PHA 211.*

PHA 220

**Clerkship 2***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 219.**Corequisite: PHA 211.*

PHA 221

**Clerkship 3***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 211 and PHA 220.*

PHA 222

**Clerkship 4***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 221.*

PHA 223

**Clerkship 5***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 222.*

PHA 224

**Clerkship 6***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 223.*

PHA 225

**Clerkship 7***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 224.*

PHA 226

**Clerkship 8***4 credit hours — 180 clinical hours minimum; one term.*

Participate in supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine. Engage in tutorial sessions and on-site evaluation by faculty to demonstrate clinical competence. Students must pass an examination to complete the course. Clinical fee \$700.

*Prerequisite: PHA 225.*

PHA 227

**Clerkship 9***4 credit hours — 180 clinical hours minimum; one term.*

Supervised clinical experience designed to provide the student with an opportunity to obtain medical data, formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in a specialty of the student's own choosing, such as internal medicine. The clinical coordinator(s) must approve each site. The student must demonstrate clinical competence to pass the course. Clinical fee \$700.

*Prerequisite: PHA 226.*

PHA 280-299

**Special Topics in Physician Assistant***1-8 credit hours.*

For students who seek readmission to the Physician Assistant program or who transfer physician assistant credits from another accredited physician assistant program. If a review of course outlines from transferred courses identifies omissions in content, you will be required to take from one to eight credits in this course. Board-certified or board-eligible physician assistants also may pursue courses to update physician assistant theory.

Because special topics courses may present transfer problems, check with the transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab/clinical fee \$0-1,950.

**PHYSICS (PHY)**

PHY 011

**Introduction to Physics***2 equivalent credit hours — Four hours of lecture weekly; seven and one-half weeks; or two hours of lecture weekly; one term, 13 weeks.*

Designed to present the basic concepts necessary for a student to enroll in a first-year, algebra- or calculus-based college physics course. Topics include problem-solving techniques, application of basic mathematics, dimensional analysis, graphical analysis, vectors and Newton's laws.

PHY 105  SCIENCE**How Things Work***3 credit hours — Three hours of lecture weekly; one term.*

A practical introduction to the physics and science in everyday life for the non-science student. Examines everyday objects and focuses on their designs, principles of operation, histories and relationships to one another. Emphasizes everyday technology involving mechanical and thermal processes, electromagnetism, light and radiation, and both atomic and nuclear physics.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.**Note: This course does not satisfy curricular requirements for a laboratory science course.*PHY 111  SCIENCE**Fundamentals of Physics 1***4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.*

Introduces algebra-based general physics that meets the requirements of career programs and transfer programs in liberal arts, secondary education and health-related fields. Cover mechanics, heat and wave motion are covered in the first term. Lab fee \$40.

*Prerequisite: MAT 121 or MAT 141 (formerly MAT 131) and eligibility for ENG 111 or ENG 115 or ENG 121.**Note: Credit is not given for both PHY 111 and PHY 211.*

PHY 112  SCIENCE**Fundamentals of Physics 2**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

A continuation of PHY 111, this course covers topics in electricity, magnetism, optics and modern physics. Lab fee \$40.

*Prerequisite:* PHY 111.PHY 120  SCIENCE**Sound and Light — An Interdisciplinary Approach**

3 credit hours — Three hours of lecture weekly; one term.

Designed for the transfer studies, interior design, and fine arts student: an introduction to the concepts and principles governing the phenomena of sound and light with a focus on integrating the scientific, technological, and artistic perspectives. Emphasis is on acoustics and optics, including the sources, behaviors, and control of sound and light; on the perception of light and color; and on other aspects of sound and light related to art, interior design and natural phenomena.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121 and for any general education math.*Note:* This course does not satisfy curricular requirements for a laboratory science course.PHY 211  SCIENCE**General Physics 1**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

A survey of fundamental concepts and methods of physics as a basis for further study in science and engineering. Emphasis is on classical principles and their application to mathematical analysis of physical problems. The first term includes topics in mechanics, fluids and sound. Lab fee \$40.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.*Prerequisite (or corequisite with permission of department chair):* MAT 191.*Note:* Credit is not given for both PHY 211 and PHY 111.PHY 212  SCIENCE**General Physics 2**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Continuation of PHY 211, with emphasis on theory, problems and practical applications in topics of heat, electricity and magnetism. Lab fee \$40.

*Prerequisite:* PHY 211.*Prerequisite (or corequisite with permission of department chair):* MAT 192.

PHY 213

**General Physics 3**

4 credit hours — Three hours of lecture and three hours of laboratory weekly; one term.

Continuation of PHY 212, with emphasis on optics, relativity, quantum mechanics, solid-state physics and nuclear physics. Lab fee \$40.

*Prerequisite:* PHY 212.*Prerequisite (or corequisite with permission of department chair):* MAT 201 or MAT 212.

PHY 280-299

**Special Topics in Physics**

1-3 credit hours.

Intended to provide a means for students to enrich their backgrounds in a particular area of interest. Provides a framework for independent study and research.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-40.

*Prerequisite:* 28 or more credit hours and permission of department chair.**POLITICAL SCIENCE (PLS)**PLS 100  SOC SCI**Introduction to Civic Literacy**

3 credit hours — Three hours weekly; one term.

Survey of themes comprising civic literacy — leadership, delegation of authority, individual rights and community needs — as viewed from political and cultural perspectives.

PLS 111  SOC SCI**American Government**

3 credit hours — Three hours weekly; one term.

An introduction to American politics. Focuses upon such topics as ideology, public opinion, political behavior and voting dynamics, political parties, the presidency, Congress, Supreme Court, foreign policy and national defense.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.PLS 113  SOC SCI**State and Local Government**

3 credit hours — Three hours weekly; one term.

An intensive study of operations and roles of state and local governments in the U.S. federal system. The interrelationship between national and state governments is studied from a historical as well as from a contemporary perspective. Particular emphasis placed on problems of Maryland state and local governments. A brief review of recent studies in this field is conducted.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

PLS 121

**Introductory Political Theory**

3 credit hours — Three hours weekly; one term.

A survey that deals with political ideas and political problems such as political domination by ruling classes, the right to revolt, relation of the individual to state, and totalitarian and authoritarian systems. Emphasis on the writings of such political thinkers as Plato, Aquinas, Machiavelli, Hobbes, Marx, de Tocqueville, Nietzsche and Gandhi.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

PLS 122

**American Political Thought**

3 credit hours — Three hours weekly; one term.

Survey of development of American political thought from the Puritan era to the present. Trends in political theory are related to social, economic and political changes and conditions.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

PLS 125

**Political Issues and Conflicts in Contemporary America**

3 credit hours — Three hours weekly; one term.

Focus on contemporary economic, political and social issues that are the subjects of conflict in contemporary American politics. Examine the impact of these issues on American governance, formation and execution of public policy and opinion. Topics include multiculturalism, race relations, abortion and gender/sexual politics.

*Prerequisite:* PLS 111 or permission of department chair.

PLS 131

**Comparative Government and Politics**

3 credit hours — Three hours weekly; one term.

Introduction to theories of comparative politics and to data used in comparing political systems. Major attention is given to the systems of Great Britain, France, Germany and Japan. Focuses on political culture and political crises; political parties, including communist, anarchist and fascist; and contemporary political institutions and policymaking.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

PLS 151

**Political Behavior and Analysis***3 credit hours — Three hours weekly; one term.*

A dual focus on conceptual approaches and methodologies of behavioral political studies with principal emphasis on theories derived from small-group, personality, role, power and socialization analysis. Special attention given to contemporary voting behavior, leadership character, ideology and political violence.

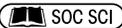
*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PLS 155

**Ethnic Conflict***3 credit hours — Three hours weekly; one term.*

Gain an overview of historical, theoretical and empirical analysis of ethnic conflict around the world. Examine representative theories and evidence on the causes, dynamics and outcomes of ethno-political conflicts and their impact on international politics.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PLS 200 **International Relations***3 credit hours — Three hours weekly; one term.*

Examines fundamental concepts of international relations: nation-state, sovereignty, balance of power, diplomacy, foreign policy, war and peace, disarmament, international law and international organizations.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PLS 275

**Legislative Internship: Orientation***3 credit hours.*

An orientation course to prepare those planning to participate in the legislative internship program (PLS 276) during spring term. Not a prerequisite for PLS 276, but recommended.

PLS 276

**Legislative Internship: Practicum***3 credit hours.*

Selected students are assigned to members of the Maryland General Assembly, committees, lobbyists or associations during the legislative session (January-April). Furthermore, students performing internships in any political legislature (local, state or federal) may earn academic credit for their service. Students perform duties as assigned including drafting of legislation, constituent service and research.

Before the beginning of the proposed internship, students must contact the political science department chair. It is recommended that interns take PLS 275 during the second eight weeks of classes of the fall term before they enroll in PLS 276.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121 and permission of department chair.*

PLS 280-299

**Special Topics in Political Science***3 credit hours — Three hours weekly; one term.*

Focus on topics relevant to political science. Courses offered in response to emerging critical issues, students' interest or the disciplinary strength of faculty members.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Current Special Topics*

PLS 283 Congress: We the People

PLS 285 Government in Action: The General Assembly

**PRACTICAL NURSING (LPN)**

LPN 180

**Fundamentals of Practical Nursing***8 credit hours — 75 hours of lecture and 90 hours of laboratory/clinical per term; one term.*

Learn the role of the practical nurse as provider, manager and member within the discipline of nursing in a team relationship. Focus on the concepts, principles and skills used in assessing and providing basic care for patients. Opportunities to practice skills and demonstrate competencies are provided. Lab fee \$250. Clinical fee \$200.

*Prerequisite: BIO 231, 232 or equivalent, PSY 111 and Math General Education with grades of C or better. Acceptance into the Practical Nursing (LPN) program.*

LPN 193

**Adult and Child Health Concepts in Practical Nursing***10 credit hours — 90 hours of lecture, 42 hours of directed lab and 138 hours of clinical per term; one term.*

Learn essential principles, concepts and skills necessary for the care of adults and children with acute alterations in body systems. Apply theoretical concepts and perform nursing skills specific to adult and child clients in acute care settings. Lab fee \$200. Clinical fee \$200.

*Prerequisite: LPN 180.*

LPN 194

**Women, Newborns, Mental Health and Integration of Concepts in Practical Nursing***9 credit hours — 90 hours of lecture, 30 hours of directed lab and 105 hours of clinical per term; one term.*

Learn essential principles, concepts and skills for providing care for the childbearing family, the mentally ill, and adults with emergent needs. Explore the roles of leadership and delegation. Integrate the role of the Practical Nurse through opportunities to provide client care in acute, community, and/or long-term settings. Lab fee \$200. Clinical fee \$200.

*Prerequisite: LPN 193.*

**PSYCHOLOGY (PSY)**

PSY 100

**Career Development and Assessment***3 credit hours — Three hours weekly; one term.*

A systematic approach toward career selection and planning. Students explore areas of potential career choice. Topics include an assessment of decision-making, information concerning career choices, data on employment possibilities, and personality characteristics related to career choices. Development of self-marketing tools such as resumes and cover letters are included. Completion of or concurrent registration in PSY 111 is recommended. Lab fee \$5.

PSY 102 **Psychology of African Americans***3 credit hours — Three hours weekly; one term.*

Explore basic theoretical and philosophical perspectives in the field of African-American psychology. Review history of African Americans and impact of historical events on the psychological well-being of African Americans. Discuss racism and discrimination and its impact on the African-American family, the education and achievement of African Americans, African-American identity development and other pertinent issues relevant to the lifestyles of African Americans.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AFA 102; credit is not given for both PSY 102 and AFA 102.*

PSY 105  INTERDIS 

**Exploring the Future**

3 credit hours — Three hours weekly; one term.

Investigate the future in a changing world. Using tools and perspectives across fields of study and cultures, students expand foresight and build the future. Acquire an appreciation for the complexity of our global society and its diversity.

*Note: Also offered as BPA 105, FTR 105 and SOC 105; credit is not given for PSY 105 and also BPA 105, FTR 105 or SOC 105.*

PSY 111 

**Introduction to Psychology**

3 credit hours — Three hours weekly; one term.

A basic course intended to expose students to major psychological theories and concepts and related current research findings. Topics include learning, physiological bases of behavior, motivation and emotions, human development, personality and abnormal behavior.

PSY 120

**Psychology of Parenthood**

3 credit hours — Three hours weekly; one term.

Presents an overview of the Psychology of Parenthood, focusing on the parent-child relationship and the crucial role that parents play in the development of children. Included are the various types of parenting in contemporary America, family systems research, child behavior management and interpersonal communication with the family. Current parenting issues such as nutrition, child care, sex education, substance abuse and childhood stress are covered.

PSY 151

**Psychology of Aging**

3 credit hours — Three hours weekly; one term.

Focus on later life development and the aging capabilities, physical health, cognitive development and psychological difficulties. Emphasizes ways of assisting the elderly and their families.

*Note: Also offered as HUS 151; credit is not given for both PSY 151 and HUS 151.*

PSY 201

**Disorders of Infancy, Childhood and Adolescence**

3 credit hours — Three hours weekly; one term.

Presents symptoms and classifications of psychological disorders of infants, children and adolescents. Topics include origins of psychological and behavior disorders, diagnostic procedures, current treatment methods and prevention.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 205

**Child Psychology**

3 credit hours — Three hours weekly; one term.

Learn about cognitive, physical, social and emotional development from infancy through pre-adolescence. Study theories of child development and research methods used to study it. Learn about conception and the prenatal period and its influence on later development.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 208

**Adolescent Psychology**

3 credit hours — Three hours weekly; one term.

Focuses on the scientific study of the biological, psychological, cognitive, emotional, personality and social changes that occur during adolescence and includes the effects of heredity and culture, major theories, moral development, gender role issues, sexuality and family relationship issues.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 211 

**Developmental Psychology**

3 credit hours — Three hours weekly; one term.

Examination of current research and principles and theories of human growth and development. Provides an overview of the development of thinking, language, personality, motor behavior and social behavior from infancy through maturity.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 212 

**Personality Psychology**

3 credit hours — Three hours weekly; one term.

Study traditional theories such as psychodynamic, humanistic, existential and behavioral views. Explore biological, psychological, social learning and Eastern perspectives. Learn to integrate different theoretical approaches and utilize them to explain human behavior and experience.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 214  

**Abnormal Psychology**

3 credit hours — Three hours weekly; one term.

Learn about mental disorders, including an examination of causes, symptoms, treatment and management. Study anxiety disorders, mood disorders, personality disorders and schizophrenia. Explore problems in the field of abnormal psychology and discuss current attempts to solve them.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 215

**Psychology of Relationships**

3 credit hours — Three hours weekly; one term.

Psychological view of interpersonal relationships including interpersonal influence and leadership, close relationships and friendships, psychology of the sexes, love and intimacy and relationships at the workplace. Includes different perspectives and theories of interpersonal relationships and communication.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as GSS 215; credit is not given for both PSY 215 and GSS 215.*

PSY 216 

**Human Sexuality**

3 credit hours — Three hours weekly; one term.

Learn current information concerning biological, psychological and socio-cultural aspects of human sexual functioning and related concerns.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as GSS 216; credit is not given for both PSY 216 and GSS 216.*

PSY 221 

**Psychology of Men**

3 credit hours — Three hours weekly; one term.

Examines the factors that influence male behavior and masculine development. Topics include lifespan development, fathering, men's health, violence, education and relationships with emphasis on current psychological theories and research.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as GSS 221; credit is not given for both PSY 221 and GSS 221.*

PSY 222 

**Psychology of Women**

3 credit hours — Three hours weekly; one term.

Cover female development from childhood and adolescence through adulthood and old age. Study gender differences and stereotypes, sexuality, love relationships and violence against women. Develop a theoretical and practical understanding of the psychology of women.

*Note: Also offered as GSS 222; credit is not given for both PSY 222 and GSS 222.*

PSY 223

**Social Psychology***3 credit hours — Three hours weekly; one term.*

Examine the theoretical orientations and research on social perception, impression management, interpersonal relations, attitude change, conformity and leadership.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 224

**Multicultural Psychology***3 credit hours — Three hours weekly; one term.*

Examine the factors influencing the cultural development of individuals and groups. Explore topics such as privilege, sexuality and gender, abnormal psychology, motivation, development, violence and social interaction.

*Prerequisite: PSY 111 or permission of department chair.*

PSY 232

**Sport Psychology***3 credit hours — Three hours weekly; one term.*

Explore the field of sport and exercise psychology. Topics include the psychological aspects of competitive and recreational sports with emphasis on current psychological theories and field research.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as SPT 232; credit is not given for both PSY 232 and SPT 232.*

PSY 233

**Stress and Stress Management***3 credit hours — Three hours weekly; one term.*

Presents an understanding of stress and its effects on psychological and physiological health. Emphasizes the physiology of stress and the psychological theory behind stress and stress management. Completion of or concurrent registration in PSY 111 is recommended.

PSY 250

**Statistics in Social and Behavioral Sciences***3 credit hours — Three hours weekly; one term.*

Study basic statistics used in social and behavioral sciences. Covers standard topics in parametric statistics through a two-way analysis of variance. Also covers correlation, linear regression and non-parametric statistics. Meets the statistical requirement for most upper-level programs at four-year institutions in the area.

*Prerequisite: MAT 141 (formerly MAT 131), MAT 135 and either PSY 111 or SOC 111.*

*Note: Also offered as SOC 250; credit is not given for both PSY 250 and SOC 250.*

PSY 260

**Terrorism/Counterterrorism***3 credit hours — Three hours weekly; one term.*

Provides a historical analysis of terrorism. Introduces the historical and contemporary issues relevant to domestic and international terrorism. Examines methods utilized by law enforcement and intelligence agencies in preventing and detecting terrorism. Also explores the process utilized for collecting and documenting evidence for the capture and effective prosecution of terrorists. Topics include the role of the media in covering, investigating and reporting terrorist events, and the constitutional and sociological dilemmas involved in investigating terrorist acts in democracies, such as the threats to privacy and individual rights

*Note: Also offered as CJS 260, HLS 260 and SOC 260; credit is not given for PSY 260 and also CJS 260, HLS 260 or SOC 260.*

PSY 280-299

**Special Topics in Psychology***3 credit hours — Three hours weekly; one term.*

Focuses on topics of psychological significance. Uses diverse psychological perspectives to provide theoretical, methodological and/or practical frameworks for a particular topic of interest.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

**PUBLIC HEALTH PROFESSIONS (PBH)**

PBH 101

**Introduction to Public Health***3 credit hours — Three hours weekly; one term.*

Gain an overview of the principles of population health. Learn what determines disease and disability, how evidence is used to quantify the burden of disease, and how health professionals, the public health system and governmental structures contribute to the development of strategies for protecting health and reducing disease and disability.

*Prerequisites: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PBH 102

**Introduction to Epidemiology***3 credit hours — Three hours weekly; one term.*

Gain introductory background to the concepts that embody epidemiology and learn how health data is gathered, analyzed and applied to understanding health issues, and learn methods to measure outcomes. Apply basic skills in quantifying health variables and epidemiological applications.

*Prerequisite: MAT 135 and eligibility for ENG 111 or ENG 115 or ENG 121.*

PBH 105

**Essentials of Health Behavior***3 credit hours — Three hours weekly; one term.*

Learn social and behavioral theories that guide understanding of health related behavior form the foundations of our health promotion and prevention efforts. Explore ways in which these theories and approaches are used in applied health promotion efforts.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

PBH 201

**Global Health***3 credit hours — Three hours weekly; one term.*

Gain an introductory background to the concepts that embody global health. Learn the principles and goals of global health, apply knowledge of health determinants and epidemiologic trends, discuss the impact of economics while exploring ethical issues related to human rights and barriers to health.

*Prerequisite: PBH 102.*

PBH 202

**Emerging Public Health Issues***3 credit hours — Three hours weekly; one term.*

Learn the historical context of the Healthy People initiatives and explore the data and process that was used to define the current objectives that will direct public health policy for the next decade.

*Prerequisite: PBH 101.*

PBH 203

**Health Education Promotion***3 credit hours — Three hours weekly; one term.*

Gain an introduction to the profession of health education, including historical overview, terminology and discussions regarding locations and agencies where health education theory is being practiced. Focus on the potential impact of healthcare reform and how prevention research and health promotion will be integrated into the future of the US and global healthcare systems. This course has a service learning requirement.

*Prerequisites: PBH 101, PBH 102, PBH 105.*

PBH 280-299

**Special Topics in Public Health**

1-8 credits.

Focus on topics of current interest in health, health education, and health management, including courses designed to meet expressed needs and interest within the community. Also for current graduates requiring additional course content to qualify for transfer credit, credit by examination, or who wish to update knowledge and skills. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Prerequisite:* Will vary depending on course offering.

**RADIOLOGIC TECHNOLOGY (RAD)**

RAD 101

**Introduction to Radiography**

2 credit hours — 15 hours of lecture and 35 hours of college laboratory; four-week term.

Orientation to radiography and the health care system. Includes basic medical terminology, medical and legal ethics, history of radiography, infection control and radiation protection. Supervised instruction in the lab includes body mechanics, universal precautions, vital signs, medical emergencies and management of the patient with special needs. Lab fee \$50.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121. MAT 141 (formerly MAT 131), BIO 231-BIO 232 or BIO 233-BIO 234 and permission of radiologic technology department chair.

RAD 111

**Radiographic Procedures 1**

3 credit hours — Two hours of lecture and three hours of college laboratory weekly; one term.

Continues concepts of medical terminology, ethics, history and techniques necessary to produce radiographs. Includes appropriate patient care procedures, basic exposure, positioning techniques, principles of equipment use and radiation protection. Lab fee \$100.

*Prerequisite:* RAD 101.

*Corequisite:* RAD 112.

RAD 112

**Clinical Radiography 1**

5 credit hours — 15 hours of clinical laboratory weekly; one term.

Supervised use of energized equipment in the college laboratory and clinical laboratory centers to produce quality radiographic images of upper and lower extremities, chest and abdomen. Clinical fee \$175.

*Prerequisite:* RAD 101.

*Corequisite:* RAD 111.

RAD 121

**Radiographic Procedures 2**

3 credit hours — Two hours of lecture and three hours of college laboratory weekly; one term.

Continued study of radiographic procedures in greater depth with the addition of radiographic examinations focusing on the vertebral column, thoracic cage, pelvic girdle, skull and body systems requiring the administration of contrast materials. Lab fee \$100.

*Prerequisite:* RAD 111 and RAD 112 with grades of C or better.

*Corequisite:* RAD 122 and RAD 123.

RAD 122

**Clinical Radiography 2**

5 credit hours — 15 hours of clinical laboratory weekly; one term.

Companion course to Radiographic Procedures 2 (RAD 121). Students take assigned clinical rotations in clinical laboratory centers and use energized equipment under supervision to develop competency in positioning, producing and processing radiographic images. Clinical fee \$175.

*Prerequisite:* RAD 111 and RAD 112 with grades of C or better.

*Corequisite:* RAD 121 and RAD 123.

RAD 123

**Imaging Equipment Maintenance and Operation**

3 credit hours — Three hours of lecture weekly; one term.

Introduces X-ray physics, circuitry and all types of radiographic equipment. X-ray production, interaction of X-rays with matter, beam characteristics, image intensification and radiographic accessories are covered in detail. A review of image quality and the evaluation of radiographic equipment and accessories is emphasized.

*Prerequisite:* RAD 111 and RAD 112 with grades of C or better.

*Corequisite:* RAD 121 and RAD 122.

RAD 211

**Radiographic Procedures 3**

1 credit hour — One hour of lecture weekly; one term.

Continues study of more advanced radiographic procedures with the addition of special procedures and radiographic imaging. Studies include venography, myelography, arthrography, atypical orthopedic studies, and other special procedures. Corollary topics focus on anatomy, special technique, positioning, equipment image evaluation, quality assurance activities and computed tomography.

*Prerequisite:* RAD 121, RAD 122 and RAD 123.

*Corequisite:* RAD 212.

RAD 212

**Clinical Radiography 3**

6 credit hours — 18 hours of clinical laboratory weekly; one-term.

Companion course to Radiographic Procedures 3 (RAD 211). Supervised patient care practicum in clinical laboratory centers performing radiographic examinations such as venography, myelography, arthrography, atypical orthopedic procedures, and other specialized procedures and continued competency testing in required radiographic procedures. Clinical fee \$175.

*Prerequisite:* RAD 121, RAD 122 and RAD 123 with grades of C or better.

*Corequisite:* RAD 211.

RAD 231

**Radiographic Procedures 4**

3 credit hours — Two hours of lecture and three hours of college laboratory weekly; one term.

Study of computed tomography, digital radiography, ultrasonography, magnetic resonance imaging, interventional radiography and computer applications in radiology. Includes study of pathologic disorders and their respective impact on radiography. Lab fee \$100.

*Prerequisite:* RAD 211 and RAD 212 with grades of C or better.

*Corequisite:* RAD 232.

RAD 232

**Clinical Radiography 4**

6 credit hours — 24 hours of clinical laboratory weekly; one term.

Companion course to Radiographic Procedures 4 (RAD 231). A clinical practicum enhances the knowledge and skill acquired in previous radiography courses. Students also learn more complicated special procedures performed on central nervous, vascular and other body systems using ultrasound and computerized tomography. Clinical fee \$175.

*Prerequisite:* RAD 211 and RAD 212 with grades of C or better.

*Corequisite:* RAD 231.

RAD 240

**Advanced Radiography — Patient Management Techniques**

1 credit hour — Two hours of lecture and six hours of college laboratory weekly; two-week term.

Includes ECG analysis, vital signs, oxygen administration and venipuncture skills. This one-credit course enhances the student radiographers' patient care management skills. Lab fee \$100.

*Prerequisite:* RAD 231-232.

RAD 251 **Radiation Biology and Protection**

3 credit hours — Three hours of lecture weekly; one term.

Presents principles of cell radiation and the responsibility of the radiographer to protect patients, personnel and the public from the effects of radiation. Additional topics include calculations of permissible radiation dosage and the effect of federal/state laws and regulations on radiation protection. Emphasis will also be placed on preparing students for the national certification examination.

*Prerequisite:* RAD 231 and RAD 232 with grades of C or better.

*Corequisite:* RAD 252.

RAD 252  HEALTH **Clinical Radiography 5**

6 credit hours — 24 hours of clinical laboratory weekly; one term.

An advanced clinical practicum provides supervised experience in a clinical agency site. Comprehensive application of skills taught in all preceding courses preparatory to entering the field for radiography. Clinical fee \$175.

*Prerequisite:* RAD 231 and RAD 232 with grades of C or better.

*Corequisite:* RAD 251.

RAD 261

**Computed Tomography Principles and Applications**

4 credit hours — Four hours weekly; one term.

Study of the application and techniques needed to perform computerized tomography examinations. Course prepares students for the national computerized tomography registry examination. Lab fee \$30.

*Note:* Limited to registered radiologic technologists.

RAD 262

**Computed Tomography — Clinical Practicum**

5 credit hours — 15 hours of clinical laboratory weekly; one term.

Companion course to Computed Tomography Principles and Applications (RAD 261). Consists of a supervised patient care practicum in clinical laboratory centers performing computerized tomography examinations. Clinical fee \$200.

RAD 280-299

**Special Topics in Radiologic Technology**

1-8 credit hours.

For students seeking readmission to the radiologic technology program or transfer from an accredited program. If a review of course outlines from transfer courses identifies omissions in content, students will be required to take from one to eight credits in this course. Courses may be pursued by practicing radiologic technologists who wish to update theory. Courses focus on advanced levels of care or topics of interest.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-50.

*Prerequisite:* Permission of radiologic technology department chair.

**READING (RDG)**

*Students whose placement test scores indicate a need for developmental reading will be placed into one or more of these courses. Courses must be taken in the correct sequential order.*

*Students taking developmental reading classes must successfully complete all of the required courses before taking English 111. Such students should read carefully this catalog's statements on developmental courses on page 11 and the Limitations on Credit Hours on page 375.*

RDG 026

**Reading Your World**

3 equivalent credit hours — Three hours weekly, one term.

Develop skills, habits and attitudes that will result in more effective reading and studying. Strengthen language and vocabulary skills, using prior learning and experience as a foundation. Identify main ideas in reading selections, find important details and understand relationships between sentences. Explore how skills in reading transfer to problem solving in everyday life.

*Note:* Students enroll in this course if their college placement test scores indicate the need for this course. Students must earn a grade of C or better in RDG 026 before proceeding to RDG 027. Placement procedures may require students to register for ENG 001 and/or ENG 002 upon successful completion of RDG 026. See English course descriptions on pages 309-312.

RDG 027

**Participatory College Reading**

3 equivalent credit hours — Three hours weekly, one term.

Prepare for academic reading at the college level by developing more advanced participatory approaches to critical thinking and problem solving. Practice strategies that encourage active reading of college-level textbooks. Identify thesis, main ideas, and details, with an emphasis on inferential comprehension. Explore how skills in reading transfer to problem solving in everyday life.

*Note:* Students enroll after successful completion of RDG 026, or if their Accuplacer Reading Placement Test indicates the need for this course. Placement procedures may require students to register for ENG 001 and/or ENG 002 in addition to Reading classes. See English course descriptions on pages 309-312. Students must earn a grade of C or better in RDG 027 before proceeding to RDG 028.

RDG 028

**The Critical Reader**

3 equivalent credit hours — Three hours weekly, one term.

Explore and reflect on what it means to be a critical reader. Improve analytic skills through discussing how authors develop and support their theses. Analyze, evaluate and synthesize persuasive writing. Expand vocabulary and sharpen ability to use context to infer meaning.

*Note:* Students enroll after successful completion of RDG 027, or if their Accuplacer Reading Placement Test score indicates the need for this course. Placement procedures may require students to register for ENG 001 and/or ENG 002 in addition to Reading classes. See English course descriptions on pages 309-312. Students must earn a grade of C or better in RDG 028 before proceeding to ENG 111.

RDG 029

**Accelerated Reading for College**

5 equivalent hours

Prepare for academic reading by developing more advanced critical reading and problem solving skills. Expand vocabulary and sharpen ability to use context to infer meaning. Practice strategies that encourage active reading of college-level textbooks. Identify main ideas, theses, and details with an emphasis on inferential comprehension. Improve critical reading skills through analysis and evaluation of persuasive writing. Analyze, evaluate and synthesize authors' arguments to draw and support conclusions.

*Prerequisite:* Eligibility for RDG 027.

*Note:* RDG 029 is offered in an accelerated format, allowing students to complete both RDG 027 and RDG 028 in one semester. Students must earn a grade of "C" or better in RDG 029 and complete any English requirements to gain eligibility for ENG 111.

**READING AND WRITING FOR SUCCESS (RWS)**

*A comprehensive course in reading and writing is offered through the college's Continuing Education division. This course is designed to improve student reading and writing skills prior to enrolling in reading courses or pursuing other training opportunities.*

RWS 300

**Reading and Writing for Success**

12 equivalent credit hours — Twelve hours weekly, one term.

Expand basic vocabulary, develop basic sentence and paragraph writing strategies and build reading comprehension through text, class and online activities. Intensive instruction in reading and writing skills with individualized learning plans. This course is offered at no cost to Anne Arundel County residents. Placement scores determine eligibility.

**SOCIOLOGY (SOC)**

SOC 102  ARTS & HUM / SOC SCI  INTERDIS 

**Introduction to Masculinity Studies**

3 credit hours — Three hours weekly; one term.

Explore issues in the lives of American men. Investigates the interdisciplinary field of masculinity studies by examining contemporary theories of masculinity, changes in the definitions of masculinity in different periods of American history, the sociology and psychology of men’s experiences, and gender and sexuality as organizing features of men’s lives.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as AMS 102 and GSS 102; credit is given for only one of the following: AMS 102, GSS 102 or SOC 102.

SOC 105  INTERDIS 

**Exploring the Future**

3 credit hours — Three hours weekly; one term.

Investigate the future in a changing world. Using tools and perspectives across fields of study and cultures, students expand foresight and build the future. Acquire an appreciation for the complexity of our global society and its diversity.

*Note:* Also offered as BPA 105, FTR 105 and PSY 105; credit is not given for SOC 105 and also BPA 105, FTR 105 or PSY 105.

SOC 111  SOC SCI 

**Introduction to Sociology**

3 credit hours — Three hours weekly; one term.

Learn sociological principles and perspectives as a way of understanding everyday social life. Study meanings and functions of various roles in historical and contemporary societies. Evaluate causes, consequences and comparisons of social hierarchies. Also offered as an honors course, SOC 111H.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

SOC 113

**Urban Sociology**

3 credit hours — Three hours weekly; one term.

Sociological study of city life. Consideration of shifting ecological, demographic and community crises in metropolitan areas. Aspects of Anne Arundel County as a living example of a developing urban area. An analysis of social and political context of urban problems and policies.

*Prerequisite:* SOC 111.

SOC 120

**Introduction to Physical Anthropology**

3 credit hours — Three hours weekly; one term.

Survey of anthropology with emphasis on human physical development. Consideration given to humans as evolving biological and cultural creatures and historical theories of evolution and transmission of inheritance.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as ANT 120; credit is not given for both SOC 120 and ANT 120.

SOC 121  SOC SCI

**Introduction to Cultural Anthropology**

3 credit hours — Three hours weekly; one term.

Introduces the comparative cross-cultural study of human behavior and social organization. Takes an ethnographic approach to examine topics such as the concept of culture, family and kinship, economic, social and political organization and religion.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as ANT 121; credit is not given for both SOC 121 and ANT 121.

SOC 122  SOC SCI

**Social Problems**

3 credit hours — Three hours weekly; one term.

Gives citizens the tools to identify, understand and act on problems in their community and society. Employs sociological skills and perspectives to empower work toward intervention and creative solutions to problems. Social problems

vary from class to class depending on historical and contemporary relevance.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

SOC 123  SOC SCI

**Introduction to Archaeology**

3 credit hours — Three hours of lecture weekly; one term.

Research the archeology of both Old and New Worlds emphasizing North America and Europe. Analyze the spatial distribution, over time, of the genus Homo. Investigate material cultural and environmental evidence in order to understand regional differences in social institutions, especially economics.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as ANT 123; credit is not given for both SOC 123 and ANT 123.

SOC 124

**Substance Abuse in America**

3 credit hours — Three hours weekly; one term.

Examine the impact of drugs and alcohol on American society. Review the history of drug and alcohol use and focus on social impact and societal response. Study individual, community and political efforts to control, regulate and treat drug abuse problems. Discuss addiction theories and effects of commonly abused drugs. Approved by the Office of Education and Training for Addictions Services (OETAS).

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

SOC 130

**Diversity in Society**

3 credit hours — Three hours weekly; one term.

Examine the interrelationships of race, class, gender and ability as they shape the experiences of people in society. Presented with the intent of demonstrating how society is strengthened by diversity.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as GSS 130; credit is not given for both SOC 130 and GSS 130.

SOC 132

**Juvenile Delinquency**

3 credit hours — Three hours weekly; one term.

Analyze how society labels, processes, controls and treats juvenile offenders. Review theories of causality; methods of classification; rates, types and trends of juvenile delinquency; and evolving legal approaches. Discuss special areas including violence, drug use and gang behavior.

*Prerequisite:* SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as CJS 132; credit will be not given for both SOC 132 and CJS 132.

SOC 150  SOC SCI 

**Introduction to Aging Studies**

3 credit hours — Three hours weekly; one term.

Examines the myths, demographics, psychosocial perspectives and bio-medical aspects of growing old in America. Issues impacting older persons are discussed including economics, politics, religion, leisure, social/living environment, intimacy and sexuality, health care and death and dying.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as HUS 150; credit is not given for both SOC 150 and HUS 150.

SOC 155

**Death and Dying**

3 credit hours — Three hours weekly; one term.

Review the changing impact of death on life in America. In addition to the intrinsic ties between life and death, course topics include the process of dying and grieving, hospice, suicide, abortion, homicide and nuclear war.

*Prerequisite:* Eligibility for ENG 111 or ENG 115 or ENG 121.

*Note:* Also offered as HUS 155; credit is not given for both SOC 155 and HUS 155.

SOC 200

**Sociology of Sports***3 credit hours — Three hours weekly; one term.*

Examine the intersection of sports within broader society, assessing the implication of sports within the culture, its impact on economic inequality and social mobility, and its overall influence on the media, politics, economics, religion, race, gender, age and sexual orientation. Address sports as a modern social science in need of academic inquiry.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SPT 200; credit is not given for both SOC 200 and SPT 200.*

SOC 205

**Traditional Cultures of the World***3 credit hours — Three hours weekly; one term.*

Emphasizes culture as expressed by a cross-section of world traditional cultures. The course reviews contemporary and historical case material from specific traditional cultures in detail, comparing the lifestyles of each group. Lectures cover hunters and gatherers, tribes, chiefdoms and pre-industrial groups from diverse parts of the earth. These societies are viewed in cross-cultural perspective.

*Prerequisite: SOC 111 or ANT 121 or SOC 121 or permission of department chair.*

*Note: Also offered as ANT 205; credit is not given for both SOC 205 and ANT 205.*

SOC 210

**Sociology of Deviance***3 credit hours — Three hours weekly; one term.*

Determine the role, function and meaning of deviation in society. Focus on the theories of deviance, regulation of behavior, deviant subcultures and the management of deviant identity. Topics include deviant lifestyles, violent groups and criminals, human sexuality, hustlers, drug users and others who might be viewed as outsiders by the eye of the beholder.

*Prerequisite: SOC 111.*

SOC 212  INTERDIS **Introduction to Lesbian, Gay, Bisexual and Transgender Studies***3 credit hours — Three hours weekly; one term.*

Examine the diversity of lesbian, gay, bisexual and transgender (LGBT) behaviors, orientations, identities, communities, and issues from a trans-historical, cross-cultural and interdisciplinary perspective with special emphasis on LGBT culture in the United States. Study the history of human sexuality and gender identity/expression; cultural and social constructions of sexuality and gender; representations of LGBT experience in textual and visual media; legal rights and restrictions; current events and socio-political issues of current interest; methods of queer theory/queer studies; and advocacy, activism and change.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AMS 212 and GSS 212; credit is given for only one of the following: AMS 212, GSS 212 or SOC 212.*

SOC 213

**Marriage and the Family***3 credit hours — Three hours weekly; one term.*

Survey of the dynamics of life in families. A view of the family as a changing social unit and implications of these changes for the individual. Reviews social forces that influence mating and dating, marriage and divorce, and deals with topics of love, sexuality, parenting, aging and death.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GSS 213; credit is not given for both SOC 213 and GSS 213.*

SOC 220

**Gender and Culture: Gender Roles in Cross-Cultural Perspective***3 credit hours — Three hours weekly; one term.*

Examination of various cultures to understand how gender and gender roles are constructed and how they structure social relationships. Course presents theoretical perspectives and empirical evidence from a variety of cul-

tures, including pre-industrial, industrial, post-industrial societies and developing countries.

*Prerequisite: GSS 101, SOC 111 or SOC 121.*

*Note: Also offered as GSS 220; credit is not given for both SOC 220 and GSS 220.*

SOC 224

**Criminology***3 credit hours — Three hours weekly; one term.*

Study the cultural and historical influence of crime. Explore topics relating to the definition and meaning of crime and criminality; problems of official data; theoretic approach to causes of crime; and social and legal aspects of the criminal justice system with emphasis on roles of police, lawyers, judges, public and victims. Examine evolving theories and approaches to punishment, ranging from probation to capital punishment.

*Prerequisite: SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as CJS 224; credit will not be given for both SOC 224 and CJS 224.*

SOC 225 **Cultural Representations of Disability, Gender and Sexuality in the U.S.***3 credit hours — Three hours weekly; one term.*

Explore the representations of disability in American popular culture. Analyze how gender and sexuality affect the representations of disability. Examine the connections between representations of oppressed groups in popular culture and the unequal distribution of economic, political and social power in the U.S.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as AMS 225 and GSS 225; credit is given for only one of the following: AMS 225, GSS 225 or SOC 225.*

SOC 230

**Introduction to Applied Sociology***3 credit hours — Three hours weekly; one term.*

This hands-on introduction uses sociology concepts, skills and tools to actively analyze and engage problems facing a variety of clients and organizations including business, government, religion and other community agencies and groups. Employ sociological perspective and tools to identify, investigate and actively seek solutions to issues of structure, process and social change.

*Prerequisite: SOC 111 or permission of instructor.*

SOC 240

**Introduction to Geographic Information Systems***3 credit hours — Three hours weekly; one term.*

Learn and use geographic information systems (GIS) technology that enables users to collect, store, analyze and output natural and social science data.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GEO 240; credit is not given for both SOC 240 and GEO 240.*

SOC 250

**Statistics in Social and Behavioral Sciences***3 credit hours — Three hours weekly; one term.*

Study basic statistics used in social and behavioral sciences. Covers standard topics in parametric statistics through a two-way analysis of variance. Also covers correlation, linear regression and nonparametric statistics. Meets the statistical requirement for most upper-level programs at four-year institutions in the area.

*Prerequisite: MAT 141 (formerly MAT 131), MAT 135 and either PSY 111 or SOC 111.*

*Note: Also offered as PSY 250; credit is not given for both SOC 250 and PSY 250.*

SOC 260

**Terrorism/Counterterrorism***3 credit hours — Three hours weekly; one term.*

Provides a historical analysis of terrorism. Introduces the historical and contemporary issues relevant to domestic and international terrorism. Examines methods utilized by law enforcement and intelligence agencies in preventing and detecting terrorism. Also explores the process utilized for collecting and documenting evidence for the capture and effective prosecution of terrorists. Topics include the role of the media in covering, investigating and reporting terrorist events, and the constitutional and sociological dilemmas involved in investigating terrorist acts in democracies, such as the threats to privacy and individual rights

*Note: Also offered as CJS 260, HLS 260 and PSY 260; credit is not given for SOC 260 and also CJS 260, HLS 260 or PSY 260.*

SOC 265

**Social Research Methods***3 credit hours — Three hours weekly; one term.*

Explore research methods common to all social and behavioral sciences used in business, government, medicine and education. Learn to write questionnaires, select a sample, employ basic experimental design while reviewing the association between research and theory. Also offered as an honors course SOC 265H.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

SOC 275

**Practicum in Sociology***3 credit hours — One hour of seminar and 10 hours of related work weekly; one term.*

Continue to learn, through greater levels of responsibility and academic assignments, how classroom principles and concepts in sociology are applied on the job. The continued work experience will result in further integration and reinforcement of academic learning under coordinated job experiences.

*Prerequisite: SOC 111 or permission of department chair.*

SOC 276

**Practicum in Applied Social Research***3 credit hours — One hour of seminar and 10-15 hours of related work weekly; one term.*

Selected students continue to learn and apply, at increased levels of competency, the principles learned in SOC 265, Social Research Methods. Participate in a variety of tasks which may include exposure to applied research problems and written and oral presentations. The work experience requires creation of an applied research project in collaboration with an employer.

*Prerequisite: SOC 265 and approval of department chair.*

SOC 280-299

**Special Topics in Sociology***3 credit hours — Three hours weekly; one term.*

Focuses on topics of social relevance. Uses a sociological perspective to provide a theoretical and methodological framework for a particular topic of interest. Allows a merger of students' interests and the disciplinary strengths of faculty members.

A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

*Current Special Topics*

SOC 282 Special Topics: Television Culture: Past, Present and Future

SOC 296 The North American Indian

**SPORTS STUDIES (SPT)**

SPT 123

**Sports in America***3 credit hours — Three hours weekly; one term.*

Examine the role, function and significance of sports and their impact on the hearts and minds of Americans. Research topics such as myth and legends, rituals and ceremonies, women and sports, amateurs and professionals, the business of sports and sports as a secular religion.

*Note: Also offered as AMS 123; credit is not given for both SPT 123 and AMS 123.*

SPT 200

**Sociology of Sports***3 credit hours — Three hours weekly; one term.*

Examine the intersection of sports within broader society, assessing the implication of sports within the culture, its impact on economic inequality and social mobility, and its overall influence on the media, politics, economics, religion, race, gender, age and sexual orientation. Address sports as a modern social science in need of academic inquiry.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as SOC 200; credit is not given for both SPT 200 and SOC 200.*

SPT 210

**Sports Geography***3 credit hours — Three hours of lecture weekly; one term.*

Apply a geographic perspective to worldwide sports, with an emphasis on the United States. Analyze the spatial distribution and interaction of sports. Assess the impact of regional differences, economics and geography along with fan and player demographics.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as GEO 210; credit will not be given for both SPT 210 and GEO 210.*

SPT 213

**Sports Philosophy***3 credit hours — Three hours weekly; one term.*

Examine, within a psychological, sociological and historical context, the origins of values within a sports context. Learn ethical theories such as rule utilitarianism and Kantian moral theory, using that framework as a means by which to assess such issues as sports identification, exploitation of athletes, gender, race and class issues in sports and sports violence.

*Prerequisite: Eligibility for ENG 111 or ENG 115 or ENG 121.*

*Note: Also offered as PHL 213; credit is not given for both SPT 213 and PHL 213.*

SPT 232

**Sport Psychology***3 credit hours — Three hours weekly; one term.*

Explore the field of sport and exercise psychology. Topics include the psychological aspects of competitive and recreational sports with emphasis on current psychological theories and field research.

*Prerequisite: PSY 111 or permission of department chair.*

*Note: Also offered as PSY 232; credit is not given for both SPT 232 and PSY 232.*

SPT 244

**Sports and Diversity***3 credit hours — Three hours weekly; one term.*

Explore the historical and modern-day status of diversity in sports. Assess opportunities available in sports for diverse groups and potential issues that occur during actual involvement. Discuss race, ethnicity, gender, sexual orientation and disability as they relate to sports.

**STEM: SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STM)**

STM 101

**Core Skills for STEM 1***1 credit hour — 10 hours lecture and 5 hours directed lab, weekly; one term.*

Develop or refresh skills and knowledge required for technical positions within Science, Technology, Engineering, Mathematics (STEM) fields. Focus upon mathematics and critical thinking skills essential to academic and workplace success.

*Prerequisite: Completion of STEM Fast Track or eligibility for MAT 102 and ENG 111 or ENG 115 or ENG 121.*

*Note: This is the first course in a three-course sequence.*

STM 102

**Core Skills for STEM 2**

1 credit hour — 10 hours lecture and 5 hours directed lab, weekly; one term.

Develop or refresh skills and knowledge required for technical positions within Science, Technology, Engineering Mathematics (STEM) fields. Focus upon communications and critical thinking skills essential to academic and workplace success.

Prerequisite: STM 101 or STM 291

Note: This is the second course in a three-course sequence.

STM 103

**Core Skills for STEM 3**

1 credit hour — 10 hours lecture and 5 hours directed lab, weekly; one term.

Develop or refresh skills and knowledge required for technical positions within Science, Technology, Engineering, Mathematics (STEM) fields. Focus upon professionalism and critical thinking skills essential to academic and workplace success.

Prerequisites: STM 102 or STM 292

Note: This is the third course in a three-course sequence.

STM 280–299

**Special Topics in STEM (Science, Technology, Engineering, Mathematics)**

1–3 credit hours.

Develop or refresh skills and knowledge required for technical positions within Science, Technology, Engineering, Mathematics (STEM) field. Focus upon mathematics, communication, professionalism, and critical thinking skills essential to academic and workplace success.

Current Special Topics

STM 291 Core Skills for STEM 1

STM 292 Core Skills for STEM 2

**SURGICAL TECHNOLOGY (SGT)**

SGT 100

**Pathophysiology and Pharmacology for Surgical Technologist**

3 credit hours — 45 hours lecture; one term.

Analyze concepts related to pathophysiology and pharmacology as they relate to the surgical setting.

Prerequisite: BIO 223 with a grade of C or better.

SGT 102

**Principles of Surgical Technology**

6 credit hours — 45 hours of lecture and 150 hours of directed laboratory per term.

Establish the skills and techniques needed to prepare for and assist in operating room procedures. Lab fee \$300. Clinical fee \$200.

Prerequisite: BIO 223 with a grade of C or better.

SGT 108

**Surgical Procedures 1**

4 credit hours — 60 hours of lecture per term.

Learn the basic format and procedures used in the operating room. Includes a step-by-step process to provide the student with a broad knowledge base and the skills needed to perform as a Surgical Technologist.

Prerequisite: SGT 100 and SGT 102 with a grade of C or better.

Corequisite: SGT 200.

SGT 200

**Surgical Technology Practicum 1**

7 credit hours — 260 hours of clinical laboratory per term.

Learn the basic format and procedures used in the operating room. Includes step by step provide the student with broad knowledge base and to perform the skills needed to perform as a surgical technologist. Lab fee \$300. Clinical fee \$200.

Prerequisite: SGT 100 and SGT 102 with a grade of C or better.

Corequisite: SGT 108

SGT 202

**Surgical Procedures 2**

4 credit hours — 60 hours of lecture.

Expand skills and knowledge related to procedures in the operating room.

Prerequisite: SGT 108 and SGT 200 with a grade of C or better.

Corequisite: SGT 204.

SGT 204

**Surgical Technology Practicum 2**

7 credit hours — 300 hours of clinical laboratory; one term.

Apply the theories and content learned in previous surgical technology courses. Continue to build on the knowledge base and the skills needed to perform as a surgical technologist. Lab fee \$300. Clinical fee \$200.

Prerequisite: SGT 108 and SGT 200 with a grade of C or better.

Corequisite SGT 202.

SGT 205

**Practicum 2 for Surgical Technology**

5 credit hours — 188 hours of clinical laboratory per term; 8 weeks.

Apply the theories and content learned in previous surgical technology courses. Continue to build on the knowledge base and the skills needed to perform as a surgical technologist in all areas of the surgical setting. Lab fee \$300. Clinical fee \$150.

Prerequisite: SGT 108 and SGT 200 with a grade of C or better.

Corequisite: SGT 202 and SGT 209.

SGT 206

**Practicum 3 for Surgical Technology**

5 credit hours — 188 hours of clinical laboratory per term; 8 weeks.

Continuation of SGT 205. Apply the theories and content learned in previous surgical technology courses. Continue to build on the knowledge base and the skills needed to perform as a surgical technologist in all areas of the surgical setting. Lab fee \$300. Clinical fee \$150.

Prerequisite: SGT 205 with a grade of C or better.

Corequisite: SGT 202 and SGT 209.

SGT 208

**Surgical Technology Practicum 3**

3 credit hours — 135 hours of directed laboratory.

Apply theories and content in a specialty area in the surgical setting. The clinical experience will be in a surgical specialty of the student's own choosing. Lab fee \$300. Clinical fee \$100.

Prerequisite: SGT 108 and SGT 200 with a grade of C or better.

SGT 209

**Surgical Technology Perspectives**

1 credit hour — 15 hours of lecture; 8 weeks.

Analyze current issues and trends that impact the profession of surgical technology.

Prerequisite: SGT 108, SGT 200.

**THEATER ARTS (THA)**THA 111  ARTS & HUM**Introduction to Theater**

3 credit hours — Three hours weekly; one term.

Explore the theater through readings from textbook and play scripts, videos and live performances. From the audience's point of view, examine the roles of playwrights, actors, directors, designers and critics who create this art form. Requires attendance at two live performances.

THA 115

**Introduction to Children's Theater**

3 credit hours — Three hours weekly; one term.

Introduction to the special world of children's theater where adults perform plays for children. Explore various performance and production techniques. Opportunity to participate in presentation of a play for an audience of children. Whenever possible, field trips take students to see examples of children's theater.

THA 116

**Movement for Actors***3 credit hours — Three hours weekly; one term.*

Practical study of movement fundamentals, body awareness, physical intention and nonverbal communication related to the beginning acting process. Principles of the use of time, weight, space and energy and their application are explored along with an introduction to somatics, Laban effort/shape theory and contact improvisation. This course is cross-listed and identical in both Dance and Theater.

*Prerequisite: THA 132 or permission of department chair or coordinator of dance.*

*Note: Also offered as DAN 116; credit is not given for both THA 116 and DAN 116.*

THA 121

**Stagecraft***3 credit hours — Two hours of lecture and two hours of laboratory weekly; one term.*

A look at theater from behind the scenes. Areas covered include construction and painting of stage scenery and use of woodworking tools as well as stage rigging and stage hardware. Through class discussion and hands-on practice, students deal with problems of constructing the set for a play.

THA 122

**Introduction to Stage Design and Lighting***3 credit hours — Three hours weekly; one term.*

Study of basic drawing and drafting techniques needed to create stage designs and an introduction to design of stage scenery. Students also study stage lighting, including kinds of stage fixtures, use of color and planning of stage lighting.

Stagecraft (THA 121) is not a prerequisite for this course.

THA 125

**Script Analysis***3 credit hours — Three hours weekly; one term.*

Introduces students to the skills and techniques required to read and analyze a play text. Focuses on the critical information that the text provides to inform the work of directors, designers, performers and technicians. This course provides a foundation for further study of the art form.

*Prerequisite: ENG 111-112 or ENG 115-116 or ENG 121.*

THA 132  ARTS & HUM**Acting 1***3 credit hours — Three hours weekly; one term.*

Study the acting process through exercises, theatre games and performance. Explore and gain proficiency in the Stanislavski method of acting. Learn character analysis and rehearsal techniques in preparation for required in-class presentation of short scenes from modern play scripts. Lab fee \$15.

THA 133 (134)

**Acting 2***3 credit hours — Three hours weekly; one term.*

Build upon the knowledge and skills acquired in THA 132; progress to advanced scene study. Prepare character analysis and present multiple monologues and scenes from modern and experimental plays in order to gain increased actor control. Encounter and investigate Shakespearean technique for the actor. Lab fee \$15.

*Prerequisite: THA 132 or permission of department chair.*

*Note: THA 133 may be repeated once for credit with permission of department chair and will appear on student records as THA 134. (Repeat credit may not transfer.)*

THA 135

**Applied Theater***1 credit hour — One hour of individual instruction weekly; one term.*

Receive individualized instruction in theater for either the actor, designer or technician. Course may be repeated for a total of 3 credits. Nonrefundable lab fee \$250.

*Prerequisite: THA 121 or THA 122 or THA 132 or permission of department chair.*

THA 180-181 (182-183)  ARTS & HUM**Play Production***3 credit hours — One hour of lecture and four hours of laboratory weekly; one term.*

Study of nonprofessional theatrical production. Students take a play from reading and analysis through auditions and rehearsals to final performance. They receive credit for all work done on the current drama club production. Laboratory hours are spent using common power and hand tools to facilitate the production design. If cast, laboratory hours might also be spent in rehearsals.

The course may be repeated up to three times with different content. (Repeat credits may not transfer.) Permission of department chair needed to repeat this course. Repeated course will appear on student records as THA 181, THA 182 and THA 183 and will not be considered a general education humanities course.

THA 185

**Children's Theater Ensemble***1 credit hour — Three hours weekly; one term.*

Rehearsal and performance of dramatic literature aimed at youth audiences. Programs are prepared for both on and off-campus presentations. Students must audition or interview for slots in class during the first week of the term in which they desire to enroll. Course may be repeated a total of two credit hours.

THA 260

**Theater Live and Alive in Great Britain***3 credit hours.*

A travel-study course that provides first-hand experience in the British theatrical scene, including London commercial and fringe theaters, subsidized Royal National Theatre and the Royal Shakespeare Company and regional professional theater. An 18-day visit to England will include appropriate tours and seminars with theater professionals as well as theater tickets to performances in London, Stratford-on-Avon and Chichester. Lecture attendance, research paper, final exam and tour fee are required.

THA 282

**Professional Theater in Performance***1 credit hour.*

Examination of the New York theater scene through attendance at three Broadway and off-Broadway shows, two seminars with theater professionals and an appropriate tour, such as backstage tours of Radio City Music Hall or the Metropolitan Opera House or a visit to a New York professional costume shop. Tour includes chartered bus transportation and five days/four nights accommodations in a hotel just off Times Square. Tour fee required.

THA 285-299

**Special Topics: Theater***1-3 credit hours.*

An in-depth examination of one aspect of theater or theatrical production. A maximum of eight credits earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. Some special topics may have a course prerequisite and/or additional lab fees. See the current schedule of classes for term offerings. Lab fees \$5-\$250.

*Current Special Topics*

THA 286 Make-up for the Actor

**THERAPEUTIC MASSAGE (MAS)**

MAS 100

**Introduction to Massage***1 credit hour — 15 hours of lecture.*

Introduces the background, terminology, legal requirements, career opportunities and ethics of therapeutic massage for the professional or non-professional. Discusses introductory body mechanics. Helps students determine if they want to pursue therapeutic massage as an avocation or vocation. Prepares the student for MAS 110.

MAS 110

**Swedish Massage***6 credit hours — 60 hours of lecture and 75 hours of college laboratory.*

Learn the principles of basic theory and techniques necessary for administering Swedish relaxation and seated massage. Lab fee \$60.

*Prerequisite: MAS 100 with a grade of C or better or permission of the program coordinator.*

*Special admission requirement: Age 18 by the first day of class.*

*Submission of completed health record.*

MAS 111

**Deep Tissue Massage***6 credit hours — 60 hours of lecture and 75 hours of college laboratory; one term.*

Provides intermediate training for students in soft tissue and movement modalities. Enhances your ability to utilize creative problem-solving skills through practical applications. Learn the techniques that are necessary for deep tissue therapeutic massage. Lab fee \$60.

*Prerequisite: A grade of C or better in MAS 110.*

MAS 113

**Advanced Massage Techniques***6 credit hours — 60 hours of lecture and 75 hours of college laboratory; one term.*

Learn advanced techniques in soft tissue and movement modalities. Utilize creative, problem-solving skills through practical applications. Examine techniques that are necessary for myofascial release, sports, chair and prenatal massage. Lab fee \$60.

*Prerequisite: A grade of C or better in MAS 111 and BIO 230 or BIO 232 or BIO 234. BIO requirement may be taken as a corequisite with the permission of the program coordinator.*

MAS 117

**Kinesiology for Massage Therapists***4 credit hours — 60 hours of lecture; one term.*

Study of the biomechanical principles of human movement, upper and lower extremities. Includes structure and function of joints, muscle groups, and the characteristics of normal posture and gait. Successful completion of this course awards 50 NCBTMB contact hours.

*Prerequisite: MAS 110 or permission of the program coordinator.*

MAS 118

**Business for Bodyworkers***2 credit hours — 30 hours of lecture; one term.*

Learn the foundation of successfully managing a bodywork business. Addresses Federal and State taxes and reporting (including Social Security and Medicare), record keeping, accounting, business structures, developing a business plan, marketing, being or hiring an independent contractor, third party billing and accepting credit cards. Students will prepare and present a financial business plan for their business. Provides 30 continuing education hours for NCBTMB and State of Maryland massage therapists.

MAS 201

**Foot Reflexology***1 credit hour — 15 hours of lecture; one term.*

Provides the principles of basic theory and demonstrates techniques for the massage therapist to administer foot reflexology. May be repeated once for a total of 2 credits. Completion of this course awards 15 NCBTMB contact hours. Lab fee \$10.

*Prerequisite: MAS 110 with a C or better or permission of the program coordinator.*

MAS 202

**Sports Massage***4 credit hours — 60 hours of lecture; one term.*

Provides the foundations and skills for students to provide safe and effective sports massage for athletes in both athletic event and clinical settings. Students will learn the physiological goals and techniques for pre-event, inter-event, post-event, injury recovery and prevention and client self-help strategies. This course

is designed for Certified or Registered Massage Therapists. Successful completion of this course awards 50 NCBTMB contact hours. Lab fee \$10.

*Note: Students are to wear running type shorts.*

MAS 203

**Developing Therapeutic Presence***1 credit hour — 15 hours of lecture; one term.*

Therapists and healing professionals will learn how to have healthy boundaries with clients, to avoid burnout, and to develop a strong therapeutic presence in order to maximize treatment outcomes. Develop and enhance general body energy awareness and the skills necessary to be grounded, and energetically full. The workshop will contain lecture, hands-on protocols and question and answer periods, as well as experiential guided meditation explorations, drawing and journaling. This course may be repeated for a total of 2 credits. Successful completion of this course awards 15 NCBTMB contact hours.

MAS 280-299

**Special Topics in Massage Therapy***1-8 credit hours.*

A focused study of massage therapy topics not emphasized in introductory courses. Some offerings may be designed for specific audiences. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-100.

*Prerequisite: Permission of the program coordinator.*

**VETERINARY SCIENCE TECHNOLOGY (VST)**

VST 111

**Introduction to Veterinary Science Technology***3 credit hours — Three hours weekly; one term.*

Survey of basic practices and principles of veterinary science.

VST 115

**Animal Diseases***3 credit hours — Three hours weekly; one term.*

Introduction to disease and the pathological state in animals. Major types of diseases are classified, and diseases that relate to each type of animal are outlined.

**WORLD LANGUAGES****AMERICAN SIGN LANGUAGE (ASL)**

ASL 111

**American Sign Language 1***3 credit hours — Three hours weekly; one term.*

Survey current systems of manual communications with an emphasis on American Sign Language. Focus on the manual alphabet, fingerspelling and vocabulary acquisition as well as on syntactical and grammatical structures that govern the language. Upon completion, students will have studied approximately 500 lexical sign items and be able to communicate in a rudimentary manner with deaf and hard-of-hearing children and adults.

ASL 112

**American Sign Language 2***3 credit hours — Three hours weekly; one term.*

Build upon vocabulary and sign skills acquired in American Sign Language 1. Provide videotaped sessions with feedback and fluency in the language. Become acquainted with some of the more complex grammatical structures in American Sign Language and increase vocabulary size to approximately 1,000 signs.

*Prerequisite: ASL 111 with a grade of C or better or permission of department chair.*

ASL 113

**American Sign Language 3**

3 credit hours — Three hours weekly; one term.

Build on skills learned in American Sign Language 2, adding more complex ASL grammatical features and vocabulary, short stories, narratives and dialogues. Learn discourse skills including description of general surroundings, appropriate sequencing, temporal aspects and conditionals. Learn about the deaf community and deaf culture.

*Prerequisite:* ASL 112 with a grade of C or better or permission of department chair.

ASL 114

**Fingerspelling and Numbers**

3 credit hours — Three hours weekly; one term.

Develop expressive and receptive fingerspelling as well as usage of numbers in ASL. Use receptive skills focusing on whole words, phrase recognition and identification of fingerspelled words in context. Develop speed, clarity and fluency. Study number usage focusing on cardinal and ordinal systems, incorporating systems and other independent classes of signs.

*Prerequisite:* ASL 113 with a grade of C or better or permission of department chair.

ASL 120 

**Introduction to the American Deaf Community**

3 credit hours — Three hours weekly; one term.

Learn about deaf culture, history, heritage, American Sign Language and the deaf community in the United States and abroad.

ASL 121

**Deaf Culture**

3 credit hours — Three hours weekly; one term.

Discuss historical and contemporary perspectives of the American deaf culture using a socio-cultural model. Analyze evolving cultural definitions and discuss the intersection of American and deaf cultures.

ASL 140

**Introduction to Interpreting**

3 credit hours — Three hours weekly; one term.

Learn basic principles, practices and history of interpreting for the deaf. Discuss the logistics and theories of interpreting environments and settings, regulatory and legislative issues, resources, the RID Code of Professional Conduct tenets and certification exams.

ASL 150

**Intralingual Interpreting**

3 credit hours — Three hours weekly; one term.

Develop intralingual skills (English to English) in preparation for developing interlingual skills (English to ASL/ASL to English) by focusing on cognitive development in abstracting, summarizing, paraphrasing, memorizing and multi-tasking. Focus on semantics and restructuring that are suitable for ASL or English as the target language.

*Prerequisite:* ASL 114 and ASL 140 with a grade of C or better or permission of department chair.

ASL 211

**American Sign Language 4**

3 credit hours — Three hours weekly; one term.

Build upon the skills learned from ASL 113 (American Sign Language3), utilizing two to three role shifts, anecdotes, information sharing and rules explanation. Define and describe settings, and the function of objects, processes, and cause and effect. Discuss cultural norms and values of the deaf community.

*Prerequisite:* ASL 113 or ASL 114 with a grade of C or better or permission of department chair.

*Note:* Students may enroll in both ASL 114 and ASL 211 at the same time with permission of department chair.

ASL 212

**American Sign Language 5**

3 credit hours — Three hours weekly; one term.

Evaluate skills learned from American Sign Language 4 and utilize complex constructs, processes and settings. Construct dialogues about finances, health, multiple role shifts, longer stories and narratives, and hypotheticals. Examine cultural attitudes in the deaf community.

*Prerequisite:* ASL 211 with a grade of C or better or permission of department chair.

ASL 213

**Comparative Linguistics: American Sign Language and English**

3 credit hours — Three hours weekly; one term.

Explore the basic concepts of American Sign Language linguistics in phonology, morphology, syntax, semantics and discourse structures as compared to English. Develop sign variations as a result of gender, race, geography, social class and language acquisition.

*Prerequisite:* ASL 212 with a grade of C or better or permission of department chair.

**ARABIC (ARB)**

ARB 111  ARTS & HUM

**Elementary Arabic 1**

3 credit hours — Three hours weekly; one term.

Focuses on the fundamentals of the Modern Standard Arabic language including verb conjugation; writing Arabic script; basic sentence structure, grammar and the use of Arabic measures; basic vocabulary; past, present and future negation; use of prepositions. The course places equal emphasis on speaking, writing and reading Modern Standard Arabic; will place strong emphasis on pronunciation and fluency and will include a brief introduction to Arabic customs and culture. This course is not designed for persons who have experience with the Arabic language.

*Note:* Not for native speakers.

ARB 112  ARTS & HUM

**Elementary Arabic 2**

3 credit hours — Three hours weekly; one term.

Focuses on intermediate level Modern Standard Arabic vocabulary, translation, transcription, grammar and sentence structure. The course places equal emphasis on speaking, writing and reading and will place a strong emphasis on conversation, and the defining of vocabulary in context through the translation and discussion of Arabic newspaper articles, radio and television broadcasts and contemporary Arabic literature.

*Prerequisite:* ARB 111 or one year of high school Arabic or permission of department chair.

*Note:* Not for native speakers.

ARB 211  ARTS & HUM

**Intermediate Arabic 1**

3 credit hours — Three hours weekly; one term.

Build upon knowledge acquired in ARB 112. Enhance understanding of basic pronunciation and grammar necessary for reading, writing and conversing in Arabic.

*Prerequisite:* ARB 112 or two years of high school Arabic or permission of department chair.

*Note:* Not for native speakers.

ARB 212

**Intermediate Arabic 2**

3 credit hours — Three hours of lecture weekly; one term.

Build upon knowledge acquired in ARB 211. Learn vocabulary and grammar for the purpose of reading, writing and discussing aspects of Arabic-speaking cultures.

*Prerequisite:* ARB 211 or three years of high school Arabic or permission of department chair.

**CHINESE (CHI)**CHI 111  ARTS & HUM**Elementary Chinese 1**

3 credit hours — Three hours weekly; one term.

Introduction to spoken Mandarin Chinese and to the written Chinese language. Emphasis will be on spoken Chinese pronunciation and tones, mastery of PINYIN romanization, elementary sentence structure and everyday vocabulary. Approximately 150 Chinese characters are covered.

*Note: Not for native speakers.*

CHI 112  ARTS & HUM**Elementary Chinese 2**

3 credit hours — Three hours weekly; one term.

Continuation of CHI 111 introducing the student to spoken Mandarin Chinese and to the written Chinese language. Emphasis is on mastering PINYIN romanization and tones and a basic vocabulary, recognizing and writing approximately 320 Chinese characters and reading simple sentences composed of these characters.

*Prerequisite: CHI 111 or one year of high school Chinese or permission of department chair.*

*Note: Not for native speakers.*

CHI 211  ARTS & HUM**Intermediate Chinese 1**

3 credit hours — Three hours weekly; one term.

Study vocabulary and grammar to develop speaking, listening, reading and writing skills in Mandarin Chinese. Master tones and the recognition and writing of approximately 500 Chinese characters. Discuss Chinese culture and civilization.

*Prerequisite: CHI 112 or two years of high school Chinese or permission of department chair.*

*Note: Not for native speakers.*

**FRENCH****(FRE)**FRE 111  ARTS & HUM**Elementary French 1**

3 credit hours — Three hours weekly; one term.

Learn basic pronunciation and grammar necessary for reading, writing and conversing in French. Not for those who have experience with the French language.

*Note: Not for native speakers.*

FRE 112  ARTS & HUM**Elementary French 2**

3 credit hours — Three hours weekly; one term.

Build upon knowledge learned in FRE 111 with emphasis on speaking, reading and writing.

*Prerequisite: FRE 111 or one year of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 121

**French Conversation**

2 credit hours — Two hours weekly; one term.

Develops skill and practice with spoken French. Conducted entirely in French. For students who have some background in the language. May be repeated once on an audit basis.

*Prerequisite: FRE 112 or two years of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 125

**French Composition**

2 credit hours — Two hours weekly; one term.

Develops skill and practice with written French. Focuses on readings and writing assignments on aspects of French culture and contemporary life. For students who have some background in the language.

*Prerequisite: FRE 111 or one year of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 211  ARTS & HUM**Intermediate French 1**

3 credit hours — Three hours weekly; one term.

Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of French culture.

*Prerequisite: FRE 112 or two years of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 212

**Intermediate French 2**

3 credit hours — Three hours weekly; one term.

Master intermediate vocabulary and grammar structures. Read short poetry and short fiction in French. Discuss French and Francophone culture.

*Prerequisite: FRE 211 or three years of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 213

**Intermediate French Grammar Review and Composition**

3 credit hours — Three hours weekly; one term.

Reviews grammatical usage of French, including present, past, imperfect, past perfect and future verb tenses, prepositions, articles, negation, interrogation, comparative and superlative forms of adjectives and adverbs, personal subject and object pronouns. Training in guided composition is a significant component in the course.

*Prerequisite: FRE 212 or four years of high school French or permission of the department chair.*

*Note: Not for native speakers.*

FRE 225

**Intermediate French Conversation and Culture 1**

3 credit hours — Three hours weekly; one term.

An intermediate course in the French language and aspects of French civilization. Taught in French.

*Prerequisite: FRE 212 or four years of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 226

**Intermediate French Conversation and Culture 2**

3 credit hours — Three hours weekly; one term.

Continuation of FRE 225. An intermediate course in the French language and aspects of French civilization. Taught in French.

*Prerequisite: FRE 212 or four years of high school French or permission of department chair.*

*Note: Not for native speakers.*

FRE 230

**French for Business and Finance**

3 credit hours — Three hours weekly; one term.

Covers business-related French vocabulary and the concepts of international business and finance. Course includes a review of French grammar and practice writing different types of communications in French for hypothetical business situations.

*Prerequisite: FRE 211 or three years of high school French or permission of department chair.*

*Note: Not for native speakers.*

**GERMAN (GER)**

GER 111  ARTS & HUM

**Elementary German 1**

3 credit hours — Three hours weekly; one term.

Learn basic pronunciation and grammar necessary for reading, writing and conversing in German. Not for those who have experience with the German language.

*Note: Not for native speakers.*

GER 112  ARTS & HUM

**Elementary German 2**

3 credit hours — Three hours weekly; one term.

Build upon knowledge learned in GER 111 with emphasis on speaking, listening, reading and writing.

*Prerequisite: GER 111 or one year of high school German or permission of department chair.*

*Note: Not for native speakers.*

GER 121

**German Conversation**

2 credit hours — Two hours weekly; one term.

A course to develop skill in and practice with spoken German. Conducted entirely in German. For students who have some background in the language. May be repeated once on an audit basis.

*Prerequisite: GER 112 or two years of high school German or permission of department chair.*

*Note: Not for native speakers.*

GER 211  ARTS & HUM

**Intermediate German 1**

3 credit hours — Three hours weekly; one term.

Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of German culture.

*Prerequisite: GER 112 or two years of high school German or permission of department chair.*

*Note: Not for native speakers.*

GER 212

**Intermediate German 2**

3 credit hours — Three hours weekly; one term.

Master intermediate vocabulary and grammar structures. Read short poetry and short fiction in German. Discuss German culture.

*Prerequisite: GER 211 or two years of high school German or permission of department chair.*

*Note: Not for native speakers.*

**GREEK (GRK)**

GRK 111  ARTS & HUM

**Elementary Greek 1**

3 credit hours — Three hours weekly; one term.

An introduction to grammar and vocabulary of ancient Greece and readings from Homer, the tragedians and the New Testament.

GRK 112  ARTS & HUM

**Elementary Greek 2**

3 credit hours — Three hours weekly; one term.

Introduction, continued from GRK 111, to grammar and vocabulary of ancient Greece with readings from classical poetry, the tragedians and the New Testament.

*Prerequisite: GRK 111 or permission of the department chair.*

**HEBREW (HEB)**

HEB 111  ARTS & HUM

**Elementary Hebrew 1**

3 credit hours — Three hours weekly; one term.

Introduction to basics of pronunciation and grammar necessary for read-

ing, writing and conversing in Hebrew. This course is not designed for persons who have experience with the Hebrew language.

*Note: Not for native speakers.*

HEB 112  ARTS & HUM

**Elementary Hebrew 2**

3 credit hours — Three hours weekly; one term.

Continuation of HEB 111 with emphasis on speaking, reading and writing.

*Prerequisite: HEB 111 or one year of high school Hebrew or permission of department chair.*

*Note: Not for native speakers.*

**ITALIAN (ITA)**

ITA 111  ARTS & HUM

**Elementary Italian 1**

3 credit hours — Three hours weekly; one term.

Learn basic pronunciation, vocabulary and grammar necessary for reading, writing and conversing in the Italian language. Begin to explore the Italian culture. Not for those who have experience with the Italian language.

*Note: Not for native speakers.*

ITA 112  ARTS & HUM

**Elementary Italian 2**

3 credit hours — Three hours weekly; one term.

Build upon knowledge learned in ITA 111 with emphasis now on speaking, reading and writing.

*Prerequisite: ITA 111 or one year of high school Italian or permission of department chair.*

*Note: Not for native speakers.*

ITA 121

**Italian Conversation**

2 credit hours — Two hours weekly; one term.

Develop skill and practice with spoken Italian. Conducted entirely in Italian. For students who have studied elementary Italian grammar. May be repeated once on an audit basis.

*Prerequisite: ITA 112 or two years of high school Italian or permission of department chair.*

*Note: Not for native speakers.*

ITA 211  ARTS & HUM

**Intermediate Italian 1**

3 credit hours — Three hours weekly; one term.

Build vocabulary and grammar skills for the purpose of reading, writing, listening, and speaking. Discuss aspects of Italian culture.

*Prerequisite: ITA 112 or two years of high school Italian or permission of department chair.*

*Note: Not for native speakers.*

ITA 212

**Intermediate Italian 2**

3 credit hours — Three hours weekly; one term.

Master intermediate vocabulary and grammar structures. Read short poetry and short fiction in Italian. Discuss Italian culture.

*Prerequisite: ITA 211 or three years of high school Italian or permission of department chair.*

*Note: Not for native speakers.*

ITA 221

**Intermediate Italian Conversation**

3 credit hours — Three hours weekly; one term.

Emphasizes skills required to deal well in Italian with everyday speaking situations. Enhance listening skills, pronunciation and intonation.

*Prerequisite: ITA 212 or four years of high school Italian or permission of department chair.*

*Note: Not for native speakers.*

ITA 225

**Intermediate Italian Culture and Civilization***3 credit hours — Three hours weekly; one term.*

Study the history, culture, literature and fine arts of Italy. Discuss the influence of artistic and political movements on contemporary Italian society. Taught in Italian.

*Prerequisite: ITA 212 or four years of high school Italian or permission of department chair.*

*Note: Not for native speakers.*

**JAPANESE (JPN)**JPN 111  ARTS & HUM**Elementary Japanese 1***3 credit hours — Three hours weekly; one term.*

Learn basic Japanese pronunciation, vocabulary and grammar with emphasis on mastering the basic sound system, pitch patterns, levels of language and Romanization system. Begin to practice the Hiragana and Katakana writing system including the basic 15 Kanji characters. Not for those who have experience with the Japanese language.

*Note: Not for native speakers.*

JPN 112  ARTS & HUM**Elementary Japanese 2***3 credit hours — Three hours weekly; one term.*

Build upon knowledge acquired in JPN 111 with emphasis on grammatical structures. Continue to practice the hiragana and katakana writing systems including expanding knowledge of kanji characters.

*Prerequisite: JPN 111 or one year of high school Japanese or permission of department chair.*

*Note: Not for native speakers.*

JPN 113  ARTS & HUM**Elementary Japanese 3***3 credit hours — Three hours weekly; one term.*

Study of spoken Japanese continues with an emphasis on the structures and vocabulary needed to satisfy survival, travel and simple social needs. Also study of more complex sentence patterns and of the usage of all four systems of written Japanese.

*Prerequisite: JPN 112 or two years of high school Japanese or permission of department chair.*

*Note: Not for native speakers.*

JPN 114  ARTS & HUM**Elementary Japanese 4***3 credit hours—Three hours weekly, one term.*

Building on what the student has learned from the three previous courses in Japanese, a continuation of spoken Japanese with an emphasis on more complex structures and an expanded vocabulary needed to satisfy survival, travel and basic social needs. Emphasis is on more complex sentence patterns and writing in Hiragana and Katakana syllabaries with an expanded usage of kanji characters.

*Prerequisite: JPN 113, three years of high school Japanese or permission of department chair.*

*Note: Not for native speakers.*

JPN 211

**Intermediate Japanese 1***3 credit hours — Three hours weekly; one term.*

A continuation of speaking, reading, and writing Japanese. This course builds on what the student has learned from the four previous courses in Japanese. Emphasis is on more complex sentence patterns, dealing with abstract ideas and an expanded usage of kanji characters.

*Prerequisite: JPN 114, four years high school Japanese or permission of department chair.*

*Note: Not for native speakers.*

**LATIN (LAT)**LAT 111  ARTS & HUM**Elementary Latin 1***3 credit hours — Three hours weekly; one term.*

An introduction to Latin through classical mythology. Grammar and vocabulary are directed to reading of Latin poetry; Ovid's "Metamorphoses" provides a fundamental framework.

LAT 112  ARTS & HUM**Elementary Latin 2***3 credit hours — Three hours of lecture weekly; one term.*

Introduction, continued from LAT 111, to grammar and vocabulary of Latin with readings from a wide variety of classical authors from Cicero to Virgil, Horace, Catullus and Martial.

*Prerequisite: LAT 111 or permission of department chair.*

**PORTUGUESE (PRT)**PRT 111  ARTS & HUM**Elementary Portuguese 1***3 credit hours — Three hours weekly; one term.*

Introduction to basics of pronunciation and grammar necessary for reading, writing and conversing in Portuguese. This course is not designed for persons who have experience with the Portuguese language.

*Note: Not for native speakers.*

PRT 112

**Elementary Portuguese 2***3 credit hours — Three hours weekly; one term.*

Continuation of PRT 111 with emphasis on speaking, reading and writing.

*Prerequisite: PRT 111 or one year of high school Portuguese or permission of department chair.*

PRT 119  ARTS & HUM**Accelerated Beginning Portuguese***3 credit hours — Three hours weekly; one term.*

Develop an understanding of basic pronunciation and grammar necessary for reading, writing and speaking in Portuguese. This is an accelerated course which addresses the skills gained in the entire first-year Portuguese curriculum. It is designed for students who have studied another foreign language.

*Note: Not for native speakers.*

PRT 211  ARTS & HUM**Intermediate Portuguese 1***3 credit hours — Three hours weekly; one term.*

Build vocabulary and grammar skills for the purpose of speaking, listening, reading, and writing. Discuss the culture and civilization of Brazil, Portugal, and Lusophone Africa and Asia.

*Prerequisite: PRT 112 or PRT 119 or two years of high school Portuguese or permission of department chair. Note: Not for native speakers.*

*Note: Not for native speakers.*

**RUSSIAN (RUS)**RUS 111  ARTS & HUM**Elementary Russian 1***3 credit hours — Three hours weekly; one term.*

Learn basic pronunciation and grammar necessary for reading, writing and conversing in Russian. Not for those who have experience with the Russian language.

*Note: Not for native speakers.*

RUS 112  ARTS & HUM

**Elementary Russian 2**

3 credit hours — Three hours weekly; one term.

Build upon knowledge learned in RUS 111 with emphasis on reading, writing, speaking and translating.

*Prerequisite:* RUS 111 or one year of high school Russian or permission of department chair.

*Note:* Not for native speakers.

RUS 211  ARTS & HUM

**Intermediate Russian 1**

3 credit hours — Three hours weekly; one term.

Build upon knowledge acquired in RUS 112. Designed to advance students understanding of basic pronunciation and grammar necessary for reading, writing and conversing in Russian.

*Prerequisite:* RUS 112 or two years of high school Russian or permission of department chair.

*Note:* Not for native speakers.

**SPANISH (SPA)**

SPA 100

**Review of Spanish Grammar for Native Speakers**

3 credit hours — Three hours weekly; one term.

A review of the essentials of Spanish grammar for students who speak Spanish as their primary language. Designed for students who have not studied Spanish in a school setting.

SPA 111  ARTS & HUM

**Elementary Spanish 1**

3 credit hours — Three hours weekly; one term.

Develop an understanding of basic pronunciation and grammar necessary for reading, writing and speaking in Spanish. Not for those who have experience with the Spanish language.

*Note:* Not for native speakers. Also offered as an honors course, SPA 111H (*prerequisite:* admission to the honors program); credit is not given for both SPA 111 and SPA 111H.

SPA 112  ARTS & HUM

**Elementary Spanish 2**

3 credit hours — Three hours weekly; one term.

Build upon knowledge learned in SPA 111 with emphasis on speaking, reading and writing.

*Prerequisite:* SPA 111 or one year of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 119

**Review of Elementary Spanish 1 and 2**

3 credit hours — Three hours weekly; one term.

Review of elementary Spanish for students who have previous experience with the language.

*Note:* Credit is not given for both SPA 119 and SPA 111, or SPA 119 and SPA 112.

*Note:* Not for native speakers.

SPA 121

**Spanish Conversation**

2 credit hours — Two hours weekly; one term.

Develops skill in and practice with spoken Spanish. Conducted entirely in Spanish. For students who have studied elementary Spanish grammar or by permission of department chair. May be repeated once on an audit basis.

*Prerequisite:* SPA 112 or two years of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 125

**Spanish Composition**

2 credit hours — Two hours weekly; one term.

Develops skill and practice with written Spanish. Focuses on readings and writing assignments on aspects of Spanish culture and contemporary life. For students who have some background in the language.

*Prerequisite:* SPA 111 or one year of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 200

**Advanced Review of Spanish Grammar for Native Speakers**

3 credit hours — Three hours weekly; one term.

A review of the essentials of Spanish grammar for students who speak Spanish as their primary language. Designed for students who have studied Spanish in a school setting and who wish to improve their written and oral skills in standard, academic Spanish.

*Prerequisite:* Permission of department chair.

SPA 211  ARTS & HUM

**Intermediate Spanish 1**

3 credit hours — Three hours weekly; one term.

Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of Spanish and Spanish-American culture.

*Prerequisite:* SPA 112 or SPA 119 or two years of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 212

**Intermediate Spanish 2**

3 credit hours — Three hours weekly; one term.

Master intermediate vocabulary and grammar structures. Read short poetry and short fiction in Spanish. Discuss Spanish and Spanish-American culture.

*Prerequisite:* SPA 211 or three years of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 213

**Intermediate Spanish Grammar Review and Composition**

3 credit hours — Three hours weekly; one term.

Reviews grammatical usage of Spanish, including present, past, future and conditional tenses, perfect forms, the subjunctive, comparatives and superlatives, expressions of time and object pronouns. Guided composition is a significant component of the course.

*Prerequisite:* SPA 212 or four years of high school Spanish or permission of the department chair.

*Note:* Not for native speakers.

SPA 221

**Intermediate Spanish Conversation**

3 credit hours — Three hours weekly; one term.

Emphasizes skills required to deal well in Spanish with everyday speaking situations. Enhance listening skills, pronunciation and intonation.

*Prerequisite:* SPA 212 or four years of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 225

**Intermediate Spanish Civilization and Culture**

3 credit hours — Three hours weekly; one term.

Intermediate course covering the history, culture, literature and fine arts of Spain. Taught in Spanish.

*Prerequisite:* SPA 212 or four years of high school Spanish or permission of department chair.

*Note:* Not for native speakers.

SPA 226

**Intermediate Latin American Civilization and Culture**

3 credit hours — Three hours weekly; one term.

Intermediate course covering the history, culture, literature and fine arts of Latin America. Taught in Spanish.

*Prerequisite: SPA 212 or four years of high school Spanish or permission of department chair.*

*Note: Not for native speakers.*

SPA 230

**Spanish for Business and Finance**

3 credit hours — Three hours weekly; one term.

Covers business-related Spanish vocabulary and the concepts of international business and finance. Course includes a review of Spanish grammar and practice writing different types of communications in Spanish for hypothetical business situations.

*Prerequisite: SPA 211 or three years of high school Spanish or permission of department chair.*

*Note: Not for native speakers.*



# Academic Regulations

For questions regarding academic regulations, contact an academic adviser or online at [www.aacc.edu](http://www.aacc.edu) or call 410-777-2307.

## **CREDIT HOURS**

A credit hour is the unit by which academic work is measured. Each course and laboratory is assigned a number of credit hours and these are specified in the section of this catalog titled Credit Courses of Instruction. A student enrolled in a face-to-face course should expect approximately 15 hours of instruction for each credit hour.

## **Student Classification**

Students who have been admitted to the college are classified as follows: 0 to 27 credit hours earned — first-year student (freshman); 28 or more credit hours earned — second-year student (sophomore).

## **Hours Attempted and Earned**

**Hours attempted** means the total number of credit hours in all the credit courses for which students receive one of the letter grades listed under Grades and Quality Points (see [page 374](#)).

**Hours earned** means the total number of credit hours in all the credit courses for which students receive a letter grade of D or higher. No credit hours are earned with a grade of F or FX or a grade designator of W, WP or WF.

Each grade report shows the credit hours attempted and earned for the term. Grade reports can be accessed through the student's MyAACC page under Self Services.

## **Equivalent Hours**

The college offers developmental courses and some courses for which academic credit is not granted. These are known as equivalent hour courses. Hours spent in equivalent courses are not included in hours attempted, hours earned or in computation of the grade point average. They are counted in computing total course load and tuition. This means that students who are limited to a maximum number of credits may take only that total of combined credit and equivalent hours.

## **Audit of Courses**

Students who wish to be under no obligation for regular attendance, preparation, recitation or examination, and who do not wish to receive any credit, may register for a course as auditors. In a 15-week term, students may change registration from credit to audit during the first three weeks of classes. For terms shorter than 15 weeks, the audit period will be defined proportionately.

Since no credit hours are attempted or earned and no quality points are given for an audited class, the course will not be included in calculation of the student's grade point average. Audited courses are not eligible for graduation requirements, calculation toward students' full-time or part-time enrollment status or toward financial aid. The designator AU will be entered on the student's academic record. Regular tuition and fees apply to audited courses. A student may not receive credit for a course that is audited.

## **ENROLLMENT/CHANGING A SCHEDULE**

### **Change from Noncredit to Credit**

Some courses are offered as both credit and continuing education noncredit. Students who register may wish to change from one status to the other. In a regular term, students who wish to make this change must do so during the first three weeks of a 15-week term. For terms shorter than 15 weeks, the change period will be defined proportionately.

### **Dropping Courses**

Through the first week of classes of a 15-week term or the equivalent for other terms, students may drop a course, which means that all entries for the course are dropped completely from students' transcripts. To accomplish this, students must file a Credit Registration • Add • Drop Form at the Records and Registration office or use MyAACC (<http://portal.aacc.edu>). The last day upon which courses may be dropped, is available on the students' MyAACC page under My Classes. All courses in which a student is enrolled after the final drop date will be entered permanently into their academic record.

### **Class Enrollment**

Students must register for a course before they enter or participate in the class and may not enroll after the established last day to add a class. Students must switch class sections of a course or add a course during the drop/add period.

### **Withdrawal from Courses**

A student may withdraw from a class after the final drop date through the 12th week of a 15 week session or the equivalent date in a shorter session. When a student withdraws an entry of W signifying withdrawal is entered into their record. To withdraw, a student must file a Credit Registration • Add • Drop Form or withdrawal using MyAACC self services. If these methods of withdrawal are not feasible due to extraordinary circumstances, contact the Records and Registration office to request an oral withdrawal request be considered.

After the final withdrawal date and through the last day of classes, as specified in the academic calendar, students may withdraw from the college or from individual courses by consulting with an academic adviser in the Counseling, Advising and Retention Services office, obtaining an adviser's signature on a late withdrawal form and filing the late withdrawal form at the Records and Registration office. Students who are passing on the date of the withdrawal will be assigned a grade indicator of WP (withdraw passing) on their permanent record. Students who are failing on the date of the withdrawal will receive a grade of F.

Students who have withdrawn and received a grade of F may petition the Committee on Academic Standards to authorize the instructor to change the grade of F to WF (withdraw failing). Such students must provide verification to the committee that they could not complete the course for one of the following reasons:

1. Death in immediate family.
2. Student incapacitated due to serious illness.
3. Change in hours or location of employment.
4. Uncontrollable circumstances or a serious nature.

Students who have more than 10 entries of W, WP and WF may be required to meet with an academic adviser to review their educational plan before their next registration.

Students receiving financial aid should consult the “Financial Aid Satisfactory Academic Progress (SAP) Policy” on page 29 before withdrawing from any courses.

**Short and Long-term Military Deployment**

Reasonable accommodation will be granted to students showing satisfactory academic progress who are called to military service (appropriate documentation is required). All active duty and reserve military students should check with instructors on or before the first day of class to determine course policy with regard to short term deployment (e.g. the attendance policy for the course). Most courses are structured such that a single deployment of one to two weeks during a term allow for the student to complete the work missed upon return or take an incomplete. Incompletes may be taken only with permission and cooperation of the instructor. It is the responsibility of the student to complete all work missed whether taking an incomplete or completing the work in a timely manner within the term enrolled. Students taking an incomplete should refer to the Incomplete Work section under Academic Regulations in the college catalog. Student communication with the instructor is key.

However, a few courses have internal or external requirements such that make-up work cannot be accommodated. Students deployed while taking such a course must withdraw (see below). Students showing satisfactory academic progress and having to leave a program due to military service requirements must withdraw from the course(s) and will be allowed to re-enter the program by retaking the course or courses from which they had to withdraw. There are courses in some programs in which the student may be able to take an “incomplete” and finish the course in cooperation with the instructor, even with deployments that extend beyond one to two weeks of time. Military students suspending studies in courses with required lab components, clinical components, and/or competency requirements will be allowed re-entry provided the student meets standard departmental and/or program entry requirements. The student will be re-entered into an open seat in the next available class cycle.

**GRADES**

**Grades and Quality Points**

A letter grade is assigned for each course in which students are enrolled at the end of the term. A grade submitted by the faculty member can be viewed in a student’s MyAACC page. The MyAACC term grade report page is printable or a student may request a mailed paper copy of all grades for the term. A quality point value per credit hour in the course is assigned to each letter grade. These are summarized below.

<i>Letter Grade</i>	<i>Meaning</i>	<i>Quality Point Value per Credit Hour in Credit Courses</i>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0

FX	Failure due to never having attended or ceasing to attend class at or before the midpoint of the course. In the case of students in distance learning courses, an FX grade may be awarded to students who have never participated or ceased to participate in the course.	0
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The number of quality points earned for each credit course is the product of the credit hour rating of the course multiplied by the quality point value of the letter grade assigned. For example, students who complete a three-hour credit course with a C grade earn three times two, or six quality points; those who complete a four-hour credit course with a B earn four times three, or 12 quality points. The calculation of a student’s GPA does not include grades from both courses when receipt of credit is restricted to only one of the paired courses.

***Grade designations not included in the calculation of the GPA.***

AU	Audit
CO	Continue
I	Incomplete
NG	No Grade
PA	Pass (equivalent to a grade of C or better)
R	Repeat
S	Satisfactory progress
U	Unsatisfactory progress
UX	Unsatisfactory due to lack of attendance
W	Withdraw
WP	Withdraw Passing
WF	Withdraw Failing
Y	Course forgiveness

**Pass/Fail Grades**

The PA grade represents a grade of C or better in courses designated Pass/Fail (PA/F).

Students with a PA grade earn the stated number of credit hours, but a PA grade has no quality point value and is not computed in the grade point average (GPA).

**Change of Grades**

The instructor of a course is the only individual authorized to assign a grade or to change a grade. The Committee on Academic Standards, acting for the faculty, has jurisdiction over all matters concerning the application of academic regulations. A challenge of the policy regarding grades should be addressed to the Committee on Academic Standards.

Once a grade has been assigned and entered into a student’s record, an instructor may request the registrar to make a grade change only if there has been an error in the determination of the grade. Otherwise, a grade once entered is final and shall not be changed except when it can be unequivocally demonstrated that it was physically or emotionally impossible for the student to file a withdrawal form because of incapacity or sudden, enforced departure from the area. In such a case, the student may petition the Committee on Academic Standards to authorize the instructor to change a grade of F to WP (withdraw passing) or WF (withdraw failing). Such petitions must be signed by the instructor.

If an instructor has left the college and cannot be located after a reasonable search, students may petition the Committee on Academic Standards to authorize the vice president for learning to change a grade of F to W. Such petitions must be signed by both the vice president for learning and the chair of the department in which the course was taught.

### Incomplete Work

The grade designator of I (incomplete) is assigned only in exceptional circumstances and is a temporary grade. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. Unless the work is completed by the date approved by the instructor in the course, but not later than one month after the beginning of the next 15-week term, a grade of F will be recorded for the course.

### Continue Work

The grade designator of CO (Continue) is assigned temporarily when a student has the opportunity to master the course competencies through class work prior to the beginning of the next 15-week term. Unless the class material is successfully completed prior to the start of the next 15-week term, a grade of F will be recorded for the course.

### Interim Grades

Faculty will submit interim grades for every student on the current class roster for sessions of 10 weeks or longer. Interim grades will be due after one third of the session has been completed.

Student progress to date will be indicated by the following grade indicators:

- S Satisfactory progress (current grade C or better)
- U Unsatisfactory progress (current grade less than C)
- UX Unsatisfactory due to lack of attendance

### Quality Point Total and Grade Point Average

The grade point average and credit calculations on the Anne Arundel Community College transcript include only credit courses taken at Anne Arundel Community College.

- *Quality point total (QPT)* is the number of quality points a student earns. Each grade report shows the student's quality point total for the term and the cumulative quality point total since admission.
- *Grade point average (GPA)* is calculated by dividing the total quality points by the total credit hours attempted.
- *Total cumulative grade point average* includes all attempts in all credit courses for which students receive letter grades of A, B, C, D, F or FX.
- *Adjusted cumulative grade point average* excludes from calculation the first grade earned in a course when the course has been subsequently repeated. The adjusted GPA also removes from calculation courses which have been forgiven due to inappropriate repeats or when the Committee on Academic Standards approves a student's appeal to forgive courses not used in a area of study after the student has changed curriculum.
- Students who take two courses for which they cannot receive credit for both will have one of the courses' credits/quality points removed from their credits earned and grade point calculations. However, both grades remain on the students' records and transcripts.

### Dean's List/Honors List

The dean's list includes full-time students taking 12 credits with a GPA of 3.4 or higher for the previous term. The honors list includes part-time students carrying at least six credit hours with a GPA of 3.4 or higher for the previous term.

### Repetition of Courses

Students may repeat a class one time only, regardless of the grade earned, unless otherwise stated in the course description. When a student repeats a course at Anne Arundel Community College, the most recent grade from Anne Arundel Community College is used to compute the adjusted GPA. However, grades for each attempt remain on the student record and transcript. Students who wish to repeat a course must repeat the course at Anne Arundel Community College for the repeat policy to apply. Grades earned at other institutions in courses for which grades were earned at Anne Arundel Community College do not adjust the grades earned at Anne Arundel Community College, nor do they alter the grade point average. To request to repeat a class more than one time, a student must meet with an academic adviser to petition the Committee on Academic Standards. Students may repeat developmental ENG and RDG courses until successful completion, with no limitation on the number of attempts and without filing a petition. Students should be aware that federal financial aid regulations limit the number of times a student can receive federal financial aid for a graded class.

### CREDIT LIMITATIONS

#### Limitations on Credit Hours

Status	13-15 WEEK	10 WEEKS OR LESS	4 WEEKS OR LESS
	TERM SESSION MAXIMUM	TERM SESSION MAXIMUM	TERM SESSION MAXIMUM
Regular	18	9	6
Developmental	13	7	4
ESL	13	7	4
Probation	14	7	4
Non-degree	11	7	4

Credit hours are noted near course titles in the Credit Courses of Instruction section, which begins on [page 259](#) of this catalog. The credit hours for noncredit developmental courses do not count toward graduation or in grade point averages. Limitations on credit hours is calculated using a student's total equivalent credit hours as the sum of all the credit hours and equivalent hours including English as a Second Language (ESL) courses, for which a student registers for a given term.

An exception to the limitation on credit hours may be granted by an academic adviser for a student with regular status if the student has an adjusted cumulative grade point average (GPA) of 3.0 or higher that includes at least one full-time term of courses for which a GPA of 3.0 has been earned.

### Assessment Testing

Students may take one college assessment retest in English and/or reading. Retesting in English/reading is not allowed after attending or starting English or reading classes. Students seeking a retest in mathematics should successfully complete the appropriate noncredit review course. Retesting in mathematics is not allowed after enrollment in mathematics classes. Attempting to take a specific assessment test more than the approved policy violates the college "Academic Integrity Policy" (see "Academic Integrity Policy" for the full text, [pages 393-395](#)). Any assessment test score which is found to be the result of unauthorized repeat testing will be discarded.

### Developmental Courses

Students taking developmental courses in English and reading because they are in need of review work or basic preparation must pass those courses to be eligible to register for a credit English course. Developmental courses do not carry college credit and may not be used toward graduation.

Students who are degree and certificate-seeking with **developmental status** should begin developmental requirements in their first term. Developmental courses in English and reading must be in progress by the time 12 AACC hours (credit or equivalent) have been attempted. Developmental requirements must be completed within the first 30 AACC hours (credit or equivalent) attempted. An extension of one term may be granted by an academic adviser.

Students who are assigned developmental status and who complete their developmental requirements will be changed to regular status.

### Study Expectation

A minimum expectation is that for every hour spent “in class,” as defined by your instruction, you should plan to spend at least two hours “out of class” in preparation. Your instructor or the class may require additional time.

More important than how much should someone study is how should someone study. Studying is a skill and if students have not developed that skill, they may still struggle regardless of how much time they study.

More information about study skills, including time management techniques, can be found at:

<http://ola2.aacc.edu/vc/timemanagement/TimeManagementWebShop/>

### Class Attendance

#### A. Attendance

- Regular attendance is expected of students who are registered in face-to-face courses and in distance education classroom environments.
- For hybrid courses, attendance is defined as regular and substantive student participation in virtual learning activities as well as attendance at required face-to-face meetings.
- For online courses, attendance is defined as regular and substantive student participation in virtual learning activities.
- Attendance requirements and policies specific to each course are stated in the course syllabus. Students should be aware that lack of regular attendance and/or lack of substantive student participation as appropriate for the course format will adversely affect their grades in those classes in which attendance is a stated requirement. For courses in which attendance is not a stated requirement, student grades may be adversely affected by failure to satisfactorily complete assignments and course work.
- Regular attendance and active participation promote student success.

#### B. Visitors

- Only students officially registered for a course may attend.
- No visitors (including children, family members or substitutes) shall be allowed to attend or participate in any course without the permission of the faculty member.

### Change in Program

Students are admitted to the college in a particular academic program specified in their original application. Students are encouraged to meet with an academic adviser prior to changing their program of study. Those who wish to change their program must submit a program of study change form to the Records and Registration office or use MyAACC. Those students who are admitted in the General Education undeclared area of study are required to change their area of study as specified on the undeclared program ([page 244](#)).

### Forgiveness of Courses

Students who have demonstrated academic progress in a new program of study may petition the Committee on Academic Standards to request academic forgiveness of courses that cannot be applied to meet a program requirement in their new program of study. If the Committee on Academic Standards approves the request for academic forgiveness, the courses will still appear on the student’s transcript, but are marked as forgiven and are not included in the adjusted grade point average. It is important to note that all courses not applicable to the new program of study will be forgiven, regardless of grade earned. In some cases, this procedure will have a negative effect on the student’s adjusted grade point average. All requests must be carefully reviewed with an academic adviser before submitting a petition.

Courses cannot be forgiven after a degree or certificate has been awarded. However, a student who has demonstrated progress toward a new program of study may request course forgiveness for courses that could not be applied to a previously awarded degree or certificate.

Please note: Having courses forgiven usually will not resolve any Financial Aid Satisfactory Academic Progress (SAP) violations caused by the forgiven courses. If courses are forgiven, the Financial Aid SAP Policy will use the new adjusted grade point average, but the forgiven course credits will still be counted as attempted credits. See [page 29](#) for more information.

### Academic Standing

*Students who have an adjusted grade point average (GPA) of 2.0 or better are in good standing.* Students’ academic standing cannot be changed until 12 credit hours of credit courses have been attempted. Thereafter, students are governed by the academic standing table which follows.

After any change in academic standing, no further change can be made until at least 12 more credit hours have been attempted. However, students may be removed from academic probation at the end of any term during which their overall grade point average improves beyond a 2.0. Students on probation who achieve a term GPA of 3.0 or better, while earning at least nine hours of credit during one term, will be in good standing for the following term.

The academic standing of students whose grade point average is below 2.0 is determined by the following table.

## Academic Standing Table

<i>Adjusted Cumulative Credit Hours Attempted</i>	<i>Adjusted GPA for Probation</i>	<i>Adjusted GPA for Dismissal</i>
0-11	0-1.99	
12-14	1.00-1.99	.99 or less
15-17	1.15-1.99	1.14 or less
18-20	1.34-1.99	1.33 or less
21-23	1.40-1.99	1.39 or less
24-26	1.50-1.99	1.49 or less
27-29	1.56-1.99	1.55 or less
30-32	1.60-1.99	1.59 or less
33-35	1.64-1.99	1.63 or less
36-38	1.67-1.99	1.66 or less
39-41	1.69-1.99	1.68 or less
42-44	1.76-1.99	1.75 or less
45-47	1.80-1.99	1.79 or less
48-50	1.81-1.99	1.80 or less
51-53	1.82-1.99	1.81 or less
54-56	1.85-1.99	1.84 or less
57-59	1.89-1.99	1.88 or less
60 or above	1.90-1.99	1.89 or less

*Note: Students who earned a term GPA of at least 2.0 will not be dismissed, regardless of their position in the academic standing table.*

*An adjusted cumulative grade point average of at least 2.0 is required for graduation.*

These Academic Standing, Probation, Dismissal and Rein-statement policies apply to all AACC students, but students who receive financial aid are also subject to the more stringent "Financial Aid Satisfactory Academic Progress (SAP) Policy" on page 29.

## Academic Probation

Students on academic probation or on probationary admissions status may register for up to 14 equivalent credit hours during sessions of 13 to 15 weeks duration. During abbreviated sessions (fewer than 13 weeks), students assigned probationary status may register for up to seven equivalent credit hours that meet at any one time.

## Academic Dismissal and Reinstatement

Students who have attempted 12 or more credit hours of credit courses and whose adjusted cumulative grade point average falls in the dismissal zone specified in the academic standing table above will be dismissed. Students will not be subject to academic dismissal, however, until they have attempted at least 12 additional credit hours since their most recent change in academic standing (dismissal or probation).

**First Dismissal Students** — Students who have been dismissed one time from the college for academic reasons and who wish to be reinstated must meet with an academic adviser to develop a suitable academic plan. The academic adviser will help the student to identify strategies to assure academic success. The student will be directed to use college academic support services and encouraged to develop realistic goals. Students who are readmitted after a first dismissal will be readmitted only for a 13-week or a 15-week term, either fall or spring. If readmitted, these students will be limited to two courses which must be repeats of courses in which they earned Ds or Fs.

**Second Dismissal Students** — Students who have been academically dismissed from the college twice shall not be reinstated. In extraordinary circumstances only, reinstatement may be granted by the Committee on Academic Standards.

## Exceptions to the Academic Regulations

The Committee on Academic Standards, acting for the faculty, has jurisdiction over all matters concerning the application of academic regulations. In particular the committee is empowered to act on petitions from students who wish to be granted an exception to the academic regulations. Some examples are requests to be readmitted after dismissal, requests to repeat a course more than one time, and requests to substitute one course for another in a particular area. Approval of these requests is neither automatic nor guaranteed; each is evaluated on its own merits.

Petition forms are available in the Counseling, Advising and Retention Services. Each completed form must be accompanied by a substantial letter of explanation from the student and have a signed recommendation for appropriate action from an academic adviser or department chair.

Petition forms must be received in the Records and Registration office 48 hours prior to the Academic Standards meeting. Students will be mailed a copy of the committee's decision.

Any appeal of a Committee on Academic Standards decision must be submitted to the Records and Registration office and addressed to the Office of the Vice President for Learning. The appeal must be made within 30 days of the committee decision date. An appeals form and procedures for filing can be obtained from the Records and Registration staff or an academic adviser.

## Dismissal for Other Than Academic Reasons

Students whose health or behavior imperils others, as determined by proper authority, may be suspended from the college. A faculty member may temporarily suspend a student from a class when a discipline problem arises. Students whose actions are in violation of the Policy Concerning Student Conduct may be charged and sanctioned in accordance with the procedures outlined in the Policy Concerning Student Conduct (see page 402).

## GRADUATION REQUIREMENTS

### Graduation Procedures

A student must submit an application for graduation according to the following schedule in order to graduate at the end of the specified term. The college will not award a degree or certificate for a past semester or term.

For **Spring** graduation: By March 1

For **Summer** graduation: By July 1

For **Fall** graduation: By Nov. 1

Students must complete and file a graduation application with the Records and Registration office regardless if they plan to attend the ceremony.

One graduation fee must be paid for each degree/certificate. Such applications are good for only one term. Students who do not qualify in the term for which they apply are required to reapply, but need not pay a second fee for the graduation application. Graduation application forms are available in the Records and Registration office and at [www.aacc.edu/recreg](http://www.aacc.edu/recreg). Spring, summer and fall graduates are invited to attend the commencement ceremony in May.

**Graduation Honors** Graduation honors will be accorded to associate degree recipients whose adjusted cumulative GPAs are as follows: (a) 3.4 to 3.59 — cum laude; (b) 3.6 to 3.79 — magna cum laude; and (c) 3.8 to 4.0 — summa cum laude.

### Courses Canceled in Students' Final Term

Students, who in their last term before graduation, have a required course cancelled should immediately contact their department chair to request substitution of another course for graduation.

### Associate Degree Requirements

To qualify for any associate degree, students must fulfill the following requirements:

1. Completion of a minimum of 60 credit hours, 15 of which must be earned at this college. A minimum of 30 of the required 60 credit hours must be earned through direct classroom instruction (including distance learning classes).
2. Achievement of an adjusted cumulative Grade Point Average of 2.0 or higher (GPA defined on [pages 374-375](#)).
3. Completion of the course requirements of a program or curriculum as described in the college catalog. Any catalog may be used provided that it is for the current year or one of the four preceding academic years, and is for a year in which the student completed at least one credit or developmental class. On a student's application for graduation he/she will declare the catalog year to be used.
4. Comply with the general regulations and procedures of the college. An application for graduation, with a record of a paid graduation fee, must be submitted to the Records and Registration office (see Graduation Procedures).
5. See [pages 41-47](#) for General Education Requirements.
6. Health/Fitness/Wellness Requirement — Students must meet the health/fitness/wellness requirement. Most associate degree programs require the successful completion of a health/fitness/wellness course to qualify for a degree. Students should check with their adviser if there is any concern about these requirements.

The only students who are exempt from this requirement are past and present active-duty military personnel attending the college as participants in the Service Members Opportunity College Associates Degree Network or students who are graduates of recognized police academies. Students should check their program guidelines for any other exceptions.

### Additional Associate Degree

To earn more than one associate degree at Anne Arundel Community College, students must:

1. Fulfill all program requirements for each degree in accord with college requirements as stated above.
2. Satisfactorily complete a minimum of 15 additional credits at Anne Arundel Community College beyond those needed to receive the first degree.
3. Achieve an adjusted cumulative grade point average of 2.0 or higher at Anne Arundel Community College (GPA defined on [pages 374-375](#)).
4. Comply with the general regulations and procedures of the college. An application for graduation with a record of a paid graduation fee must be submitted to the Records and Registration office (see Graduation Procedures).

### Certificate Requirements

To qualify for a certificate, students must meet the following requirements:

1. Completion of the course requirements of a program as described in the college catalog. At least 50 percent of the total credit hours in the program must be earned at Anne Arundel Community College. Any catalog may be used provided that it is for the current year or one of the four preceding academic years, and is for a year in which the student completed at least one credit or developmental class. On a student's application for graduation he/she will declare the catalog year to be used.
2. Demonstrated eligibility for English 111.
3. Achievement of a adjusted cumulative GPA of 2.0 or higher.
4. Comply with the general regulations and procedures of the college. An application for graduation with a record of a paid graduation fee must be submitted to the Records and Registration office (see Graduation Procedures).

### Letter of Recognition

To qualify for a Letter of Recognition, students must complete the courses for the letter as stated under areas of study in the catalog. At least 50 percent of the total credit hours in the letter of recognition must be earned at Anne Arundel Community College. Students must apply for the letter of recognition at the office of Records and Registration. (There is no graduation fee for a letter of recognition.)

### Fast Track Option

For specific programs that have been identified as having a Fast Track Option, general education, computing and information technology competency and diversity requirements are considered satisfied for those students who hold an associate, baccalaureate or master's degree from a U.S. regionally accredited college or university and whose program of study includes at least 20 hours of general education courses (excluding physical activities courses). Students must fulfill all other graduation requirements. Official transcripts from all previous institutions attended must be submitted to the Office of Records and Registration.

### Reverse Transfer Award of the Associate Degree

Reverse transfer award of the associate degree (reverse transfer) allows a student who transfers to a four-year institution prior to earning an associate degree to earn the associate degree while working toward a bachelor degree. Reverse transfer is the process to transfer credit from a four-year institution back to Anne Arundel Community College. The Records and Registration office reviews coursework from Anne Arundel Community College and the four-year institution to determine if the remaining course requirements have been completed for the award of an associate degree. College transfer credit criteria and graduation requirements apply to reverse transfer. Students should complete the reverse transfer degree application form found at [www.aacc.edu/recreg/reversetransfer/](http://www.aacc.edu/recreg/reversetransfer/).

## **STUDENT RECORDS**

### **Attendance Records**

- Attendance will be taken and recorded in all classes.
- The registrar reserves the right to deny certification of attendance or withdraw such certification due to unacceptable absences in classes and/or lack of substantive participation in distance education courses.
- A student who has never been registered or has been dropped from a class, through his or her own action or omission by the college, will not be reinstated into a class after the last scheduled day of class before the final examination period.

### **Change of Name, Address and Phone**

Students are required to notify the Records and Registration office of changes including name, address or telephone number. Students should complete the demographic information change form or use MyAACC. The college uses United States Postal Service standard address abbreviations and spellings.

### **Enrollment Verification/ Full Time, Part Time Student Status**

Request official verification of enrollment at the Records and Registration office. Anne Arundel Community College designates a full-time student as one enrolled for the equivalent of 12 credit hours. Students enrolled for fewer than 12 credit hours are classified as part time. Some health professions students registered in a clinical sequence course are considered full time when enrolled in fewer than 12 credit hours.

### **Family Educational Rights and Privacy Act (FERPA) of 1974, as amended**

The college protects and distributes a student's education records, including, but not limited to, any personally identifiable information, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. See pg. 400-401 for the complete college policy and procedures related to this federal regulation. A student's FERPA rights begin on the first day the student begins attending classes at AACC.

### **Education Records**

Education records include any record maintained by the college directly related to a student or students. These records include admission, academic, financial aid, advising, and placement testing. FERPA gives students the right to inspect and review information contained in their own education record, to challenge the content of the records, and allows for a formal hearing if resolution is not met. The registrar coordinates the inspection and review process for student education records.

### **Confidentiality**

The college does not disclose information from a student's education record without the student's written consent. Exceptions may include: to college officials with a legitimate educational interest; when providing directory information; in compliance with the Solomon Amendment; to those who, in an emergency, must protect the health or safety of students or others; and as authorized in the federal regulation.

### **Directory Information**

FERPA allows the registrar to release student directory information. This information may include name, address, AACC ID#, AACC email address, telephone numbers, program of study, full-time or part-time attendance, terms enrolled, degrees and honors earned, and participation in officially recognized college activities or sports. The college typically releases only name, terms enrolled, full-time or part-time status, and degrees earned as directory information. To have directory information withheld, notify the registrar in writing.

### **Transcripts**

Request copies of official academic transcripts, letters of recognition or continuing education noncredit transcripts in writing, mailed, faxed or via MyAACC, to the Records and Registration office, AACC at Arundel Mills, the Glen Burnie Town Center or the Fort Meade Army Education Center. The offices process transcripts within three business days of receiving requests. Official academic transcripts are only issued for students who have taken coursework at Anne Arundel Community College.

The college reserves the right to withhold official transcripts and other services from students in debt to the college. These debts include tuition, fees, fines, worthless checks and other college fees. Students may discuss these actions with the vice president for learner support services or the vice president's designee.

# Academic Support Services

## **COUNSELING, ADVISING AND RETENTION SERVICES**

Counseling, Advising and Retention Services (CARS) facilitates academic, career, and personal decision-making toward the development and fulfillment of each student's potential. Staff are committed to developing and maintaining positive interactions with everyone in the campus community in order to deliver the most effective programs and services for student development. Academic advisors on the Arnold campus, AACC at Arundel Mills (AMIL), Glen Burnie Town Center (GBTC), and the Ft. Meade Army Education Center (FTM) strive to provide students with a continuous process of clarification and evaluation of their life goals, academic plans, and choice of appropriate course work. Continuing students can schedule, reschedule or cancel an Arnold Campus, AMIL, or GBTC appointment to meet with their academic advisor via OASIS, AACC's Online Advising Scheduling Information System in MyAACC. For more information, please visit [www.aacc.edu/advising/file/OASIS.pdf](http://www.aacc.edu/advising/file/OASIS.pdf). Advising notes are securely kept with authorized access required. Assistance and services include:

1. Clarification of life and academic goals;
2. Development of appropriate academic plans to implement those goals;
3. Advice on how to relate personal goals to an academic area of study;
4. Assistance in choosing a program or area of study, selecting courses and other educational experiences, and using institutional and external education resources;
5. A variety of career assessment tools;
6. Interpretation of college requirements, including academic rules and regulations, college policies and procedures and graduation requirements;
7. A comprehensive transfer planning service that includes resources on U.S. educational institutions; catalogs and website information on Maryland four-year colleges and universities; and access to the University System of Maryland (USM) online articulations (ARTSYS);
8. Experienced staff in problem resolution regarding course and program transfer to Maryland colleges and universities;
9. Fall and Spring Transfer Day programs for on-campus visitation by four-year college and university admissions personnel;
10. Pathways to Success Workshops, group advising and individual assistance supporting the achievement of educational goals and the transfer process;
11. Ombudsperson services to assist with conflict resolution; and
12. Assistance is available for students to address personal issues that may be interfering with student academic success. For a consultation and/or referral services call **410-777-7111** or internally on extension **7111**.

Counseling, Advising and Retention Services (CARS) can be reached at **410-777-2307** or at [www.aacc.edu/advising](http://www.aacc.edu/advising); Career Services can be reached at **410-777-2201** or at [www.aacc.edu/careers](http://www.aacc.edu/careers); Disability Support Services (DSS) can be reached at **410-777-2307** or at [www.aacc.edu/disability](http://www.aacc.edu/disability); and Transfer Services can be reached at **410-777-2307** or at [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Career Services**

Career counselors assist in making vocation and career decisions. Services include:

1. Assistance in making appropriate vocational and career decisions based on realistic self-knowledge of interests, abilities and values, and the realities of the world of work;
2. Career assessment, workshops, seminars and individual advising sessions;
3. A Career and Transfer Resource Center offering information on occupations, job trends, career development and planning, resume-writing, interviewing skills, job searching and transfer colleges and universities; and
4. FOCUS-2, an online career and educational planning tool designed to help you explore your values, interests, personality and skills, and their relation to possible majors and careers.

## **Employment Services**

Employment Services focuses on a variety of employment-related resources for students seeking part- and full-time employment while attending college or after completing their studies. These resources are free and include:

1. Advice and instruction on job search strategies, resume-writing and job interviewing. Students can access the virtual resume website powered by Optimal Resume and construct an online resume for dissemination to various employers;
2. On-campus interviewing, employer recruiting at job fairs, classroom presentations by employers; and
3. An online job site, AACC Job Connection at [www.collegecentral.com/aacc](http://www.collegecentral.com/aacc) is available to AACC students and Alumni and allows employers to post available jobs. Students can access the site and post resumes as well as search and apply for jobs.

For information, call Employment Services at **410-777-2770** or visit [www.aacc.edu/careers/employmentservices](http://www.aacc.edu/careers/employmentservices).

## **Disability Support Services (DSS)**

The college is an Americans With Disabilities Act (ADA)/Title 504 compliant institution. (Please see the ADA policy on [page 396](#)). College facilities provide barrier-free access through lifts, ramps and elevators at strategic locations, curb cuts which accommodate wheelchairs and marked parking spaces reserved for the disabled. Anne Arundel Community College was the first of the nation's colleges to install a swimming pool chair lift.

Students with a disability must self-identify to DSS staff to receive assistance with admissions, registration, orientation, class selection, transfer assistance, placement testing or other aspects of student life. College policy ensures that reasonable accommodations will be provided to all qualified individuals.

Certification of a disability may be established by secondary school records, medical records, psychological reports, rehabilitation records or other documentation deemed recent and appropriate, to allow DSS staff to make the necessary decisions regarding accommodations. Should the information not be comprehensive or is inadequate, a Disability Verification Form will be sent to the student and/or certified professional clinician.

Equipment and services that may be provided include sign language interpreters, Braille, tutors, books in alternative format, audio recording of lectures, amplification systems, note-takers, wheelchair tables, print enlargers, voice recognition software, screen readers software, Kurzweil personal reader software and testing accommodations.

Call Disability Support Services, **410-777-2306** or **Maryland Relay 711**, at least 72 hours in advance to request most special accommodations. For sign language interpreters, books in alternative format or assistive technology, 30-day advance notice is required. Accommodations requested after these deadlines cannot be guaranteed.

For other services and equipment arrangements to be in place by the first day of classes, adequate planning time is required and students are urged to contact the DSS office as soon as possible at **410-777-2306**, **410-777-2307**, on **Maryland Relay 711**, or outside Maryland at **800-735-2258**. Students with Maryland state-issued handicapped parking tags may use parking spaces designated for the physically disabled. Information on all DSS policies and procedures is available from Counseling, Advising and Retention Services at **410-777-2307** via [dss@aacc.edu](mailto:dss@aacc.edu) or visit [www.aacc.edu/disability](http://www.aacc.edu/disability).

### Personal Counseling Services

Personal Counseling Services allows students to speak individually with a counselor about an issue of concern that may lead to academic difficulties. Services are time-limited to a maximum of three 50-minute visits and are provided without charge to currently registered AACC students. Licensed counselors provide personal counseling services and make referrals for continued counseling or other community-based resources as necessary. Emergency services are also offered in accordance with the College's Emergency Response Plan. To make an appointment with a counselor, call **410-777-7111**. For information visit [www.aacc.edu/advising/CounservWelcome.cfm](http://www.aacc.edu/advising/CounservWelcome.cfm).

### Vocational Support Services (VSS)

Vocational Support Services provides academic advisers, academic and study skills workshops and referral services to students enrolled in career and technical education programs. For information, call Counseling, Advising and Retention Services at **410-777-2307**.

## RESOURCES TO SUPPORT LEARNING

### The Andrew G. Truxal Library

The Andrew G. Truxal Library welcomes students, faculty, staff, and Anne Arundel county residents to use an extensive collection of in-house and online resources and services. For more information about library policies and procedures, please call the circulation desk at **410-777-2211** or visit the library's Web page at [www.aacc.edu/library](http://www.aacc.edu/library).

#### In-house Resources

- *Physical Collection* — By using the online library catalog, available through the library's Web page, patrons can search for print and electronic books, periodicals and audio/visual materials. On a walk-in basis, students can view films and faculty can borrow these resources for in-class use. Audio materials may be borrowed by students for use outside of the library.
- *Reserve Materials* — Books, articles, videos and other materials placed on reserve by faculty are available at the circulation desk.

- *Textbook Loan Program* — The library makes available, for in-library use, copies of selected college textbooks; inquire at the circulation desk.
- *Wireless Laptop Computers* — Laptops may be borrowed and used within the library building; inquire at the circulation desk.
- *Photocopy Machines* — Self-service copy machines are located in the library. Costs of copies vary by size.
- *Interlibrary Loan* — Truxal Library can borrow books and obtain copies of periodical articles from other libraries usually free of charge; inquire at the reference desk.
- *Biology and chemistry models* — Inquire at the circulation desk.

#### Online Resources

- *Library Databases* — Library databases, available through the library's Web page, provide online access to thousands of periodicals and hundreds of electronic books, as well as a growing collection of multimedia resources. An AACC ID card or Truxal Library card is required to access these resources from off-campus.
- *Research Guides* — Find possible research topics, guidance through the research process, and help with citing sources and avoiding plagiarism by visiting <http://libguides.aacc.edu/researchprocess>. Also available are research guides for particular fields of study (like business, education, psychology, etc.) and guides for researching particular literary works.
- *Tutorials* — Truxal Library offers several online tutorials. Use them to become more familiar with library resources and services and to learn information retrieval skills. Visit [www.aacc.edu/library/tutorials](http://www.aacc.edu/library/tutorials).

#### Library Services

- *Reference* — Truxal's Reference Staff offer research assistance by phone, email, and in person to individuals and to small groups. Stop by the Reference Desk or contact a Reference Librarian by phone at **410-777-2456** or by email at [refdesk@aacc.edu](mailto:refdesk@aacc.edu).
- *Distance Learning* — Truxal Library has developed services and resources for students taking online classes and for students enrolled in classes at Arundel Mills, GBTC, HCAT and other AACC sites. Library card holders may request delivery of library materials to some sites and distance learners have complete access to the library's online resources. For more information, visit [www.aacc.edu/library/DLResources](http://www.aacc.edu/library/DLResources), email [DLLibrarian@aacc.edu](mailto:DLLibrarian@aacc.edu) or call **410-777-2216**.
- *Instruction* — Library instruction is strongly encouraged for classes where for which research is required. Instruction is available for day, evening and weekend classes, online or in-person, credit or noncredit. Instruction is also available for faculty and staff training, as well as for individuals. To schedule an instruction session, email [LibraryInstruction@aacc.edu](mailto:LibraryInstruction@aacc.edu) or call **410-777-2523**.

### Support Services

#### The Technology Learning Center (TLC)

The TLC lab is located on the Arnold Campus in the Andrew Truxal Library (LBRY-101) and operates under the supervision of Student Success Services.

The Technology Learning Center provides our diverse community with a welcoming environment that offers access to

state-of-the-art computer resources and individually targeted technical support for the purpose of helping individuals to attain their personal and academic goals.

TLC lab resources include Internet access and document printing using PC and Apple computers. Additionally, Assistive Technology Software is available (please see contact information below for details). A dedicated staff of Technical Assistants is available and ready to help users gain the most from their lab experience.

For additional information about the TLC lab, please contact us via phone at **410-777-2751** or visit our website at <http://www.aacc.edu/tlclab/>.

### **Computer Commons**

The CC lab is located on the Arnold Campus in the Careers Center (CRSC), Room 264 and operates under the supervision of Student Success Services.

The Computer Commons Lab provides our diverse community with a welcoming environment that offers access to state-of-the-art computer resources and individually targeted technical support for the purpose of helping individuals to attain their personal and academic goals.

CC lab resources include Internet access and document printing using PC and Apple computers. A dedicated staff of Technical Assistants is available and ready to help users gain the most from their lab experience.

For additional information about the CC lab, please contact us via phone at **410-777-1364** or visit our website at <http://www.aacc.edu/computercommons/>.

### **Testing and Assessment Services**

The Testing Center administers a variety of exams to support student success including placement, make-up, certifications and other proctored exams. English, reading and mathematics placement tests, a requirement for all degree-seeking students, are offered free of charge. Certificate-seeking students are assessed in English, reading and mathematics (if math is a program requirement). The office also administers exams for classroom and distance learning courses. The Arnold testing office administers certificate exams such as the College-Level Examination Program (CLEP) and professional certification exams offered through Pearson VUE and Certiport. Pearson VUE, CLEP and Certiport exams are by appointment only. Students may register for a CLEP test by visiting SUN 240, calling **410-777-2375** or visiting the website: [www.aacc.edu/testing](http://www.aacc.edu/testing). Certiport Certification testing, specifically the Microsoft Office Specialist (MOS) exams, require test vouchers from Certiport's website ([www.certiport.com](http://www.certiport.com)) and pre-registration in the Testing office.

For more Certiport information on test content and test vouchers, visit: [www.certiport.com](http://www.certiport.com).

The office also provides proctoring services for Other School Tests (OST) for individuals or groups as well as accommodations for students with documented disabilities. Students requesting testing accommodations must communicate first with Disability Support Services. Academic exams are given during open hours at the Arnold campus. Specific hours for all campus locations are available on the website.

The Testing Department is located in the Student Union Room 240 on the Arnold campus. Other testing offices are located at AACC at Arundel Mills and the Glen Burnie Town Center although not all tests are offered at those locations. Visit the website for information: [www.aacc.edu/testing](http://www.aacc.edu/testing).

### **Tutoring Office**

Offers a variety of resources and services that facilitate student achievement and academic success. This office provides peer and online (SMARTHINKING) tutoring in numerous subject areas within flexible timeframes and locations. The Tutoring Office also provides peer support in a variety of lab environments including:

Accounting Lab, SASP Walk-in Tutoring for SASP and FYE participants and Math Labs at the Arnold and Arundel Mills locations. The Learning Assistance Center, located in the Careers Building (CRSC) room 264, offers students a place on campus to meet with their peer tutors and work with academic coaches. The center offers students walk in tutoring before mid term and final examinations. For hours of operation please visit the tutoring website. AACC's Tutoring Program is nationally certified by the College Reading and Learning Association (CRLA). All tutoring services are designed to be flexible and free of charge. The Tutoring Office is located in Room 113 of the Andrew Truxal Library. For more information visit the website:

[www.aacc.edu/tutoring](http://www.aacc.edu/tutoring).

### **Other College Tutoring Labs**

#### **Math Lab**

The Math lab offers professional and peer tutoring in various levels of mathematics, including arithmetic, basic math, trigonometry, business math, statistics, algebra and calculus.

Math labs are located on the Arnold campus, Library Room 102, and at AACC at Arundel Mills Technology Learning Center. For more information, please view the website:

[www.aacc.edu/tutoring/mathlab](http://www.aacc.edu/tutoring/mathlab).

#### **Math FIRS3T Lab**

The Math FIRS3T Lab offers Focused Individualized Resources to Support Student Success with Technology. This fully-staffed lab provides instructional and tutoring support on a walk-in basis primarily for students enrolled in computer-intensive developmental mathematics courses, but all mathematics students are welcome.

The Math FIRS3T Lab is located on the Arnold campus, Careers Center Room 190. For more information, please visit the website: [ola.aacc.edu/mathcomputerlab/mathfirst/mathfirst.htm](http://ola.aacc.edu/mathcomputerlab/mathfirst/mathfirst.htm).

#### **Reading Lab**

The reading lab provides:

- Help for enrolled credit and noncredit AACC students.
- Support in reading comprehension, study skills and critical thinking.
- Practice for reading course assessments and reassessments.
- Individualized skill instruction in topics such as test taking strategies, organizational skills and note taking.
- Academic skill support.

For appointments call **410-777-2077** and view the website for more information: [www.aacc.edu/reading/lab](http://www.aacc.edu/reading/lab).

### **Science Tutoring and Open Labs**

*Science Tutoring Center (STC)* — Free tutoring by faculty members is available in the Science Tutoring Center (STC), Room 005 of the Dragun Science Building. Tutoring is available on a walk-in basis, whenever the STC is open. No appointment is necessary. Hours are listed on the on STC website:

[http://ola3.aacc.edu/science/student\\_help.htm](http://ola3.aacc.edu/science/student_help.htm)

Each term, the Science office prints cards that list the schedule for tutoring at the Science Tutoring Center and the open labs. Cards may be picked up at the Science office, Room 226 of the Dragun Science Building, in the labs, tutoring center, and on the website: [http://ola3.aacc.edu/science/student\\_help.htm](http://ola3.aacc.edu/science/student_help.htm).

*Online Science Tutoring Center (OSTC)* — Online tutoring is available for certain science courses through the Online Science Tutoring Center (OSTC). Features of the OSTC include chat sessions, frequently asked questions, website links and review materials. The OSTC can be accessed on the Internet through the college's learning management system.

### **Student Achievement and Success Program (SASP)**

The Student Achievement and Success Program (SASP) is an academic support program designed to increase the academic success, graduation and transfer of students who may be the first in their immediate family to attend college, low income, under-prepared for college and/or ethnic minority. Services include up to \$1000 scholarships to eligible students; one-on-one relationships with advisers, mentors, tutors, peers and community supporters; individualized educational plans developed with advisors; regular academic monitoring, mentoring, walk-in tutoring, workshops, four-year college visits, cultural activities and referrals to other college support services to enhance academic success. Students are required to participate in follow-up meetings, program activities and academic support.

### **Black Male Initiative (BMI)**

Provides targeted services and success strategies such as early arrival, round table discussions, mentoring, annual summit and an academic scholars group to enhance the academic success of AACC African American male students. For information, call **410-777-2530**, visit the website [www.aacc.edu/sasp](http://www.aacc.edu/sasp) or email [sasp@aacc.edu](mailto:sasp@aacc.edu).

### **First Year Experience (FYE)**

Under the auspices of SASP, FYE is a year-long program for first time students who enter the college with two or more developmental course requirements. The program provides a supportive and caring environment to enhance academic skills and career planning utilizing faculty-led lab sessions and proactive academic monitoring for those who desire to build a foundation for success. For more information, call **410-777-2530** or visit the website [www.aacc.edu/sasp](http://www.aacc.edu/sasp) or email [sasp@aacc.edu](mailto:sasp@aacc.edu).

### **Summer Programs**

During the summer, the Student Achievement and Success Program, in conjunction with other faculty and staff, conducts a four-week Summer Bridge Program and a two-week program Adelante Hispanic Summer Bridge Program for students entering the fall term. Located on the first floor of the Andrew Truxal Library in Room 129.

FYE-eligible students may enroll in a free two-week summer program aimed at providing targeted review of English and math to improve Accuplacer scores. Participants retake the Accuplacer at the end of the summer program.

For information on all summer programs, call **410-777-2530**, visit the website [www.aacc.edu/sasp](http://www.aacc.edu/sasp) or email [sasp@aacc.edu](mailto:sasp@aacc.edu).

### **Supplemental Instruction (SI)**

This service is offered for a limited number of required courses in science, mathematics, business and social science. Students enrolled in courses with the SI service may attend from one to three study and review sessions a week conducted by a trained student leader who has already successfully passed the course and who attends classes again with enrolled students. Students are strongly encouraged to work with advisers to identify required courses in their areas of study with the SI service. For more information visit our website: [www.aacc.edu/si](http://www.aacc.edu/si)

### **Writing Center**

With locations on the first floor of Truxal Library (LBRY 108) and at Arundel Mills (AMIL 204), AACC's Writing Center provides support for all AACC students by offering one-on-one writing tutoring on a walk-in basis. English department faculty members help students prepare written assignments in all subjects and understand errors on graded papers. These tutors also can provide additional training in grammar, punctuation, and usage. Hours, FAQs and Additional Resources are available at [www.aacc.edu/writingcenter](http://www.aacc.edu/writingcenter).

The Writing Center is also pleased to announce a new online writing tutoring service available to all AACC students starting in Fall 2014. Through AACC's new Virtual Writing Center, students can schedule and attend one-on-one, online, synchronous and voice-interactive tutoring sessions with AACC Writing Center tutors using Blackboard's Elluminate Live.

### **Student Success Course**

To prepare students for their collegiate experiences and develop academic skills necessary to be academically successful, the college offers a course to teach these skills. This course is strongly recommended for all first-time college students seeking a degree or certificate. For offerings see the current schedule of classes under Achieving College/Career Advancement (ACA 100).

The Student Success course (ACA 100) is a one-credit course designed to assist students in their transition to college and to develop the tools required to achieve academic success. Students will receive an in-depth orientation to college resources and support services, academic success strategies, personal and professional growth and critical thinking.

### **Writing Policy**

As a fundamental instrument in the learning and assessment processes, writing is more than a record of what has been learned or a means of communication; it is a means of learning in itself. Writing enables students to abstract ideas — to analyze, to organize and to synthesize information. Faculty members in all disciplines are encouraged to use writing in their courses to assure their students of the fullest opportunity to learn.

# Student Engagement

All students are eligible and encouraged to participate in Student Association functions, student organizations, college governance and compete for a position on sports teams.

## **STUDENT ENGAGEMENT**

The Office of Student Engagement serves as a vital component of a student's total educational experience as a complement to the instructional areas. Student Life encompasses a broad-based program that provides cocurricular programs and campus-based social, cultural and recreational opportunities while maintaining a collegewide educational environment. Most of the activities offered operate under the sponsorship of the Student Association or as a club, organization or board sponsored by the association. Student organizations must register annually with the Student Life office.

Student participation in the governance of the college, through collegewide and Academic Forum committees is recognized as a student responsibility and individual involvement is strongly recommended. The college president, acting on the recommendation of the Student Association, appoints students to collegewide committees. With the approval of the Executive Board of the Student Association, the Student Association president will confirm nomination of students to Academic Forum committees. Website: [www.aacc.edu/studentlife](http://www.aacc.edu/studentlife).

### **Student Union (SUN)**

The Student Union offers students a place to meet and enjoy a variety of recreational and educational pursuits. Located on the lower floor of the Student Union, the dining hall provides a place for students to meet, eat and participate in a variety of activities. A full-service AACC Bookstore is conveniently located by the dining hall. The first floor also houses the Health Services suite. The second floor of the Student Union houses offices for the Student Association, college clubs and organizations as well as the Student Life staff. In addition, the Testing Center is located on the second floor. Student groups interested in reserving rooms in the Student Union should contact the Event Services office at 410-777-2614 or visit the website [www.aacc.edu/events](http://www.aacc.edu/events).

### **Pascal Center for Performing Arts**

The Pascal Center for Performing Arts has a 400-seat Robert E. Kauffman Theater for college and community-sponsored programs and an art gallery. It is a fully equipped performance facility and is used for dramatic productions and cultural performances as well as community meetings. Groups and individuals interested in reserving the theater should contact the college Event Services office at 410-777-2614 or visit the website [www.aacc.edu/events](http://www.aacc.edu/events).

### **Programs and Events**

Social, cultural and recreational programs are offered. Specifics are published each term and include day trips, noontime activities, dances, movies, lectures, whitewater rafting, music festivals, art shows and theater productions. The Office of Student Engagement can provide more information, 410-777-2218.

## **STUDENT ORGANIZATIONS**

### **Student Association**

The Student Association offers students the opportunity to acquire training and hands-on experience in democratic leadership, organizational management and decision making. The executive committee of the Student Association is responsible for the overall management of the association. The executive board regulates, among other things, cocurricular clubs and organizations, communications, recreational organizations and special interest groups.

One of the board's primary tasks is allocation of the student activity fee, which each credit student pays at registration. Most of the proceeds go to support cocurricular programs, clubs, publications, performance groups, lectures and social, cultural and recreational programs.

All students of Anne Arundel Community College currently registered for a credit or noncredit course are members of the Student Association, whether on- or off-campus. There are two types of membership, voting and associate. Voting members are all students who have paid the student activity fee. Associate members are students who have not paid the activity fee. Website: [www.aacc.edu/studentlife/sa](http://www.aacc.edu/studentlife/sa).

### **Cocurricular Organizations**

The following organizations and clubs are run by students, supported by the Student Association and recognized by the college administration.

Students who want to join any of the organizations and clubs listed below and on the next page may obtain information from the Student Life staff. New clubs and organizations may be formed through the Student Association and the Office of Student Life. All clubs must register annually with the Office of Student Life in order to maintain active status. Website:

[www.aacc.edu/studentlife/clubs](http://www.aacc.edu/studentlife/clubs).

### **Cocurricular Organizations**

American Sign Language

Arabic Club

Architecture — A.I.A.S.

Art Association

Arundel Fund — investment club

Astronomy

Biology and Environmental Science

Campus Activities Board — CAB

Center for the Study of Local Issues — CSLI

Ceramics — Keramos Society

Chemistry — American Chemical Society

Criminal Justice Association

Cybersecurity

Engineering

Entrepreneurs — Collegiate Entrepreneurs Organization (CEO)

German Language Club

Graphic Design Club

HCAT Chef's Club

Health and Wellness

History

Human Services

Interior Design — American Society for Interior Designers

Japanese Language Club

Mathematics  
 Medical Lab Technician  
 National Kitchen and Bath Association  
 Nursing  
 Paralegal  
 Pharmacy Technology  
 Philosophy  
 Photography  
 Physical Therapist Assistant  
 Physician Assistant  
 Printmaking  
 Psychology  
 Radiologic Technology  
 Sculpture  
 Spanish Club  
 Student Association  
 Student Education Association

#### Communications

Amaranth Literary Magazine  
 Campus Current  
 Student Handbook

#### Honor Societies

Chi Alpha Epsilon  
 Phi Theta Kappa Honor Society  
 Psychology — Psi Beta Chapter

#### Performing Groups

Concert Band  
 Concert Choir  
 Dance Company  
 Hands of Harmony  
 Jazz Ensemble  
 Opera AACC  
 Old School Hip Hop  
 Poetry and Lyric Performance  
 Symphony Orchestra  
 The Theatre at AACC

#### Recreational Clubs

Adventure Society  
 Arundel Gaming Association  
 Athletic Intramurals  
 Tennis

#### Special Interest

Amateur Radio  
 Anime — Japanese Animation  
 Apostolic Campus Ministries  
 Baptist Campus Ministries  
 Black Student Union  
 Bonsai  
 Circle K International  
 Democrats Club  
 Enclave  
 Improvisational Music Committee  
 International Student Association  
 Lambda Pride Alliance  
 Latino Club  
 Makerspace  
 Maryland Defense Force  
 Meditation club  
 Music Industry club  
 Muslim Student Association  
 NexGen  
 SPEAR — Spreading Prevention and Awareness Resources

Student United Way  
 Students Organized for Disability Awareness (SODA)  
 Students Talking About Tobacco (STAT)  
 To Write Love on Her Arms  
 Veterans Student Association

#### Student Communications Board

The Student Communications Board publishes the student newspaper, *Campus Current*, and the campus literary magazine, *Amaranth*, which features poetry, prose, art and other contributions by students, faculty and staff. *Campus Current*, a bimonthly newspaper edited by students, is distributed throughout the campus. The newspaper contains editorials, articles, photographs and cartoons by students.

#### Honorary and Professional Societies

The college's honorary and professional organizations stimulate high standards of scholarship and professional development. They are Phi Theta Kappa, scholastic; the American Chemical Society; Psi Beta, psychology; and Who's Who Among Students in American Junior Colleges.

#### ATHLETICS

The college supports an extensive program of intercollegiate athletics for both men and women. Funds are derived from student athletic fees. These fees support varsity teams and allow free admission to regular season college games. The college charges an entrance fee to tournament games.

Anne Arundel Community College is a member of the Maryland JUCO (Junior College) Athletic Conference and Region XX of the National Junior College Athletic Association.

The intercollegiate athletic program includes baseball, basketball, cross country, golf, lacrosse, soccer, softball and volleyball.

In order to be eligible to participate in intercollegiate athletics, a student shall meet the minimum requirements of the National Junior Athletic Association as written in the *NJCAA Handbook and Casebook*.

In addition to the National Junior College Athletic Association requirements, a first-year participant shall achieve a minimum 1.75 adjusted grade point average, which omits repeated, forgiven and developmental courses. A second-year participant shall achieve a minimum 2.00 adjusted grade point average, which omits repeated, forgiven and developmental courses. Participants must comply with all college policies, particularly regarding demonstration of residency for tuition purposes. To establish and maintain eligibility, participants must pay all tuition and fees by the scheduled due date.

Eligibility for all transfer students who wish to participate in intercollegiate athletics will be assessed based upon the transcripts from their most recently attended postsecondary institution where they attained full-time status (attempting 12 credits or more). They shall comply with the standards enumerated previously, according to their years of participation at the collegiate level with regards to the specific sport. At the point a student-athlete has established a grade point average at Anne Arundel Community College, then eligibility will be assessed based upon his/her achievement at Anne Arundel Community College.

All coeducational institutions of higher education that participate in any federal student financial aid program and have intercollegiate athletic programs must provide information concerning their intercollegiate athletic programs under the Equity in

Athletics Disclosure Act of 1994. Any person who would like a copy of the report containing this information may contact the Athletics office, the Admissions and Enrollment Development office or the Student Financial Services office.

For information visit the website [www.aacc.edu/athletics](http://www.aacc.edu/athletics).

## **HEALTH AND WELLNESS**

### **College Health Services**

The college health suite is staffed by a registered nurse and provides assistance if you are ill or injured. All services are free of charge and confidential. Located in the Student Union Room 120, these services include health insurance information, medical referrals, referrals for sexually transmitted diseases, health and wellness information, blood pressure screening, HIV screening each term, non-prescription medications, first aid and condoms. Health Services also sponsors regularly occurring health education programs in conjunction with local health agencies, private health care providers and campus partners. Regular term hours are from 8:30 a.m.-4:30 p.m. Monday-Friday, with evening hours in the fall and spring terms.

Emergency response is available 24 hours a day for members of the college community by dialing **1818** from any campus phone or emergency phones outside buildings and in parking lots. For information call **410-777-2480**, email [bamays@aacc.edu](mailto:bamays@aacc.edu) or visit the website [www.aacc.edu/healthservices](http://www.aacc.edu/healthservices).

### **Tobacco Prevention and Cessation**

The Tobacco Prevention and Cessation Office, in the Student Union Room 120, offers free individual and/or group tobacco cessation counseling and referral to community agencies for additional free or low-cost cessation services. For office hours or information, call **410-777-2079**.

### **Student Insurance**

Accident, sickness and major medical insurance plans, developed exclusively for students, are available from several insurance companies. Information regarding some of these plans can be obtained at the Health Services office or the Student Life office or by calling **410-777-2480**.

### **Substance Abuse Office**

The Substance Abuse Education (SAE) office, in the Student Union Room 209. The office strives to create a campus environment where substance abuse is not accepted and to prevent abuse of alcohol and other drugs by members of the college community through education of students, faculty and staff. The SAE office also provides confidential assistance to students attempting to lessen the personal effects of alcohol and other drugs. For information call **410-777-2527** or **410-777-2218**.

## **AUXILIARY SERVICES**

### **AACC Bookstore**

Visit the AACC Bookstore, online or in person, to obtain the most accurate information about your textbooks. In addition to new textbooks we also carry less expensive used books and digital books (subject to availability). We also offer new and used textbook rentals on select titles (inquire with staff for details). **Save 10 percent on your textbooks at the AACC bookstore** prior to the start of the fall, spring and summer terms. Refer to the schedule of classes or our website for upcoming 10 percent Textbook Discount dates. To learn how to stretch your textbook dollars, visit the Textbook Affordability page on our store website at [www.aaccbooks.com](http://www.aaccbooks.com).

In addition to being your one-stop-shop for textbooks, the AACC Bookstore offers a variety of products and services including computers and software at special academic prices, study aids, school and office supplies, art, engineering and drafting materials, freshly prepared sandwiches and salads, snack foods, greeting cards, postage stamps, AACC sportswear and gift cards. Special orders are accepted for any book in print. Students can shop at the Arnold campus store, at an off-campus location or on the Internet at [www.aaccbooks.com](http://www.aaccbooks.com). Cash, check, American Express, Discover, MasterCard and Visa are accepted. **A photo ID and student number (as shown on your Student Schedule/Bill) or driver's license number are required when: paying by check, making a financial aid transaction, requesting a refund/exchange, or selling back used books.**

The main store at the Arnold campus is located on the first floor of the Student Union Building Room 160. Fall and spring term hours of operation are 8:30 a.m.-8 p.m. Monday-Thursday; 8:30 a.m.-4:30 p.m. Friday; 8 a.m.-4 p.m. Saturday; call for Sunday hours. During summer terms, store hours are 8:30 a.m.-8 p.m. Monday-Thursday; 8:30 a.m.-4:30 p.m. Friday; and 8 a.m.-2 p.m. Saturday. Phone: **410-777-2220**; fax: **410-777-2596** or email: [bookstore@aacc.edu](mailto:bookstore@aacc.edu).

The AACC Bookstore at the Glen Burnie Town Center Room 215 carries textbooks, supplies and convenience items for students attending courses at the Glen Burnie Town Center, the Hotel, Culinary Arts and Tourism Institute and Glen Burnie High School. Fall and spring term hours are 8:30 a.m.-2:30 p.m. Monday and Tuesday, and 1:30-7:30 p.m. Wednesday and Thursday. Summer hours: call for details. Special extended hours are announced for the beginning of each term. Phone: **410-777-2950**.

Students attending classes at Arundel Mills can access AACC Bookstore services through the Pioneer Express Shop located in the first floor lounge. The shop also offers light fare, specialty coffee and convenience items. Fall and spring term hours: 8:30 a.m.-6 p.m. Monday-Thursday; 8:30 a.m.-2 p.m. Friday; call for Saturday hours. Summer term hours: 10 a.m.-6 p.m. Monday-Thursday. Special extended hours are announced for the beginning of each term. Phone: **410-777-1917**.

Order textbooks, supplies, computer software, electronics, general books, gifts and insignia items online anytime at [www.aaccbooks.com](http://www.aaccbooks.com). Your order will be shipped for a nominal fee, or you may request that your order be held at any AACC Bookstore location for pickup.

Phone orders are accepted and shipped via UPS to your home or office (prepayment by credit card required). You may also request a transfer of books between stores so you can shop at the location most convenient to you. Call **410-777-2082**; (prompt "2") to place an order or request stock transfer services.

### **Refund Policy**

Extended refund periods for textbooks will be in effect at the start of every term (up to 30 days from the start of a term; dates vary and are posted on [www.aaccbooks.com](http://www.aaccbooks.com)). A full refund will be given, provided textbooks are in original purchase condition. New textbooks must have no markings. Software required for courses may be returned only if not opened.

Textbooks purchased in the middle of a term have a 10-day refund period. For courses shorter than six weeks, the refund deadline is two business days after the first class session. There will be no refunds given for books purchased for single session classes unless they are returned prior to the first class meeting.

All other merchandise may be returned within 14 days from date of purchase, provided items are in original condition.

A cash-register receipt, photo ID and student number or driver's license number are required for all refunds or exchanges; a course registration • add • drop form also may be requested.

The AACC Bookstore purchases used books from students throughout the term at each campus but the highest prices are paid during finals week. The buy-back value depends on current inventory and market demand. A photo ID and student number or driver's license number are required when selling back books. Online buyback quotes are available at [www.aacc.edu/buyback](http://www.aacc.edu/buyback).

### Child Development Center

Our Child Development Center, located on the Arnold campus, is a high-quality early education and child care program serving children ages 3-5 years. This "gold standard" center is accredited by the National Association for the Education of Young Children and Maryland State Department of Education. The program goals and objectives include supporting children in all areas of development including social emotional, physical, cognitive and language. The highly trained staff provide a developmentally appropriate play-based early education program that is a model in our county.

The center is open Monday through Friday from 7:30 a.m. until 6 p.m. and offers part time and full time schedules. Priority enrollment and tuition discounts are offered to AACC students. The center accepts the state child care subsidy and military subsidies. An hourly drop-in evening child care program also is available for children 3-10 years of age.

For information, call the Child Development Center, call **410-777-2450** or visit the website [www.aacc.edu/cdc](http://www.aacc.edu/cdc).

### Dining Services

AACC Dining Services has three locations on the Arnold campus. The Union Deli (first floor, Student Union) features hot and cold breakfast items, pastries and baked goods, freshly prepared deli sandwiches, grill items, hot entrees, pizza, soups, salads, hot and cold beverages and snacks.

The Spinnaker Café (Center for Applied Learning and Technology atrium) and The Great Day Café (first floor of the Careers Center building) offer specialty coffee drinks, cold beverages, sandwiches, salads, soups, baked goods, snacks and convenience items. For hours, daily specials, and other information call **410-777-2333**; email [diningservices@aacc.edu](mailto:diningservices@aacc.edu); or visit [www.aacc.edu/diningservices](http://www.aacc.edu/diningservices).

Students attending classes at AACC at Arundel Mills can purchase light fare, coffee, snacks, and convenience items at the AACC Bookstore, located in the first floor lounge. Call **410-777-1917** for hours and information.

Vending machines featuring items such as hot and cold beverages, snacks, fruit and ice cream are located throughout the Arnold campus, Arundel Mills, Hotel, Culinary Arts and Tourism Institute (HCAT) and Glen Burnie Town Center. To report problems with vending machines or to request a refund call Dining Services at **410-777-2333**.

Catering and concessions at the Arnold campus are available exclusively through AACC Dining Services. A varied menu is offered and can be tailored for all occasions. Call the Event Services office at **410-777-2614** to reserve space for your function; once your event needs are confirmed the events office will connect you with the catering manager.

### Student ID Cards

Students currently enrolled in credit classes are eligible for an AACC ID card. ID cards are issued at the following locations:

- Arnold Campus — AACC Bookstore, SUN 160
- Arundel Mills — AACC Bookstore, Room 106
- Glen Burnie Town Center (special sessions will be announced)

You will need to present a driver's license or other valid government issued ID and a copy of your current registration bill in order to receive an ID card. NOTE: Please wait until one business day after you have registered to allow time for your information to download into the ID card system.

The ID card also serves as your library card and must be registered with the Circulation Desk at the library. (Students enrolled in non-credit courses can obtain a regular library card at the library circulation desk.)

For more information and ID card policies contact the AACC Bookstore at **410-777-2220**.

### PUBLIC SAFETY

#### Traffic and Parking Regulations

To maintain the privilege of parking on campus, all drivers must:

1. operate and park vehicles in a safe manner;
2. park within the marked parking space;
3. yield to pedestrians; and
4. obey all college traffic and parking regulations.

Strict adherence to these regulations is the responsibility of every member of the college community.

In addition to the college's special police officers, county and state police have jurisdiction on campus and may act if they see violations of county and state laws. A traffic violation notice issued by a special police officer may be appealed to the director of the Department of Public Safety and Traffic Appeals committee. Refer to College Policies and Procedures, [pages 404-405](#), for a full listing of traffic and parking regulations.

#### Campus Public Safety/Police

The Department of Public Safety is an internationally accredited agency and its personnel are commissioned by the Governor of the State of Maryland as special police officers. They have full police authority to make arrests, conduct investigations and otherwise enforce the law on all property owned or operated by the college.

Police officers patrol the Arnold campus 24 hours a day, seven days per week. The college buildings located at the Glen Burnie Town Center and Arundel Mills have an officer patrolling those buildings during normal business hours. Headquartered in the Central Services Building, the officers provide an array of services, including:

- evening escort services
- traffic/parking regulation enforcement
- jump starting a vehicle battery
- emergency contacting of students
- opening locked vehicles
- providing after hours building access
- rendering first aid
- taking reports of all campus incidents and crimes

In accordance with the 20 U.S.C. 1092(F), the federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the AACC Department of Public Safety publishes campus crime statis-

tics annually in the Safety and Security report. This report is available as of Oct. 1 each year. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by AACC; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. For a printed copy of this report, contact the college Department of Public Safety at 410-777-2440 or by accessing [www.aacc.edu/publicsafety](http://www.aacc.edu/publicsafety).

If an emergency occurs at an off-campus site, students should seek the assistance of the site coordinator.

### Lost and Found

A lost and found service is located at the Department of Public Safety in the Central Services Building. Items found on campus should be turned into the Department of Public Safety. Items found at off-campus facilities should be turned into the site coordinator.

### Closings

#### Unscheduled Closings (Emergency and Inclement Weather)

When severe weather or other emergency conditions occur, listen to local radio or TV stations for closing announcements or call STARS, 410-777-2241. Check <http://portal.aacc.edu>

Sign up for a text message alert to your cell phone and email address at: [www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed).

Listen for specific mention of the college, since we may not close when Anne Arundel County Public Schools close. When public schools close for inclement weather or emergencies all classes at public school locations are canceled. When the college closes, all classes at off-campus sites are canceled.

Late opening times are based on the time it takes to make the campus safe and also accommodate class schedules. As the college experiences weather events, it will do its best to consider class schedules in its decisions. When the college opens late, please do not drive on campus prior to one-half hour before the scheduled opening time.

When the college is closed due to inclement weather, please do not come on campus. College facilities and public safety staff, considered essential personnel, need to focus on making the campus safe to open. Additional cars, traffic and requests to open buildings deter the college's ability to prepare the college campus for a safe opening.

#### Scheduled Closings (non-emergency) at Anne Arundel County Public Schools

When Anne Arundel County Public Schools schedule closings, the following schools will be open for AACC classes: Annapolis High School, Center of Applied Technology—North, Center of Applied Technology—South, Glen Burnie High School, Meade High School, North County High School and Severna Park High School.



# Continuing Education and Workforce Development

Continuing Education and Workforce Development (CEWD) offers an extensive array of learning opportunities through the School of Continuing and Professional Studies and the Center for Workforce Solutions. The offerings allow residents to:

- seek career training;
- earn academic credit toward a degree;
- boost basic skills; and/or
- enrich their lives through the pursuit of new interests.

Providing quality instruction through continuing education and credit course offerings at an affordable price at convenient locations is the key to the college's success. Day, evening and weekend courses are offered at the Arnold campus, the Glen Burnie Town Center, Hotel, Culinary Arts and Tourism Institute (HCAT), AACC at Arundel Mills and at more than 90 county locations. Those sites include Annapolis, Glen Burnie and Severna Park high schools; Brooklyn Park and Meade middle schools, the Centers of Applied Technology North and South, child care centers, senior centers and community learning centers. Many courses are available on the Internet.

In the area of workforce development, the college's Center for Workforce Solutions is a leader and strong contributor to the county's — and the region's — economic well being. The center provides training and business services to large and small businesses, entrepreneurs, individuals starting businesses and government agencies and organizations throughout the county and region. Training areas address critical business skills such as leadership, supervision and management training, language skills including English as a Second Language and Command Spanish,<sup>®</sup> computer technology applications and certification courses, health care and more. To arrange training for your company or to obtain information about organizational needs assessment and other business services, call **410-777-2732** or visit the center's website, [www.aacc.edu/cws](http://www.aacc.edu/cws).

The School of Continuing Education and Workforce Development offerings include professional development and personal enrichment courses in the arts, business, computers, health care, insurance, languages, management, technology, health and fitness, real estate, marine trade, construction trades, truck driving, writing, sign language, basic skills, English as a second language and more.

AACC offers continuing education certificates to students who successfully complete a course or series of courses that result in improved skills or technical knowledge in the following areas:

- Accounting Principals Using Technology
- Administrative Professional
- Bartender Certification
- Beginning Jewelry Design
- Beginning Sign Language
- Business Support Specialist
- Casino Blackjack Dealer

- Casino Carnival Games Dealer
- Casino Craps Dealer
- Casino Mini Baccarat Dealer
- Casino Pai Gow Poker Dealer
- Casino Pai Gow Tiles Dealer
- Casino Poker Dealer
- Casino Roulette Dealer
- Child Development Associate
- Cloud Computing Essentials
- CompTIA Strata IT Fundamentals Prep
- Computer Training for the Re-entry Professional
- Construction Estimating
- Database Development, Administration and Programming
- Dental Assisting and Radiology
- Dental Assisting Expanded Functions
- Dietary Manager
- Digital Home Technology Integration
- Digital Photography
- E-Learning Instructional Design
- Electrocardiogram and Intravenous Therapy Technician
- English for Academic Purposes Beginning Proficiency
- English for Academic Purposes Intermediate Proficiency
- English for Academic Purposes Proficiency at the High Intermediate Level
- English for Academic Purposes Advanced Proficiency
- English for Academic Purposes Capstone Proficiency
- Environmental Landscape Management
- Esthetician Preparation
- Family Child Care Provider
- Fine Arts
- Floral Design
- HVACR Entry Level Technician
- Information Systems Security Professional — Exam Prep
- Introduction to Teaching ESL
- iPhone and iPad Programming
- IT Infrastructure Library v3 Foundation Exam Prep
- IT Project Management
- Lead Teacher 90-Hour Preschool Child Care Training
- Licensed Nurse Refresher
- Medicine Aide
- Mental Health First Aid
- Mobile Device Programming
- Nanny/AuPair
- 90-Hour Preschool Child Care
- PC Technician
- Phlebotomy
- Power Plant Operations
- Preparation for the GED
- Professional Yoga Instructor: Ayurveda Yoga Specialist
- Seniors American Studies
- Seniors Modern Languages: French
- Seniors Modern Languages: Spanish

- Seniors World Mythology
- Stationary Engineer Preparation
- Synchronous Learning
- Teaching Adults
- Teaching ESL Using the Internet
- Teaching ESL Using the iPad
- Truck Driver (CDL-A, CDL-B)
- Veterinary Assisting
- Video Game Console Design
- Web Graphic Design Certification
- Welding for Work — MIG
- Welding for Work — STICK
- Welding for Work — TIG
- World Languages (Arabic, Chinese, French, Farsi, German, Italian, Portuguese, Spanish)

Exam preparation training includes:

- Captain's License: OUPV Six-Pack
- Human Resources Management (Professional in Human Resources/Senior Professional in Human Resources)
- HVACR (MD Journeyman and Master exams)

Training for professional certification and licenses includes:

- American Culinary Federation Chef Certifications
- American Welding Society: Shielded Metal and Gas Arc
- Assisted Living Manager
- Certified Employee Benefit Specialist
- Insurance Agent: Property and Casualty
- Maryland Child Care Certification
- Photovoltaic Installation Preparation
- Real Estate Agent
- Real Estate Appraiser
- ServSafe® Certificate

Technology training for certification includes:

- Certified Information Systems Professional (CISSP)
- CompTIA A+ Certification and PC Repair
- Microsoft Certified Application Specialist (MCAS)
- The Microsoft Certified IT Professional (MCITP)
- Microsoft Office Support Specialist
- Network+ Certification

All CEWD courses serve the diverse learning needs and interests of county adults and children of all ages and backgrounds. For a current listing of classes and registration information, refer to the most recent schedule of noncredit classes or visit the continuing education website [www.aacc.edu/coned](http://www.aacc.edu/coned).

### Center on Aging

AACC's new Center on Aging brings together many of the colleges offerings intended for older adults.

### Lifestages

Lifestages courses, resources and counseling help adults over 50 transition to new careers, explore new interests and tackle new life challenges. Courses focus on helping students in midlife find a new job, start a new career, work for themselves, retain their current job, plan for retirement, become a caregiver for an older relative or friend, learn new technology and be a better grandparent. For more information call **410-777-1806** or visit [www.aacc.edu/lifestages](http://www.aacc.edu/lifestages).

### Seniors

AACC offers noncredit courses in art, history, computers, languages and literature and more, at area senior centers, the Arnold campus and off-site locations. Quarterly registration fee is required and the tuition portion of course cost is waived for those 60 and over. For information call **410-777-2325** or visit [www.aacc.edu/seniors](http://www.aacc.edu/seniors).

### Peer Learning Partnership

The Peer Learning Partnership (PLP) is a community of peers who in partnership with the college develop and facilitate seminar style courses designed for intellectual development, cultural stimulation and personal growth. Students must join the Peer Learning Partnership before registering for the PLP classes. For more information, call **410-777-2325** or visit [www.aacc.edu/plp](http://www.aacc.edu/plp).

### Guild for LIFE

The Guild for LIFE (Learning is For Everyone) sponsors this series of lecture and tours. Lectures occur on the first Tuesday of each month, and tours take place the following week. Members help choose the area sites to tour and educational presentations that precede them. Transportation is provided and entrance fees

and meals are additional. For more information, call **410-777-2325** or visit [www.aacc.edu/guild](http://www.aacc.edu/guild).

### Continuing Professional Education (CPE)

Professionals can update skills or master new ones to meet certification, recertification, licensure or relicensure requirements. Classes focus on health care, business management and supervision, environmental studies, real estate, insurance and payroll. Classes meet weekdays, weeknights or Saturdays at convenient locations countywide. For information, call **410-777-2325**.

### Credit/Noncredit Share Classes

Credit/noncredit share classes at Anne Arundel Community College allow students the opportunity to enroll in selected credit classes as a noncredit student. Credit/noncredit share classes are designated in the schedule of classes by a symbol — ▽. If you enroll as a noncredit student, you do not earn academic credit but may receive Continuing Education Units (CEUs) in designated courses. CEUs are a nationally recognized measure of skills or work-related training.

### English Language Learning and Adult Education

The college provides instructional services at community learning centers and at many other sites countywide. Offerings include instruction in basic reading, writing and math; General Educational Development (GED), literacy instruction and English as a Second Language (ESL). ESL classes range from beginning to capstone skill levels in all areas. The department also offers a comprehensive, eight-course sequenced world language program called "Pathways to Proficiency" with course offerings in 11 languages. For information about ESL or world languages, call **410-777-2901** or visit the websites: [www.aacc.edu/esl](http://www.aacc.edu/esl) and [www.aacc.edu/worldlanguage](http://www.aacc.edu/worldlanguage). For information about GED and Adult Basic Skills call **410-777-1823** or visit [www.aacc.edu/basicskills](http://www.aacc.edu/basicskills).

### Sales and Service Training Center at Arundel Mills

Anne Arundel Community College and the Arundel Mills Mall have partnered with the National Retail Federation Foundation to create the Sales and Service Training Center at Arundel Mills. The center provides an array of courses and services including an intensive sales and customer service training and refresher courses to meet the needs of the sales and service industry sectors. The training, based on national skill standards for customer service and sales, helps prepare participants for national certification as a professional in customer service. Other courses offered include Adult Basic Skills (ABS), General Educational Development (GED) and English as a Second Language (ESL). Additionally, the center provides assistance for job seekers and helps employers by assessing, training and referring work-ready candidates for available positions. For information call **410-777-1823** or visit [www.aacc.edu/ssct](http://www.aacc.edu/ssct).

### Extended Learning

Extended Learning launches special programs and initiatives that meet emerging community needs. Extended Learning also oversees instructional conferences. AACC partners with public and private groups and organizations to plan, coordinate and present educational conferences. The college provides facilities including teleconferencing capabilities, publicity, registration of participants, food services and qualified educators and speakers. For information, call **410-777-2625** or visit [www.aacc.edu/conferences](http://www.aacc.edu/conferences).

### Hotel, Culinary Arts and Tourism Institute

The Hotel, Culinary Arts and Tourism Institute (HCAT) offers an array of credit degrees and certificates in the hospitality/culinary arts field, avocational programming, experiential learning, continuing professional education and customized contract training to meet the hospitality, culinary arts and tourism needs of students and the industry. In addition, HCAT offers noncredit cooking and culinary classes for beginners as well as accomplished home cooks. HCAT has a 10,000-square-foot training facility in Glen Burnie, which includes two commercial kitchens and four dedicated classrooms — a technology-smart classroom, 24-unit computer classroom and two café-style classrooms. This is in addition to the existing training facilities on the Arnold campus which include a baking/pastry lab, culinary lab and wine demonstration room. The hotel/restaurant management degree and certificate programs are designated as statewide programs; therefore, students who live in Maryland counties where there is no public community college hotel/restaurant management program may apply for a waiver of the out-of-county tuition differential for courses included in this program. For information about the world-class, high-quality programming and international learning experiences within the lodging, food/beverage, travel/tourism and other hospitality-related industries, call **410-777-2398** or the toll-free hotline at **1-866-456-HCAT (4228)** or visit [www.aacc.edu/hcat](http://www.aacc.edu/hcat).

### Lifelong Learning

Lifelong Learning offers avocational courses to meet the needs of the community. Courses include arts and crafts, photography, music, theater and dance. A comprehensive writing sequence, taught by professional writers, helps develop ideas from inception to publication. Community development needs are addressed through nonprofit and volunteer management courses as well as in historic preservation. Courses in holistic health, recreation and fitness, languages, personal finance as well as travel and special events add to personal enrichment and growth. For information, call **410-777-2325** or visit [www.aacc.edu/coned](http://www.aacc.edu/coned).

### Women's Institute

AACC offers noncredit courses in many disciplines that are designed to enrich and empower women. Most courses are held evenings and weekends at the Arnold campus. For more information, call **410-777-2325** or visit [www.aacc.edu/women](http://www.aacc.edu/women).

### Kids in College

Kids in College has courses open to all young people up to age 17. Courses include science, mathematics, culinary arts, computers, culture, dance, music, writing, history and sports. Summer camp offerings expand learning opportunities with courses offered as half- and full-day camps. Topics include space exploration, computers, dance, theater, environment, pre-med, hiking, languages, various sports including soccer, basketball, baseball and lacrosse. Before- and after-care is also available during the summer.

For information on all youth education offerings, call **410-777-2325** or visit [www.aacc.edu/kic](http://www.aacc.edu/kic).

### EXPLORE for Youth in Grades K-5

Since the mid-1980s EXPLORE has offered after-school and summer enrichment courses to gifted and talented elementary school students in partnership with Anne Arundel County Public Schools. Fall, winter and spring courses are held at the college as well as elementary schools and several outdoor sites. Study areas include writing and languages, math and science, art and theater. Summer courses focus on computers, space exploration and special topics such as art, math and microscope studies. Qualified students receive a brochure at their public or private school.

### Middle School Scholars for Youth in Grades 6-8

In partnership with Anne Arundel County Public Schools, Middle School Scholars offers gifted middle school students special one-day seminars on topics such as sciences, mathematics, environmental studies and theater arts. Courses are held at the college or sites throughout the county.

### Occupational Skills

The Office of Occupational Skills provides job training for students entering the workforce or changing careers. Training is available in the following areas:

- construction work (carpentry, welding, plumbing, electrical and HVAC);
- through Job Corps;
- dental assisting;
- telecommunications fiber and optic cabling;
- truck and bus driving;
- veterinary assistant; and
- welding.

Job training may be paid with Workforce Investment Act (WIA) funds (if eligible) and continuing education funds (if eligible).

Contract training for Job Corps and the Department of Corrections also is offered.

For information call **410-777-2193** or visit the website: [www.aacc.edu/coned](http://www.aacc.edu/coned).

### Apprenticeship Training

AACC and its industry partners offer apprenticeships with the Independent Electrical Contractors/Chesapeake (IEC), the Associated Builders and Contractors Inc., Chesapeake chapter (ABC) and Maryland Plumbing and Heating. Courses complement on-the-job training. For information, call **410-777-2193**.

**Teacher Education and Child Care Institute (TEACH)**

The Teacher Education and Child Care Institute (TEACH) addresses the community's need for additional qualified teachers and child care providers. All college credit and noncredit courses that prepare students for careers in teaching and child care or provide professional development to those already in these fields are brought together in the TEACH Institute. Experiential learning, continuing professional education and customized contract training are available to meet the needs of students and the community. For information call **410-777-2401** or visit [www.aacc.edu/teach](http://www.aacc.edu/teach).

**Education Department**

The Education Department offers an Early Childhood Development A.A.S. degree, a certificate and letters of recognition as well as teaching degrees (Elementary/Generic Special Education A.A.T., Early Childhood Education A.A.T., Secondary A.A.T.). Maryland State Department of Education approved reading and other professional development courses are offered for credit.

**Child Care Training**

The TEACH Institute offers child care credentialing courses approved by the Maryland State Department of Education Office of Child Care, continuing professional development courses, on-site training, conferences, consultations and a speaker's bureau. Licensed child care providers can receive onsite consultations through AACC's Behavioral Emotional Support and Training (BEST) program. For more information visit [www.aacc.edu/childcare](http://www.aacc.edu/childcare).

**The Parenting Center**

The Parenting Center at Anne Arundel Community College brings valuable family life courses and resources to busy parents and professionals. Courses are offered on campus and on-site at schools, community organizations and places of worship. A Leave No Parent Behind scholarship fund has been established to help nonprofit organizations bring parenting classes to those who cannot otherwise afford them. For more information, call **410-777-2159** or visit [www.aacc.edu/parenting](http://www.aacc.edu/parenting).

**Technology Training**

Individuals and organizations can develop and enhance their computer skills through noncredit courses in current software applications, programming, Internet, operating systems and certification preparation. Courses range from introductory levels to advanced applications and are offered at multiple sites throughout the county and online. Many courses prepare students for industry certification. For information, call **410-777-2957** or visit [www.aacc.edu/it](http://www.aacc.edu/it).

**CENTER FOR WORKFORCE SOLUTIONS**

The Center for Workforce Solutions (CWS) offers a full complement of training and business solutions to area businesses, government agencies and other organizations.

The Center for Workforce Solutions conducts client outreach to the business and public sectors to develop relationships that yield education and training services targeted to customer needs. Center staff members assist organizations in assessing their needs and developing a results-oriented plan of action. Clients may choose from nationally recognized curriculum or work with CWS staff to design curriculum to meet their strategic business goals or workforce development needs. For groups of employees seeking to attain a degree or certificate or build upon credits already earned, CWS can facilitate the entire process from enrollment through graduation. In many instances, this can be achieved on-site at the client's location. CWS also provides a continuous learning approach which includes assessments, on the job reinforcement tools and measurement of participant behavioral changes.

In addition to consultative and business services, CWS offers training in the following areas:

- Critical business skills (such as communication, customer service, diversity, leadership, time management, sexual harassment prevention, etc.)
- Command Spanish®
- Computer technology
- Hotel, culinary arts and tourism
- Health care and first responders
- Project management
- Manufacturing
- Sales
- E-learning

Training is also available upon request in many other instructional areas not listed above.

Training may be as short as a few hours or span several months depending on organizational goals and workforce development needs. Classes can be delivered at the client's place of business, online or at one of AACC's three convenient locations in Arnold, Glen Burnie or Arundel Mills. Instructional formats vary to best match employees' learning styles. Instructors are content experts and excellent learning facilitators who combine outstanding academic credentials and teaching experiences with practical industry-based knowledge.

The Center for Workforce Solutions maintains relationships with a network of organizations to augment funding and expertise, including the Maryland State Department of Business and Economic Development, the Anne Arundel Economic Development Corporation, the Chesapeake Regional Tech Council and the Anne Arundel Workforce Development Corporation. To arrange for a consultative meeting or to obtain information about the full array of business services and training opportunities, call **410-777-2732** or visit the CWS website [www.aacc.edu/cws](http://www.aacc.edu/cws).

# College Policies and Procedures

Anne Arundel Community College periodically reviews and updates its policies and procedures. Please visit [www.aacc.edu/studentpolicies](http://www.aacc.edu/studentpolicies) for the most up-to-date version of each policy and procedure.

## ACADEMIC INTEGRITY POLICY

Anne Arundel Community College, with a central mission of producing learning and a belief that individuals be given the opportunity to fully develop their potential, is committed to upholding rigorous and fair standards of student learning and achievement. Achieving successful student learning is dependent upon a dedication to academic integrity on the part of all members of the college community. Without academic integrity, students gain unfair advantage over others and impede their own development. In support of this aim, Anne Arundel Community College requires all students to exhibit academic integrity in all their academic work.

A culture of academic integrity, a unifying principle in this and all academic communities, is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms.

Acts of academic dishonesty include, but are not limited to:

- A. Cheating, which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in an academic exercise or assignment without the instructor's permission;
- B. Plagiarizing, which is the unacknowledged or improperly cited adoption or reproduction of the ideas, words, data or statements of others, including fellow students and internet sources;
- C. Fabricating or falsifying, which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;
- D. Impersonating, which is assuming another student's identity or allowing another student to do so for the purpose of fulfilling an academic requirement;
- E. Facilitating, which is helping or attempting to help another commit an act of academic dishonesty.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy. Anne Arundel Community College periodically reviews and updates its policies and procedures. Please visit [www.aacc.edu/studentpolicies](http://www.aacc.edu/studentpolicies) for the most up-to-date version of the Academic Integrity Policy and Procedures.

## PROCEDURES

### 3.1 CONFERENCE

When academic dishonesty is alleged, the student involved shall have an opportunity to admit or deny the allegation. In a timely manner, the instructor shall confer with the student, explaining the reasons why he or she believes that the student has committed the act of academic dishonesty and what academic sanction could be imposed by the instructor. In online courses only, a conference may be conducted using the learning management system. The instructor has the right and obligation to impose a reasonable academic sanction including, but not limited to, the following:

- A. Assign a grade of failing for the assignment;
- B. Assign a grade reduction for the course;

- C. Assign a failing grade for the course; or
- D. Assign an alternative learning experience or activity which shall be completed by the student as specified by the instructor. If the instructor believes that there is sufficient evidence of academic dishonesty, he/she shall then proceed as outlined in Section 3.2.

### 3.2 NOTICE OF ACADEMIC DISHONESTY REPORT

- A. In all incidents of academic dishonesty, the instructor shall record the incident on the "Notice of Academic Dishonesty" report and note on the report any recommended academic sanction(s).
- B. If the student admits academic dishonesty and accepts the academic sanction imposed by the instructor, it shall be so noted on the "Notice of Academic Dishonesty" report and the matter shall be closed after compliance with Section 3.2(D) and Section 3.3(B)(1).
- C. In cases in which the student denies the allegations of academic dishonesty or admits academic dishonesty but challenges the academic sanction imposed by the instructor, the instructor shall record a grade status "NG" (meaning No Grade) on the "Notice of Academic Dishonesty" report, and after compliance with Section 3.2(D), the matter shall proceed in accordance with the procedures hereafter.
- D. In cases under 3.2(B) and 3.2(C), the "Notice of Academic Dishonesty" report shall be completed, dated and signed by both the instructor and the student at the completion of the conference required by Section 3.1. The instructor and the student shall each retain a copy of the report. Should the student refuse to sign the report, the instructor shall so indicate on the report. Within three (3) working days from the date of the report having been signed, the instructor shall forward copies of the report to the academic department chair and the college representative (Section 3.3).
- E. In the event the student suspected of academic dishonesty is unavailable for the conference, in accordance with Section 3.1, the instructor shall record a grade status of "NG" and forward copies of the report to the academic department chair and the college representative. The "NG" status shall be assigned as the term grade pending the outcome of a hearing by the Academic Integrity Review Committee (Section 3.4; 3.5) or a resolution in accordance with Section 3.2(B) or (F).
- F. If within twenty (20) working days of the notice being sent to the student, in accordance with Section 3.3(B)(3), a resolution under 3.2(B) is not reached or a hearing is not conducted due to either non-availability of the student or lack of response from the student, the NG status shall be changed to an F grade no later than one month after the start of the next regular term.
- G. If a student withdraws from a course under a pending charge of academic dishonesty, the resulting grade of "W" may be changed to an "F" by the instructor at the end of the current term unless the student chooses to contest the charge, pursuant to the procedures governing academic dishonesty, and is successful in his/her defense. A withdrawal from a course under a pending charge of academic dishonesty shall serve as a de facto admission of the guilt absent a successful contest of the charge. From the moment an alleged incident of academic dishonesty occurs, a charge is considered pending. Additionally, a student cannot evade a

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sanction by withdrawing from a course after admitting guilt and accepting the sanction on the Notice of Academic Dishonesty.

### 3.3 COLLEGE REPRESENTATIVE

A. The vice president for learning shall designate as the college representative a member of the Council of Instructional Deans. He/she shall not be a member of the Student Disciplinary Review Committee.

B. Duties of the College Representative:

1. In cases under 3.2(B):

- a. To receive and file the "Notice of Academic Dishonesty" report(s). If there are no prior "Notice of Academic Dishonesty" report(s) filed on the student, the matter shall be closed.
- b. If the student's file contains a prior "Notice of Academic Dishonesty" report(s) evidencing that the student committed a prior act(s) of academic dishonesty, or if the current offense is determined to be very serious, the college representative shall review the "Notice of Academic Dishonesty" report(s) to determine the appropriateness of a hearing to consider imposition of a disciplinary sanction(s). The college representative also shall investigate a student's academic background, additionally considering what a student knew or should have known regarding the offense. If the college representative determines that a hearing is not appropriate, he/she shall write a report indicating that a review has been conducted, setting forth the reasons to support his/her decision. This report shall be placed in the student's file, and the matter shall be closed. If the college representative determines that a disciplinary sanction may be appropriate, the matter will be decided by the Academic Integrity Review Committee in a hearing procedure.
- c. If the college representative determines, based on his/her review, that a hearing to consider disciplinary sanctions is appropriate, the college representative shall notify the student by mail that a hearing will be held before the Academic Integrity Review Committee. The college representative shall forward a written request to the chair of the Academic Integrity Review Committee, with a copy to the student, and request a hearing date. Thereafter, the college representative shall handle the matter in accordance with the procedures under 3.3, the only difference being that the issue to be presented to and decided by the Academic Integrity Review Committee shall be limited to whether or not, based on the present act of academic dishonesty noted in the "Notice of Academic Dishonesty" report under 3.2(B), and the reports of prior proven act(s) of academic dishonesty contained in the student's file, imposition of a disciplinary sanction is warranted. All other procedures regarding hearings and appeals shall be applicable to this situation.

2. In cases under 3.2(C) to:

- a. Receive and file the "Notice of Academic Dishonesty" report(s).
- b. Within seven (7) working days of receipt of the report, forward a copy of same to the chair of the Academic Integrity Review Committee and request, in writing, a hearing date.
- c. Contact the instructor, meet witnesses and collect any relevant evidence pertaining to the case.

d. Act as the college advocate, prepare the case for hearing and present the case at the hearing before the Academic Integrity Review Committee.

e. Within three (3) working days of receipt of the notice of hearing from the Academic Integrity Review Committee, notify the student, by mail, of the hearing. The notice shall include the time, date, and place of the hearing. It shall also include the copy of the "Notice of Academic Dishonesty" report along with a copy of the policy and procedures. Notice of hearing shall also be forwarded to the instructor and academic department chair. A student must respond to the notice of hearing within twenty (20) working days of the notice being sent. If the student does not respond to the notice of hearing, or responds yet chooses not to attend the hearing, the hearing will proceed without the student's participation. In the case of online courses only, official notice of hearing may be sent via the learning management system.

3. In cases under Section 3.2(E) receive and file the "Notice of Academic Dishonesty" report. Within three (3) working days of receipt of such report, forward a copy of same to the student by regular mail. If the unavailable student, upon notification and within the time limits as expressed in Section 3.2(F), admits academic dishonesty and accepts the academic sanction imposed by the instructor in accordance with 3.2(B), the college representative shall file the "Notice of Academic Dishonesty" report. The report must be completed by the instructor and the matter shall be handled in accordance with Section 3.3(B)(1)(b). If the student requests a hearing, the college representative shall follow the same procedures as in 3.3(B)(2).
4. Within three (3) working days from the date of receipt of the decision of the Academic Integrity Review Committee [Section 3.5 (I)], forward a copy of same to the student by mail. A copy shall also be forwarded to the instructor and academic department chair.
5. In all cases of appeal to the vice president for learning, forward all relevant materials to the vice president for learning in accordance with Section 3.6(B).
6. Place copies of all materials and decisions relating to academic dishonesty matters in the student's file. Student files relating to academic dishonesty shall be retained for five (5) years, after which they shall be destroyed.
7. Maintain the confidentiality of student academic dishonesty files except for use as provided by the policy and procedures.

### 3.4 THE ACADEMIC INTEGRITY REVIEW COMMITTEE

The Academic Integrity Review Committee, an established committee at the college, shall act as a hearing board to hear all academic dishonesty cases in which a hearing is required under these procedures (see Academic Forum charter regarding the composition of the committee).

### 3.5 HEARINGS

A. Within seven (7) working days of receipt of the "Notice of Academic Dishonesty" and request for hearing forwarded by the college representative [Section 3.3(B)(2)(b)], the chair of the Academic Integrity Review Committee shall notify the college representative, in writing, of the date, time and place of the hearing. Said hearing shall not be scheduled earlier than ten (10), nor later than twenty (20), working days from the date of notice of hearing.

- B. Once begun, hearings shall be conducted on consecutive working days until completed, except in cases of health or personal emergency. The hearing shall be completed as expeditiously as possible.
- C. Hearings shall be closed to all except the parties and their advisers, if any, and witnesses. The student and the committee may each have an individual in an advisory role present at the hearing; that individual may be an attorney. The adviser(s) shall not function as an advocate at the hearing. The student must present his/her own case and question all witnesses.
- D. The chair of the Academic Integrity Review Committee shall govern all proceedings at the hearing. At the hearing, the college representative, on behalf of the college administration, shall have the burden of proof to establish by a preponderance of the evidence that an offense of academic dishonesty has occurred. The instructor shall have the right to participate with the college representative in the presentation of the evidence.
- E. At the hearing, the Academic Integrity Review Committee shall not be bound by strict rules of legal evidence and may admit any evidence or testimony it considers to be of value in determining the issues involved. Every effort shall be made to obtain the most reliable evidence available.
- F. The hearing shall be recorded. The college representative shall arrange and the college shall pay for such recording. If the student requests a copy of the recording, it shall be provided.
- G. No later than seven (7) working days after conclusion of the hearing, the Academic Integrity Review Committee shall determine, based solely on the evidence presented at the hearing, whether or not the college representative has established by a preponderance of the evidence that an offense of academic dishonesty has occurred. If the student is found to have committed an act of academic dishonesty, the Student Disciplinary Review Committee shall adopt the academic sanction recommended by the instructor, unless the committee determines that the academic sanction recommended by the instructor is unreasonable. In this event, the committee shall consult with the instructor in an attempt to arrive at a more reasonable academic sanction. If the instructor and Academic Integrity Review Committee cannot come to a consensus on the academic sanction, then the committee shall impose the academic sanction it believes to be reasonable. The committee may not make the sanction more severe. The "NG" status on the "Notice of Academic Dishonesty" shall then be changed to a grade consistent with the academic sanction imposed by the Academic Integrity Review Committee. If the student is found not to have committed the act of academic dishonesty, the "NG" status shall be replaced by the grade the student had for the assignment(s) in question, if a grade had been assigned prior to the allegation of academic dishonesty. If no grade had been assigned earlier, the instructor shall review the material and assign a suitable grade based solely on the quality of work by the student.
- H. In addition to academic sanction(s), when deemed appropriate by the Academic Integrity Review Committee, a disciplinary sanction (Student Conduct Policy) may be imposed on the student found to have committed an act of academic dishonesty. In determining whether a disciplinary sanction is appropriate, the Academic Integrity Review Committee shall have the right to review any other "Notices of Academic Dishonesty" filed with the college representative.
- I. The Academic Integrity Review Committee shall record its specific findings of fact and decision in a written memorandum, which shall be forwarded to the college representative no later than seven (7) working days after conclusion of the hearing.
- 3.6 APPEAL OF DECISION OF THE ACADEMIC INTEGRITY REVIEW COMMITTEE
- A. The student shall have the right to appeal to the vice president for learning. The appeal shall be made within ten (10) working days from the date that the decision was forwarded to the student by the college representative in accordance with Section 3.3(B)(4). The appeal shall be in writing setting forth the basis for the appeal. The appeal must be received by the vice president for learning within the time limit established herein.
- B. Upon receipt of the written appeal, the vice president for learning, or his/her designee(s), shall forward a copy to the college representative and request copies of the decision of the Academic Integrity Review Committee and all material provided to the Academic Integrity Review Committee at the hearing.
- C. The vice president for learning, or his/her designee(s), shall review the written decision of the Academic Integrity Review Committee and the written appeal of the student. The vice president for learning, or his/her designee(s), shall have the right, but not the obligation, to review only the material, including the taped testimony, provided to the Student Disciplinary Review Committee at the hearing.
- D. The vice president for learning, or his/her designee(s), shall complete the review and issue a written decision within twenty (20) working days of receipt of the student's appeal.
- E. The vice president for learning, or his/her designee(s), shall forward a copy of the written decision to the student by mail within three (3) working days from the date of the decision. A copy shall also be forwarded to the college representative, instructor and the academic department chair.
- F. The written decision of the vice president for learning, or his/her designee(s), shall be final.

### **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

Anne Arundel Community College provides an array of information technology resources (including, but not limited to, all computer hardware, software, peripherals, and mobile devices; network communications technologies, including wireless technologies; network and internet bandwidth; telephone and voicemail; and electronic services and information) in order to facilitate the pursuit of excellence in support of the college's mission. Usage of information technology resources is provided at the discretion of the college, for the sole purpose of conducting official college business.

It is the policy of Anne Arundel Community College that all users (including, but not limited to, faculty, staff, students, contractors, and guests) of information technology resources shall:

- comply with all laws (federal, state, local, and other applicable laws and regulations) and all college policies;
- respect the privacy and personal rights of others;
- respect the integrity and security of college information technology resources;
- respect the finite capacity of college information technology resources so as not to interfere unreasonably with the activity of other users;
- use information technology resources for college business only;
- respect the intellectual property rights of others; and
- protect all confidential information.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate standards and procedures to implement and enforce this policy, including processes for detecting and addressing violations of this policy.

#### PROCEDURES GOVERNING USE OF INFORMATION TECHNOLOGY

These procedures are enacted pursuant to the Acceptable Use of Information Technology Resources Policy. They shall govern all use of Information Technology Resources and apply to all users.

1. Information technology resources shall include but not be limited to:
  - A. All computer hardware, software, peripherals and mobile devices
  - B. Network communications technologies including wireless technologies
  - C. Network and Internet bandwidth
  - D. Telephone and voicemail
  - E. Electronic services and information
2. Information technology resources are owned by and are the property of the college. All users must be authorized by the college to access information technology resources. Such access shall be at the discretion of the college. Anything created at the direction of the college using information technology resources shall be the property of the college.
3. Any user of information technology resources shall:
  - A. Comply with all laws (federal, state, local and other applicable laws and regulations); and all College policies and procedures.
  - B. Respect the privacy and personal rights of others so as not to constitute an invasion of privacy, harassment, defamation, threat, intimidation, unwarranted annoyance, embarrassment, discrimination based on race, color, age, religion, sex, national origin, marital status, sexual orientation, ability, genetic information and veteran status, or the like.
  - C. Respect the integrity and security of information technology resources by not attempting to circumvent the system security and/or aid others to achieve unauthorized access including, but not limited to, sharing a user password.
  - D. Respect the finite capacity of information technology resources so as not to interfere unreasonably with the activity of other users.
  - E. Use information technology resources for authorized college-related purposes only.
  - F. Respect and honor the intellectual property rights of others whether protected by patent, copyright, trademark, trade secrets law, other legal mechanism and/or the college Intellectual Property Policy and Procedures.
  - G. Only access confidential information when authorized by the college. Any confidential information obtained by an authorized user shall only be used for the appropriate college purpose for which access was authorized. Confidential information shall only be stored on college authorized services or devices.
  - H. Report any discovered weakness in the Information Technology Resources security system to the Chief Technology Officer.
  - I. Report any incident of misuse of any information technology resource or violation of these Procedures to the Chief Technology Officer.

- J. Report any damaged, lost or stolen technology resource, including personal devices that may have college confidential information thereon, to the Chief Technology Officer.
  - K. Only use college-owned information technology resources to connect to the internally wired college network unless Customer Support Services reviews and approves other equipment connections in advance.
4. The college has the right, at all time, to monitor its information technology resources. Authorized Information Services personnel may inspect files and/or monitor a user's usage of resources, if the college suspects a violation of these procedures, other college policies or procedures, or the law. In response to the Higher Education Opportunity Act the college employs a commercial tool which identifies and blocks peer-to-peer applications running on the network.
  5. Violations of these Procedures shall be dealt with as follows:
    - 5.1 All detected or reported violations shall be investigated by the Information Services staff. They shall promptly collect all relevant documents and information relating to the alleged violation.
 

An incident report shall be prepared in all cases of detected or reported procedure violations. Upon collection and review of all relevant information and documentation, a determination shall be made as to whether a violation occurred. If it is determined that no violation occurred it shall be so stated in the incident report and the matter shall be closed. If a violation is found to have occurred, it shall be so stated in the incident report and reference shall be made to the supporting information and/or documentation.
    - 5.2 Sanctions for violation of these procedures may include, but are not limited to, revocation of user account privileges, confiscation of files, data and equipment, and removal of computers from the network. Based on the circumstances, at the discretion of the college, any or all of these sanctions may be imposed prior to the conclusion of the investigation.
 

In addition to the aforementioned sanctions, an incident report finding that a faculty, staff, or student committed a violation of these procedures may result in a referral to the appropriate college department for further action under applicable college policies and procedures relating to the violator. In any case where a violation of law occurred, the matter may be referred to the appropriate law enforcement agency.

#### **AMERICANS WITH DISABILITIES ACT POLICY**

Upon request, Anne Arundel Community College will provide reasonable accommodations to all qualified individuals with disabilities.

Eligibility for use of Disability Support Services (DSS) will be established by a DSS adviser. A letter from a physician, psychologist or other licensed professional clinician certified in the field of disability may be required to validate the student's disability.

Students wishing to use any college service provided to students with disabilities should present written verification to DSS, located in Counseling, Advising and Retention Services. Should the information not be comprehensive or if the documentation is inadequate, the Disability Verification Form will be returned to the student and/or sent to the physician or other certified professional clinician.

For specific procedures, see [pages 380-381](#), Disability Support Services.

### **CONSENSUAL RELATIONSHIPS POLICY**

Anne Arundel Community College is committed to providing and maintaining a working and learning environment free from conflicts of interest, exploitation, and/or favoritism. Consensual relationships where any evaluative and/or supervisory role exists create a conflict of interest and, therefore, a potential for exploitation and/or favoritism. A consensual relationship is any relationship willingly undertaken by both parties that is romantic and/or sexual in nature.

Anne Arundel Community College prohibits an individual from evaluating, supervising, or making any employment decision, whatsoever, regarding an individual with whom he or she has a consensual relationship. This policy also prohibits any individual from providing academic instruction to and/or assessing an individual with whom he or she has a consensual relationship.

Consensual relationships between faculty and adult students where no evaluative and/or supervisory role exists are strongly discouraged, and any consensual relationship with a student under the age of 18 is prohibited.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

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For information regarding Anne Arundel Community College's compliance and complaints concerning consensual relationships contact:

Kelly Koermer, J.D., Federal Compliance Officer  
Anne Arundel Community College  
Center for Cyber and Professional Training (CCPT)  
7556 Teague Road  
Hanover, MD 21076-1972  
Telephone: **410-777-7432**  
Maryland Relay: **711** or **800-735-2258** (outside Maryland)

### **COPYRIGHT POLICY**

The rights of the owner of copyrighted material shall be respected and not be infringed. Use of any copyrighted material for any purpose shall be in accordance with the law and with appropriate reference and citation to the creator and the material.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

### **DRUG AND ALCOHOL PROHIBITIONS POLICY**

Anne Arundel Community College is committed to providing a drug- and alcohol-free, safe and secure educational environment. The college complies with all local, state and federal laws related to drug and alcohol use. Employees, contractors, business invitees, visitors and students shall be free from the possession, distribution, use or influence of illegal drugs or alcohol when on college property or when attending a college activity or when representing the college off campus. An exception for alcohol use may be made when such use is approved for a college-sanctioned event.

The Board of Trustees hereby authorizes the President, or his/her designee, to maintain and keep current an educational program in support of this policy and to develop and establish appropriate procedures to implement and enforce this policy.

### **EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY**

Anne Arundel Community College is committed to providing and maintaining equal opportunity in its educational programs, services, employment and all other activities conducted by or with the college.

Anne Arundel Community College prohibits discrimination or harassment based on race, color, age, religion, sex, national origin, marital status, sexual orientation, disability, genetic information

and veteran status. This policy applies to all members of, and entities within, the college and all individuals, companies and organizations which conduct business with the college.

The President, or his/her designee, shall, and is hereby authorized to, develop, implement, maintain, and keep current an educational and informational program consistent with this policy. The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

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For information regarding Anne Arundel Community College's compliance and complaints concerning discrimination contact:

Kelly Koermer, J.D., Federal Compliance Officer/  
Title IX Coordinator  
Anne Arundel Community College  
Center for Cyber and Professional Training (CCPT)  
7556 Teague Road  
Hanover, MD 21076-1972  
Telephone: **410-777-7432**  
Maryland Relay: **711** or **800-735-2258** (outside Maryland)

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law which concerns the confidentiality of student education records.

#### **AACC Policy**

The policy of the college is to protect and distribute a student's educational records, including, but not limited to, any personally identifiable information, in accordance with the federal Family Educational Rights and Privacy Act.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

#### **Family Education Rights and Privacy Procedures**

Anne Arundel Community College, hereinafter called "the college," accords all rights under the law to its students, past and present. No one outside the institution shall have access to, nor will the institution disclose, any personally identifiable information from students' education records without the written consent of the student. Exceptions to this are: personnel within the institution who have "need to know" for education reasons; officials of other institutions in which the student seeks to enroll; persons or organizations providing students with financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons who, in an emergency, need to know in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

Within the college community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Admissions and Enrollment Development office, Records and Registration office, the vice presidents' offices, Office of the President and selected personnel within the limitations of their "need to know." At his/her discretion, the registrar may provide directory information in accordance with the provisions of the act to include: student name, address, telephone number, MyAACC email address, date and place of birth, major field of study, dates of attendance, student ID, part-time and full-time status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities or sports, and weight and height of members of athletic teams. The college will generally release only the student's name, dates of attendance and degrees and honors earned as directory information.

Students may withhold directory information by notifying the registrar, in writing, within one (1) month after the first day of the term. Requests for nondisclosure of directory information will be honored by the college for the current academic year only; therefore, renewed requests for nondisclosure must be filed with the registrar at the beginning of each term in order to remain in effect.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of their challenge is unsatisfactory to them and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The registrar of the college has been designated by the college to coordinate the inspection and review procedures for student education records, which include admissions, academic, financial and financial aid files, and academic, cooperative education and placement records. Education records do not include the following: records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individuals except a temporary substitute; records of alumni; and records of student health. Health records may be reviewed by physicians of the student's choosing. Students MAY NOT inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived the rights of inspection and review; education records containing information about more than one student, in which case the college will permit access to ONLY that part of the record which pertains to the inquiring student. The college is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to Jan. 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Any student wishing to review his/her education records must make a written request to the registrar listing the item or items of interest. Only records covered by the act will be made available within forty-five (45) days of the request. A student may have copies made of his/her records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists or a transcript of an original or source document which exists elsewhere).

A student who believes that his/her education records contain information that is inaccurate or misleading, or is otherwise in violation of his/her privacy or other rights, may discuss the problem informally with the registrar. If the decision is in agreement with the student's request, the appropriate record will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; he/she will be informed by the registrar of his/her right to a formal hearing. Student requests for a formal hearing must be made, in writing, to the vice president for learning who, within a reasonable period of time after receiving such requests, will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his/her choosing, including attorneys, at the student's expense. The hearing panel, which will adjudicate such challenges, will be composed of the following three people: vice president for learning; vice president for learning resources management; and director of admissions and enrollment development. The registrar, as consultant to the panel, will be present during the presentation of all evidence and arguments; he/she will not participate in the voting of the panel.

Decisions of the hearing panel will be based solely on the evidence presented at the hearing. They will consist of written statements summarizing the evidence and giving the reasons for the decisions; copies of the document will be delivered to all parties concerned. If the decisions are unsatisfactory to the student, the student may place statements with the education records commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel.

The statements will be placed in the education records, maintained as part of the student's records and released whenever the records in question are disclosed.

Any student who believes the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the act, may request, in writing, assistance from the president of the college, who may direct the panel to review its decisions. Further, any student who believes his/her rights have been abridged may file complaints with the Family Policy and Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the alleged failures of the college to comply with the act.

Revisions and clarifications will be published as experience with the law and institutional policy warrant.

### **FUND RAISING/SOLICITATION POLICY**

In accordance with the college manual, solicitation on campus by individual students or groups is restricted to college-approved fund-raisers. Individual students and campus organizations are prohibited from making appeals to the outside public for gifts or contributions except by special permission. To obtain permission for either on- or off-campus solicitations, submit a Fund-Raiser Application form to the Student Life office, which will forward a copy to the Development office.

### **INTELLECTUAL PROPERTY POLICY**

Anne Arundel Community College encourages faculty and other employees to undertake different forms of creative work and to add new scholarship and creations to the body of public knowledge, some of which may be protected by copyright, patent, trademark, trade secrets, and/or other laws. To eliminate conflict, it is appropriate to establish ownership, rights, and responsibilities with respect to intellectual property created, developed, or produced by faculty and other employees during their employment at the college.

The creator of intellectual property shall be the owner of the property unless:

- the creator is commissioned by the college to create the property, in which event the college shall own the property;
- certain college resources are used in the creation, development, or production of the property, in which event the college shall own the property;
- the creation, development, or production of the property is funded through the college by gifts or grants, in which event the college shall own the property. Any revenues received from the licensing of an invention, funded by a Federal grant, shall be distributed pursuant to an agreement with the inventor in accordance with Federal law;
- a written agreement exists between the creator and the college establishing the ownership of the property.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

**NEPOTISM POLICY**

Anne Arundel Community College is committed to providing and maintaining a working and learning environment in which every individual is evaluated on the merits of his or her performance without favoritism. Nepotism is favoritism or the appearance of favoritism by a person in an evaluative or supervisory position to a relative or to any person living in the immediate household of the employee. A relative is one connected to another by blood, adoption or marriage.

Anne Arundel Community College prohibits an individual from evaluating, supervising, or making any employment decision, whatsoever, regarding a relative or any person living in the immediate household of the employee. This policy also prohibits any individual from providing academic instruction to or assessing the academic performance of a relative or any person living in the immediate household of the employee.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

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For information regarding Anne Arundel Community College's compliance and complaints concerning nepotism contact:

Kelly Koermer, J.D., Federal Compliance Officer  
 Anne Arundel Community College  
 Center for Cyber and Professional Training (CCPT)  
 7556 Teague Road  
 Hanover, MD 21076-1972  
 Telephone: **410-777-7432**  
 Maryland Relay: **711** or **800-735-2258** (outside Maryland)

**OFF-CAMPUS EVENTS**

Students participating in college-sponsored classes, events, programs and activities that are off-campus must adhere to the same guidelines and policies as on-campus events.

**POLICY STATEMENT ON SEX OFFENDERS**

Anne Arundel Community College practices an open door admission policy. Students are admitted to the college without regard to race, color, religion, gender, age, sexual orientation, national origin, disability or any other characteristic protected by law. However, some restrictions exist for applicants who are currently enrolled in high school, are under 16 years of age, or are not U.S. citizens. In addition, the college has a requirement that individuals who are listed on the national Sex Offender Registry or the Maryland Department of Public Safety and Correctional Services Sex Offender Registry register with the required local and state agencies and inform the college's Department of Public Safety and the Office of the Dean of Student Services or his/her designee upon their enrollment.

**Procedures for Implementation**

1. Each term prior to the individual enrolling for classes, he/she must document that he/she has registered with the appropriate local and state agencies as required by law and also register with the college's Department of Public Safety and the Office of the Dean of Student Services or his/her designee.
2. If the individual is properly registered with the county police and all other appropriate agencies, he/she shall be referred to the Office of the Dean of Student Services or his/her designee.
3. No later than seven days from the referral, the Dean of Student Services or his/her designee shall contact the individual to review with him/her whether any restrictions or conditions for

his/her release or parole exist which may impact the individual's enrollment and are deemed relevant for the protection of the student population and the college.

4. During the meeting with the Dean of Student Services or his/her designee, the individual will be required to present a current valid state photo ID. If course registration is permitted, the individual must also have a current AACC photo ID in the database.
5. Based on the nature of the individual's offense and the stipulations associated with his/her release, the Dean of Student Services or his/her designee shall establish a verbal contingency agreement for the student. The agreement may include, but is not limited to, the following conditions:
  - a. Restrict the student from participation in certain programs, courses or events.
  - b. Restrict the student's access to certain areas of the college.
  - c. Require the individual to provide documentation to the Dean of Student Services or his/her designee that he/she is participating in any required psychological or medical treatment programs.
  - d. Any other appropriate terms deemed necessary by the Dean of Student Services or his/her designee to be included in the agreement.
6. Any violation of any term of the agreement shall subject the individual to immediate suspension and/or termination from the college.

**POSTING MATERIAL ON CAMPUS**

All posted material must bear a stamp from the Student Life office or include the college logo. Properly marked material may be displayed on any non-glass, non-painted surface within the college buildings.

Non-college materials may be posted in no more than five locations and must be stamped by the Student Life office with a destroy date after 45 days.

Posted materials may not exceed 40 inches in combined length and height and must follow the college non-discrimination policy and comply with college guidelines against harassment.

Fliers cannot be placed on car windshields anywhere on campus.

**RESIDENCY REQUIREMENTS FOR TUITION PURPOSES POLICY**

Students at Anne Arundel Community College are charged tuition according to their residence and are classified as one of the following:

- in-county residents, i.e., residents of Anne Arundel County;
- out-of-county, in-state residents, i.e., residents of other Maryland counties or Baltimore City; or
- out-of-state residents.

Students shall be considered residents of a county or state for tuition purposes if

- they maintain their legal domicile there; and
- they have maintained it for a period of not less than three months before the starting date of the term for which they enroll; or
- if other persons or another person maintaining legal domicile in the county has contributed more than one-half of their financial support during the most recent completed year.

Students in the following categories may be classified as "in-county residents" for tuition purposes when enrolling at Anne Arundel Community College:

- United States Armed Forces members whose domicile or duty station is in Anne Arundel County, their spouses, and dependent children;
- Students who move to Anne Arundel County as a result of Base Realignment and Closure;
- Students who are children of state or local public safety employees killed in the line of duty.

Students in the following categories may be classified as “out-of-county, in-state residents” for tuition purposes when enrolling at Anne Arundel Community College:

- United States Armed Forces members whose domicile or duty station is in Maryland, their spouses, and dependent children;
- Continuously enrolled United States Armed Forces members whose domicile or duty station is changed to a location outside the state of Maryland, their spouses, and dependent children;
- Honorably discharged United States Armed Forces veterans who graduated from a Maryland high school;
- Students who move to Maryland as a result of Base Realignment and Closure;
- Anne Arundel County public school teachers who enroll in a course required for employment.

To qualify for an exemption, students must provide documentation as required by college procedures.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

### **RESPONSIBLE EMAIL ACCOUNT USAGE GUIDELINES**

Use of Anne Arundel Community College sponsored email is a privilege provided to each student. The purpose of the service is to support learning and teaching and college business. The following guidelines are set forth to assure email use is consistent with this purpose and is legal, respectful, responsible and within the standards established by the college. Violation of the standards set forth may result in immediate loss of email privileges and disciplinary action as outlined in the “Student Conduct Policy.”

- The privacy of others must be respected at all times.
- Email sent with the intent of disrupting communication or other system services is not allowed. The proliferation of certain electronic mail, such as chain letters, is abusive to the electronic mail system and network, and is not allowed.
- Willful misrepresentation of yourself in any electronic communication is not allowed.
- Threats or harassment on the basis of race, ethnicity, gender, disability, religion, sexual orientation or age (including harassment in terms of using a stereotyped group characteristic) are prohibited. Harassment is any verbal or physical conduct, on or off campus, which has the intent or effect of unreasonably interfering with an individual’s or group’s learning or work performance or which creates an intimidating, hostile or offensive learning or work environment.
- Do not purposely attempt to break into or use another person’s account.
- Exclusive rights of a copyright owner shall not be infringed upon.

### **SEXUAL HARASSMENT POLICY**

Anne Arundel Community College is committed to maintaining a working and learning environment free from all forms of sexual harassment. Sexual harassment by any employee, student, and/or any individual who conducts business on behalf of the college is prohibited.

Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature.

Examples of sexual harassment include, but are not limited to:

- A. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations;
- B. unwelcome physical contact, including unnecessary touching, patting, hugging, or brushing against a person’s body;
- C. inappropriate or unwelcome sexual remarks about a person’s clothing, body or sexual relations;
- D. the display in the workplace or classroom of sexually suggestive objects, pictures, posters, cartoons and like items which are without defensible educational purpose;
- E. inappropriate or unwelcome conversation, jokes, or stories of a sexual nature; and
- F. inappropriate or unwelcome remarks about one’s gender or sexual orientation.

Preventing and reporting sexual harassment are the responsibilities of the entire college community. Anne Arundel Community College encourages all employees and students who believe that they have been or are being subjected to sexual harassment or who are aware of an instance of sexual harassment to pursue the appropriate course of action.

The President or his/her designee shall, and is hereby authorized to, develop, implement, maintain and keep current an educational, informational and compliance program consistent with this policy. The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

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For information regarding Anne Arundel Community College’s compliance and complaints concerning sexual harassment contact:  
Kelly Koermer, J.D., Federal Compliance Officer  
Anne Arundel Community College  
Center for Cyber and Professional Training (CCPT)  
7556 Teague Road  
Hanover, MD 21076-1972  
Telephone: **410-777-7432**  
Maryland Relay: **711** or **800-735-2258** (outside Maryland)

### **SMOKING POLICY**

The college prohibits smoking in any indoor campus location and within 25 feet of all entranceways to college buildings.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

## **STUDENT ATHLETE ELIGIBILITY**

In order to be eligible to participate in intercollegiate athletics, a student shall meet the minimum requirements of the National Junior College Athletic Association as written in the NJCAA Handbook & Casebook.

In addition to the National Junior College Athletic Association requirements, a first-year participant shall receive a minimum 1.75 adjusted grade point average, which omits repeated, forgiven and developmental courses. A second-year participant shall achieve a minimum 2.00 adjusted grade point average, which omits repeated, forgiven and developmental courses. Participants must comply with all college policies, particularly regarding demonstration of residency for tuition purposes. To establish and maintain eligibility, participants must pay all tuition and fees by the scheduled due date.

Eligibility for all transfer students who wish to participate in intercollegiate athletics will be assessed based upon the transcripts from their most recently attended postsecondary institution where they attained full-time status (attempting 12 credits or more). They shall comply with the standards enumerated previously, according to their years of participation at the collegiate level with regards to the specific sport. At the point a student-athlete has established a grade point average at Anne Arundel Community College, then eligibility will be assessed based upon his/her achievement at Anne Arundel Community College.

## **STUDENT COMPLAINT PROCEDURES**

Students seeking to resolve a concern or complaint about or an issue relevant to an action or inaction of a college employee should use the following procedures. These procedures are established to resolve the matter fairly and in a timely manner. Therefore, whenever possible, consultation with those individuals directly involved is encouraged. Resolution may be facilitated by a college ombudsperson who can assist both parties with his or her attempt to articulate concerns and identify possible solutions. Please contact Counseling, Advising and Retention Services to inquire about ombudsperson services.

### **A. GRIEVANCE ABOUT ACADEMIC ASSESSMENT**

1. The authority to assign grades for academic work is exclusive to the course instructor. Therefore, should a student believe that an assigned grade or evaluation rating is capricious or unfair, the student should immediately discuss the matter with the instructor.
2. If the student believes that the concern has not been adequately addressed by the instructor, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of receipt of a complaint. If the student believes that the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. The written decision of the vice president or his/her designee(s) shall be final.
6. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor or the

chair, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process about an academic assessment.

### **B. GRIEVANCE ABOUT FACULTY MEMBERS AND INSTRUCTIONAL STAFF INTERACTIONS WITH A STUDENT**

1. Should a student have concern about the actions, inactions or comments of a faculty or instructional staff member, the student should immediately discuss the matter with the instructor or instructional staff member to try to resolve the matter.
2. If the student believes that the concern has not been adequately addressed by the instructor or instructional staff member, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of receipt of a complaint. If the student believes that the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. The written decision of the vice president or his/her designee(s) shall be final.
6. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor, staff member or the chair/director/supervisor, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process.

### **C. STUDENT GRIEVANCE ABOUT COLLEGE STAFF INTERACTIONS WITH A STUDENT**

1. Should a student have concern about the actions, inactions or comments of a non-instructional staff member, the student should immediately discuss the matter with the staff member and try to resolve the matter.
2. If the student believes that the concern has not been adequately addressed by the staff member, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of receipt of a complaint. If the student believes that the dean's response has not addressed the concern, only then should the student seek the assistance of the responsible vice president. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. The written decision of the vice president or his/her designee(s) shall be final.

6. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the staff member or the chair/director/supervisor, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process.

#### D. ACCUSATION OF DISCRIMINATION

Questions concerning requests for accommodations should be directed to Counseling, Advising and Retention Services. Any complaints concerning requests for accommodations or of discrimination shall be directed to the federal compliance officer.

*\*Once a student has exhausted the above procedures, he or she may pursue state of Maryland consumer complaint procedures. See the consumer information section on the Anne Arundel Community College website, <https://www.aacc.edu/aid/consumerinfo.cfm> or contact the Maryland Higher Education Commission at 410-767-3301 or <http://www.mhec.state.md.us/>*

### STUDENT CONDUCT POLICY

*The Student Conduct Procedures were being revised at the catalog publishing deadline. For the most up-to-date procedures, see <https://www.aacc.edu/aboutaacc/policies/file/StudentConduct.pdf>.*

### STUDENT RIGHTS AND RESPONSIBILITIES

#### PREAMBLE

Academic institutions such as Anne Arundel Community College exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, our students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This college has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

#### I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admissions policy of each college is a matter of institutional choice provided that each college makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances will a student be barred from admission to Anne Arundel Community College on the basis of race, color, creed, sex, national origin, sexual orientation, religion or condition of physical handicap. Thus, within the limits of its facilities, Anne Arundel Community College is open to all students who are qualified according to its admissions standards. These stan-

dards and corollary requirements are specified in the college catalog. The facilities and services of this college are open to all of its enrolled students and this institution will use its influence to secure equal access for all students to public facilities in the local community.

#### II. IN THE CLASSROOM

The professor in the classroom and in conference is expected to encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

##### A. *Freedom of Expression*

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course as these requirements are detailed by the instructor. "The teacher is entitled to freedom in the classroom in discussing his/her subject, but not to introduce into his/her teaching controversial matter which has no relation to his/her subject." (AAUP: 1940 Statement of Principles.)

##### B. *Insuring Proper Academic Performance*

Students are responsible for meeting the established requirements and maintaining standards of academic performance established for those courses in which they are registered. The instructor's evaluation of their performance in a particular course will be based upon appropriate and well-defined criteria. If a student questions the fairness or appropriateness of academic evaluation, he/she may talk with the instructor. If the problem is not resolved, the student has recourse to the department coordinator, department chair, dean and the vice president for learning. Students are referred to the college catalog for information on grade changes.

##### C. *Protection Against Improper Disclosure*

Information about student views, beliefs, academic evaluations and political associations which instructors acquire in the course of their professional work will be considered confidential. Judgments of ability and character will be considered a part of a student's record and will be treated as such under the provisions of the Family Educational Rights and Privacy Act (FERPA) procedures.

#### III. STUDENT AFFAIRS

##### A. *Freedom of Association*

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They have the right to organize and join associations and to promote their common interests and to meet cocurricular educational needs.

1. Student organizations, in order to utilize college facilities for activities or to publicize activities on the campus, must receive official recognition by the Student Association and the college through the appropriate institutional officers and are required to keep a constitution on file with the recognizing authorities. This constitution must indicate the organization's purposes, criteria for membership and rules and procedures.
2. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bonafide membership in the organization in question and those charged with formally and officially recognizing that organization.

3. No student organization will be denied institutional recognition or any of the benefits thereof SOLELY because of its affiliation with an extramural organization. However, if such organizations demonstrate by their activities that they are in conflict with institutional goals and standards acceptable in the community or if the organization engages in activities which are unlawful, the college may withhold financial support and recognition or may withdraw recognition with cause.
4. Each organization has the right to select its own adviser and institutional recognition will not be withheld or withdrawn solely because an organization is unable to secure an adviser. Organizational advisers may advise organizations in the exercise of responsibility but do not have authority to control the policy of such organizations.
5. Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, color, sex, creed, national origin, sexual orientation, religion or condition of handicap, except for scholastic attainment criteria which may apply to honorary societies.

#### B. *Freedom of Inquiry and Expression*

1. Students and student organizations have the right to freely examine and discuss all questions of interest to them and to express opinions publicly and privately. They have the right to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it must be made clear to the academic and larger community that in their public expressions or demonstrations, students or student organizations may speak only for themselves, not for the institution.
2. Students have the right to invite to the campus and hear any persons of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities will not be used as a device for censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

#### C. *Student Participation in Institutional Government*

As constituents of the academic community, students have the right, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has the right to clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The actions of the student government within the areas of its jurisdiction will be reviewed only through orderly and prescribed procedures.

#### D. *Student Communications Media*

Student publications, the student press and student non-print media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional officers and of formulating student opinion on various issues on the campus and in the world at large. Involvement

with any of the communications media affords students valuable out-of-classroom, educational experiences, which sharpen intellectual skills and enhance personal growth.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluations and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

In the delegation of editorial responsibility to students, the institution will provide sufficient editorial freedom and financial autonomy for student communications media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. As safeguards for the editorial freedom of these media, and in recognition of the responsibilities which necessarily accompany editorial freedom, a student communications board has been established to:

1. ensure the maintenance of high procedural and ethical standards of communications media;
2. preserve the autonomy of student media from external censorship or control;
3. provide a vehicle for the constructive resolution of conflicts which may arise concerning student media.

The student communications board shall serve to protect the constitutionally-guaranteed rights of all communications media as well as to ensure that these rights are exercised responsibly in accordance with the following provisions:

- a. Student communications media operations shall be subject to all approved standards and procedures set forth by the student communications board.
- b. Student communications media shall be free from all forms of censorship including requirements for advance administrative approval of copy; arbitrary selection or removal of editors or managers because of editorial policy or content; and attempts at control through allocation of the student activities fee.
- c. The First Amendment and all elements of due process must be observed when adjudging student performance. Only under special circumstances related to the maintenance of order and discipline within the institution may editors and managers be subject to removal and then only by orderly and prescribed procedures. The student communications board, as the agency responsible for the appointment of editors and managers, will be the agency responsible for any actions taken concerning the matter.
- d. Student editors and managers, by their voluntary participation in student communications media, must assume obligations of performance and behavior reasonably imposed by the institution relevant to its lawful mission, process and functions.

## IV. OFF-CAMPUS FREEDOM OF STUDENTS

A. *Exercise of Rights of Citizenship*

Anne Arundel Community College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should at all times encourage such intellectual and personal development of students as is often promoted by the exercise of the rights of citizenship both on- and off-campus.

B. *Institutional Authority and Civil Penalties*

Activities of students may upon occasion result in violation of law. Whenever it is appropriate, institutional officials will inform students of sources of legal counsel and may offer other assistance. However, the campus is not a sanctuary from general law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

**TRAFFIC AND PARKING REGULATIONS****21-101.1(2) Maryland Vehicle Law**

Notwithstanding other provisions of the Anne Arundel Community College Traffic and Parking Regulations, all of the provisions of the Maryland Vehicle Law relating to traffic upon the highways shall be applicable to the traffic upon the roadways, driveways, paths, parking facilities and grounds of the Community College.

**Authorization to Enforce**

Members of the Anne Arundel Community College Department of Public Safety shall be authorized to enforce the traffic and parking regulations of the College for which an enforcement action exist.

**General Information**

These regulations have been established to protect the safety of faculty, staff, students and visitors and to control motor vehicle traffic and parking on campus so that the college business may be conducted in an orderly manner. Parking or driving a motor vehicle on campus is a privilege and constitutes acceptance by the owner and/or operator of the responsibility to see that his/her vehicle is neither operated nor parked in violation of these regulations or any state regulations/laws.

**General Regulations**

College parking and traffic restrictions are indicated by these printed regulations and/or signs, street markings or curb markings.

It is the responsibility of all faculty, staff and students operating a motor vehicle on campus to learn and obey these parking and traffic regulations. Ignorance of the provisions of these regulations will not be accepted as a defense for violations. Direct specific questions relating to these regulations to the Department of Public Safety.

In addition to the college's parking and traffic regulations, county ordinances and state laws relating to motor vehicles also are enforced on campus.

The speed limit is posted at 25 mph for most of the campus; however, there are sections of campus where the speed limit is posted at 15 mph. Also watch for pedestrians who may be crossing the roadways.

**Vehicle Registration****Faculty/Staff**

- All faculty and staff motor vehicles, including motorcycles and scooters, must be registered for the current academic year (Sept. 1 of the current year to Aug. 31 of the next year), regardless of ownership, and have the parking permit properly displayed on the rearview mirror.
- Parking permits must not be defaced or altered in any manner
- The employee who registers a motor vehicle is responsible for all violations involving the motor vehicle.
- The parking permit is free and issued by the Department of Public Safety.
- The issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of a regulation.
- Securing or using a parking permit through misrepresentation or fraud will result in the loss of parking privileges.

**Parking Regulations**

- Vehicles may be parked only in clearly designated lined legal parking spaces.
- Student parking is permitted during weekday business hours in any space in lots A, B, C, D, E, F, G, H, I and the C lot overflow, excluding the following areas:

Those areas posted or marked by yellow curbs as reserved for the physically disabled, loading zones, visitors and motorcycle parking.

Those areas posted as reserved for faculty/staff or reserved (numbered spaces).

Areas marked by cones or other temporary markings as being reserved.

**Exceptions**

- Students may park in reserved (numbered spaces) after 5 p.m. Mondays through Fridays and all day Saturdays and Sundays.
- Students may park in faculty/staff spaces after 7 p.m. Mondays through Fridays and all day Saturdays and Sundays.

**Handicap Parking**

It is against college policy and the Maryland Vehicle Law for anyone to use a "Handicap Placard" or registration plates that are issued to another person. Family members are not allowed to use a placard issued to someone else in the family without that person being in the vehicle.

The number of parking spaces for the physically disabled on campus is limited. Do not use a parking space for the physically disabled unless you have a placard issued in your name. The Motor Vehicle Administration law requires that all persons having a placard display it on the rear view mirror and carry with them the application for the permit. The law and college policy gives a police officer or any other person authorized by a political subdivision to enforce this. If the person asked cannot produce the application or the application is in someone else's name, the officer will advise the person to move their vehicle from the space reserved for the physically disabled. Any person who violates the provisions of this law is guilty of a misdemeanor and subject to a fine.

The Department of Public Safety requests that all students and staff who have been issued a handicap placard or a disability license plate from the Motor Vehicle Administration visit the Department of Public Safety to have their permit verified.

The office is located in the Central Services Building located at the second entrance to the college of College Parkway next to the barn. The office is open from 7 a.m. to 11 p.m. seven days a week.

Special college permits can be obtained on a temporary basis through the Department of Public Safety to faculty, staff and students with physical disabilities who lack state-issued license plates or hang tags. A physician's written statement is required.

### No Parking Area

Parking is prohibited at intersections, crosswalks, sidewalks, posted bus zones, posted no parking zones, fire lanes, fire hydrants, areas not designated as a parking space and all areas marked by yellow or red curbs.

### Traffic and Parking Violations

Violators of college traffic and parking regulations will be subject to the following penalties:

#### **\$10 Fine**

- Parking on grass
- Parking at an expired meter
- Parking over the line (marked boundary) of a parking space
- Failing to register a vehicle designated for the physically disabled on campus

#### **\$25 Fine**

- No valid permit displayed
- Displaying an expired, lost, stolen or revoked permit
- Illegally parking in a reserved or faculty/staff space
- Parking in a loading zone
- Parking on walkway
- Parking in an area designated no parking any time
- Disregarding one-way sign
- Driving on walkway
- Exceeding the posted speed limit
- Failing to yield to pedestrian
- Driving in an unsafe manner
- Failing to stop at a stop sign
- Driving or parking against traffic flow
- Failing to drive on the traveled portion of the roadway
- Crossing a double yellow line to pass
- Leaving an unattended motor vehicle in operation
- Obstructing traffic
- Failing to park in a designated parking space
- Parking at yellow curb
- Illegally parking in a space designated for the physically disabled
- Parking in a fire lane
- Blocking a fire hydrant

### Payment and Penalties

Fines must be paid within 28 calendar days of the issuance of the violation. A late penalty of \$10 will be assessed beginning the 29th day. This late penalty will be assessed every 14 days until the fine has been paid or a maximum fine of \$100 has been reached.

All payments must be made at the Cashier's office in the Student Services Center Room 120.

Unless all fines are paid, a student will not be permitted to register, graduate or receive transcripts. Faculty/staff who ignore paying fines may lose parking privileges on campus.

Campus visitors who receive a parking ticket can avoid a fine by taking the ticket to the Department of Public Safety or returning it to the college office they were visiting. The college office will then forward it immediately with an explanation to the Department of Public Safety.

### Appeals

Students, faculty and staff must make their initial written appeal electronically through the MyAACC website within 14 calendar days of issuance to the Department of Public Safety director. Visitors to campus and others who are not affiliated with the college and receive citations may obtain appeal forms from the Department of Public Safety. For details about the electronic appeals process, visit the department's website at [www.aacc.edu/publicsafety](http://www.aacc.edu/publicsafety).

If the initial appeal is denied and you believe that there were extenuating circumstances that were not taken into consideration, you may appeal to the Traffic Appeals Committee. This appeal must be received in the Department of Public Safety office within 14 calendar days from the date of the initial denial letter or email. The letter or email stating the denial must accompany the second appeal.

If the Traffic Appeals Committee denies your second appeal, you have 14 calendar days from the date of the denial letter to pay the fine or late fees will be added. If not paid, a "Business Office Hold" will be placed on the student or employee account. Final authority rests with this committee.

Address complaints or questions concerning the appeal process to the Vice President for Learning Resources Management.

### Metered Area

The metered areas in front of the Student Services Center and the Florestano building are for short-term parking only. The cost is 25 cents for every 15 minutes. Metered parking is enforced 8 a.m. to 5 p.m. Mondays through Fridays.

### Towing

The college reserves the right to remove any vehicle found on campus which is parked in a driveway or fire lane, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner will be responsible for the costs involved in removing and storing such a vehicle. The college is not responsible for any damage to a vehicle resulting from towing the vehicle.

### Banning

Flagrant violations of parking and traffic regulations may result in the loss of the privilege to operate or park a motor vehicle on the campus.

**UTILIZATION OF STUDENT WORK**

When taking classes at Anne Arundel Community College, students produce a variety of academic work such as writing assignments, reports, projects, presentations and portfolios. All academic work is treated with respect and privacy. The College recognizes the importance of protecting access to such work by those not entitled to observe it. The College, however, may share students' work within the AACC academic community, without identifying the producer, for the sole purposes of assessing student learning as a group; students' work samples, if submitted for assessment, will not include any type of personal identification such as a student's name, social security number, or other identifying medium. Aggregate student assessment findings/conclusions, such as the results for a specific course, degree or certificate program, without any student identifying information, may be shared with agencies that require AACC to report on student learning.

**WAIVERS TO TUITION POLICY**

In compliance with the Code of Maryland Regulations and the Education Article of the Maryland Annotated Code, the Board of Trustees of Anne Arundel Community College authorizes partial or full waivers of tuition for qualifying students in the categories listed below:

- Maryland residents who are age 60 years and older;
- Maryland residents who are certified as out of the workforce by reason of total and permanent disability;
- Full-time faculty and staff of Anne Arundel Community College and their dependents;
- Part-time faculty of Anne Arundel Community College;
- Regular part-time staff of Anne Arundel Community College and their dependents;
- Dual-enrolled high school students;
- Members of the Maryland National Guard;
- Maryland foster care recipients;
- Undocumented immigrant individuals who meet the criteria set forth in state law.

The college may set the conditions under which individuals may enroll without payment of tuition. To qualify for a partial or full waiver, individuals must provide documentation and satisfy any conditions as described in state law and college procedures.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement this policy.

**WEAPONS POLICY**

No student, faculty, staff or visitor shall possess, keep, use, display or transport any weapon whatsoever, including but not limited to a rifle, shotgun, handgun, pellet or BB gun, stun gun, taser gun, knife, sword, billy club, makeshift or facsimile weapon, explosive, martial arts weapon, e.g. nanchuku, or any other instrument capable of inflicting physical harm, by any means, on any property or in any building owned, leased or used by the college or in any vehicle on college property. Instruments required for use in college-sponsored activities, courses, or employment, in accordance with approved procedural guidelines, are excluded from this policy. The President, or his/her designee, shall compile, maintain, and keep current an inventory of such college-authorized usages.

This policy shall not apply to any federal, state or local law enforcement officer or college public safety officer authorized to wear, carry, or transport a weapon on college property.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

**TITLE 13B — MARYLAND HIGHER EDUCATION COMMISSION****Subtitle 06 — GENERAL EDUCATION AND TRANSFER****Chapter 01 — Public Institutions of Higher Education**

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

**.01 Scope and Applicability.**

This chapter applies only to public institutions of higher education.

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

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

- (13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
- (14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
- (15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
  - (a) History and cultural diversity;
  - (b) Concepts of groups, work, and political systems;
  - (c) Applications of qualitative and quantitative data to social issues; and
  - (d) Interdependence of individuals, society, and the physical environment.
- (17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

**.02-1 Admission of Transfer Students to Public Institutions.**

A. Admission to Institutions.

- (1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall 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 subsection (4) below.
- (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, shall be eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
  - (a) Satisfied the admission criteria of that 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 shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
- (2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
- (3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

### .03 General Education Requirements for Public Institutions.

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

- (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
  - (a) Arts and humanities,
  - (b) Social and behavioral sciences,
  - (c) Biological and physical sciences,
  - (d) Mathematics, and
  - (e) English composition; or
- (2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

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

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

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

#### D. Interdisciplinary and Emerging Issues.

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

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

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

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

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

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

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

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

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

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

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

**.04 Transfer of General Education Credit.**

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.
  - B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
  - C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
  - D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.
  - E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
  - F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
- G. A.A.S. Degrees.**
- (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
  - (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.
- H. Student Responsibilities. A student is held:**
- (1) Accountable for the loss of credits that:
    - (a) Result from changes in the student's selection of the major program of study,
    - (b) Were earned for remedial course work, or
    - (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and
  - (2) Responsible for meeting all requirements of the academic program of the receiving institution.

**.05 Transfer of Nongeneral Education Program Credit.****A. Transfer to Another Public Institution.**

- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and
- (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

- (2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

**B. Credit earned in or transferred from a community college is limited to:**

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first 2 years of the undergraduate education experience.

**C. Nontraditional Credit.**

- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
- (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
  - (a) Technical courses from career programs;
  - (b) Course credit awarded through articulation agreements with other segments or agencies;
  - (c) Credit awarded for clinical practice or cooperative education experiences; and
  - (d) Credit awarded for life and work experiences.
- (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.

**D. Program Articulation.**

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

**.06 Academic Success and General Well-Being of Transfer Students.****A. Sending Institutions.**

- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
  - (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
  - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

**B. Receiving Institutions.**

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
- (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

**.07 Programmatic Currency.**

- A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
- B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
- C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change.

Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent 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 writing 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.

**Administrative History**

Effective date: December 4, 1995 (22:24 Md. R. 1901)

Regulations .02, .03, and .05 amended. Effective date: July 1, 1996 (23:13 Md. R. 946) Revised: February 11, 1998

*Note: A semester is equivalent to a term at Anne Arundel Community College.*



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B.S., Salisbury University; M.A., College of Notre Dame

**ANDREW D. KIM**

*Associate instructional specialist, 2013*

A.A., Anne Arundel Community College; NREMT-P

**MARCELLE Y. LEE**

*Instructional specialist CyberCenter, 2013*

B.A., University of Maryland & University of London; B.S., UMUC

**DAVID LUDWIG**

*Instructional specialist,*

*hotel, culinary arts and tourism institute, 2005*

A.A., Academy of Culinary Arts, Atlantic Cape Community College, C.E.P.C., C.H.E.

**JILL A. NAGIEL**

*Instructional specialist, TEACH, 2012*

B.A., Tulane University; M.Ed., University of Maryland

**LOUISE NIELSEN**

*Instructional specialist,*

*hotel, culinary arts and tourism institute, 2010*

B.S., Kent State University; Certificate of Baking and Pastry Arts, Culinary Institute of America; C.H.E.

**VIRGINIA E. OLSON**

*Instructional specialist,*

*hotel, culinary arts and tourism institute, 2002*

B.A., University of Oregon; M.A., Georgetown University, C.W.P.C., C.H.E.

**TIMOTHY G. PARKER**

*Clinical/academic coordinator, physician assistant program, 2000*

Physician assistant program, Community College of Baltimore County-Essex; B.A., Covenant College; M.M.S., St. Francis University, P.A.-C.

**CANDACE E. PLACE**

*Instructional specialist,*

*TEACH institute and parenting center, 2009*

B.S., University of Nebraska; M.S., Capella University

**MARY E. ROGERS**

*Instructional specialist, ESL and world languages, 2011*

B.S., Ohio State University; M.A., University of Maryland

**KIPP C. SNOW**

*Instructional specialist, transportation, logistics and cargo security program, 2008*

B.A., College of Charleston; M.B.A., University of Maryland University College

**LISA STARKEY**

*Manager, institutional professional development and adjunct faculty development, 1997*

B.S., Towson University

**DANIELLE STRAND**

*Coordinator, Science, Technology, Engineering and Math (STEM) engaged learning, 2009*

B.S., Bowie State University; M.B.A., University of Maryland University College

**KERRY E. TAYLOR**

*Curriculum coordinator, reading, 2001*

B.A., M.Ed., Ed.D., George Washington University

**ANTHONY LEO TEANO**

*Coordinator, internship program, Sarbanes Center for Public and Community Service, 2007*

A.A., Anne Arundel Community College; B.A., The George Washington University; M.L.A., Johns Hopkins University

**MARY TURNER**

*Curriculum Coordinator for the center on aging, 2013*

B.A., College of Holy Cross

**WILLIAM M. VOLK**

*Coordinator, business development, 2012*

B.A., McDaniel College; M.P.A., University of Baltimore

**CATHERINE M. WATERMAN**

*Instructional specialist, English as a second language, 2007*

B.A., Wheaton College; M.A., Thunderbird School of Global Management; TESOL Certificate, California State University

**LOUIS R. WOODS**

*Instructional specialist, hotel, culinary arts and tourism institute, 2008*

A.A.S., Anne Arundel Community College; B.S., University of Maryland Eastern Shore; M.B.A., Western Governors University, C.E.C., C.C.A., F.M.P.



# Faculty

## EMERITI

**GWEN V. ATWELL, M.S., 1989**

*Professor*  
*office administration and technology emeritus (deceased)*

**JAMES S. ATWELL, D.A., 1992**

*Vice president and dean*  
*academic affairs emeritus*

**LOUIS L. AYMARD, Ph.D., 2013**

*Professor*  
*psychology emeritus*

**HELEN C. BASIL-BOSWELL, M.S., R.N., 2000**

*Professor*  
*nursing emeritus*

**PAUL BEADLE, M.A., 1980**

*Professor*  
*modern languages emeritus (deceased)*

**RICHARD H. BOWERS, M.S.M.R., 1978**

*Dean*  
*careers emeritus (deceased)*

**JAMES F. BREWER, Ph.D., 1982**

*Professor*  
*history emeritus (deceased)*

**WILLIAM H. BUFFUM, M.A., 1977**

*Director*  
*community relations emeritus (deceased)*

**ELLEN C. BUNGAY-POSTEN, 2007**

*Professor, humanities and visual arts emeritus*

**JOSEPH CALDERON, J.D., 1978**

*Professor,*  
*social science emeritus (deceased)*

**THOMAS P. CARPENTER, Ph.D., 1984**

*Professor*  
*English emeritus (deceased)*

**DANIEL S. CHESLEY, Ph.D., 2013**

*Professor*  
*mathematics emeritus*

**ALBERT J. CRULL, M.A., 1985**

*Professor*  
*art emeritus (deceased)*

**JAMES L. DOLLAR, M.A., 2001**

*Dean of arts and sciences and professor,*  
*philosophy emeritus (deceased)*

**HENRY L. DRAGUN, Ph.D., 1997**

*Professor*  
*science emeritus*

**ELDRIDGE B. DUFFEE JR., Ph.D., 1993**

*Professor*  
*political science emeritus (deceased)*

**JOHN P. EDWARDS JR., Ph.D., 2000**

*Professor*  
*mathematics emeritus*

**LINDA J. EPSTEIN, M.S., R.N., 2002**

*Professor*  
*nursing emeritus*

**WILLIAM W. EVANS, M.A., 1977**

*Dean of the college emeritus (deceased)*

**RICHARD L. FAIRCLOTH, Ph.D., 2010**

*Professor*  
*biology emeritus*

**THOMAS E. FLORESTANO, Ed.D., 1994**

*President emeritus (deceased)*

**HARRY E. FOSTER, M.S.L.S., 1993**

*Professor and head librarian emeritus*

**AJAIPAL S. GILL, Ph.D., 2000**

*Professor*  
*psychology emeritus*

**MARION GLASBY, Ph.D., 2005**

*Professor*  
*mathematics emeritus*

**CHERYL A. HACK, Ph.D., 2005**

*Professor*  
*biology emeritus*

**NORMA L. HAMILTON, 2010**

*Professor*  
*nursing emeritus*

**ALDEN R. HEFLER, Ph.D., 1973**

*Visiting lecturer emeritus (deceased)*

**RUSSEL E. KACHER, Ph.D., 2000**

*Professor*  
*English emeritus (deceased)*

**ROBERT E. KAUFFMAN, M.A., 2004**

*Professor*  
*performing arts emeritus (deceased)*

**ELIZABETH A. KESSEL, Ph.D., 2012**

*Professor*  
*history emeritus*

**CAROL F. KEYDEL, Ph.D., 1999**

*Professor*  
*human services emeritus*

**FREDERICK A. KLAPPENBERGER, Ph.D., 2008**

Professor  
computer information systems emeritus

**WILLIAM E. LAMB, M.A.T., 1979**

Professor  
mathematics emeritus (deceased)

**E. JOSEPH LAMP, Ph.D., 2013**

Professor  
communications emeritus

**MARTHA L. LINKSZ, M.B.A., C.P.A., 2011**

Professor  
business administration emeritus

**ENNO K. LOHRMANN, Ph.D., 1989**

Professor  
psychology and human services emeritus (deceased)

**ROBERT P. LUDLUM, Ph.D., 1976**

President emeritus (deceased)

**DORIS D. MAGUIRE, M.S.L.S., 1982**

Professor and assistant librarian emeritus (deceased)

**VERA A. MARTIN, M.S., 1989**

Professor  
nursing emeritus

**ROCCI S. MASTROBERTI, M.S., 1993**

Dean  
administration emeritus (deceased)

**ELIZABETH A. MATHIAS, Ed.D., 1996**

Professor  
nursing emeritus

**GEORGE T. MCGUCKIAN, M.S., 1990**

Professor  
electronic data processing emeritus (deceased)

**BARRETT L. MCKOWN, M.S.S.T., 1994**

Professor  
biology emeritus

**ANDREW L. MEYER, Ed.D., 2013**

Vice president for learning  
office for learning emeritus

**RICHARD A. NIEWERTH, 2010**

Professor  
visual arts emeritus

**DOROTHY L. NOBLE, Ph.D., 1972**

Professor  
history and political science emeritus (deceased)

**JULIET B. OFFUTT, B.S., 1983**

Professor and assistant librarian emerita (deceased)

**JOHN D. PALMER, 1997**

Dean of business and professor  
business and technical and career education emeritus (deceased)

**SHIRLEY C. PARRY, Ph.D., 2008**

Professor  
English and women's studies emeritus

**JOHN F. PARR, Ph.D., 1977**

Dean  
liberal arts emeritus (deceased)

**MICHAEL J. PHILP, Ph.D., 2000**

Professor  
philosophy emeritus

**HARRY C. RHODES, Ed.D., 1979**

Dean  
faculty emeritus

**SUE A. RICCIARDI, Ph.D., 2000**

Professor  
mathematics emeritus

**FOLGER M. RIDOUT, M.Ed., 1987**

Professor  
biology emeritus (deceased)

**ROSALIND T. RIVERA, Ed.D., 1996**

Assistant dean  
allied health technologies emeritus

**LEON F. SAGAN, Ph.D., 1998**

Professor  
mathematics emeritus (deceased)

**JEAN TURNER SCHREIER, Ph.D., 2008**

Dean of arts and sciences and professor  
English emeritus

**RICHARD H. SEABROOK, M.S., 2011**

Professor  
computer technologies emeritus

**JOHN W. SEAGER, M.S.T., 1973**

Associate professor  
chemistry emeritus (deceased)

**HAROLD G. SHIRK, Ph.D., 1974**

Professor  
mathematics emeritus (deceased)

**D. HARRISON SMITH, Ph.D., 1977**

Visiting lecturer  
history and political science emeritus (deceased)

**ETHEL M. STINCHCOMB, Ed.D., 1980**

Professor  
nursing emeritus (deceased)

**BILLY H. THOMPSON, M.Ed., C.A.S., 2000**

Professor  
law enforcement emeritus

**JUDITH F. THOMPSON, M.A., C.A.S., 2001**

Professor  
English emeritus

**DANIEL D. TOWNSEND, Ph.D., 1984**

Professor  
English emeritus

**ANDREW G. TRUXAL, Ph.D., L.L.D., 1968**

*President emeritus (deceased)*

**JAMES M. WARNOCK, M.A., 1978**

*Business manager emeritus (deceased)*

**JOHN L. WISTHOFF, Ph.D., 2001**

*Professor  
mathematics emeritus*

**WILLIAM H. YANCEY, M.A., 1978**

*Dean  
admissions and records emeritus (deceased)*



## DISTINGUISHED SENIOR LECTURERS

**FADEL H. ARAFAT***Distinguished Senior Lecturer**Associate professor, economics, 1990*

D.L., Damascus University; M.A., University of Maryland; Ph.D., American University

**LOUIS L. AYMARD***Distinguished Senior Lecturer**Professor, psychology, 1972*

B.A., Mount St. Mary's College; Ph.D., Catholic University of America

**E. FEROL BENAVIDES***Distinguished Senior Lecturer**Associate professor, English, 1982*

B.A., University of Texas; M.A., St. Mary's University

**ELLEN C. BUNGAY-POSTEN***Emeritus, Distinguished Senior Lecturer**Professor, humanities and visual arts, 1969*

B.A., Wagner College; M.A., University of Maryland

**DANIEL S. CHESLEY***Distinguished Senior Lecturer**Professor, mathematics, 1969*

B.S., Mount St. Mary's College; M.S., Virginia Polytechnic Institute and State University

**RONALD A. DeABREU***Distinguished Senior Lecturer**Associate professor, English and communications, 1977*

B.A., Towson University; M.A., Boston University

**RAGWINDER K. DHINDSA***Distinguished Senior Lecturer**Professor, sociology, 1978*B.Ed., Punjab University; B.A., M.A., Agra University, India;  
M.Ed., M.S., Montana State University; Ph.D., University of Illinois**HENRY L. DRAGUN***Emeritus, Distinguished Senior Lecturer**Professor, chemistry, 1965*

A.B., University of Pennsylvania; Ph.D., Rutgers University

**RICHARD L. FAIRCLOTH***Emeritus, Distinguished Senior Lecturer**Professor, biology, 1973*

B.S., M.S., Ph.D., University of Maryland

**HUGO G. GEMIGNANI***Distinguished Senior Lecturer**Professor, biology, 1968*

A.A., Anne Arundel Community College; B.S., M.Ed., Towson University

**AJAIPAL S. GILL***Emeritus, Distinguished Senior Lecturer**Professor, psychology, 1975*B.A., B.T., Panjab University, India; Diploma in Ed., University of Singapore;  
M.Ed., Ph.D., American University**MARION K. GLASBY***Emeritus, Distinguished Senior Lecturer**Professor, mathematics, 1973*B.A., Millersville State College; M.A., University of Massachusetts;  
Ph.D., University of Maryland**SALLY J. GREY***Distinguished Senior Lecturer**Associate professor, emergency medical technician program, 1983*

B.S., University of Pittsburgh; M.S., University of Maryland; R.N., NREMT-P

**CHERYL A. HACK***Emeritus, Distinguished Senior Lecturer**Professor, biology, 1968*B.S., Carnegie Mellon University; M.A.T., Johns Hopkins University;  
Ph.D., University of Maryland**KATHLEEN M. HAPP***Distinguished Senior Lecturer**Associate professor, computer information systems, 1979*

B.A., Our Lady of the Lake University; M.A.S., Johns Hopkins University

**MARIE A. HARDINK***Distinguished Senior Lecturer**Professor, business administration, 1970*

B.B.A., Bryant College; B.S., M.S., University of Rhode Island, C.P.A.

**H. JOSEPH HEFFELFINGER***Distinguished Senior Lecturer**Associate professor, mathematics, 1969*

B.A., Anderson College; M.S., Michigan State University

**JOANNE M. HILTON***Distinguished Senior Lecturer**Associate professor, English, 1971*B.A., Trenton State College; M.A., Montclair State College;  
C.A.S.L.A., Johns Hopkins University**BRENDA L. HURBANIS***Distinguished Senior Lecturer**Professor, teacher education, 2003*B.S., Frostburg State College; M.Ed., McDaniel College (formerly Western Maryland  
College); Ed.D., University of Maryland**JOHN PAUL JENDREK***Distinguished Senior Lecturer**Associate professor, chemistry, 1998*

B.S., Johns Hopkins University; Ph.D., Tulane University

**STEVEN Z. KAHN***Distinguished Senior Lecturer**Professor, mathematics, 1970*

A.B., M.A., Ph.D., George Washington University

**REBECCA A. KAJIS***Distinguished Senior Lecturer**Professor, English, 1989*

B.A., University of North Texas; M.A., Ph.D., Texas Woman's University

**JOSEPH REA KEECH***Distinguished Senior Lecturer**Professor, English, 1977*

A.B., Loyola College; M.A., Ph.D., University of South Carolina

**MARA KENT-SKRUCH***Distinguished Senior Lecturer**Professor, sociology, 1993*

B.A., M.A., Ph.D., University of Maryland Baltimore County; R.N.

**ELIZABETH A. KESSEL***Distinguished Senior Lecturer**Professor, history, 1988*B.A., University of Maryland; M.A., University of Wisconsin;  
M.A., West Virginia University; Ph.D., Rice University

**CAROL F. KEYDEL**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, human services, 1972*

B.A., M.S.W., University of Michigan; L.C.S.W.-C., Ph.D., University of Maryland

**CHRISTOPHER T. KILIAN**

*Distinguished Senior Lecturer*  
*Professor, engineering technologies, 1973*

A.A., Pasadena City College; B.S., M.S., University of California at Los Angeles; P.E.

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*Emeritus, Distinguished Senior Lecturer*  
*Professor, computer information systems, 1985*

B.S., Loyola College; Ph.D., University of Maryland

**RICHARD W. KOPKA**

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*Associate professor, computer information systems, 1991*

B.S.E.E., M.S.E.E., University of Pittsburgh

**PAUL KREISS**

*Distinguished Senior Lecturer*  
*Professor, chemistry, 1982*

B.A., Swarthmore College; M.A., University of California Berkeley;  
 Ph.D., University of Georgia

**W. DANIEL KUHNE**

*Distinguished Senior Lecturer*  
*Professor, art, 1975*

B.A., M.A., University of Maryland

**E. JOSEPH LAMP**

*Distinguished Senior Lecturer,*  
*Professor, communications, 1972*

A.A., Anne Arundel Community College; B.A., M.A., University of Maryland;  
 C.A.S., Johns Hopkins University; Ph.D., University of Maryland

**MARTHA L. LINKSZ**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, business administration, 1976*

B.A., Bernard College; M.B.A., College of William and Mary; C.P.A.

**BARBARA H. MARDER**

*Distinguished Senior Lecturer*  
*Associate professor, performing arts, 1978*

B.A., University of Illinois; M.A., George Washington University

**RICHARD A. NIEWERTH**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, visual arts, 1970*

B.F.A., Maryland Institute College of Art; M.A., University of Maryland

**WAYNE E. PAGE**

*Distinguished Senior Lecturer*  
*Associate professor, communications, 1970*

B.A., M.A., University of Maryland; C.R.L.T., Russian Language Institute,  
 Syracuse University; M.L.A., Johns Hopkins University

**SHIRLEY C. PARRY**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, English and women's studies, 1973*

B.A., Colby College; M.A., University of Wisconsin; Ph.D., University of Maryland

**JEAN TURNER SCHREIER**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, English, 1970*

B.A., M.A., University of Oklahoma; Ph.D., University of Wisconsin

**RICHARD H. SEABROOK**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, computer technologies, 1982*

B.S., M.S., University of Maryland

**HENRY E. SLOSS JR.**

*Distinguished Senior Lecturer*  
*Associate professor, English, 1989*

B.A., University of California at Berkeley; M.A., University of Minnesota

**STEPHEN F. STEELE**

*Distinguished Senior Lecturer*  
*Professor, sociology and futures studies, 1972*

B.A., M.A., Eastern Michigan University; Ph.D., Catholic University of America

**DANIEL F. SYMANYK**

*Distinguished Senior Lecturer*  
*Professor, mathematics, 1976*

B.S., M.A., Ph.D., University of Massachusetts

**CAROL L. TAYLOR**

*Distinguished Senior Lecturer*  
*Associate professor, health and physical education, 1978*

B.S., University of Maryland; M.Ed., Towson University

**RAYMOND F. TURNER**

*Distinguished Senior Lecturer*  
*Professor, economics, 1972*

B.B.A., M.B.A., University of Cincinnati; M.A., Ph.D., Catholic University of America

**GARY L. VAN VELSIR**

*Distinguished Senior Lecturer*  
*Professor, mathematics, 1971*

B.A., Pomona College; M.A., Ph.D., University of Maryland

**JILL VORAN**

*Distinguished Senior Lecturer*  
*Professor, communications, 1974*

B.A., Kansas State University; M.A., Purdue University;  
 D.A., Catholic University of America

**JOHN L. WISTHOFF**

*Emeritus, Distinguished Senior Lecturer*  
*Professor, mathematics, 1965*

B.S., Towson University; M.A.T., Harvard University; Ph.D., University of Maryland

## FULL-TIME FACULTY

*Note: The date following each person's position is the year in which he or she began employment at the college.*

**JAMES E. AGNEW**

*Assistant professor, computer technologies and coordinator, internet and mobile device development, 2007*

B.S., Manchester Community College; B.A., University of Hartford; M.S., University of New Haven

**M. STEPHEN AILSTOCK**

*Professor and department chair, biology and director, environmental center, 1978*

B.S., Salisbury University; M.S., Louisiana State University; Ph.D., University of Maryland

**FRANK W. ALDUINO**

*Professor, history and political science, 1989*

A.A., Brevard Community College; B.S., M.S., Ph.D., Florida State University

**AMY M. ALLEN-CHABOT**

*Professor, nutrition and biology, 2000*

B.S., Virginia Polytechnic Institute and State University; M.S., Ph.D., University of Maryland College Park

**JACQUELINE L. ALLSUP**

*Associate professor, nursing, 2003*

A.A., Anne Arundel Community College; B.S., M.S.N., Bowie State University

**ELIZABETH H. APPEL**

*Professor and department chair, health and human services, 1999*

B.A., University of Kansas; M.S.W., University of Maryland at Baltimore; L.C.S.W.-C.

**MICHAEL F. ARMSTRONG**

*Associate professor, mathematics, 2007*

B.A., Monmouth College; M.A., Pennsylvania State University

**VIRGINIA M. BAKER**

*Assistant professor, nursing, 2010*

B.S.N., Salisbury University; M.S.N., Johns Hopkins University

**CHRISTOPHER BALLENGEE**

*Instructor, music, 2013*

B.A., Lenoir-Rhyne University; M.A., Bowling Green University; Ph.D., University of Florida

**JASON P. BARBOUR**

*Associate professor, physical science, 2006*

B.S., University of Maryland; M.S., Colorado State University; Ph.D., University of Virginia

**DEBRA M. BARTLETT**

*Associate professor, biology, 2010*

A.A., Anne Arundel Community College; B.S., D.C., National University of Health Sciences

**BETH A. BATTURS-MARTIN**

*Associate professor and director, nursing, 1996*

B.S.N., Bloomsburg University; M.S.N., Villanova University

**KATHERINE D. BAUMGARTNER**

*Associate professor, nursing, 2010*

B.S.N., Stevenson University; M.S.N., Wesley College

**BEVERLY R. BEATTY**

*Professor and interim chair, business administration, 1984*

B.S., West Virginia University; M.B.A., M.S., University of Baltimore; C.P.A.

**LYNDELE C. BERNARD**

*Professor, nursing, 2001*

B.S.N., University of Virginia; M.S., University of Maryland

**ANNA BINNEWEG**

*Associate professor, performing arts, 2007*

B.A., California Polytechnic State University; M.M., Southern Methodist University; D.M., Northwestern University

**LESLIE P. BLYTHER**

*Assistant professor and program coordinator, criminal justice and homeland security management programs, 2000*

B.A., Morgan State University; M.A., Bowie State University

**MARGARET A. BOAS**

*Associate professor, English, 2000*

B.A., Pomona College; M.A., Arizona State University

**DAWN C. BOND**

*Associate professor, visual arts, 2005*

B.A. in Studio Art, University of Wisconsin-Parkside; M.F.A. in Studio Art/ Inter-Related Media; Towson University

**EWELL D. BOWERS**

*Assistant professor, English, 2013*

B.A., University of Texas at Austin; M.A., Texas State University; Ph.D., Texas Tech University

**DARLENE BRAKE**

*Assistant professor, physics, 2009*

B.S., Memorial University of Newfoundland; M.S., Simon Fraser University

**ROWLAND A. BRENGLE JR.**

*Associate professor, computer technologies and coordinator, computer technologies adjunct, 1995*

A.A., Anne Arundel Community College; B.S., M.B.A., University of Baltimore

**JUNE K. BRONFENBRENNER**

*Professor, chemistry, 1994*

B.S., New College, Sarasota, Fla.; M.A., Ph.D., Johns Hopkins University

**LESTER S. BROOKS**

*Professor, history, 1982*

B.A., Indiana University; M.A., Howard University; Ph.D., University of Michigan

**GARRETT J. BROWN**

*Assistant professor, English and communications, 2011*

B.A., St. Mary's College of Maryland; M.F.A., The School of the Art Institute of Chicago; Ph.D., University of Illinois at Chicago

**ALAN W. BROWNLIE**

*Associate professor, English, 1997*

M.A., Ph.D., University of Massachusetts

**LYNNE A. BRUMMITT**

*Assistant professor and program coordinator, therapeutic massage, 2008*

B.S., Virginia Polytechnic Institute and State University; M.A., University of Maryland; NCTMB, Baltimore School of Massage; LMT

**TIFFIN L. BUMPASS**

*Assistant professor and coordinator, physical education, 2012*

B.S., Texas A&M University; M.S., American University; Ph.D., American University; ACSM

**PAUL J. BUSHMANN***Professor, biology, 1998*B.S., College of William and Mary; M.S., George Washington University;  
Ph.D., Boston University**DOUGLAS B. BYERLY***Associate professor and department chair, performing arts (dance/music/theater), 2000*B.M., Western Michigan University;  
M.M., Peabody Conservatory of Johns Hopkins University**TIM M. CALLINAN***Assistant professor, engineering, 2008*

B. Eng., M. Eng., Dublin City University

**JOHN CHARLES CAMP***Associate professor, visual arts, 2006*B.A., Ohio State University; M.A., University of Toronto;  
Ph.D., University of Pennsylvania**STEVEN B. CANADAY***Professor and department chair, English and communications, 2003*

B.A., University of Virginia; M.A., Ph.D., University of Maryland

**ROY D. CARSON***Professor, business administration, 2003*

B.S., State University of New York; M.S., Johns Hopkins University; C.P.A.

**KIRSTEN A. L. CASEY***Professor and department chair, alternative and sustainable energy systems, astronomy, chemistry, physics and physical science, 2002*

B.A. University of California San Diego; M.S., Ph.D., Purdue University

**CARLENE M. CASSIDY***Associate professor, business management, 2002*

B.S., Providence College; M.S., Johns Hopkins University

**RICHARD CERKOVNIK***Professor, physical science and director, AACC regional science, technology, engineering and mathematics (STEM) center, 1989*B.S., University of Notre Dame; M.S., West Virginia University;  
Ph.D., University of Maryland**NANCY L. CHELL***Associate professor, mathematics, 1999*A.A., Anne Arundel Community College; B.S., University of Maryland College Park;  
M.S., University of Maryland Baltimore County**LENA CHOUDHARY***Assistant professor, nursing, 2012*

B.S., Stevenson University; M.S., University of Maryland; J.D., University of Maryland

**ARTHUR E. CIMILUCA JR.***Assistant professor, mathematics, 2011*

B.S., United States Naval Academy; M.S., Naval Postgraduate School

**CLAUDIA L. CLARK***Instructor and clinical coordinator, EMT, 2013*

B.A., American Public University; NREMT-P

**MONNA GAYLE CLARK***Professor, legal studies, 1976*

B.A., Dickinson College; J.D., University of Maryland School of Law

**PATRICIA M. CLARKE***Assistant professor and coordinator, surgical technology, 2013*

B.S., University of Baltimore; CST

**SYBILLE CLAYTON***Assistant professor, mathematics, 2004*M.S., Technical University Darmstadt, Germany;  
M.Ed., Studienseminar Bensheim, Germany**SUSAN A. COHEN***Professor, English, 1994*

B.A., State University of New York at Albany; M.A., Ph.D., University of Maryland

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M.B.A., University of Baltimore**ALICE PALLAVICINI STEPHENS***Associate professor, nursing, 1984*

B.S.N., M.S.N., University of Virginia; R.N., P.N.P.

**JULIE D. STRONGSON-ALDAPE***Associate professor, English, 2007*

B.A., State University of New York at Oswego; M.A., Ph.D., University of Maryland

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B.A., Maryland Institute College of Art; IDEC, ASID Allied Educator

**RACHELLE E. TANNENBAUM***Professor and department chair, American sign language, psychology and sports studies, 2000*B.A., Rutgers University; M.A., University of Maryland Baltimore County;  
C.A.G.S., Johns Hopkins University; Ph.D., Capella University**KASIA J. TAYLOR***Associate professor and coordinator, cyber security, 2007*

B.A., Pennsylvania State University; M.B.A., University of Maryland College Park

**DAWN M. TEEPLE***Assistant professor, nursing, 2005*

B.S.N., M.S., Towson University

**DAVID L. TENGWALL***Professor, history, 1979*B.A., University of Chattanooga; M.A., Creighton University;  
Ph.D., University of California**PHILIP B. TERRY-SMITH***Assistant professor, sociology, 2013*

MHS, Lincoln University; Ph.D., Walden University

**REBECCA J. TOLLEY***Associate professor, nursing, 2007*

B.A., North Carolina Wesleyan College; M.S.N., University of Phoenix

**DEBORAH L. TOLLIVER***Associate professor, nursing, 2004*A.A., Anne Arundel Community College; B.S., Bowie State University;  
M.S., University of Maryland**ROBYN A. TOMAN***Professor, mathematics, 1999*

B.A., Roanoke College; M.Ed., University of Maryland College Park

**LYNN J. TRACEY***Professor, chemistry, 1996*

B.S., University of Maryland; Ph.D., University of Delaware

**RICHARD F. TYLER***Professor, business management, 1974*

B.A., University of Cincinnati; M.B.A., Ph.D., American University

**BRANDI L. ULRICH***Instructor, business management, 2012*

B.S., University of Maryland; M.A., Johns Hopkins University

**CAROL B. VEIL***Professor, biology, 1980*

B.A., Gettysburg College; M.S., University of Maryland

**SHARON B. VENEMA***Associate professor, journalism, 2008*

B.A., Calvin College; M.A., University of Minnesota

**PAUL R. VINETTE***Assistant professor, psychology, 2012*

B.S., University of New York; M.S.W., Syracuse University

**JERINA V. WAINWRIGHT***Professor, psychology, 1989*A.A., Community College of Baltimore; B.S., Coppin State College;  
M.S., Johns Hopkins University; Ph.D., University of Maryland**DANA A. WALKER***Professor, engineering, 1998*

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**MARY E. WALLINGSFORD***Assistant professor, computer technologies, 2012*

B.S., University of Maryland; M.S., University of Maryland University College

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B.A., Notre Dame de Namur University; M.M., Duquesne University

**G. HAROLD WATERMAN***Professor, computer technologies and coordinator,**database administration and foundation courses, 2003*

B.A., Wagner College; M.P.A., New York University

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B.S.N., Columbia Union College; M.S.N., Bowie State University; R.N.

**BENJAMIN J. WEIBELL***Professor, biology, 2005*

B.S., Brigham Young University; Ph.D., University of Alabama

**ELIZABETH WESTMAN***Instructor, radiologic technology, 2013*

B.S., University of Baltimore; R.T.R., Harbor Hospital Center

**GEORGE H. WHEELOCK***Professor, English, 1965*

B.S., Purdue University; A.M., University of Illinois

**STEVEN H. WHITE***Assistant professor, computer technologies, 1999*

B.S., M.G.A., University of Maryland University College

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M.A., Miami University; M.F.A., M.L.I.S., University of Alabama**NICOLE R. WILLIAMS***Professor and coordinator, human services, 2005*

B.A., Bowie State University; M.S., Ph.D., Howard University

**MARY C. WILSON***Associate professor, mathematics, 2000*B.S., M.S., Civil Engineering Institute, Bucharest, Romania;  
M.S., Boston University; M.S., University of Maryland Baltimore County**SHAWN M. WILSON***Assistant professor, nursing, 2012*

B.S., Lock Haven State College; MSN/Ed., Binghamton University

**PETER M. WIRIG**

*Associate professor and interim department chair,  
Legal Studies Institute, 2007*

B.S., Towson University; J.D., University of Baltimore School of Law

**KENNETH L. WOLF**

*Assistant professor, health, fitness and exercise studies, 1973*

B.S., Lock Haven State College; M.Ed., Frostburg State University

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*Assistant professor, computer technologies, 2013*

B.S., University of North Texas; M.S., University of Maryland;  
M.Ed., Grand Canyon University

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*Associate professor, philosophy, 2007*

B.A., San Diego State University; M.A., Binghamton University

**MICHAEL F. WRIGHT**

*Assistant professor, mathematics, 2005*

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*Associate professor, engineering, 2007*

B.S.M.E., University of Vermont; M.S.M.E., Stanford University

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*Associate professor, sociology and department chair,  
African American studies, American studies, anthropology,  
geography and sociology, 2010*

B.A., M.A., Ph.D., University of Florida

**MATTHEW R. YEAZEL**

*Associate professor, psychology, 2006*

B.A., University of California, Riverside; M.S.W., University of Maryland at Baltimore;  
Ph.D., Capella University

**BILL P. YUAN**

*Associate professor and department chair,  
business management, transportation and logistics  
and entrepreneurial studies institute, 2003*

B.S., University of Maryland University College; M.I.M., University of Louvain, Belgium

**JENNIFER L. ZEIGENFUSE**

*Instructor, mathematics, 2012*

B.A., Eastern University; M.S., Towson University



# Directory of Offices

## OFFICE OF THE PRESIDENT

### President

Dawn Lindsay, Ed.D.....LUDL 231	410-777-1177
<i>Chief diversity officer</i> James L. Felton III.....LUDL 202B	
<i>Federal compliance officer</i> Kelly Koermer, J.D. ....CALT 264	410-777-2607
<i>Institutional advancement and AACC Foundation executive director</i> Kathleen E. Bolton .....ICOX	410-777-2515
<i>Special assistant to the president</i> Anita H. Delaporte .....LUDL 229	410-777-2500

## LEARNING

### Vice president for learning

Dr. Karen L. Hays .....LUDL 217A	410-777-2332
<i>Associate vice president for learning</i> Dr. Michael H. Gavin .....LUDL 202A	410-777-2776
<i>Business education partnerships director</i> Kathleen M. Beauman .....LUDL 204A	410-777-2777
<i>Honors program coordinator</i> Ulrike White.....LBRY	410-777-1269

## LEARNING ADVANCEMENT AND VIRTUAL CAMPUS

### Learning advancement and virtual campus associate vice president

Dr. Jean Runyon .....CADE 334A	410-777-1249
<i>Distance education coordinator</i> Patty McCarthy-O'Neill.....CADE 330	410-777-2514
<i>eLearning and instructional technology director</i> Thiha Aye .....CADE 332A	410-777-2054
<i>Institutional professional development manager</i> Lisa Starkey .....CRSC 310	410-777-2426
<i>Learning outcomes assessment director</i> Dr. Nassim Ebrahimi.....CADE 332B	410-777-7141
<i>Library director</i> Cynthia K. Steinhoff.....LBRY 233B	410-777-2483
<i>Off-campus and weekend college director</i> Frances M. Turcott .....CADE 332	410-777-2340
<i>Sarbanes center for public and community service director</i> Cathleen H. Doyle.....CRSC 314A	410-777-2902
<i>Center for learning through service coordinator</i> Stephanie L. Goldenberg.....CRSC 312	410-777-2366
<i>Center for the study of local issues director</i> Dr. Daniel D. Nataf .....CRSC 132	410-777-2733
<i>Institute for the future director</i> Gina M. Finelli .....CRSC 132	410-777-2708
<i>Internship office coordinator</i> Anthony Leo Teano.....CRSC 308	410-777-2475

## ACADEMIC SCHOOLS

### Liberal Arts

#### Liberal arts dean

Alicia M. Morse .....HUM 215B	410-777-2567
<i>African American studies, American studies, anthropology, geography and sociology chair</i> Dr. Erica O. Yeager .....CRSC 156	410-777-7178
<i>American sign language, psychology and sports studies chair</i> Dr. Rachelle E. Tannenbaum .....CRSC 154	410-777-2060
<i>English and communications chair</i> Dr. Steven B. Canaday .....HUM 203B	410-777-2140
<i>Gender and sexuality studies coordinator</i> Dr. Heather E. Rellihan .....HUM 113A	410-777-1233
<i>History, philosophy and political science chair</i> Dr. Russell J. Rockefeller .....CRSC 152	410-777-1321
<i>Mathematics interim chair</i> Dr. Alycia A. Marshall .....MATH 231B	410-777-2029
<i>Performing arts chair (dance/music/theater)</i> Douglas B. Byerly.....CADE 130	410-777-7019
<i>Reading coordinator</i> Dr. Kerry E. Taylor.....LBRY 119	410-777-2032
<i>Visual arts and humanities chair</i> Christopher Mona .....CADE 308	410-777-7028
<i>World languages chair</i> Scott A. Cooper .....CRSC 185	410-777-1232

### Business and Law

#### Business and law dean

Vacant.....	
<i>Interim director of business</i> A. Lawrie Gardner, C.P.A. ....CRSC 339	410-777-2179
<i>Business administration interim chair</i> Beverly Beatty .....CRSC 337	410-777-2396
<i>Business management, transportation, logistics and cargo security and entrepreneurial studies chair</i> Bill Yuan.....CRSC 335	410-777-2765
<i>Economics chair</i> Dr. Gretchen S. Mester .....CRSC 341	410-777-2436
<i>Homeland Security and Criminal Justice Institute director</i> Dr. Tyrone Powers .....CALT 208	410-777-7496
<i>Legal Studies Institute interim chair</i> Peter M. Wirig, J.D. ....CRSC 307	410-777-1158

**Continuing Education and Workforce Development**

[www.aacc.edu/caps](http://www.aacc.edu/caps)

**Continuing education and workforce development dean**

Dr. Faith A. Harland-White.....	CALT 127A	410-777-2961
<i>Center on aging director</i>		
Dr. Terry D. Portis .....	JOHN 102	410-777-2941
<i>Continuing and professional programs executive director</i>		
Charlene Templeton.....	CALT 125	410-777-2662
<i>Continuing professional education director</i>		
Sandra J. Jones .....	CALT 118	410-777-2046
<i>CyberCenter director</i>		
Kip Kunsman.....	CALT 218	410-777-7145
<i>English language learning and adult education director</i>		
Janet M. Paulovich .....	JOHN 206C	410-777-1192
<i>Hotel, Culinary Arts and Tourism Institute director</i>		
Mary Ellen Mason.....	CALT 129	410-777-2707
<i>Instructional support center director</i>		
Cheryl L. Schram .....	CALT 114A	410-777-2507
<i>Instructional technologies manager</i>		
Catherine Bosse .....	CALT 218	410-777-2705
<i>Lifelong learning director</i>		
Louann M. Tracy.....	JOHN 203	410-777-2255
<i>Occupational skills director</i>		
Michael Yeakey.....	GBTC 322	410-777-2918
<i>Teacher Education and Child Care Institute and Parenting Center director</i>		
Dr. Colleen K. Eisenbeiser.....	AMIL 309D	410-777-1963
<i>Technology training director</i>		
Tracy McLean.....	GBTC 529	410-777-2106
<i>Client services director</i>		
Dawn D. Carter .....	GBTC 509	410-777-2928
<i>Client services manager</i>		
Laura Norton.....	GBTC 508	410-777-2971
<i>Sales and solutions director</i>		
Sonja Gladwin .....	GBTC 503	410-777-2927

**Health Sciences**

[www.aacc.edu/healthprofessions](http://www.aacc.edu/healthprofessions)

**Health sciences dean**

Dr. Claire L. Smith.....	FLRS 306	410-777-7383
<i>Emergency medical technician chair</i>		
Melanie K. Miller .....	FLRS 428	410-777-7385
<i>Health and human services chair</i>		
Elizabeth H. Appel.....	GYM 208A	410-777-7224
<i>Health information technology coordinator</i>		
Vacant.....		
<i>Health technologies chair</i>		
Tracey L. Lloyd .....	FLRS 226	410-777-7239
<i>Health, wellness and physical education coordinator</i>		
Tiffin Bumpass .....	GYM 113	410-777-7263
<i>Human services coordinator</i>		
Nicole Williams.....	FLRS 224	410-777-7085

*Medical assisting coordinator*

Lynne V. Gotjen.....	FLRS 124	410-777-7228
<i>Medical laboratory technician coordinator</i>		
Lorraine J. Doucette.....	FLRS 311	410-777-7107
<i>Nursing director</i>		
Beth Anne Batturs-Martin.....	FLRS 306	410-777-7352
<i>Pharmacy technician coordinator</i>		
Stephanie E. Smith-Baker .....	FLRS 432	410-777-7497
<i>Chesapeake Area Consortium on Higher Education Physical Therapist Assistant program director</i>		
David C. Thomas.....	FLRS 322	410-777-7039
<i>Physician assistant program director</i>		
Shani Fleming .....	AMIL 207	410-777-7037
<i>Radiologic technology chair</i>		
Lisa Pervola.....	FLRS 430	410-777-7449
<i>Surgical technology coordinator</i>		
Patricia M. Clarke .....	FLRS 306	410-777-7225
<i>Therapeutic massage coordinator</i>		
Lynne A. Brummitt .....	FLRS 432	410-777-7112

**Sciences and Technology**

**Sciences and technology dean**

Kelly Koermer .....	CALT 320	410-777-7432
<i>AACC regional science, technology, engineering and mathematics (STEM) center director</i>		
Dr. Richard Cerkovnik .....	AMIL 101A	410-777-2843
<i>Alternative and sustainable energy systems, astronomy, chemistry, physics and physical science chair</i>		
Dr. Kirsten A.L. Casey.....	DRGN 236	410-777-2062
<i>Architecture and interior design chair</i>		
Michael D. Ryan, R.A., N.C.A.R.B.....	CALT 330	410-777-2437
<i>Biology and veterinary science chair and environmental center director</i>		
Dr. M. Stephen Ailstock.....	CRSC 177	410-777-2230
<i>Computer science and web technologies programs coordinator</i>		
Krysten Hall.....	CALT 250	410-777-2761
<i>Computer technologies director</i>		
Kelly Sell.....	CALT 262	410-777-2033
<i>CSI part-time faculty coordinator</i>		
Rowland Brengle .....	CALT 258	410-777-2837
<i>Cyber security coordinator</i>		
Kasia Taylor .....	CALT 250	410-777-2365
<i>Cyber security curriculum assistant director</i>		
Paul Derdul.....	CALT 210	410-777-2365
<i>Database administration and foundation courses coordinator</i>		
Harold Waterman .....	CALT 336	410-777-2143
<i>Engineering chair</i>		
Francis Lanzer, P.E. ....	CALT 318	410-777-7097
<i>Microsoft Office Specialist (MOS) applications and PC systems technology coordinator</i>		
Connie Hammond .....	CALT 268	410-777-2873
<i>National STEM consortium director</i>		
Sue Gallagher .....	CCPT 330	410-777-2124

**LEARNING RESOURCES MANAGEMENT**

**Vice president for learning resources management**  
 Melissa A. Beardmore .....LUDL 213A     410-777-2532

*AACC Bookstore manager*  
 Chris Wirth.....SUN 155     410-777-2528

*Accounts receivable acting manager*  
 Brenda Reilly .....SSVC 120     410-777-2740

*Administrative services executive director*  
 Maury L. Chaput.....CSB 155     410-777-2324

*Auxiliary services director*  
 Steven M. Pegg.....SUNB 143     410-777-2651

*Budget director*  
 Susan M. Callahan.....RESM 115     410-777-1294

*Controller*  
 Martha D. Rothschild .....RESM 135     410-777-2701

*Dining services manager*  
 Wanda L. Grace.....SUN 112B     410-777-2333

*Disbursements manager*  
 Diana Herring.....RESM 116     410-777-2502

*Document services director*  
 Paul C. Lee.....CSB 137     410-777-2388

*Event services manager*  
 Peter T. Kaiser .....SUN 140     410-777-2821

*Facilities maintenance and operations*  
 Larry Gregory .....CSB 135     410-777-2496

*Facilities planning and construction director*  
 James M. Taylor .....CSB 153     410-777-2318

*Finance executive director*  
 Andrew P. Little.....RESM 117     410-777-2227

*Human resources executive director*  
 Suzanne L. Boyer .....LUDL 108A     410-777-2045

*Public relations and marketing executive director*  
 Daniel B. Baum .....LUDL 137     410-777-2011

*Public safety director*  
 J. Gary Lyle .....CSB 117     410-777-2836

*Purchasing and contracting director*  
 Melanie Scherer.....RESM 113     410-777-2237

*Sponsored programs director*  
 Deborah Mercado .....RESM 133     410-777-2321

*Workplace safety and risk management director*  
 Steven Kroh.....CSB 147     410-777-2847

**LEARNER SUPPORT SERVICES**

**Vice president for learner support services**  
 Felicia L. Patterson .....ADMN 222     410-777-2718

*Planning, research and institutional assessment dean*  
 Dr. Ricka Fine.....CRSC 220G     410-777-1868

**Information Services**

**Information services chief technology officer**  
 Shirin M. Goodarzi .....CRSC 252E     410-777-2148

*Applications services director*  
 Sheela Becton .....CRSC 252F     410-777-2169

*Customer support services manager*  
 Geoff Wood.....CRSC 112C     410-777-1189

*Instructional/remote site services manager*  
 Jeanne Porter .....CRSC 252A     410-777-2406

*Network services manager*  
 Nancy L. Jones .....CRSC 204     410-777-2930

*Operations manager*  
 Kathy Campbell .....CRSC 252B     410-777-2192

**Enrollment Services**

**Enrollment services dean**  
 Dr. John F. Grabowski.....SSVC 203     410-777-2231

*Admissions and enrollment development director*  
 Thomas J. McGinn III.....SSVC 105     410-777-2240

*Financial aid director*  
 Richard C. Heath .....SSVC 165     410-777-2204

*Multi-ethnic recruitment coordinator*  
 James T. Jackson .....SSVC 106     410-777-2529

*Registrar*  
 Nanci A. Beier .....SSVC 142     410-777-2834

*Student information services manager*  
 Verna L. Marlow .....CRSC 121     410-777-2615

**Student Services**

[www.aacc.edu/student-services](http://www.aacc.edu/student-services)

**Student services dean**  
 Dr. Jacqueline S. Jackson .....SUN 222     410-777-2830

*Student services assistant dean*  
 Terry M. Clay .....SUN 224     410-777-2305

*Child Development Center director*  
 Janet M. Klenkel.....CDC     410-777-2578

*Counseling, advising and retention services (CARS) director*  
 Bonnie J. Garrett .....SSVC 212     410-777-2503

*Educational Talent Search (ETS) director*  
 Katrina Concholar .....GBTC 535     410-777-2813

*Health services manager*  
 Beth A. Mays .....SUN 123     410-777-2480

*Intercollegiate athletics coordinator*  
 Duane Herr .....GYM 203A     410-777-2346

*New student engagement*  
 Vacant .....

*Student achievement and success program director*  
 Janice D. Watley .....LBRY 105     410-777-2530

*Student conduct and special projects director*  
 Timothy Burkhalter .....SUN 220     410-777-2766

*Student engagement director*  
 Christine M. Storck.....SUN 205     410-777-2219

*Technology learning center and computer commons coordinator*  
 Paul B. Creel.....LBRY 101     410-777-2358

*Testing and assessment services director*  
 Kristen Vickery .....SUN 253     410-777-2543

*Tutoring coordinator*  
 Vacant .....LIBRY 113     410-777-2642

# The College Around the County

Anne Arundel Community College offers classes at more than 90 locations throughout the county. This map depicts locations where the college has at minimum, one site coordinator to administer the instructional program. Directions to these off-site locations can be found at [www.aacc.edu/inyourneighborhood](http://www.aacc.edu/inyourneighborhood).

## DIRECTIONS

The AACC main campus in Arnold, five miles north of Annapolis, is easily accessible from the Baltimore-Washington-Annapolis triangle.

**From WASHINGTON or ANNAPOLIS:** Take Route 50 east to exit 27, Route 2 north (Governor Ritchie Highway) toward Baltimore. Stay on Route 2 for about three miles. Turn right on College Parkway. The first right turn is the campus entrance.

**From BALTIMORE:** From Interstate 695 take exit 2, Route 10 toward Severna Park. Stay on Route 10 until it ends at Route 2 (Governor Ritchie Highway). Follow Route 2 south about five miles. Turn left on College Parkway. The first right turn is the campus entrance.

## MASS TRANSIT

The Arnold campus, AACC at Arundel Mills, the Glen Burnie Town Center (GBTC) and the Hotel, Culinary Arts and Tourism (HCAT) Institute are accessible by mass transit. To get the most up-to-date routes, check with the carriers:

### Annapolis Transit

[www.annapolis.gov/government/city-departments/transportation/bus-routes-and-schedules](http://www.annapolis.gov/government/city-departments/transportation/bus-routes-and-schedules)

or 410-263-7964

### Connect-a-Ride System

[www.mdtrip.org/SchedulesMapsFares.aspx](http://www.mdtrip.org/SchedulesMapsFares.aspx)

or 1-877-331-TRIP

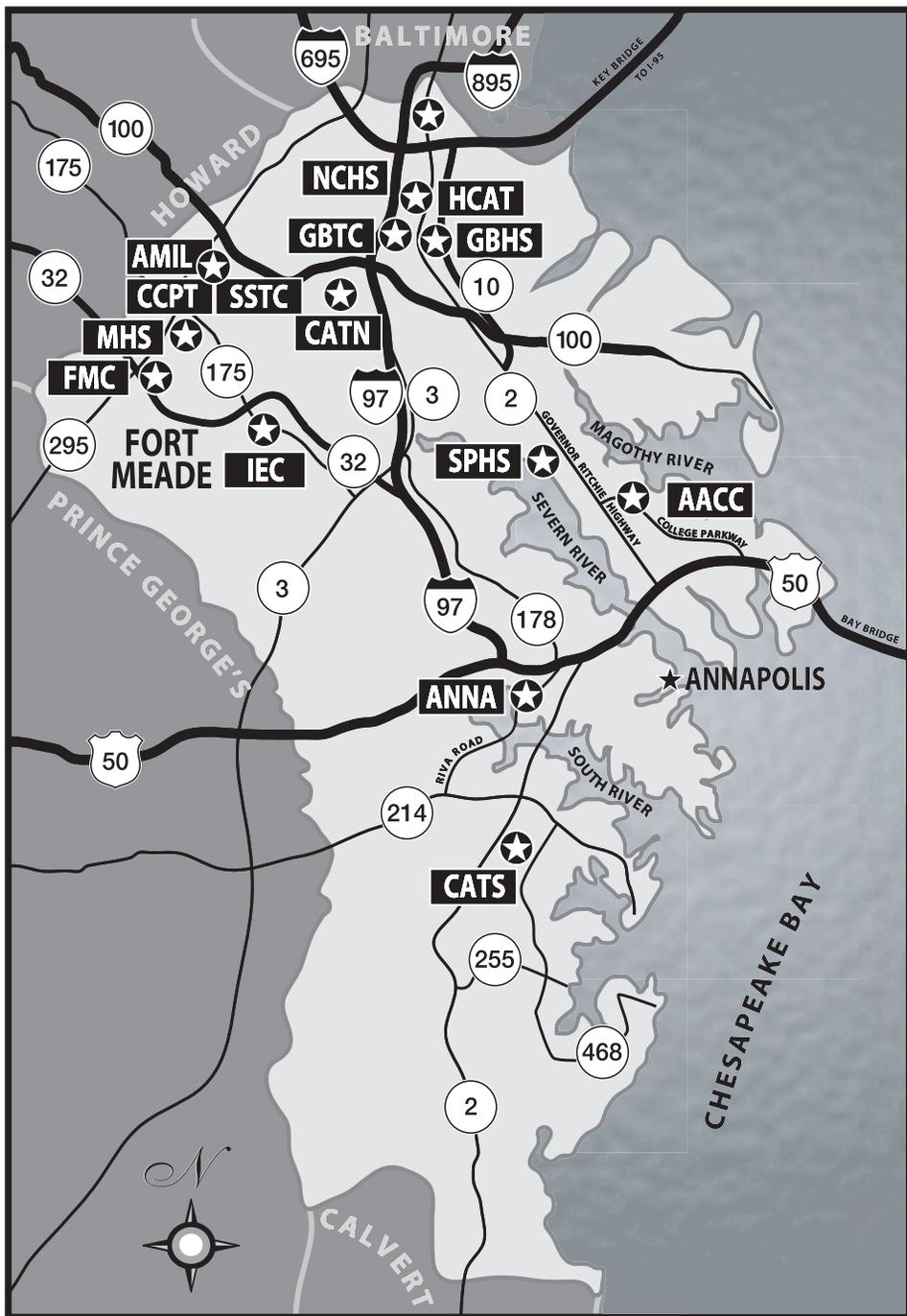
### Howard Transit

[www.howardcountymd.gov/DisplayPrimary.aspx?id=6442460774](http://www.howardcountymd.gov/DisplayPrimary.aspx?id=6442460774)

or 410-441-2022

### Maryland Transit Administration

[www.mta.maryland.gov/local-bus](http://www.mta.maryland.gov/local-bus)  
or 1-866-RIDE-MTA



## MAP KEY

AACC — Anne Arundel Community College main campus in Arnold

AMIL — AACC at Arundel Mills

ANNA — Annapolis High School

CATN — Center for Applied Technology–North

CATS — Center for Applied Technology–South

CCPT — Center for Cyber and Professional Training

FMC — Fort Meade Army Education Center

GBHS — Glen Burnie High School

GBTC — Glen Burnie Town Center

HCAT — Hotel, Culinary Arts and Tourism Institute

IEC — Independent Electrical Contractors

MHS — Meade High School

NCHS — North County High School

SPHS — Severna Park High School

SSTC — Sales and Service Training Center



# Telephone, Fax , Website & Email Directory

## COLLEGE TELEPHONE NUMBERS

AACC at Arundel Mills, College Services .....	410-777-2010
AACC Bookstore.....	410-777-2220
AACC Bookstore at Arundel Mills .....	410-777-1917
AACC Bookstore at GBTC.....	410-777-2950
AACC, general information .....	410-777-2222
AACC Regional science, technology, engineering and mathematics (STEM) Center .....	410-777-1948
AACC Student Information Services .....	410-777-1999
AACC University Consortium .....	410-777-2472
Academic Advising .....	410-777-2307
Accounting .....	410-777-2390
Accounts Payable .....	410-777-2605
Addiction Counseling.....	410-777-7310
<b>Admissions and Enrollment Development.....</b>	<b>410-777-2246</b>
African American Studies.....	410-777-2430
Aging Studies.....	410-777-7310
Alternative and Sustainable Energy Systems.....	410-777-2260
Alumni/Development.....	410-777-2515
American Sign Language.....	410-777-2430
American Studies .....	410-777-7220
Anthropology.....	410-777-2430
Architecture and Interior Design.....	410-777-2442
Aris T. Allen Learning Center, Annapolis .....	410-269-4470
Art .....	410-777-7230
Astronomy.....	410-777-2260
Athletics.....	410-777-2300
Audiovisual Resources .....	410-777-2211
Basic Skills Programs .....	410-777-2919
Biology.....	410-777-2260
Business Administration.....	410-777-2390
Business and Education Partnerships .....	410-777-2472
Business and Financial Resources.....	410-777-2635
Business Management .....	410-777-2390
Campus Current Newspaper.....	410-777-2803
Career and Transfer Resource Center.....	410-777-2201
Cashier's Office .....	410-777-2236
Center for New Students.....	410-777-2307/2201
Center for Learning Through Service .....	410-777-2366
Center for the Study of Local Issues (CSLI).....	410-777-2407
Center for Workforce Solutions .....	410-777-2732
Center on Aging.....	410-777-1806
Chemistry .....	410-777-2260
Child Development Center.....	410-777-2450
Circulation Desk, Library.....	410-777-2211
<b>College Services at Arundel Mills.....</b>	<b>410-777-2010</b>
Communications (Speech/Journalism).....	410-777-2280
Community and professional programs .....	410-777-2663
Computer Commons .....	410-777-1364
Computer Technologies.....	410-777-2442
Conference Services.....	410-777-2625
<b>Continuing and Professional Studies (Continuing Education).....</b>	<b>410-777-2325</b>
Continuing Professional Education .....	410-777-2908
Copy Center .....	410-777-2404
<b>Counseling, Advising and Retention Services .....</b>	<b>410-777-2307</b>
Criminal Justice .....	410-777-7063
CyberCenter.....	410-777-1333
Cybercrime.....	410-777-7063
Dance .....	410-777-7021
Dining Services/Vending .....	410-777-2333
Disability Support Services .....	410-777-2306
Distance Learning Technical Support Services .....	410-777-4357
Diversity and Federal Compliance.....	410-777-7370
Early Childhood Development .....	410-777-2915
Economics.....	410-777-2390
Education.....	410-777-2981
<b>Emergency.....</b>	<b>410-777-1818</b>
EMT/Paramedics.....	410-777-7310
En Español llame al .....	410-777-1199
Engineering.....	410-777-2442
English.....	410-777-2280
English as a Second Language (ESL) .....	410-777-2901
Entrepreneurial Studies Institute .....	410-777-2066
Environmental Center .....	410-777-2230
Event Services .....	410-777-2614
EXPLORE (Gifted and Talented Program).....	410-777-2325
Federal Compliance Officer.....	410-777-7370
Financial Aid .....	410-777-2203
Fire Management .....	410-777-2390
First to College.....	410-777-2814
Forensic Studies .....	410-777-7063
<b>Fort Meade Army Education Center .....</b>	<b>410-672-2117/3554</b>
Foundation.....	410-777-2515
Future courses.....	410-777-2430
Future, Institute for the .....	410-777-2708
GED .....	410-777-1823/1845
Gender and Sexuality Studies .....	410-777-1233
Geography .....	410-777-2430
<b>Glen Burnie Town Center .....</b>	<b>410-777-2945</b>
Grants.....	410-777-2321
Health and Physical Education .....	410-777-2302
Health Information Technology.....	410-777-7310
Health Professions.....	410-777-7310
Health Services .....	410-777-2480
History .....	410-777-2430
Homeland Security Management.....	410-777-7063
Honors Program .....	410-777-1269

Hotel, Culinary Arts and Tourism Institute (HCAT).....	410-777-2398, 1-866-456-HCAT (4228)
Human Resources.....	410-777-2425
Human Services.....	410-777-7310
Humanities.....	410-777-7230
Information Services, Administrative Office.....	410-777-2487
Institutional Advancement.....	410-777-2515
Instructional Support Center.....	410-777-2325
Instructional Technologies.....	410-777-2331
Intelligence Analytics.....	410-777-7063
International Education.....	410-777-2152/2677
Internship Office.....	410-777-2475
<b>IT Help Desk (for MyAACC technical support).....</b>	<b>410-777-4357</b>
Job Placement.....	410-777-2201
Juvenile Justice.....	410-777-7063
Kids in College.....	410-777-2325
Law Enforcement.....	410-777-7063
Learner Support Services.....	410-777-2256
<b>Learning.....</b>	<b>410-777-2247</b>
Learning Outcomes Assessment.....	410-777-7141
Learning Resources Management.....	410-777-2411
<b>Library.....</b>	<b>410-777-2211</b>
Lifelong Learning.....	410-777-2325
Literacy.....	410-777-2919
Maryland Relay (TTY translation).....	711
or.....	1-800-735-2258 (outside Maryland)
Mathematics.....	410-777-2360
Media Production Services.....	410-777-2630
Medical Assisting.....	410-777-7310
Medical Laboratory Technician.....	410-777-7310
Middle School Scholars.....	410-777-2325
Music.....	410-777-7019
Nursing.....	410-777-7310
Occupational Skills Program.....	410-777-2325
Off-site Administration.....	410-777-2325
Ombudsman Services.....	410-777-2307
Online Courses.....	410-777-2464
Paralegal Studies.....	410-777-7323
Parenting Center at AACC.....	410-777-2159
Part-time Faculty Development.....	410-777-2475
Payroll.....	410-777-2792
Performing Arts (Dance, Music, Theater).....	410-777-7019
Pharmacy Technician.....	410-777-7310
Philosophy.....	410-777-2430
Physical Science.....	410-777-2260
Physical Therapist Assistant.....	410-777-7310
Physician Assistant.....	410-777-7310
Physics.....	410-777-2260
Planning, Research and Institutional Assessment.....	410-777-2552
Political Science.....	410-777-2430
Pool.....	410-777-2316
President's Office.....	410-777-1177
Print Shop.....	410-777-2388
Prior Learning.....	410-777-2340
<b>Program Pathways.....</b>	<b>410-777-2891</b>
Psychology.....	410-777-2430
Public Health Professions.....	410-777-7310
Public Relations and Marketing.....	410-777-2341
<b>Public Safety.....</b>	<b>410-777-2440</b>
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Purchasing.....	410-777-2068
Radiologic Technology.....	410-777-7310
Reading.....	410-777-2077
<b>Records and Registration.....</b>	<b>410-777-2243</b>
Risk Management.....	410-777-2847
<b>Sales and Service Training Center at Arundel Mills ...</b>	<b>410-777-1823</b>
Sarbanes Center for Public and Community Service.....	410-777-2053
Science (Astronomy, Chemistry, Physics, Physical Science).....	410-777-2260
Senior Adults.....	410-777-2325
Sociology.....	410-777-2430
Speakers Bureau.....	410-777-2614
<b>STARS (touch-tone phone services).....</b>	<b>410-777-2241</b>
STEM Center.....	410-777-2843
Student Achievement and Success Program.....	410-777-2530
<b>Student Activities.....</b>	<b>410-777-2553</b>
Student Association.....	410-777-2309/2218
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Substance Abuse Education.....	410-777-2527
Supplemental Instruction (SI).....	410-777-2738
Surgical Technology.....	410-777-7310
<b>Teacher Education and Child Care Institute.....</b>	<b>410-777-2401</b>
Technology Learning Center, AACC at Arundel Mills.....	410-777-1935
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<b>Testing and Assessment Services.....</b>	<b>410-777-2375</b>
Testing Office Arundel Mills.....	410-777-1915
Testing Office, GBTC.....	410-777-2906
Theater Arts.....	410-777-7125
Theater Box Office.....	410-777-2457
Therapeutic Massage.....	410-777-7310
Transfer Coordinator.....	410-777-2634
Transportation, Logistics and Cargo Security.....	410-777-2390
Travel Study and Global Engagement.....	410-777-2902
<b>Tutoring Office.....</b>	<b>410-777-2642/1238</b>
Veterans' Education Benefits.....	410-777-2203
Veterans' Programs.....	410-777-4VET (4838)
Veterinary Sciences.....	410-777-2260
<b>Virtual Campus (Distance Learning).....</b>	<b>410-777-2464</b>
<b>Visual Arts.....</b>	<b>410-777-7230</b>
Vocational Support Services.....	410-777-2307
<b>Weekend College.....</b>	<b>410-777-2555</b>
Women's Institute.....	410-777-2807
Work Study.....	410-777-2203
Workforce Investment Act (WIA).....	410-777-2246

World Languages.....	410-777-2430
Writing Lab.....	410-777-1241

**COLLEGE FAX NUMBERS**

AACC at Arundel Mills, College Services .....	410-777-1965
AACC Bookstore .....	410-777-2596
Academic Advising (CARS).....	410-777-2494
Administration Building.....	410-777-2245
Admissions and Enrollment Development .....	410-777-4831
Athletics.....	410-777-2233
Business.....	410-777-2402
Cade Center.....	410-777-7553
Campus Information.....	410-777-2827
Careers Center.....	410-777-2494
Cashier’s Office .....	410-777-4602
Center for Applied Learning and Technology .....	410-777-2445/7266
Computing and Technical Studies.....	410-777-2445
Criminal Justice and Homeland Security .....	410-777-7054
Diversity and Federal Compliance.....	410-777-2013
Environmental Center .....	410-777-4263
Event Services .....	410-777-7041
Financial Aid .....	410-777-4019
Fort Meade Army Education Center .....	410-674-2187
Glen Burnie Town Center	
First floor.....	410-777-2964
Second floor.....	410-777-2949
Third floor .....	410-777-2979
Fourth floor .....	410-777-2978
Interactive Cable Program .....	410-777-2822
Fifth floor .....	410-777-2037
Health Professions.....	410-777-7099
Hotel, Culinary Arts and Tourism (HCAAT).....	410-777-1143
Human Resources.....	410-777-2014
Information Services.....	410-777-2816
Institutional Advancement .....	410-777-2725
Instructional Support Center .....	410-777-4325
Johnson Building.....	410-777-2822
Legal Studies .....	410-777-1260
Liberal Arts, Careers Center.....	410-777-2135
Liberal Arts, Humanities Building.....	410-777-2385
Library .....	410-777-2652
Mathematics Building.....	410-777-2012
Media Production Services.....	410-777-2439
Reading Department.....	410-777-7064
Records and Registration .....	410-777-2489
Sales and Service Training Center at Arundel Mills .....	410-799-4411
Schwartz Building.....	410-777-2022
Science (Dragun Science Building) .....	410-777-2525
Security .....	410-777-2544
Student Achievement and Success Program (SASP) .....	410-777-2530/2553
Student Activities .....	410-777-7044
Student Association.....	410-777-2368
TEACH Institute.....	410-777-1967

Testing Office, Arnold.....	410-777-4007
Testing Office, Arundel Mills.....	410-777-4009
Testing Office, GBTC .....	410-777-4008
Transcript request .....	410-777-2489
Tutoring Office .....	410-777-4642
Virtual Campus (Distance Learning).....	410-777-2691

**COLLEGE WEBSITE ADDRESSES**

AACC.....	<a href="http://www.aacc.edu">www.aacc.edu</a>
AACC at Arundel Mills.....	<a href="http://www.aacc.edu/arundelmills">www.aacc.edu/arundelmills</a>
AACC Bookstore .....	<a href="http://www.aaccbooks.com">www.aaccbooks.com</a>
AACC Foundation Inc. ....	<a href="http://www.aacc.edu/foundation">www.aacc.edu/foundation</a>
AACC University Consortium.....	<a href="http://www.aacc.edu/consortium">www.aacc.edu/consortium</a>
Academic Advising (CARS) .....	<a href="http://www.aacc.edu/advising">www.aacc.edu/advising</a>
Admissions and Enrollment Development Office.....	<a href="http://www.aacc.edu/admissions">www.aacc.edu/admissions</a>
Campus Information.....	<a href="http://www.aacc.edu/information">www.aacc.edu/information</a>
Career center .....	<a href="http://www.aacc.edu/careers">www.aacc.edu/careers</a>
Center for the Advancement of Learning and Teaching (CALT) .....	<a href="http://www.aacc.edu/tla">www.aacc.edu/tla</a>
Center for the Study of Local Issues (CSLI).....	<a href="http://www.aacc.edu/csli">www.aacc.edu/csli</a>
Center for Workforce Solutions .....	<a href="http://www.aacc.edu/cws">www.aacc.edu/cws</a>
Class schedules.....	<a href="http://www.aacc.edu/search/course">www.aacc.edu/search/course</a>
College catalog .....	<a href="http://www.aacc.edu/catalog">www.aacc.edu/catalog</a>
Computer Commons .....	<a href="http://www.aacc.edu/computercommons">www.aacc.edu/computercommons</a>
Computer Technologies.....	<a href="http://www.aacc.edu/computertech">www.aacc.edu/computertech</a>
Continuing Education .....	<a href="http://www.aacc.edu/coned">www.aacc.edu/coned</a>
CyberCenter.....	<a href="http://www.aacc.edu/cybercenter">www.aacc.edu/cybercenter</a>
Dining Services .....	<a href="http://www.aacc.edu/diningservices">www.aacc.edu/diningservices</a>
Engineering .....	<a href="http://www.aacc.edu/engineering">www.aacc.edu/engineering</a>
Entrepreneurial Studies Institute.....	<a href="http://www.aacc.edu/esi">www.aacc.edu/esi</a>
Environmental Center .....	<a href="http://www.aacc.edu/envcenter">www.aacc.edu/envcenter</a>
Event Services.....	<a href="http://www.aacc.edu/events">www.aacc.edu/events</a>
Financial Aid Information.....	<a href="http://www.aacc.edu/aid">www.aacc.edu/aid</a>
Homeland Security and Criminal Justice Institute .....	<a href="http://www.aacc.edu/homeland">www.aacc.edu/homeland</a>
Honors .....	<a href="http://www.aacc.edu/honors">www.aacc.edu/honors</a>
Hotel, Culinary Arts and Tourism Institute (HCAAT) .....	<a href="http://www.aacc.edu/hcat">www.aacc.edu/hcat</a>
Institute for the Future .....	<a href="http://www.aacc.edu/future">www.aacc.edu/future</a>
Internships.....	<a href="http://www.aacc.edu/internships">www.aacc.edu/internships</a>
Job Announcements .....	<a href="http://www.aacc.edu/employment">www.aacc.edu/employment</a>
Legal Studies Institute .....	<a href="http://www.aacc.edu/legalstudies">www.aacc.edu/legalstudies</a>
Library .....	<a href="http://www.aacc.edu/library">www.aacc.edu/library</a>
Military/Veterans Services .....	<a href="http://www.aacc.edu/military">www.aacc.edu/military</a>
MyAACC .....	<a href="https://portal.aacc.edu">https://portal.aacc.edu</a>
Noncredit Registration .....	<a href="http://www.aacc.edu/noncredit">www.aacc.edu/noncredit</a>
Prior Learning Assessment.....	<a href="http://www.aacc.edu/priorlearning">www.aacc.edu/priorlearning</a>
Purchasing.....	<a href="http://www.aacc.edu/purchasing">www.aacc.edu/purchasing</a>
Records and Registration Office.....	<a href="http://www.aacc.edu/recreg">www.aacc.edu/recreg</a>
Sarbanes Center for Public and Community Service .....	<a href="http://www.aacc.edu/getexperience">www.aacc.edu/getexperience</a>
School of Liberal Arts.....	<a href="http://www.aacc.edu/artsandsciences">www.aacc.edu/artsandsciences</a>

School of Business and Law .....[www.aacc.edu/bcts](http://www.aacc.edu/bcts)  
 School of Continuing Education and  
 Workforce Development .....[www.aacc.edu/caps](http://www.aacc.edu/caps)  
 School of Health Sciences .....[www.aacc.edu/healthprofessions](http://www.aacc.edu/healthprofessions)  
 School of Sciences and Technology .....[www.aacc.edu/science](http://www.aacc.edu/science)  
 Service Learning.....[www.aacc.edu/servicelearning](http://www.aacc.edu/servicelearning)  
 Student Achievement and Success Program .....[www.aacc.edu/sasp](http://www.aacc.edu/sasp)  
 Teacher Education and Child Care Institute .....[www.aacc.edu/teach](http://www.aacc.edu/teach)  
 Technology .....[www.aacc.edu/technology](http://www.aacc.edu/technology)  
 Technology Learning Center .....[www.aacc.edu/tlclab](http://www.aacc.edu/tlclab)  
 Testing Office.....[www.aacc.edu/testing](http://www.aacc.edu/testing)  
 Transcript request.....[www.aacc.edu/recreg](http://www.aacc.edu/recreg)  
 Tutoring Office.....[www.aacc.edu/tutoring](http://www.aacc.edu/tutoring)  
 Virtual Campus (Distance Learning).....[www.aacc.edu/virtualcampus](http://www.aacc.edu/virtualcampus)

### **COLLEGE EMAIL ADDRESSES**

AACC Bookstore.....[bookstore@aacc.edu](mailto:bookstore@aacc.edu)  
 AACC University Consortium .....[klhaggerty@aacc.edu](mailto:klhaggerty@aacc.edu)  
 Academic Advising (CARS).....[advising@aacc.edu](mailto:advising@aacc.edu)  
 Admissions .....[admissions@aacc.edu](mailto:admissions@aacc.edu)  
 Campus Information.....[askaacc@aacc.edu](mailto:askaacc@aacc.edu)  
 Center for the Advancement of  
 Learning and Teaching (CALT) .....[webmaster@minddrops.com](mailto:webmaster@minddrops.com)  
 Center for Learning Through Service .....[servicelearning@aacc.edu](mailto:servicelearning@aacc.edu)  
 Center for Workforce Solutions .....[cws@aacc.edu](mailto:cws@aacc.edu)  
 Continuing Education .....[isc@aacc.edu](mailto:isc@aacc.edu)

Computer Commons .....[tlcta@aacc.edu](mailto:tlcta@aacc.edu)  
 CyberCenter .....[cybercenter@aacc.edu](mailto:cybercenter@aacc.edu)  
 Dining Services .....[diningservices@aacc.edu](mailto:diningservices@aacc.edu)  
 English as a Second Language.....[pktaylor@aacc.edu](mailto:pktaylor@aacc.edu)  
 Event Services.....[events@aacc.edu](mailto:events@aacc.edu)  
 Financial Aid .....[finaid@aacc.edu](mailto:finaid@aacc.edu)  
 Gender and Sexuality Studies.....[gss@aacc.edu](mailto:gss@aacc.edu)  
 Internships .....[internships@aacc.edu](mailto:internships@aacc.edu)  
 Library .....[library@aacc.edu](mailto:library@aacc.edu)  
 Military programs .....[military@aacc.edu](mailto:military@aacc.edu)  
 Parenting Center at AACC.....[parenting@aacc.edu](mailto:parenting@aacc.edu)  
 Records and Registration Office .....[records@aacc.edu](mailto:records@aacc.edu)  
 Student Achievement and Success Program .....[sasp@aacc.edu](mailto:sasp@aacc.edu)  
 Student Life .....[rldfather@aacc.edu](mailto:rldfather@aacc.edu)  
 TEACH Institute.....[TEACH@aacc.edu](mailto:TEACH@aacc.edu)  
 Technical Call Center/Help Desk.....[helpdesk@aacc.edu](mailto:helpdesk@aacc.edu)  
 Technology Learning Center — Arnold .....[tlcta@aacc.edu](mailto:tlcta@aacc.edu)  
 Testing Office — Arnold .....[testing-arnold@aacc.edu](mailto:testing-arnold@aacc.edu)  
 Testing Office — AMIL.....[testing-amil@aacc.edu](mailto:testing-amil@aacc.edu)  
 Testing Office — GBTC .....[testing-gbtc@aacc.edu](mailto:testing-gbtc@aacc.edu)  
 Tutoring Office.....[tutoring@aacc.edu](mailto:tutoring@aacc.edu)  
 Veterans' Education Benefits .....[veterans@aacc.edu](mailto:veterans@aacc.edu)  
 Virtual Campus (Distance Learning) .....[virtualcampus@aacc.edu](mailto:virtualcampus@aacc.edu)  
 Webmaster.....[webmaster@aacc.edu](mailto:webmaster@aacc.edu)  
 Women's Institute.....[womensinstitute@aacc.edu](mailto:womensinstitute@aacc.edu)



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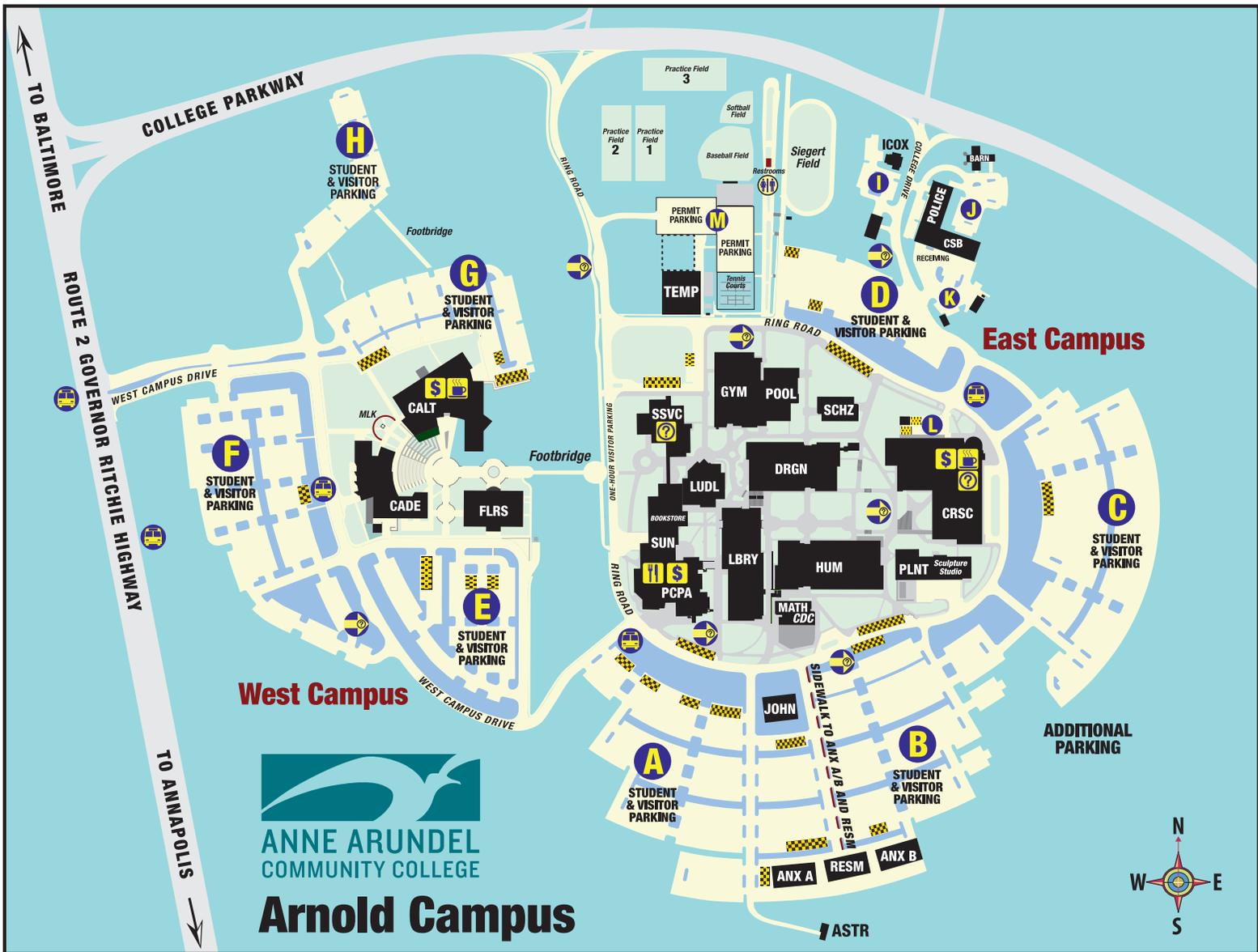
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**ANNE ARUNDEL**  
 COMMUNITY COLLEGE  
**Arnold Campus**

**ANX A** Classrooms

**ANX B** Classrooms

**ASTR** Astronomy Lab

**CADE** Cade Center for Fine Arts  
**CALT** Center for Applied Learning and Technology

**CRSC** Careers Center  
*Help Desk*

**CSB** Central Services Building  
*Receiving/Police*

**DRGN** Dragun Science Building

**FLRS** Florestano Building

**GYM** Jenkins Gymnasium

**HUM** Humanities Building

**ICOX** Isaac Cox House  
*AACC Foundation/Alumni*

**JOHN** Johnson Building

**LBRY** Truxal Library

**LUDL** Robert P. Ludlum Hall  
*College Administration*

**MATH** Math Building/CDC  
*Child Development Center*

**MLK** Dr. Martin Luther King Jr.  
 Memorial

**PCPA** Pascal Center for  
 Performing Arts

**PLNT** Plant/*Sculpture Studio*

**POOL** Olson Memorial Pool

**RESM** Resource Management  
 Building

**SCHZ** Schwartz Building

**SSVC** Student Services Center  
*Admissions, Advising  
 and Registration*

**SUN** Student Union  
*AACC Bookstore/Dining Hall*

**Public Safety/Police** 410-777-1818  
**Campus Information** 410-777-AACC



ATM



Bus Stop



Handicap  
 Parking



Food  
 Service



Campus  
 Information



Campus  
 Directory Sign

ANNE ARUNDEL COMMUNITY COLLEGE IS FULLY ACCESSIBLE TO THOSE WITH DISABILITIES.