

# Disclaimer: Anne Arundel Community College’s 2016-2017 Print Version Catalog

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## Notice of Nondiscrimination

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# Department Offerings of Academic Programs

Listed below is each department title (underlined), followed by its academic programs (for example, associate degrees, certificates, letters of recognition). Following each academic program is the page number where its requirements are listed.

## African American Studies, American Studies, Anthropology, Futures, Geography, and Sociology

### Associate of Arts

Arts and Sciences Transfer, Arts and Humanities, American Studies Option, A.A. (p.34)

## Architecture and Interior Design

### Associate of Applied Science

Architecture and Interior Design, Architecture Option, A.A.S. (p. 36)

Architecture and Interior Design, Construction Management Option, A.A.S. (p.38)

Architecture and Interior Design, Interior Design Option, A.A.S. (p.40)

Architecture and Interior Design, Landscape Design, A.A.S. (p.42)

### Certificate

Architecture and Interior Design, Advanced Interior Design Option, Certificate (p. 44)

Architecture and Interior Design, Architectural CAD, Certificate (p.46)

Architecture and Interior Design, Architectural Illustration Option, Certificate (p. 47)

Architecture and Interior Design, Construction Management Entrepreneurship, Certificate (p.48)

Architecture and Interior Design, Construction Management Option, Certificate (p. 49)

Architecture and Interior Design, Interior Design, Certificate (p. 50)

Architecture and Interior Design, Landscape Design, Certificate (p. 51)

## Astronomy, Chemistry, Physical Science, Physics, and Sustainable Energy Systems

### Associate of Science

Arts and Sciences Transfer, Science and Premedical Professional, Astronomy Option A.S.(p.52)

Arts and Sciences Transfer, Science and Premedical Professional, Chemistry Option, A.S. (p. 54)

Arts and Sciences Transfer, Science and Premedical Professional, Physics Option, A.S. (p. 56)

### Certificate

Alternative and Sustainable Energy Systems, Certificate (p. 58)

## Biology and Environmental Center

### Associate of Science

Arts and Sciences Transfer, Science and Premedical Professional, Biology Option, A.S. (p. 59)

Arts and Sciences Transfer, Science and Premedical Professional, Environmental Science Option, A.S. (p. 61)

Arts and Sciences Transfer, Science and Premedical Professional, Medical Technology Option, A.S. (p. 62)

Arts and Sciences Transfer, Science and Premedical Professional, Nursing Option (Pre-Baccalaureate), A.S. (p. 65)

Arts and Sciences Transfer, Science and Premedical Professional, Plant Science - Botany Option, A.S. (p.67)

Arts and Sciences Transfer, Science and Premedical Professional, Plant Science - Horticulture Option, A.S. (p.69)

Arts and Sciences Transfer, Science and Premedical Professional, Pre-Dietetics Option, A.S. (p.71)

Arts and Sciences Transfer, Science and Premedical Professional, Pre-Optometry Option, A.S. (p. 73)

Arts and Sciences Transfer, Science and Premedical Professional, Pre-Pharmacy Option, A.S. (p. 75)

Arts and Sciences Transfer, Science and Premedical Professional, Pre-Physical Therapy Option, A.S. (p. 77)

Arts and Sciences Transfer, Science and Premedical Professional, Pre-Veterinary Option, A.S. (p.79)

Arts and Sciences Transfer, Science and Premedical Professional, Pre dental Hygiene Option, A.S. (p. 81)

Arts and Sciences Transfer, Science and Premedical Professional, Pre dental and Pre dental Option, A.S.(p. 83)

### Certificate

Ecosystem Restoration, Certificate (p. 85)

Environmental Monitoring and Assessment, Certificate (p.86)

Letter of Recognition

- Ecosystem Restoration, Letter of Recognition (p.87)
- Environmental Monitoring and Assessment, Letter of Recognition (p. 88)
- Nutrition and Fitness, Letter of Recognition (p.89)

Business Administration

Associate of Science

- Business Administration Transfer, A.S. (p. 90)

Associate of Applied Science

- Financial Accounting, A.A.S. (p. 92)

Certificate

- Business Accountant, Certificate (p. 94)
- Financial Accounting, Certificate (p. 95)
- Professional Bookkeeper, Certificate (p. 96)

Business Management

Associate of Applied Science

- Business Management, A.A.S. (p. 98)
- Fire Management, A.A.S. (p.105)

Certificate

- Business Management, Advertising/Marketing Option, Certificate (p.107)
- Business Management, Business Communications Option, Certificate (p. 108)
- Business Management, Business Office Management Option, Certificate (p. 109)
- Business Management, EMS/Fire/Rescue Management Option, Certificate (p. 110)
- Business Management, Entrepreneurship Option, Certificate (p. 111)
- Business Management, Financial Accounting Option, Certificate (p. 112)
- Business Management, Health Care Professionals Option, Certificate (p. 113)
- Business Management, Human Resources Option, Certificate (p. 114)
- Business Management, Leadership Option, Certificate (p. 115)
- Business Management, Small Business Option, Certificate (p. 116)
- Business Management, Social Enterprise Option, Certificate (p. 117)
- Business Management, Supply Chain Management Option, Certificate (p. 118)
- Retail Management, Certificate (p. 119)
- Transportation, Logistics, and Cargo Security, Certificate (p. 120)

Letter of Recognition

- Business Analyst, Letter of Recognition (p. 121)
- Business Management, Entrepreneurship and Innovation, Letter of Recognition (p. 122)
- Business Management, Entrepreneurship and Leadership, Letter of Recognition (p. 123)
- Marketing, Letter of Recognition (p. 124)
- Office Support, Letter of Recognition (p. 125)
- Retail and Sales Management Option, Letter of Recognition (p. 126)
- Small Business Accounting, Letter of Recognition (p. 127)

Computer Information Systems

Associate of Applied Science

- Computer Information Systems, Personal Computer Systems Technology Option, A.A.S. (p. 128)

Certificate

- Computer Information Systems, Personal Computer Specialist, Help Desk Specialist Option, Certificate (p. 131)
- Computer Information Systems, Personal Computer Specialist, Microsoft Office Certifications Option, Certificate (p. 132)

## Computer Science

### Associate of Science

- Computer Science Transfer, A.S. (p. 133)
- Computer Science Transfer, Computer Information Systems Option, A.S.(p. 135)
- Computer Science Transfer, Game and Simulation Programming Option, A.S. (p. 137)
- Computer Science Transfer, Management Information Systems Option, A.S. (p. 139)

### Associate of Applied Science

- Computer Information Systems, Database Developer/Administration Option, A.A.S. (p. 141)
- Computer Information Systems, Programming/Analysis Option, A.A.S. (p. 143)
- Computer Science: Internet and Mobile Device Software Development, Internet Applications Development Option, A.A.S. (p.147)
- Computer Science: Internet and Mobile Device Software Development, Mobile Device Applications Software Development Option, A.A.S. (p. 149)

### Certificate

- Computer Information Systems, Database Administration, Certificate (p.151)
- Computer Information Systems, Database Developer, Certificate (p.152)
- Computer Information Systems, Scientific Programming Option, Certificate (p. 153)
- Computer Network Management, UNIX/LINUX System Administrator Option, Certificate (p. 154)
- General Technology, Certificate (p. 155)
- Internet Application Development, Certificate (p.158)
- Mobile Device Application Development, Certificate (p. 159)

### Letter of Recognition

- Database Administration, Letter of Recognition (p. 160)
- Office Applications Specialist, Letter of Recognition (p. 161)

## Cybersecurity, Networking and Digital Forensics

### Associate of Science

Information Assurance and Cybersecurity, A.A.S. (p.162)

*Note: This degree contains 3 areas of concentration:*

- *Security Concentration*
- *Digital Forensics Concentration*
- *Networking Concentration*

### Certificate

- Advanced Cyber Forensics, Certificate (p.166)
- Advanced Network Security, Certificate (p. 167)
- Cisco Certified Network Associate (CCNA) Preparation, Certificate (p. 168)
- Computer Network Management, Certificate (p.169)
- Cyber Forensics, Certificate (p.170)
- Cyber Technology, Certificate (p. 171)
- Network Security, Certificate (p. 173)
- Server Administration and Security, Certificate (p.174)

## Entrepreneurial Studies Institute

### Associate of Applied Science

- Entrepreneurship, A.A.S. (p. 175)

### Certificate

- Entrepreneurship, Certificate (p. 178)

### Letter of Recognition

- Entrepreneurship, Entrepreneurship and Innovation, Letter of Recognition (p. 179)
- Entrepreneurship, Entrepreneurship and Leadership, Letter of Recognition (p. 180)

### Emergency Medical Technician

Associate of Applied Science  
EMT - Paramedic, A.A.S. (p. 181)

Certificate  
EMT - Intermediate, Certificate (p. 185)  
EMT - Paramedic, Certificate (p. 188)  
EMT Bridge Option: Intermediate to Paramedic, Certificate (p. 191)

### Engineering

Associate of Science  
Engineering Transfer, A.S.(p. 194)

Associate of Science in Engineering  
Electrical Engineering, A.S.E. (p. 196)

Associate of Applied Science  
Electronic Engineering Technology, A.A.S. (p. 198)  
Electronic Engineering Technology, Telecommunications Option, A.A.S. (p. 201)  
Mechatronics Engineering Technology, A.A.S. (p.203)

Certificate  
Electronic Engineering Technology, Electronics Option, Certificate (p.205)  
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Mechatronics Technology, Certificate (p. 207)

Letter of Recognition  
PC Maintenance, Letter of Recognition (p. 209)  
Solid Modeling and Rapid Prototyping, Letter of Recognition (p.210)  
Wiring Technician, Letter of Recognition (p.211)

### English and Communications

Associate of Arts  
Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Creative Writing Option, A.A. (p. 212)

Letter of Recognition  
Creative Writing, Letter of Recognition (p. 214)

### Gender and Sexuality Studies

Certificate  
Gender and Sexuality Studies, Certificate (p. 215)

Letter of Recognition  
Gender and Sexuality Studies, Letter of Recognition (p. 216)

### Health and Human Services

Associate of Science  
Health, Fitness, and Exercise Studies, A.S. (p.217)

Associate of Applied Science  
Addiction Counseling, A.A.S. (p.220)  
Human Services, A.A.S. (p.222)  
Human Services, Law and Social Practice Option, A.A.S. (p.225)  
Massage Therapy, A.A.S. (p. 228)

Certificate

- Addiction Counseling, Certificate (p.231)
- Human Services, Certificate (p. 233)
- Human Services, Direct Support Option, Certificate (p.234)
- Massage Therapy, Certificate (p. 235)
- Personal Trainer, Certificate (p. 237)
- Veterans Counseling, Certificate (p. 238)

Letter of Recognition

- Personal Trainer, Letter of Recognition (p.239)

Health Technologies

Associate of Applied Science

- Health Information Technology, A.A.S. (p.240)
- Medical Assisting, A.A.S. (p.243)
- Medical Laboratory Technician, A.A.S. (p.246)

Certificate

- Electrocardiogram and Intravenous Therapy Technician, Certificate (p.249)
- Health Care Delivery Systems, Certificate (p.251)
- Medical Assisting, Certificate (p. 252)
- Medical Coding, Certificate (p.254)
- Pharmacy Technician, Certificate (p. 256)

Letter of Recognition

- Administrative Medical Assistant, Letter of Recognition (p. 259)
- Electrocardiogram and Intravenous Therapy Letter of Recognition (p. 260)
- Phlebotomy Technician, Letter of Recognition (p.261)

Homeland Security and Criminal Justice Institute

Associate of Applied Science

- Cybercrime, A.A.S. (p.262)
- Forensic Studies, Forensic Police Science Track, A.A.S. (p.265)
- Forensic Studies, Forensic Scientist Track, A.A.S. (p. 267)
- Homeland Security Management, Homeland Security Management Track, A.A.S. (p.269)
- Homeland Security Management, Intelligence Analytics Track, A.A.S.(p.272)
- Homeland Security Management, Transportation and Border Security Track, A.A.S. (p.274)
- Juvenile Justice, A.A.S.(p. 276)
- Law Enforcement and Criminal Justice, A.A.S. (p.279)
- Law Enforcement and Criminal Justice, Police Academy Option, A.A.S. (p.281)
- Law Enforcement and Criminal Justice, Social Justice Option, A.A.S. (p.284)

Certificate

- Cybercrime, Certificate (p.286)
- Intelligence Analytics, Certificate (p.287)
- Juvenile Services Institutional Support Staff, Certificate (p.288)
- Juvenile Services Resident Advisers, Certificate (p. 289)
- Law Enforcement and Criminal Justice, Certificate (p. 290)
- Law Enforcement and Criminal Justice, Police Academy Option, Certificate (p.291)

Letter of Recognition

- Investigator Option, Letter of Recognition (p.293)
- Law Enforcement Evidence Technician Option, Letter of Recognition (p.294)

### Hotel, Culinary Arts, and Tourism Institute

#### Associate of Applied Science

- Hotel/Restaurant Management, Baking and Pastry Arts Option, A.A.S. (p.295)
- Hotel/Restaurant Management, Culinary Arts Option, A.A.S. (p.297)
- Hotel/Restaurant Management, Hospitality Business Management Option, A.A.S. (p. 299)

#### Certificate

- Baking and Pastry Arts, Certificate (p.302)
- Event Planning and Catering, Certificate (p. 303)
- Hotel/Lodging Management, Certificate (p. 304)
- Hotel/Restaurant Management, Culinary Arts Option, Certificate (p. 306)
- Hotel/Restaurant Management, Restaurant Cooking Skills Option, Certificate (p. 307)

### Legal Studies Institute

#### Associate of Arts

- Law and Jurisprudence, A.A. (p.308)

#### Associate of Applied Science

- Paralegal Studies, Business Option, A.A.S. (p. 310)
- Paralegal Studies, General Practice Option, A.A.S. (p.313)
- Paralegal Studies, Litigation Option, A.A.S. (p. 315)

#### Certificate

- Paralegal Studies, Business Option, Certificate (p 317).
- Paralegal Studies, General Practice Accelerated Option, Certificate (p. 319)
- Paralegal Studies, General Practice Option, Certificate (p. 321)
- Paralegal Studies, Litigation Option, Certificate (p. 323)
- Paralegal Studies, Nurse Paralegal Option, Certificate (p. 325)

### Liberal Arts

#### Associate of Arts

- Arts and Sciences Transfer, Arts and Humanities, Liberal Arts Option, A.A. (p. 327)

### Mathematics

#### Associate of Science

- Mathematics, A.S. (p. 329)

### Nursing

#### Associate of Science

- Nursing, A.S. (p. 332)
- Note: This degree contains an LPN to RN Advanced Placement and a Veterans to RN Advanced Placement.*

#### Certificate

- Patient Care Technician/Geriatric Nursing Assistant, Certificate (p. 338)
- Practical Nursing (PN), Certificate (p. 341)

### Performing Arts

#### Associate of Arts

- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Dance Option, A.A. (p. 344)
- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Music Option, A.A. (p. 346)
- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Theater Arts Option, A.A. (p. 349)



### Physical Therapist Assistant

Associate of Applied Science  
Physical Therapist Assistant, A.A.S. (p. 351)

### Physician Assistant

Professional Certificate  
Physician Assistant Studies, Professional Certificate (p. 355)

### Public Health Professions

Associate of Applied Science  
Public Health Professions: Public Health, A.S. (p. 359)

### Radiological Technology

Associate of Applied Science  
Radiologic Technology, A.A.S. (p. 361)

### Surgical Technology

Associate of Applied Science  
Surgical Technology, A.A.S. (p. 365)

### Teacher Education and Child Care Institute

Associate of Arts in Teaching  
Early Childhood Education/Early Childhood Special Education, A.A.T. (p. 368)  
Elementary Education/Elementary Special Education, A.A.T. (p. 373)  
Secondary Education - Chemistry, A.A.T. (p. 376)  
Secondary Education - English, A.A.T. (p. 379)  
Secondary Education - Mathematics, A.A.T. (p. 382)  
Secondary Education - Physics, A.A.T. (p. 385)  
Secondary Education - Spanish, A.A.T. (p. 388)

Associate of Applied Science  
Early Childhood Development, A.A.S.(p.391)

Certificate  
Special Education Support, Certificate (p.394)

Letter of Recognition  
Pathway to Teaching Adults, Letter of Recognition (p. 395)  
Pathway to Teaching in the Secondary Classroom, Letter of Recognition (p. 396)  
Pathway to Teaching, Letter of Recognition (p. 397)

### Transfer Studies

Associate of Arts  
Transfer Studies, A.A. (p. 398)

Certificate  
Transfer Studies, Certificate (p. 400)

## Visual Arts and Humanities

### Associate of Arts

- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Art History/Museum Education Option, A.A. (p. 401)
- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Photography Option, A.A. (p. 403)
- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Visual Arts Option, A.A. (p. 405)
- Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Visual Design (Web and Graphic) Option, A.A. (p. 407)
- Visual Arts, Film Studies Option, A.A. (p. 410)
- Visual Arts, Game Art and Design Option, A.A. (p. 412)

### Associate of Applied Science

- Visual Arts, Game Development Option, A.A.S. (p. 414)
- Visual Arts, Graphic Design, A.A.S. (p. 417)
- Visual Arts, Media Production Option, A.A.S. (p. 419)
- Visual Arts, Web and Interactive Design Option, A.A.S. (p. 421)

### Certificate

- Visual Arts, Game Development Option, Certificate (p. 424)
- Visual Arts, Graphic Design, Certificate (p. 425)
- Visual Arts, Photography Option, Certificate (p. 427)
- Visual Arts, Video Production Option, Certificate (p. 428)
- Visual Arts, Web and Interactive Design, Certificate (p. 429)

### Letter of Recognition

- Visual Arts, Film Analysis, Letter of Recognition (p. 430)
- Visual Arts, Painting, Letter of Recognition (p. 431)

## World Languages

### Letter of Recognition

- American Sign Language, Letter of Recognition (p. 432)

# Academic Programs Designed to Transfer

## Overview

AACC has developed a variety of programs for students who wish to plan a two-year course of study and then transfer to a four-year college. These programs emphasize particular academic or occupational areas and are recommended to students planning further college work in those areas. See the Academic Programs Designed to Transfer chart below.

### About the Transfer Studies, A.A.

Among our degrees for transfer, Anne Arundel awards a distinctive program of study called a Transfer Studies, A.A. This degree is designed to allow students to choose an interest area or a concentration, while achieving their general education requirements. Through this program's electives students have the opportunity to explore different areas of college coursework or to develop a specific course plan that will best meet their transfer goals. It also a good choice for students who are not yet sure that they want to transfer immediately. It allows students to obtain a well-rounded Associates of Arts degree. Students can use this associate's degree to pursue a career or other personal goal, but still maintain their option to transfer in the future.

<b>AMERICAN STUDIES OPTION</b>	<b>LIBERAL ARTS</b>
American Studies Option (p. 34)	Liberal Arts Option (p.327)
<b>BUSINESS ADMINISTRATION TRANSFER</b>	<b>MATHEMATICS</b>
Business Administration Transfer (p.90)	Mathematics (p. 329)
<b>COMPUTERS</b>	<b>MEDICAL</b>
Computer Information Systems Option (p.135)	Medical Technology Option (p. 62)
Computer Science Transfer (p.133)	Nursing Transfer Option (p. 332)
Game and Simulation Programming Option (p.137)	Predental Hygiene Option (p.81)
Management Information Systems Option (p.139)	Pre-Dietetics Option (p.71)
<b>EDUCATION</b>	Premedical/Predental Option (p.83)
Early Childhood Education/Early Childhood Special Ed.(p.368)	Pre-Optometry Option (p. 73)
Elementary Education/Elementary Special Ed. (p. 373)	Pre-Pharmacy Option (p. 75)
Teaching Chemistry (Secondary) (p.376)	Pre-Physical Therapy Option (p. 77)
Teaching English (Secondary) (p. 379)	Pre-Veterinary Option (p.79)
Teaching Mathematics (Secondary) (p. 382)	<b>SCIENCE</b>
Teaching Physics (Secondary) (p.385)	Astronomy Option (p.52)
Teaching Spanish (Secondary) (p. 388)	Biology Option (p.59)
<b>ENGINEERING</b>	Chemistry Option (p.54)
Engineering Transfer (p.194)	Environmental Science Option (p.61)
Electrical Engineering (p. 196)	Physics Option (p. 56)
<b>FINE ARTS OPTION</b>	Plant Science - Botany Option (p.67)
Creative Writing Option (p. 212)	Plant Science - Horticulture Option (p.69)
Dance Option (p. 344)	<b>TRANSFER STUDIES</b>
Music Option (p.346)	Transfer Studies (p.398)
Theater Arts Option (p.349)	<b>VISUAL ARTS</b>
<b>HEALTH</b>	Art History/Museum Education (p.401)
Health, Fitness and Exercise Studies (p. 217)	Film Studies (p. 410)
Public Health (p. 359)	Game Art and Design (p.412)
<b>LAW</b>	Photography (p. 403)
Law and Jurisprudence (p. 308)	Visual Arts (p. 405)
	Visual Design (Web and Graphic) (p.407)

# 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 may determine eligibility for enrollment in courses and admission to a program of study.

Anne Arundel Community College reserves the right, within the discretion of the college, 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.

## 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.

## General Admission Procedures

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

1. Submit an application 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*: submit 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 the Placement Testing for New Students website 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 Student Status). 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 the ESL website 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-ENG 116 sequence of English courses, not the ENG 111-ENG 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 advisor 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 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.

## Advanced Placement (AP) Table

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)	4	CTP 115, CTP 150	8
	3	CTP 115	4
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 1: Algebra-Based	4	PHY 111	4
Physics 2: Algebra-Based	4	PHY 112	4
Physics C: Electricity & Magnetism	4	PHY 212	4
Physics C: Mechanics	4	PHY 211	4
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 score website.

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.

## College-Level Exam Preparation (CLEP) Table

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			
<i>For exams prior to 7/1/2014</i>	50	ENG 112	3
<i>For exams on/after 7/1/2010</i>	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	CTA 100 or CTA 103	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 211	3
Social Science/History	50	Social Science elective	6
Sociology, Introductory	50	SOC 111	3
Spanish Language	50	SPA 111, SPA 112	6
Unites 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 AACC Testing website 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**  
or visit the CLEP score website

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 above provided the passing score, also noted below, has been met.

## Admission 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 advisor.

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 advisor.

### 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 advisor 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 advisor. 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-ENG 116 sequence of English courses, not the ENG 111-ENG 112 sequence.

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

Students assigned probationary (or probation) 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 above). (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-ENG 116 sequence of English courses, not the ENG 111-ENG 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.

### **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 section of this catalog. Eligible students may take regular college classes that will complement their high school schedules. Visit the Early College Access Program website for more information.

**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 advisor 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 section of this catalog.

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 the Course Descriptions section 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 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 advisor. 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: Educational Credential Evaluators (ECE) and World Education Service (WES).

- 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 (AACC TOEFL code: 5019). 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 advisor; 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 complete Transfer Eligibility form signed by the Designated School Officer (DSO) from the previous institution;
- 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 advisor.

**Students With Other Types of Visas** - Prospective students with a temporary visa status such as B or Waiver (visitors, business, 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:

	<u>Fall Term</u>	<u>Spring Term</u>
Students outside the U.S.	June 1	Nov. 1
Students changing from Nonimmigrant to F-1 Status	May 1	Oct. 1
Students with F-1 Visa transferring to AACC	July 15	Dec. 15

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.

Maryland Dream Act law provides the opportunity for some undocumented immigrants who attended high school in Maryland to be charged tuition at either the in-county or out of county rate. In order to qualify for this special tuition rate, students must provide documentation that they meet the following requirements:

1. Attended a public or nonpublic high school in Maryland for at least 3 academic years not earlier than the 2005-2006 school year and;
2. Graduated from a public or nonpublic high school in Maryland or received the equivalent of a high school diploma from the State not earlier than the 2007-2008 school year; and
3. Enrolling in Anne Arundel Community College no later than 4 years after graduating from high school or receiving a GED;
4. Provided documentation that student, or their parent or legal guardian, have filed Maryland income tax returns:
  - i. annually, while student attended a high school in Maryland; and
  - ii. annually during the period, if any, between graduation from high school and enrolling in a community college; and

- iii. will continue to submit proof of tax filings each year student is enrolled at Anne Arundel Community College;
5. File an application to become a permanent resident within 30 days after becoming eligible to do so.
6. Provide a signed affidavit attesting to become a permanent resident within 30 days of becoming eligible to do so; and
7. Registered with the Selective Service System if required to do so. *(This applies to all males 18 and older. You must submit a copy of proof of selective service registration. This can be obtained from your local post office.)*

**Additional Information** - 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. Students with B1, B2 and F2 dependents must consult with the International Student Advisor prior to registration.

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**.

## **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 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 appropriate documentation.
3. AACC may accept credit if 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 with final determination of award of credit made in conjunction with the academic departments. See the section that follows on Transfer Credit from Nontraditional Sources for more information.
4. Coursework completed at a postsecondary institution outside of the U.S., 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) and Educational Credential Evaluators (ECE).
5. If the student's cumulative grade point average from a previous institution is less than a 2.00 on a 4.00 scale, AACC will review only courses with a grade of C or better for transfer credit. Exception: If a student has less than a 2.00 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. Grades issued on a plus (+) or minus (-) scale at a previous institution are equated to AACC's letter grade scale using the grading scale provided with the official transcript from the previous institution.

### **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) are used as guidelines with final determination of award of credit made in conjunction with the academic departments. 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 the Program Pathways website. Students enrolled in Program Pathways should arrange to meet with an academic or department advisor prior to attending AACC. Questions or requests for additional information should be directed to the Program Pathways Office at **410-777-2891** or visit the website.

**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 the Proficiency Assessment website.

**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 score website.

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 on page 12.

**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 AACC Testing website 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**  
or visit the CLEP score website

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 on page 13 provided the passing score, also noted, 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, visit the International Baccalaureate website.

**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 Prior Learning website ([/www.aacc.edu/priorlearning/](http://www.aacc.edu/priorlearning/))

# Approved General Education Courses by Category

## **ARTS AND HUMANITIES**

### ***African American Studies***

AFA 214 - African American History 3 cr.  
AFA 225 - African American Literature 3 cr.  
AFA 225H - African American Literature- Honors 3 cr.  
AFA 228 - African American Art 3 cr

### ***American Studies***

AMS 100 - Introduction to American Studies 3 cr.  
AMS 102 - Introduction to Masculinity Studies 3 cr.  
AMS 111 - Business in America 3 cr.  
AMS 121 - Popular Culture in America 3 cr.  
AMS 181 - Introduction to American Film 3 cr.  
AMS 223 - History of American Architecture 3 cr.

### ***Architecture***

ACH 221 - History of World Architecture 1 3 cr.  
ACH 222 - History of World Architecture 2 3 cr.  
ACH 223 - History of American Architecture 3 cr.

### ***Art***

ART 100 - Two-Dimensional Design 3 cr.  
ART 102 - Three-Dimensional Design 3 cr.  
ART 125 - Drawing 1 3 cr.  
ART 135 - Sculpture 1: Clay Modeling and Mixed Media 3 cr.  
ART 145 - Ceramics 1 3 cr.  
ART 145H - Ceramics 1 - Honors 3 cr.  
ART 180 - Introduction to Film 3 cr.  
ART 181 - Introduction to American Film 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 3 cr.  
ART 222 - History of World Architecture 2 3 cr.  
ART 223 - History of American Architecture 3 cr.  
ART 228 - African American Art 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***

CTA 194 - Ethics and the Information Age 3 cr.  
CTA 194H - Ethics and the Information Age - Honors 3 cr.

### ***Dance***

DAN 100 - Dance History 3 cr.

### ***English***

*More English courses are listed under linguistics & 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 3 cr.  
GSS 169 - Music, Power and Gender 3 cr.  
GSS 210 - Images of Women 3 cr.

GSS 217 - Women of the Western World 3 cr.  
GSS 228 - Literature in English by Women 3 cr.  
GSS 228H - Literature in English by Women - Honors 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 3 cr.  
HIS 217 - Women of the Western World 3 cr.

**Honors**

HON 100 - Knowledge and Freedom: An Honors Seminar 3 cr.  
HON 105 - Utopia and Dystopia: An Honors Seminar 3 cr.  
HON 110 - Industrialism and Social Change: An Honors Seminar 3 cr.  
HON 120 - Science & 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 Films and Literature: An Honors Seminar 3cr.

**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 3cr

**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 3 cr.  
MUS 262 - World Music: Music as Culture 3cr

**Philosophy**

PHL 100 - Critical Thinking 3 cr.  
PHL 111 - Introduction to Philosophy 3 cr.  
PHL 141 - Introduction to Logic 3 cr.  
PHL 142 - Ethics 3 cr.  
PHL 146 - Contemporary Moral Problems 3 cr.  
PHL 151 - Modern Logic 3 cr.  
PHL 194 - Ethics and the Information Age 3 cr.  
PHL 194H - Ethics and the Information Age - Honors 3 cr.  
PHL 201 - Western Religions 3 cr.  
PHL 202 - Asian Religions 3 cr.

**Sociology**

SOC 102 - Introduction to Masculinity Studies 3 cr.

**Sophomore Literature**

ENG 211 - World Literature 1 3 cr.  
ENG 212 - World Literature 2 3 cr.  
ENG 213 - British Literature 1 3 cr.  
ENG 214 - British Literature 2 3 cr.  
ENG 215 - Early American Literature: Colonial to 1865 3 cr.  
ENG 216 - American Literature, 1865-1945: Realism to Modernism 3 cr.  
ENG 217 - Contemporary American Literature: 1945-present 3 cr.  
ENG 220 - The Bible as Literature 3 cr.  
ENG 221 - Introduction to Shakespeare 3 cr.  
ENG 222 - The American Novel 3 cr.  
ENG 223 - The British Novel 3 cr.

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

### **Theater Arts**

THA 111 - Introduction to Theater 3 cr.  
THA 132 - Acting 1 3 cr.  
THA 180 - Play Production 3 cr

### **World Languages**

ARB 111 - Elementary Arabic 1 3 cr.  
ARB 112 - Elementary Arabic 2 3 cr.  
ARB 211 - Intermediate Arabic 1 3 cr.  
CHI 111 - Elementary Chinese 1 3 cr.  
CHI 112 - Elementary Chinese 2 3 cr.  
CHI 211 - Intermediate Chinese 1 3 cr.  
FRE 111 - Elementary French 1 3 cr.  
FRE 112 - Elementary French 2 3 cr.  
FRE 211 - Intermediate French 1 3 cr.  
GER 111 - Elementary German 1 3 cr.  
GER 112 - Elementary German 2 3 cr.  
GER 211 - Intermediate German 1 3 cr.  
GRK 111 - Elementary Greek 1 3 cr.  
GRK 112 - Elementary Greek 2 3 cr.  
HEB 111 - Elementary Hebrew 1 3 cr.  
HEB 112 - Elementary Hebrew 2 3 cr.  
ITA 111 - Elementary Italian 1 3 cr.  
ITA 112 - Elementary Italian 2 3 cr.  
ITA 211 - Intermediate Italian 1 3 cr.  
JPN 111 - Elementary Japanese 1 3 cr.  
JPN 112 - Elementary Japanese 2 3 cr.  
JPN 113 - Elementary Japanese 3 3 cr.  
JPN 114 - Elementary Japanese 4 3 cr.  
LAT 111 - Elementary Latin 1 3 cr.  
LAT 112 - Elementary Latin 2 3 cr.  
PRT 111 - Elementary Portuguese 1 3 cr.  
PRT 119 - Accelerated Beginning Portuguese 3 cr.  
PRT 211 - Intermediate Portuguese 1 3 cr.  
RUS 111 - Elementary Russian 1 3 cr.  
RUS 112 - Elementary Russian 2 3 cr.  
RUS 211 - Intermediate Russian 1 3 cr.  
SPA 111 - Elementary Spanish 1 3 cr.

SPA 112 - Elementary Spanish 2 3 cr.

SPA 211 - Intermediate Spanish 1 3 cr.

## **BIOLOGICAL & PHYSICAL SCIENCES**

### ***Astronomy***

AST 105 - The Cosmic Frontier 3 cr.

AST 112 - Stars and Stellar Systems 4 cr.

AST 114 - The Solar System 4 cr.

AST 120 - Life in the Universe 3 cr.

### ***Biology***

BIO 101 - Fundamentals of Biology 4 cr.

BIO 102 - Biology for the 21st Century 3 cr.

BIO 103 - General Botany 4 cr.

BIO 105 - General Zoology 4 cr.

BIO 107 - Environmental Science 4 cr.

BIO 108 - Ecosystems and the Environment 3 cr.

BIO 113 - Introduction to Horticulture 3 cr.

BIO 135 - Principles of Nutrition 3 cr.

BIO 136 - Principles of Nutrition and Laboratory 4 cr.

BIO 152 - Biology of Aging 3 cr.

BIO 211 - Estuarine Biology 4 cr.

BIO 215 - Restoration Ecology 3 cr.

BIO 220 - Genetics 4 cr.

BIO 223 - General Microbiology 4 cr.

BIO 223H - General Microbiology - Honors 4 cr.

BIO 230 - Structure and Function of the Human Body 4 cr.

BIO 231 - Human Biology 1 4 cr.

BIO 232 - Human Biology 2 4 cr.

BIO 233 - Anatomy and Physiology 1 4 cr.

BIO 234 - Anatomy and Physiology 2 4 cr.

### ***Chemistry***

CHE 103 - World of Chemistry 3 cr.

CHE 111 - General Chemistry 1 4 cr.

CHE 111H - General Chemistry 1 - Honors 4 cr.

CHE 112 - General Chemistry 2 4 cr.

CHE 112H - General Chemistry 2 - Honors 4 cr.

CHE 113 - Fundamentals of Organic and Biochemistry 4 cr.

CHE 115 - General, Organic and Introduction to Biochemistry 4 cr.

### ***Gender and Sexuality Studies***

GSS 115 - Women and Minorities in Science 3 cr

### ***Honors***

HON 120 – Science & Human Understanding: An Honors Seminar 3 cr

### ***Physical Science***

PHS 100 - General Physical Science 4 cr.

PHS 200 - Earth and Space Science 4 cr.

PHS 109 - General Oceanography 3 cr.

PHS 111 - History of Science 3 cr.

PHS 113 - Physical Geology 4 cr.

PHS 115 - Women and Minorities in Science 3 cr.

PHS 119 - Fundamentals of Weather 4 cr

### ***Physics***

PHY 105 - How Things Work 3 cr.

PHY 111 - Fundamentals of Physics 1 4 cr.

PHY 112 - Fundamentals of Physics 2 4 cr.

PHY 120 - Sound and Light - An Interdisciplinary Approach 3 cr.

PHY 211 - General Physics 1 4 cr.

PHY 212 - General Physics 2 4 cr.

### **Computer Technology Category**

CTA 100 - Computing and Information Technology 4 cr. \*

CTA 100H - Computing and Information Technology - Honors 4 cr. \*  
CTA 103 - Theories and Applications of Digital Technology 4 cr. \*  
CTA 103H - Theories and Applications of Digital Technology - Honors 4 cr. \*  
CTP 115 - Introductory Object-Oriented Program Analysis & Design 4 cr.  
CTP 150 - Computer Science 1 4 cr.  
CTP 200 - Systems Analysis and Design 4

*\*Also meet computer competency requirements, see Computing Competency Requirement below.*

### **English Composition Category**

ENG 111 - Composition and Introduction to Literature 1 3 cr.  
ENG 112 - Composition and Introduction to Literature 2 3 cr.  
ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 cr.  
ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 cr.  
ENG 121 - Composition and Literature 3 cr.  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirement.*  
ENG 121H - Composition and Literature - Honors 3 cr.  
*Successful completion of ENG 121H fully satisfies the college English composition general education requirement*

### **Health/Fitness/Wellness Category**

#### ***Emergency Medical Technician***

EMT 104 - Emergency Medical Responder 3 cr

#### ***Gender and Sexuality Studies***

GSS 113 - Women's Health 3 cr.

#### ***Health***

HEA 100 - Assessment and Theory of Fitness and Health 3 cr.  
HEA 111 - Personal and Community Health 3 cr.  
HEA 113 - Women's Health 3 cr.  
HEA 114 - Components of Personal Fitness and Wellness 3 cr.  
HEA 115 - Personal Safety Issues 3 cr.  
HEA 116 - The Health Consumer in Today's World 3 cr.  
HEA 150 - First Aid and Safety - CPR 3 cr.

### **Interdisciplinary Studies and Emerging Issues Category**

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

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

### **Mathematics Category**

MAT 100 - The Nature of Mathematics 3 cr.  
MAT 133 - Finite Mathematics 3 cr.  
MAT 135 - Statistics 3 cr.  
MAT 141 - College Algebra and Trigonometry 1 3 cr.  
MAT 142 - College Algebra and Trigonometry 2 3 cr.  
MAT 151 - Introductory Analysis (Pre-Calculus Mathematics) 4 cr.

MAT 191 - Calculus and Analytic Geometry 1 4 cr.  
MAT 192 - Calculus and Analytic Geometry 2 4 cr.  
MAT 202 - Linear Algebra 4 cr.  
MAT 221 - Fundamental Concepts of Mathematics 1 4 cr.  
*Intended primarily for elementary education and early childhood education.*  
MAT 222 - Fundamental Concepts of Mathematics 2 4 cr.  
*Intended primarily for elementary education and early childhood education.*  
MAT 230 - Elementary Calculus (For Business & Social Sciences) 3 cr.

## **Social and Behavioral Sciences Category**

### ***African American Studies***

AFA 101 - Introduction to African American Studies 3 cr.  
AFA 214 - African American History 3 cr.

### ***American Studies***

AMS 100 - Introduction to American Studies 3 cr.  
AMS 101 - Introduction to African American Studies 3 cr.  
AMS 102 - Introduction to Masculinity Studies 3 cr.  
AMS 111 - Business in America 3 cr.  
AMS 121 - Popular Culture in America 3 cr.

### ***Anthropology***

ANT 121 - Introduction to Cultural Anthropology 3 cr.  
ANT 123 - Introduction to Archaeology 3 cr.

### ***Business***

BPA 113 - Consumer Economics and Personal Finance 3 cr.

### ***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 3 cr.  
GSS 217 - Women of the Western World 3 cr.  
GSS 218 - History of Women in America: 1607-Present 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 - United States History Since the Civil War 3 cr.  
HIS 214 - African American History 3 cr.  
HIS 217 - Women of the Western World 3 cr.  
HIS 218 - History of Women in America: 1607-Present 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 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 111H - Introduction to Psychology - Honors 3 cr.  
PSY 211 - Developmental Psychology 3 cr.  
PSY 211H - Developmental Psychology - Honors 3 cr.  
PSY 212 - Personality Psychology 3 cr.  
PSY 214 - Abnormal Psychology 3 cr.  
PSY 214H - Abnormal Psychology - Honors 3 cr.

## **Sociology**

SOC 102 - Introduction to Masculinity Studies 3 cr.  
SOC 111 - Introduction to Sociology 3 cr.  
SOC 121 - Introduction to Cultural Anthropology 3 cr.  
SOC 122 - Social Problems 3 cr.  
SOC 123 - Introduction to Archaeology 3 cr.  
SOC 150 - Introduction to Aging Studies 3 cr.  
ART 106 - Digital Design 3 cr.  
CTA 100 - Computing and Information Technology 4 cr. \*  
CTA 100H - Computing and Information Technology - Honors 4 cr. \*  
CTA 103 - Theories and Applications of Digital Technology 4 cr. \*  
CTA 103H - Theories and Applications of Digital Technology - Honors 4 cr. \*  
EGR 120 - Introduction to Engineering Design 3 cr.

*Also meet general education computer technology requirements, see Computer Technology Category above.*

### **Completing the Following Sequence Satisfies the Requirement:**

EDU 214 - Introduction to Special Education 3 cr.  
EDU 211 - Educational Psychology 3 cr. **OR**  
EDU 247 - Early Childhood: Methods and Materials 3 cr.

### **Completing the Following Sequence Satisfies the Requirement:**

RAD 111 - Radiographic Procedures 1 3 cr.  
RAD 112 - Clinical Radiography 1 5 cr.  
RAD 121 - Radiographic Procedures 2 3 cr.  
RAD 122 - Clinical Radiography 2 5 cr.  
RAD 123 - Imaging Equipment Maintenance and Operation 3 cr.  
RAD 211 - Radiographic Procedures 3 1 credit hour  
RAD 212 - Clinical Radiography 3 6 cr.  
RAD 231 - Radiographic Procedures 4 3 cr.  
RAD 232 - Clinical Radiography 4 6 cr.  
RAD 251 - Radiation Biology and Protection 3 cr.  
RAD 252 - Clinical Radiography 5 6 cr.

### **Completing the Following Sequence Satisfies the Requirement:**

NUR 131 - Maternal, Newborn Nursing and Women's Health 4 cr.  
NUR 220 - Nursing of Adult Clients in Health and Illness 2 5 cr.  
NUR 221 - Nursing Care of Children and Families 4 cr.  
NUR 230 - Nursing Management of Clients with Complex Health  
Problems and Transition into Nursing 9 cr.  
NUR 231 - Nursing Perspectives 2 1 cr.

### **Completing the Following Sequence Satisfies the Requirement:**

PTA 101 - Introduction to Physical Therapist Assistant 3 cr.  
PTA 102 - Physical Therapist Assistant 1 6 cr.  
PTA 104 - Physical Therapist Assistant 2 6 cr.  
PTA 105 - Clinical Practice 1 2 cr.  
PTA 106 - Kinesiology 6 cr.  
PTA 201 - Physical Therapist Assistant 3 4 cr.  
PTA 202 - Physical Therapist Assistant 4 4 cr.  
PTA 203 - Clinical Practice 2 4 cr.  
PTA 204 - Physical Therapist Assistant 5 3 cr.  
PTA 205 - Current Issues & Trends Affecting the Physical Therapist Assistant 1 cr



PTA 206 - Clinical Practice 3 4 cr.

PTA 207 - Clinical Practice 4 4 cr.

### **Diversity Courses**

AFA 101 - Introduction to African American Studies 3 cr.

AFA 102 - Psychology of African Americans 3 cr.

AFA 214 - African American History 3 cr.

AFA 225 - African American Literature 3 cr.

AFA 225H - African American Literature -Honors 3 cr.

AFA 228 - African American Art 3 cr.

AMS 101 - Introduction to African American Studies 3 cr.

AMS 102 - Introduction to Masculinity Studies 3 cr.

AMS 211 - Gender and Mass Media in the United States 3 cr.

AMS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies 3 cr.

AMS 225 - Cultural Representations of Disability, Gender and Sexuality in the U.S. 3 cr.

ART 220 - History of Modern Art 3 cr.

ART 227 - Asian Art 3 cr.

ART 228 - African American Art 3 cr.

ART 229 - Art of Traditional and Tribal Cultures 3 cr.

ASL 120 - Introduction to the American Deaf Community 3 cr.

BPA 105 - Exploring the Future 3 cr.

BPA 173 - Managing and Valuing Workforce Diversity 3 cr.

BPA 174 - Women and Business 3 cr.

CJS 229 - Women, Crime and Prison 3 cr.

CJS 271 - Civil Rights Law 3 cr.

COM 200 - Intercultural Communication 3 cr.

ECO 116 - Inside the Global Economy 3 cr.

EDU 214 - Introduction to Special Education 3 cr.

ENG 225 - African American Literature 3 cr.

ENG 226 - Ethnic American Literature 3 cr.

ENG 228 - Literature in English by Women 3 cr.

FTR 105 - Exploring the Future 3 cr.

GSS 101 - Introduction to Women's Studies 3 cr.

GSS 102 - Introduction to Masculinity Studies 3 cr.

GSS 113 - Women's Health 3 cr.

GSS 115 - Women and Minorities in Science 3 cr.

GSS 169 - Music, Power and Gender 3 cr.

GSS 174 - Women and Business 3 cr.

GSS 210 - Images of Women 3 cr.

GSS 211 - Gender and Mass Media in the United States 3 cr.

GSS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies 3 cr.

GSS 216 - Human Sexuality 3 cr.

GSS 217 - Women of the Western World 3 cr.

GSS 218 - History of Women in America: 1607-Present 3 cr.

GSS 221 - Psychology of Men 3 cr.

GSS 222 - Psychology of Women 3 cr.

GSS 223 - Philosophy and Gender 3 cr.

GSS 225 - Cultural Representations of Disability, Gender and Sexuality in the U.S. 3 cr.

GSS 228 - Literature in English by Women 3 cr.

GSS 228H - Literature in English by Women - Honors 3 cr.

GSS 229 - Women, Crime and Prison 3 cr.

GSS 270 - Gender and the Law 3 cr.

HEA 113 - Women's Health 3 cr.

HIS 214 - African American History 3 cr.

HIS 215 - Civil Rights Era 3 cr.

HIS 217 - Women of the Western World 3 cr.

HIS 218 - History of Women in America: 1607-Present 3 cr.

HIS 261 - History of the Middle East 3 cr.

HLS 261 - History of the Middle East 3 cr.

HRM 232 - World Culture and Cuisine 3 cr.

HUM 210 - Images of Women 3 cr.

HUS 101 - Human Service and Addiction Counseling Ethics in Practice 3 cr.

HUS 150 - Introduction to Aging Studies 3 cr.

LGS 270 - Gender and the Law 3 cr.  
 LGS 271 - Civil Rights Law 3 cr.  
 MUS 169 - Music, Power and Gender 3 cr.  
 MUS 262 - World Music: Music as Culture 3 cr.  
 PHL 146 - Contemporary Moral Problems 3 cr.  
 PHL 223 - Philosophy and Gender 3 cr.  
 PHS 115 - Women and Minorities in Science 3 cr.  
 PSY 102 - Psychology of African Americans 3 cr.  
 PSY 105 - Exploring the Future 3 cr.  
 PSY 211 - Developmental Psychology 3 cr.  
 PSY 211H - Developmental Psychology - Honors 3 cr.  
 PSY 214 - Abnormal Psychology 3 cr.  
 PSY 214H - Abnormal Psychology - Honors 3 cr.  
 PSY 216 - Human Sexuality 3 cr.  
 PSY 221 - Psychology of Men 3 cr.  
 PSY 222 - Psychology of Women 3 cr.  
 PSY 224 - Multicultural Psychology 3 cr.  
 SOC 102 - Introduction to Masculinity Studies 3 cr.  
 SOC 105 - Exploring the Future 3 cr.  
 SOC 111 - Introduction to Sociology 3 cr.  
 SOC 150 - Introduction to Aging Studies 3 cr.  
 SOC 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies 3 cr.  
 SOC 225 - Cultural Representations of Disability, Gender and Sexuality in the U.S..3 cr.

### **Program Diversity Sequences**

#### ***Completing the Following Sequence Satisfies the Requirement:***

EMT 140 - Paramedic 1 13 cr.  
 EMT 142 - Paramedic 2 13 cr.  
 EMT 236 - Paramedic 3 12 cr

#### ***Completing the Following Sequence Satisfies the Requirement:***

PTA 101 - Introduction to Physical Therapist Assistant 3 cr.  
 PTA 102 - Physical Therapist Assistant 1 6 cr.  
 PTA 104 - Physical Therapist Assistant 2 6 cr.  
 PTA 105 - Clinical Practice 1 2 cr.  
 PTA 201 - Physical Therapist Assistant 3 4 cr.  
 PTA 202 - Physical Therapist Assistant 4 4 cr.  
 PTA 203 - Clinical Practice 2 4 cr.  
 PTA 204 - Physical Therapist Assistant 5 3 cr.  
 PTA 205 - Current Issues and Trends Affecting the Physical Therapist Assistant 1 credit hour  
 PTA 206 - Clinical Practice 3 4 cr.  
 PTA 207 - Clinical Practice 4 4 cr

### **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; and 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; or (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.

### **Computing and Information Technology (Computer Competency) Requirement**

*All students in associate degree programs must demonstrate competence in computing and information technology (a computer competency requirement). Anne Arundel Community College defines a student who is competent in computing and information*

technology as one who can:

(1) demonstrate a working knowledge of computer hardware and an appropriate operating environment to generate, store, retrieve, transfer and manipulate data; and (2) use the computer as a tool to solve problems and produce information appropriate to coursework.

A student may satisfy this requirement in one of the following ways: (1) complete a course or sequence of courses from the list of approved computer 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. Regardless of how the computer competency requirement is met, students must complete the number of credits required by their degree program. Consult an Academic Advisor, as needed, to ensure proper progress toward degree completion and to discuss computer technology, computer competency and other degree program required courses.

### **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.)*

## ACADEMIC PROGRAMS

### African American Studies, American Studies, Anthropology, Futures, Geography, and Sociology

#### Arts and Sciences Transfer, Arts and Humanities, American Studies Option, A.A.

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

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

<http://www.aacc.edu/transfer/americanstudies.cfm>

**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 multidisciplinary 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).

### General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 6 credits

Choose one 3-credit class from the following:

- AMS 181 - Introduction to American Film *3 credit hours* **OR**
- ART 181 - Introduction to American Film *3 credit hours*
  
- ART 219 - History of American Art *3 credit hours*
  
- AMS 211 - Gender and Mass Media in the United States *3 credit hours* **OR**
- GSS 211 - Gender and Mass Media in the United States *3 credit hours*
  
- AMS 223 - History of American Architecture *3 credit hours* **OR**
- ART 223 - History of American Architecture *3 credit hours*  
**OR**
- ACH 223 - History of American Architecture *3 credit hours*
  
- ART 228 - African American Art *3 credit hours*

- HUM 151 - American Folk Arts 3 credit hours

**Choose one 3-credit American literature course from the following:**

- ENG 215 - Early American Literature: Colonial to 1865 3 credit hours
- ENG 216 - American Literature, 1865-1945: Realism to Modernism 3 credit hours
- ENG 217 - Contemporary American Literature: 1945-present 3 credit hours
- ENG 222 - The American Novel 3 credit hours
- ENG 226 - Ethnic American Literature 3 credit hours

**Biological and Physical Sciences: 7-8 credits**

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

**Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits**

*See General Education Requirements for a list of approved courses. CTA 100 or CTA 103 recommended.*

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

**Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

**Mathematics: 3-4 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

**Social and Behavioral Sciences: 6 credits**

- PLS 111 - American Government 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

**Program Requirements: 23-29 credits**

- AMS 100 - Introduction to American Studies 3 credit hours
- AMS 121 - Popular Culture in America 3 credit hours
- GEO 103 - Cultural Geography 3 credit hours **OR**
- GEO 105 - Geography of the United States 3 credit hours
- HIS 211 - History of the United States 1 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
- Electives (with approval of department chair) 5-11 credit hours

*No more than 3 credits of physical activity courses may be used as electives.*

**Choose one American Literature course other than the chosen general education course from the following: 3 credits**

- ENG 215 - Early American Literature: Colonial to 1865 3 credit hours
- ENG 216 - American Literature, 1865-1945: Realism to Modernism 3 credit hours
- ENG 217 - Contemporary American Literature: 1945-present 3 credit hours
- ENG 222 - The American Novel 3 credit hours
- ENG 226 - Ethnic American Literature 3 credit hours

**Additional Requirements**

**Computer Competency Requirement**

*See General Education Computing Competency Requirement for a list of approved courses.*

**Diversity Requirement**

*General education requirement SOC 111 meets this requirement.*

**Related Educational Opportunities**

**Continuing Education and Workforce Development Offerings**

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.

**Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

# Architecture and Interior Design

## Architecture and Interior Design, Architecture Option, A.A.S.

Note: This academic program is under review and may experience some changes during the 2016-2017 catalog year. Visit the online catalog to view the current academic program: [catalog.aacc.edu](http://catalog.aacc.edu)

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

**Total credit hours:** 60

[www.aacc.edu/architecture](http://www.aacc.edu/architecture)

**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)

## General Education Requirements

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours* \*  
*Successful completion of ENG 121 fully satisfies the college English Composition General Education Requirements.*

### Arts and Humanities: 3-6 credits

*This 3-6-credit Arts and Humanities General Education Requirement is satisfied by ACH 221 and/or ACH 222. Students completing ENG 121 are required to meet a 6-credit Arts and Humanities General Education Requirement. To do this, these students must complete both ACH 221 and ACH 222.*

### Biological and Physical Sciences: 3 credits

*Recommend PHY 111 for Architecture and Construction Management students who are transferring, PHY 120 for Interior Design Students, and BIO 113 for Landscape students. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours

## Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 credit hours

## Program Requirements: 41-44 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation 3 credit hours
- ACH 112 - Graphic Communication 2: Design and Representation 3 credit hours  
*ACH 111 and ACH 121 are corequisites.*
- ACH 121 - Construction Technology 1 3 credit hours
- ACH 122 - Construction Technology 2 3 credit hours
- ACH 211 - Architectural Studio 1: Form, Space and Order 4 credit hours
- ACH 212 - Architectural Studio 2: Design and Synthesis 4 credit hours
- ACH 221 - History of World Architecture 1 3 credit hours  
*Satisfies 3 credits of the 3-6 credit Arts and Humanities General Education Requirements.*
- ACH 222 - History of World Architecture 2 3 credit hours  
*Satisfies 3 credits of the 3-6 credit Arts and Humanities General Education Requirements.*
- ACH 231 - Professional Practices in Architecture 3 credit hours
- ACH 240 - Construction Documentation 3 credit hours
- ACH 242 - Environmental Systems for Design 3 credit hours
- ACH 245 - Digital Technologies 1 3 credit hours
- ACH Elective 0-3 credit hours  
*\*for those who complete ENG 121.*

## CAD elective (computer-aided design): 3 credits

The CAD 3-credit elective is a program required course in this degree. Choose from:

- ACH 255 - Digital Technologies 2 3 credit hours
- ACH 265 - Digital Studio 3 credit hours
- ACH 270 - Building Information Modeling 3 credit hours
- ACH 271 - Advanced Building Information Modeling 3 credit hours
- ART 154 - 3D Computer Graphics 3 credit hours
- ENT 242 - Advanced Computer-Aided Drafting and Design 3 credit hours

## Additional Requirements

### Computer Competency Requirement

*General education requirement CTA 100 and CTA 103 meets this requirement.*

### Diversity Requirement

*General education requirement SOC 111 meets this requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Design a volumetric space or three-dimensional object.
- Present visually and orally.
- Assemble building materials and systems.
- Simulate the architectural design and construction process.
- Use appropriate technology.
- Follow regulatory requirements.
- Address environmental, health and welfare issues.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.



## Architecture and Interior Design, Construction Management Option, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/architecture**

**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 Career Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

## General Education Requirements: 22 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours* \*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*

### Biological and Physical Sciences: 3 credits

*Recommend PHY 111 - Fundamentals of Physics 1 for those students transferring. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*

### Social and Behavioral Sciences: 3-6 credits

- SOC 111 - Introduction to Sociology *3 credit hours*
- \*ECO 116 (For those who are completing ENG 121) *3 credit hours*

## Program Requirements: 41 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 121 - Construction Technology 1 *3 credit hours*
- ACH 122 - Construction Technology 2 *3 credit hours*
- ACH 216 - Construction Management *4 credit hours*
- ACH 218 - Construction Operations *4 credit hours*



- ACH 219 - Construction Contract Administration 3 *credit hours*
- ACH 230 - Cost Estimating for Construction 3 *credit hours*
- ACH 242 - Environmental Systems for Design 3 *credit hours*
- ACH 245 - Digital Technologies 1 3 *credit hours*
- BPA 142 - Principles of Management 3 *credit hours*
- BPA 162 - Business Communications 3 *credit hours*
- BPA 253 - Business Law 1 3 *credit hours*

## Additional Requirements

### Computer Competency Requirement

*CTA 100 and CTA 103 meets this requirement.*

### Diversity Requirement

*General education requirement SOC 111 meets this requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Related Anne Arundel Community College Certificates

Architecture and Interior Design, Construction Management Option, Certificate

## Program Outcomes

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

- Interpret single and multi-view drawings.
- Present visually and orally.
- Assemble building materials and/or systems.
- Simulate the construction process.
- Use appropriate technology.
- Follow building codes and regulations.
- Address environmental, health, safety and welfare issues.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Architecture and Interior Design, Interior Design Option, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/architecture**

**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. 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 Career Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

## General Education Requirements: 22 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
  - OR**
  - ENG 121 - Composition and Literature 3 *credit hours* \*
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3-6 credits

- ART 125 - Drawing 1 3 *credit hours*
- \*COM 111 or ENG 200 for those who are completing ENG 121

### Biological and Physical Sciences: 3 credits

*Recommend PHY 120 - Sound and Light - An Interdisciplinary Approach. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 *credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology 4 *credit hours*

### Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 *credit hours*

## Program Requirements: 38 credits

- ACH 100 - Introduction to Interior Design *1 credit hour*
- ACH 104 - Materials and Methods for Interior Design 1 *3 credit hours*
- ACH 105 - Textiles and Textile Applications *3 credit hours*
- ACH 106 - Residential Design Studio *3 credit hours*
- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- ACH 121 - Construction Technology 1 *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 112 - Graphic Communication 2: Design and Representation *3 credit hours*
- ACH 201 - History of Interior Design *3 credit hours*
- ACH 202 - Space Planning *3 credit hours*
- ACH 203 - Commercial Design Studio *4 credit hours*
- ACH 204 - Interior Construction Detailing *3 credit hours*
- ACH 242 - Environmental Systems for Design *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*

## Additional Requirements

### Computer Competency Requirement

*General education requirement CTA 100 or CTA 103 meets this requirement.*

### Diversity Requirement

*General education requirement SOC 111 meets this requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development.

### 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 Anne Arundel Community College Certificates

Architecture and Interior Design, Advanced Interior Design Option, Certificate  
Architecture and Interior Design, Interior Design, Certificate

## Program Outcomes

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

- Design an interior space.
- Apply stylistic elements to period design.
- Utilize interior elements of design to respond to specific programmatic criteria.
- Present visually and orally.
- Assemble interior materials and/or systems.
- Simulate the interior design process.
- Use appropriate technology.
- Follow regulatory requirements.
- Address environmental, health and welfare issues.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Architecture and Interior Design, Landscape Design, A.A.S.

*Change of program name from Architecture and Interior Design, Landscape Architecture to Architecture and Interior Design, Landscape Design is pending approval of Maryland Higher Education Commission.*

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

**Total Credit Hours:** 60 Credit hours

**www.aacc.edu/architecture**

**Purpose:** The option serves as an introduction to Landscape Architecture while developing essential workforce skills for use in the profession. The program focuses on the creation of the outdoor environments using a design process that incorporates aspects of ecological systems and human behavioral design strategies. Diverse landscape typologies are explored to acquire analytical skills inclusive of environmental, socio-political, health and safety, and sustainable influences. An emphasis on the utilization of technical design skills, methods of construction, and industry technologies is implemented to construct oral, written and visual presentations Integral to the Landscape Architecture Profession.

*Range of Occupations*

- Landscape Design Intern
- Landscape Design CAD operator
- Site Surveyor
- Map Developer
- Garden and Nursery Assistant
- Sustainability Officer
- Sustainability Specialist
- Water Resource Specialist

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

## General Education Requirements: 25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours \*
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3-6 credits

- ACH 221 - History of World Architecture 1 3 credit hours **OR**
  - ACH 222 - History of World Architecture 2 3 credit hours
- \*Students who take ENG 121 must take both ACH 221 and ACH 222.*

### Biological and Physical Sciences: 3 credits

- BIO 113 - Introduction to Horticulture 3 credit hours

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 credit hours **OR**
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours

### Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 credit hours

### Program Requirements: 35 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation 3 credit hours

*ACH 111 and ACH 121 are corequisites.*

- ACH 121 - Construction Technology 1 *3 credit hours*
- ACH 112 - Graphic Communication 2: Design and Representation *3 credit hours*
- ACH 242 - Environmental Systems for Design *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*
- ACH 115 - Introduction to Landscape Architecture *4 credit hours*
- ACH 116 - Landscape Architecture: System and Design *4 credit hours*
- ACH 113 - Analysis of the Built Environment *3 credit hours*
- ACH 114 - History of Contemporary Landscape Design *3 credit hours*
- ACH 117 - Landscape Architecture: Plant Identification *3 credit hours*
- ACH 118 - Landscape Architecture: Materials of Construction *3 credit hours*

## **Additional Requirements**

### **Computer Competency Requirement**

*General education requirement CTA 100 or CTA 103 meets this requirement.*

### **Diversity Requirement**

*General educational requirement SOC 111 meets this requirement.*

### **Fast Track Option**

*This program has a Fast Track Option for those holding a college degree.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Program Outcomes**

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

- Define and apply a design process for solving design problems.
- Demonstrate analytical skills inclusive of environmental, socio-political, health and safety, and sustainable influences and relationships.
- Utilize technical skills, methods, and technologies common to the Landscape Architecture Profession.
- Construct oral, written and visual communications common to the Landscape Architecture Profession.
- Express Landscape Architecture as a profession with regards to practices, values and ethics.
- Recognize and utilize Landscape Architecture Historical precedents, theory and research.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Architecture and Interior Design, Advanced Interior Design Option, Certificate

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

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

**www.aacc.edu/architecture**

**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 nonstructural 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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 33-34 credits

- ACH 202 - Space Planning *3 credit hours*
- ACH 205 - Advanced Residential Studio *4 credit hours*
- ACH 206 - Kitchen and Bath Design *4 credit hours*
- ACH 207 - Portfolio and Visual Presentation for Interior Design *3 credit hours*
- ACH 208 - History of Ornament, Textiles and Color *3 credit hours*
- ACH 209 - Lighting for Interior Design *3 credit hours*
- ACH 213 - Sustainable Interiors *3 credit hours*
- ACH 214 - Professional Practices in Interior Design *3 credit hours*

### Option (Advanced Interior Design or Kitchen and Bath): 7-8 credits

#### Advanced Interior Design option courses:

- ACH 210 - Advanced Commercial Studio *4 credit hours*
- ACH 215 - Interior Design Standards *3 credit hours*

#### Kitchen and Bath option courses:

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

## 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.

## Continuing Education and Workforce Development Offerings

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.

### Program Outcomes

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

- Assemble interior design materials and/or systems.
- Use appropriate technology.
- Follow building codes.
- Address environmental, health safety and welfare issues.
- Present visually and orally.
- Apply legal and professional requirements to interior design.
- Simulate the interior design and installation process.

## Architecture and Interior Design, Architectural CAD, Certificate

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

**Total Credit Hours:** 28 credit hours.

**www.aacc.edu/architecture**

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 28 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*  
*ACH 111 and ACH 121 are co-requisites*
- ACH 121 - Construction Technology 1 *3 credit hours*  
*ACH 111 and ACH 121 are co-requisites*
  
- ACH 104 - Materials and Methods for Interior Design 1 *3 credit hours* **OR**
- ACH 122 - Construction Technology 2 *3 credit hours*
  
- ACH 240 - Construction Documentation *3 credit hours* **OR**
- ACH 204 - Interior Construction Detailing *3 credit hours*
  
- ACH 245 - Digital Technologies 1 *3 credit hours*
  
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### Electives (CAD): 9 credits

Choose from

- ACH 255 - Digital Technologies 2 *3 credit hours*
- ACH 265 - Digital Studio *3 credit hours*
- ACH 270 - Building Information Modeling *3 credit hours*
- ACH 271 - Advanced Building Information Modeling *3 credit hours*
- ART 154 - 3D Computer Graphics *3 credit hours*
- ENT 242 - Advanced Computer-Aided Drafting and Design *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Architecture and Interior Design, Architectural Illustration Option, Certificate

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

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

[www.aacc.edu/architecture](http://www.aacc.edu/architecture)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 30 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- ACH 112 - Graphic Communication 2: Design and Representation *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 121 - Construction Technology 1 *3 credit hours*
- ACH 122 - Construction Technology 2 *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 211 - Architectural Studio 1: Form, Space and Order *4 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*
- ART 103 - Color *3 credit hours*
- ART 125 - Drawing 1 *3 credit hours*
  
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

# Architecture and Interior Design, Construction Management Entrepreneurship, Certificate

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

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

**www.aacc.edu/architecture**

**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 closeout 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 Career Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

## **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 35 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 121 - Construction Technology 1 *3 credit hours*
- ACH 122 - Construction Technology 2 *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 216 - Construction Management *4 credit hours*
- ACH 218 - Construction Operations *4 credit hours*
- ACH 230 - Cost Estimating for Construction *3 credit hours*
- ESI 103 - Introduction to Entrepreneurship *3 credit hours*
- ESI 104 - Entrepreneurship: Sales and Marketing for Small Business *3 credit hours*
- ESI 217 - Small Business Accounting *3 credit hours*
- ESI 250 - Legal Issues for Business *3 credit hours*
- ESI 270 - Entrepreneurship: New Venture Planning *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Architecture and Interior Design, Construction Management Option, Certificate

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

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

[www.aacc.edu/architecture](http://www.aacc.edu/architecture)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 36 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 121 - Construction Technology 1 *3 credit hours*
- ACH 122 - Construction Technology 2 *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 216 - Construction Management *4 credit hours*
- ACH 218 - Construction Operations *4 credit hours*
- ACH 219 - Construction Contract Administration *3 credit hours*
- ACH 230 - Cost Estimating for Construction *3 credit hours*
- ACH 242 - Environmental Systems for Design *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
  
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

## Related Educational Opportunities

### 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.

## Architecture and Interior Design, Interior Design, Certificate

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

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

**www.aacc.edu/architecture**

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 36 credits

- ACH 100 - Introduction to Interior Design *1 credit hour*
- ACH 104 - Materials and Methods for Interior Design *1 3 credit hours*
- ACH 105 - Textiles and Textile Applications *3 credit hours*
- ACH 106 - Residential Design Studio *3 credit hours*
- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 121 - Construction Technology 1 *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 201 - History of Interior Design *3 credit hours*
- ACH 202 - Space Planning *3 credit hours*
- ACH 203 - Commercial Design Studio *4 credit hours*
- ACH 204 - Interior Construction Detailing *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*
  
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Architecture and Interior Design, Landscape Design, Certificate

*Change of program name from Architecture and Interior Design, Landscape Architecture Option Certificate to Architecture and Interior Design, Landscape Design Certificate is pending approval of Maryland Higher Education Commission.*

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

**Total Credit Hours:** 26 credit hours.

**www.aacc.edu/architecture**

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 26 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 112 - Graphic Communication 2: Design and Representation *3 credit hours*
- ACH 113 - Analysis of the Built Environment *3 credit hours*
  
- ACH 115 - Introduction to Landscape Architecture *4 credit hours* **OR**
- ACH 116 - Landscape Architecture: System and Design *4 credit hours*
  
- ACH 121 - Construction Technology 1 *3 credit hours*  
*ACH 111 and ACH 121 are corequisites.*
- ACH 245 - Digital Technologies 1 *3 credit hours*
- BIO 113 - Introduction to Horticulture *3 credit hours*
  
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

## Program Outcomes

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

- Present visually and orally.
- Assemble materials and systems.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Chemistry, Physical Science, Physics, and Sustainable Energy Systems

## Arts and Sciences Transfer, Science and Premedical Professional, Astronomy Option A.S.

**Award:** Associate of Arts degree, A.S. (code AS.SPM.AST)

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

<http://www.aacc.edu/science/astronomy.cfm>

**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).

## General Education Requirements: 34-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

*See General Education Arts and Humanities Requirements for a list of approved courses. Must select two different disciplines.*

### Biological and Physical Sciences: 8 credits

- AST 112 - Stars and Stellar Systems *4 credit hours* **OR**
- AST 114 - The Solar System *4 credit hours*  
**AND**
- PHY 211 - General Physics 1 *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-26 credits

- MAT 201 - Calculus and Analytic Geometry 3 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*
- PHY 213 - General Physics 3 *4 credit hours*
- Electives (consult with an advisor) *7-10 credit hours*  
*Must be used to satisfy the computer competency requirement if it has not been demonstrated otherwise. Other recommended courses include other AST courses.*

*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Chemistry Option, A.S.

**Code:** AS.SPM.CHEM

**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.

**Program Website:** <https://www.aacc.edu/science/chemistry.cfm>

### 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).

## General Education Requirements: 34-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

*Must select two different disciplines from the General Education Arts and Humanities Requirements list.*

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-26 credits

- CHE 213 - Organic Chemistry 1 *4 credit hours*
- CHE 214 - Organic Chemistry 2 *4 credit hours*
- PHY 211 - General Physics 1 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*
- Electives (consult with an adviser) *7-10 credit hours*  
*Must be used to satisfy the computer competency requirement if it has not been demonstrated otherwise. Other recommended courses include BIO 101 and PHY 213.*  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### 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 or the science or humanities elective. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Physics Option, A.S.

**Code:** AS.SPM.PHYS

**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.

**Program Website:** <https://www.aacc.edu/science/physics.cfm>

### 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).

## General Education Requirements: 34-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

*Must select two different disciplines. See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-26 credits

- MAT 201 - Calculus and Analytic Geometry 3 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours* **OR**
- MAT 212 - Differential Equations *4 credit hours*
- PHY 211 - General Physics 1 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*
- PHY 213 - General Physics 3 *4 credit hours*
- Electives (consult with an adviser) *3-6 credit hours*  
*Must be used to satisfy the computer competency requirement if it has not been demonstrated otherwise. Other recommended courses include MAT 202 or MAT 212.*  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

## **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

## **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Alternative and Sustainable Energy Systems, Certificate

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

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

**www.aacc.edu/science**

**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).

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 16 credits

- SES 100 - Green Strings: Tying Energy Efficiency and Energy Sustainability Together *1 credit hour*
- SES 101 - Introduction to Conventional and Alternative Energy Sources *3 credit hours*
- SES 200 - Residential Energy Systems 1: The Electrical System *4 credit hours*
- SES 201 - Residential Energy Systems 2: Heating and Cooling Systems *4 credit hours*
- SES 250 - RESNET Energy Rater Certification Training *4 credit hours*  
*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.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

# Biology and Environmental Center

## Arts and Sciences Transfer, Science and Premedical Professional, Biology Option, A.S.

**Code:** AS.SPM.BIOL

**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.

**Program Website:** <https://www.aacc.edu/science/biology.cfm>

### 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).

## General Education Requirements: 38-41 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
- OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*
  
- Sophomore literature 3 *credit hours*  
See General Education Sophomore Literature for choices

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 *credit hours*
- AND**
- BIO 103 - General Botany 4 *credit hours*
- OR**
- BIO 105 - General Zoology 4 *credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 151 - Introductory Analysis (Pre-Calculus Mathematics) 4 *credit hours*  
*MAT 141 and MAT 142 may be substituted for MAT 151.*
- OR**
- MAT 191 - Calculus and Analytic Geometry 1 4 *credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 4 *credit hours* **OR**
- MAT 192 - Calculus and Analytic Geometry 2 if MAT 191 is taken above.

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 19-22 credits

- BIO 220 - Genetics 4 *credit hours* **OR**

- BIO 221 - Fundamentals of Molecular Biology 4 credit hours
- CHE 111 - General Chemistry 1 4 credit hours
- CHE 112 - General Chemistry 2 4 credit hours
- CHE 213 - Organic Chemistry 1 4 credit hours **AND**
- CHE 214 - Organic Chemistry 2 4 credit hours  
**OR**
- PHY 211 - General Physics 1 4 credit hours **AND**
- PHY 212 - General Physics 2 4 credit hours  
*PHY 111-PHY 112 may be substituted for PHY 211-PHY 212.*
- Electives (consult with an advisor) 3-6 credit hours  
*One of the electives must be chosen to satisfy the Computer Competency Requirement. See General Education Computing Competency Requirement for a list of approved courses.  
No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*See General Education Diversity Requirement for a list of approved courses. Students may satisfy the diversity requirement simultaneously as they satisfy the sophomore literature, social and behavioral sciences or health/fitness/wellness general education requirements. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Core Competencies

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Environmental Science Option, A.S.

**Code:** AS.SPM.ENVI

**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.

**Program Website:** <https://www.aacc.edu/science>

### **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).

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
- Sophomore Literature general education course *3 credit hours*

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology *4 credit hours*
- BIO 103 - General Botany *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 135 - Statistics *3 credit hours*

### Social and Behavioral Sciences: 6 credits

- GEO 100 - Introduction to Geography *3 credit hours*
- PLS 113 - State and Local Government *3 credit hours*

### Program Requirements: 24-27 credits

- BIO 105 - General Zoology *4 credit hours*
- BIO 107 - Environmental Science *4 credit hours*
- BIO 210 - Ecological Principles and Environmental Assessment *4 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*
- CHE 111 - General Chemistry 1 *4 credit hours* **AND**
- CHE 112 - General Chemistry 2 *4 credit hours*
- Electives (consult with an advisor) *1-4 credit hours*

*MAT 141 - College Algebra and Trigonometry 1 or more advanced level mathematics course if qualified is strongly recommended as an elective.*

*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement 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 health/fitness/wellness general education requirement. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.



## Arts and Sciences Transfer, Science and Premedical Professional, Medical Technology Option, A.S.

**Code:** AS.SPM.MED-TECH

**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.

*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.*

### 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).

## General Education Requirements: 32-35 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
  
- Sophomore Literature general education course 3 credit hours

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
- BIO 223 - General Microbiology 4 credit hours

### Computer Technology, Interdisciplinary Studies or Mathematics: 3 credits

- MAT 135 - Statistics 3 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 25-28 credits

- BIO 233 - Anatomy and Physiology 1 4 credit hours
- BIO 234 - Anatomy and Physiology 2 4 credit hours
- CHE 111 - General Chemistry 1 4 credit hours
- CHE 112 - General Chemistry 2 4 credit hours
- CHE 213 - Organic Chemistry 1 4 credit hours
- Electives (consult with an advisor) 5-8 credit hours

One of the electives must be chosen to satisfy the Computer Competency Requirement. *See General Education Computing Competency Requirement for a list of approved courses.*

CHE 214 - Organic Chemistry 2 is a strongly recommended elective.

*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Nursing Option (Pre-Baccalaureate), A.S.

**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

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

## Degree/Graduation Requirements

### Degree 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.

### General Education Requirements: 35-38 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 6 credits

*Must select two different disciplines. See General Education Arts and Humanities Requirements for a list of approved courses.*

*For students intending to transfer to the University of Maryland Baltimore, humanities courses must be selected from 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.*

#### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
- BIO 233 - Anatomy and Physiology 1 4 credit hours

#### Computer Technology, Interdisciplinary Studies or Mathematics: 3 credits

- MAT 135 - Statistics 3 credit hours

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

#### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours **OR**
- MAT 133 - Finite Mathematics 3 credit hours

#### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

#### Program Requirements: 22-25 credits

- BIO 135 - Principles of Nutrition 3 credit hours
- BIO 223 - General Microbiology 4 credit hours
- BIO 234 - Anatomy and Physiology 2 4 credit hours
  
- CHE 111 - General Chemistry 1 4 credit hours **OR**

- CHE 115 - General, Organic and Introduction to Biochemistry 4 credit hours  
*Students transferring to the University of Maryland Baltimore should take CHE 115. 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.*
- PSY 211 - Developmental Psychology 3 credit hours
- Electives (consult with an advisor) 7-10 credit hours  
*One of the electives must be chosen to satisfy the General Education Computing Competency Requirement. No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings & RN Program

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.

Students seeking entry to Anne Arundel Community College's Nursing (RN) program should refer to the registered nurse program in this catalog.

## Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Core Competencies

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Plant Science - Botany Option, A.S.

**Code:** AS.SPM.PS-BOT

**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.

**Program Website:**

<https://www.aacc.edu/science>

### **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).

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
  
- Sophomore literature *3 credit hours*  
See General Education Sophomore Literature for choices

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology *4 credit hours*
- BIO 103 - General Botany *4 credit hours*

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*  
*If appropriate, a different CTA course that meets the computing and information technology competency requirement may be selected. Students should consult an adviser and the transfer institution before enrolling.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 24-27 credits

- BIO 201 - Plant Taxonomy *4 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*
- BIO 221 - Fundamentals of Molecular Biology *4 credit hours*
- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*
- MAT 135 - Statistics *3 credit hours*

*Higher level general education mathematics courses 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.*

## **Electives (science) 2-5 credits**

*The following are highly recommended.*

- BIO 107 - Environmental Science 4 credit hours
- BIO 210 - Ecological Principles and Environmental Assessment 4 credit hours
- BIO 220 - Genetics 4 credit hours
- BIO 223 - General Microbiology 4 credit hours

*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement 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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Plant Science - Horticulture Option, A.S.

**Code:** AS.SPM.PS-HORT

**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.

**Program Website:**

<https://www.aacc.edu/science>

**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).

### General Education Requirements: 32-35 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*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 they complete a minimum of 60 credits. These credit hours should be chosen with the approval of the program coordinator.*

#### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
  
- Sophomore literature *3 credit hours*  
See General Education Sophomore Literature for choices

#### Biological and Physical Sciences: 7 credits

- BIO 113 - Introduction to Horticulture *3 credit hours*
- CHE 111 - General Chemistry 1 *4 credit hours*

#### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours*

#### Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness Requirements for a list of approved courses.

#### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*  
*A higher level general education mathematics course selected from the General Education Mathematics Requirements list may be substituted for MAT 141. Students should check the mathematics requirements of the transfer institution before selecting a course.*

#### Social and Behavioral Sciences: 6 credits

Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.

#### Program Requirements: 25-28 credits

- ACH 115 - Introduction to Landscape Architecture *4 credit hours*
- BIO 103 - General Botany *4 credit hours*
- BIO 112 - Garden Management *3 credit hours*

- BIO 116 - Introduction to Landscaping 3 credit hours
- BIO 207 - Plant Propagation 3 credit hours
- BIO 215 - Restoration Ecology 3 credit hours
- CHE 113 - Fundamentals of Organic and Biochemistry 4 credit hours
- Electives (consult with an advisor) 1-4 credit hours  
*BPA 120 - Small Business Management is strongly recommended*  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*Satisfied by CTA 100 requirement.*

### Diversity Requirement

*See General Education Diversity Requirement for a list of approved courses. 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.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Core Competencies

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.



## Arts and Sciences Transfer, Science and Premedical Professional, Pre-Dietetics Option, A.S.

**Code:** AS.SPM.PRE-DIETETICS

**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.

*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."*

**Nutrition and Predietetics Program Website:** <https://www.aacc.edu/transfer/predietetics.cfm>

### Range of Occupations

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

## General Education Requirements: 35-38 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours
- 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.*

### Arts and Humanities: 6 credits

*Must select two different disciplines. See General Education Arts and Humanities Requirements for a list of approved courses.*

*Students transferring to UMCP should take COM 111 to satisfy one of the arts and humanities gen. ed. requirements.*

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 4 credit hours
- CHE 112 - General Chemistry 2 4 credit hours

### Computer Technology, Interdisciplinary Studies or Mathematics: 3 credits

- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

### Program Requirements: 22-25 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
- BIO 135 - Principles of Nutrition 3 credit hours
- BIO 223 - General Microbiology 4 credit hours
- CHE 213 - Organic Chemistry 1 4 credit hours
- CHE 214 - Organic Chemistry 2 4 credit hours
- Electives (consult with an adviser) 6-9 credit hours

*One of the electives must be chosen to satisfy the computer competency requirement. See General Education Computing Competency Requirement for a list of approved courses.*

No more than 3 credits of physical activity courses may be used as electives.

For UMD transfer students, you must take CHEM 272 at UMD the summer before the junior year in order to meet the prerequisite for the junior year BCHM 461 class.

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement 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.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Pre-Optometry Option, A.S.

**Code:** AS.SPM.PRE-OPT

**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.

**Program Website:** <https://www.aacc.edu/transfer/preoptometry.cfm>

### 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).

## General Education Requirements: 38-41 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
- Sophomore literature *3 credit hours*  
See General Education Sophomore Literature for choices

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*

### Program Requirements: 19-22 credits

- BIO 101 - Fundamentals of Biology *4 credit hours*
- BIO 105 - General Zoology *4 credit hours*
- BIO 223 - General Microbiology *4 credit hours*
- PHY 111 - Fundamentals of Physics 1 *4 credit hours*
- PHY 112 - Fundamentals of Physics 2 *4 credit hours*
- Electives (consult with an advisor) *3-6 credit hours*  
*One of the electives must be chosen to satisfy the computer competency requirement. See General Education Computing Competency Requirement for a list of approved courses.*  
*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **Diversity Requirement**

*Satisfied by SOC 111 requirement.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Pre-Pharmacy Option, A.S.

**Code:** AS.SPM.PRE-PHAR

**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.

**Program Website:** <https://www.aacc.edu/transfer/prepharmacy.cfm>

### 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).

## General Education Requirements: 38-41 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
- Sophomore literature *3 credit hours*  
See General Education Sophomore Literature for choices

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 151 - Introductory Analysis (Pre-Calculus Mathematics) *4 credit hours*  
*MAT 141 and MAT 142 may be substituted for MAT 151.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 19-22 credits

- BIO 101 - Fundamentals of Biology *4 credit hours*
- CHE 213 - Organic Chemistry 1 *4 credit hours*
- CHE 214 - Organic Chemistry 2 *4 credit hours*
- PHY 111 - Fundamentals of Physics 1 *4 credit hours*
- PHY 112 - Fundamentals of Physics 2 *4 credit hours*
- Electives *3-6 credit hours*  
*One of the electives must be chosen to satisfy the computer competency requirement. See General Education Computing Competency Requirement for a list of approved courses.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Pre-Physical Therapy Option, A.S.

**Code:** AS.SPM.PRE-PT

**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.

**Program Website:** <https://www.aacc.edu/transfer/prephystherapy.cfm>

### 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).

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- Sophomore literature 3 credit hours  
See General Education Sophomore Literature for choices

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
- BIO 233 - Anatomy and Physiology 1 4 credit hours

### Computer Technology, Interdisciplinary Studies or Mathematics: 3 credits

- MAT 135 - Statistics 3 credit hours

### Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness Requirements for a list of approved courses.

### Mathematics: 3 credits

- MAT 151 - Introductory Analysis (Pre-Calculus Mathematics) 4 credit hours  
*Students who do not qualify for MAT 151 may substitute MAT 141 and MAT 142.  
Students attending UMES must take MAT 151 OR MAT 191 - Calculus and Analytic Geometry I  
Students attending UMAB must take MAT 191 - prerequisites required*

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- *Social and behavioral sciences general education requirement other than PSY*

### Program Requirements: 24-27 credits

- BIO 234 - Anatomy and Physiology 2 4 credit hours
- CHE 111 - General Chemistry 1 4 credit hours
- CHE 113 - Fundamentals of Organic and Biochemistry 4 credit hours
- PHY 111 - Fundamentals of Physics 1 4 credit hours
- PHY 112 - Fundamentals of Physics 2 4 credit hours
- Electives (consult with a adviser) 4-7 credit hours

*One of the electives must be chosen to satisfy the computing competency requirement. See the General Education Computing Competency Requirement section.*

*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.



## Arts and Sciences Transfer, Science and Premedical Professional, Pre-Veterinary Option, A.S.

**Code:** AS.SPM.PRE-VET

**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).

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*
  
- Sophomore Literature general education course 3 *credit hours*

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 *credit hours*
- BIO 105 - General Zoology 4 *credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 *credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 *credit hours*  
*Or higher level mathematics course.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 24-27 credits

- CHE 111 - General Chemistry 1 4 *credit hours*
- CHE 112 - General Chemistry 2 4 *credit hours*
- CHE 213 - Organic Chemistry 1 4 *credit hours*
- CHE 214 - Organic Chemistry 2 4 *credit hours*
  
- PHY 111 - Fundamentals of Physics 1 4 *credit hours*
- PHY 112 - Fundamentals of Physics 2 4 *credit hours*
- Elective (consult with a science adviser) 0-3 *credit hours*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement 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. See Diversity Requirement for a list of approved courses.*

## **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Pre dental Hygiene Option, A.S.

**Code:** AS.SPM.PD-HYG

**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.

**Program Website:** <https://www.aacc.edu/transfer/pre dentalhygiene.cfm>

### 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).

## General Education Requirements: 32-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - **OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - **OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- Sophomore literature: see General Education Sophomore Literature for choices

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 4 credit hours
- CHE 113 - Fundamentals of Organic and Biochemistry 4 credit hours

### Computer Technology: 3-4 credits

*Fulfilled by program requirements below.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*Fulfilled by program requirements below.*

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

### Program Requirements: 34 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
  - BIO 135 - Principles of Nutrition 3 credit hours
  - BIO 223 - General Microbiology 4 credit hours
  - BIO 233 - Anatomy and Physiology 1 4 credit hours
  - BIO 234 - Anatomy and Physiology 2 4 credit hours
  - MAT 135 - Statistics 3 credit hours
- Higher level general education mathematics courses selected from the General Education Mathematics Requirements list may be substituted for MAT 135 and MAT 141. Students should check the mathematics requirements of the transfer institution before selecting a course.*
- MAT 141 - College Algebra and Trigonometry 1 3 credit hours
  - Electives 9 credit hours

*Science, mathematics, computer technology, humanities or social science. A course must be chosen to satisfy the computing and information technology competency requirement. See General Education Computing Competency Requirement section.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement 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.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Science and Premedical Professional, Premedical and Pre dental Option, A.S.

**Code:** AS.SPM.PM-PD

**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.

**Program Website:** <https://www.aacc.edu/transfer/premedpreudent.cfm>

### 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).

## General Education Requirements: 32-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*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.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- Sophomore Literature general education course 3 credit hours

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
- BIO 223 - General Microbiology 4 credit hours

### Computer Technology, Interdisciplinary Studies or Mathematics: 3-4 credits

*Fulfilled by program requirements below.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*Fulfilled by program requirements below.*

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours **OR**
- MAT 191 - Calculus and Analytic Geometry 1 if MAT 151 is taken to fulfill the mathematics program requirement.

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

### Program Requirements: 23-28 credits

- CHE 111 - General Chemistry 1 4 credit hours
- CHE 112 - General Chemistry 2 4 credit hours
- CHE 213 - Organic Chemistry 1 4 credit hours
- CHE 214 - Organic Chemistry 2 4 credit hours

- MAT 135 - Statistics 3 *credit hours*  
*Or higher level general education mathematics course.*
- PHY 111 - Fundamentals of Physics 1 4 *credit hours*
- Electives (consult with an advisor) 3-8 *credit hours*  
*One of the electives must be chosen to satisfy the computer competency requirement. See General Education Computing Competency Requirement for a list of approved courses.*  
PHY 112 - Fundamentals of Physics 2 is a strongly recommended elective.  
*No more than 3 credits of physical activity courses may be used as electives.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **Diversity Requirement**

*Satisfied by SOC 111 requirement.*

## **Related Educational Opportunities**

### **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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Ecosystem Restoration, Certificate

**Award:** Certificate (code CRT.SPM.ECOSYS)

**Total Credit Hours:** A minimum of 30 credit hours.

[www.aacc.edu/science](http://www.aacc.edu/science)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 30 credits

- BIO 103 - General Botany *4 credit hours*
- BIO 105 - General Zoology *4 credit hours*
- BIO 107 - Environmental Science *4 credit hours*
- BIO 210 - Ecological Principles and Environmental Assessment *4 credit hours*
- BIO 214 - Ecology *3 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*
- PHS 107 - Geology of Maryland *3 credit hours*
- GEO 240 - Introduction to Geographic Information Systems *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Environmental Monitoring and Assessment, Certificate

**Award:** Certificate (code CRT.SPM.ENV-MTR)

**Total Credit Hours:** A minimum of 35 credit hours.

[www.aacc.edu/science](http://www.aacc.edu/science)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 35 credits

- BIO 103 - General Botany *4 credit hours*
- BIO 105 - General Zoology *4 credit hours*
- BIO 107 - Environmental Science *4 credit hours*
- BIO 210 - Ecological Principles and Environmental Assessment *4 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*
- BIO 223 - General Microbiology *4 credit hours*
- PHS 107 - Geology of Maryland *3 credit hours*
- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Ecosystem Restoration, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

[www.aacc.edu/science](http://www.aacc.edu/science)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Award Requirements

### 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.

### Requirements: 10 credits

- BIO 210 - Ecological Principles and Environmental Assessment *4 credit hours*
- BIO 214 - Ecology *3 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Environmental Monitoring and Assessment, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

[www.aacc.edu/science](http://www.aacc.edu/science)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### 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.

### Requirements: 11 credits

- BIO 210 - Ecological Principles and Environmental Assessment *4 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*
- PHS 107 - Geology of Maryland *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Nutrition and Fitness, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 9 credit hours.

[www.aacc.edu/healthfitness](http://www.aacc.edu/healthfitness)

**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).

## Degree/Award Requirements

### 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.

### Requirements: 9 credits

- BIO 135 - Principles of Nutrition *3 credit hours*
  
- BIO 137 - Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity *1 credit hour* **OR**
- HEA 137 - Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity *1 credit hour*
  
- BIO 138 - Nutrition for Fitness and Sport *1 credit hour* **OR**
- HEA 138 - Nutrition for Fitness and Sport *1 credit hour*
  
- HEA 100 - Assessment and Theory of Fitness and Health *3 credit hours*
- HRM 159 - Techniques of Applied Nutrition *1 credit hour*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Administration**

### **Associate of Science**

### **Business Administration Transfer, A.S.**

**Award:** Associate of Science degree, A.S. (code AS.BPA.ADM)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/business**

**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, Certificate (CPA preparation) program.

#### **Range of Occupations**

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

## **Degree/Graduation Requirements**

### **Degree 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.

### **General Education Requirements: 31-34 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### **English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 will need to take an additional elective course chosen with the approval of the department chair.*

#### **Arts and Humanities: 6 credits**

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
  
- Arts and humanities general education course (except COM)

#### **Biological and Physical Sciences: 7 credits**

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### **Computer Technology, Interdisciplinary Studies or Mathematics: 3 credits**

*Met by program requirement below (MAT 230)*

#### **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

#### **Mathematics: 3 credits**

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*

#### **Social and Behavioral Sciences: 6 credits**

- ECO 211 - Principles of Economics 1 *3 credit hours*
- Social and Behavioral Sciences general education course (except ECO)  
*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

#### **Program Requirements: 26-29 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 201 - Financial Accounting *3 credit hours*

- BPA 202 - Managerial Accounting 3 credit hours
- BPA 232 - Business Statistics 3 credit hours
- BPA 253 - Business Law 1 3 credit hours
- ECO 212 - Principles of Economics 2 3 credit hours
- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 credit hours
- BPA Elective 3 credit hours
- Elective 5-8 credit hours

*Students who have not otherwise satisfied the computer competency requirement will need to use 3-4 elective credits for an approved competency course. See Computing and Information Technology Competency Requirement for a list of approved courses.*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for options to satisfy the computing and information technology competency requirement.*

### Diversity Requirement

*Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts/humanities, social and behavioral sciences, health/fitness/wellness, and biological and physical sciences. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Prepare the student to transfer to a four year school and to complete a business degree.
- Create and deliver appropriate written and oral communications required of business professionals.
- Apply technology to business situations to enhance productivity.
- Integrate accounting, economic, and legal principles to business and related situations to develop quantitative based decisions.
- Apply analytical and critical thinking skills to business situations that require accounting expertise.
- Participate in the business community as a valued individual.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Financial Accounting, A.A.S.

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.BPA.FIN-ACCT)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/business/Awards\\_Bmgmt.cfm](http://www.aacc.edu/business/Awards_Bmgmt.cfm)

**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).

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 21-24 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Sixty credits are required for the award of an associate's degree.*

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology *3 credit hours*  
*Satisfies the diversity requirement.*

## Program Requirements: 36-39 credits

- BPA 111 - Business and Its Environment 3 credit hours
- BPA 162 - Business Communications 3 credit hours
  
- BPA 171 - Principles of Supervision 3 credit hours **OR**
- BPA 172 - Human Resource Management 3 credit hours
  
- BPA 201 - Financial Accounting 3 credit hours
- BPA 202 - Managerial Accounting 3 credit hours
- BPA 217 - Small Business Accounting 3 credit hours
- BPA 241 - Intermediate Accounting 1 3 credit hours
  
- BPA 250 - Legal Issues for Business 3 credit hours **OR**
- BPA 253 - Business Law 1 3 credit hours
  
- ECO 121 - Introduction to Economics 3 credit hours
- Electives (accounting) 6 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Additional Requirements

### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*SOC 111 satisfies the diversity requirement.*

## Program Outcomes

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

- Prepare the candidate to obtain a para-professional accounting position or to advance in a current accounting career.
- Perform bookkeeping and entry-level accounting work which includes but is not limited to general ledger preparation, financial statement preparation and managerial reporting.
- Create and deliver appropriate written and oral communications required of business professionals.
- Apply technology to business situations to enhance productivity.
- Apply accounting, economic, and legal principles to business and related situations.
- Apply analytical and critical thinking skills to business situations that require accounting expertise.
- Participate in the business community as a valued individual.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Business Accountant, Certificate

**Award:** Certificate (code CRT.BPA.BUS-ACCT)

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

<http://www.aacc.edu/business/default.cfm>

**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).

## Degree/Graduation Requirements

### Degree 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 after they have completed the requirements.

### Graduation Requirements

Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

## Certificate Requirements: 30 credits

- BPA 201 - Financial Accounting *3 credit hours*  
*Successful completion of both BPA 100 and BPA 101 satisfies the requirement for BPA 201.*
- BPA 202 - Managerial Accounting *3 credit hours*
  
- BPA 214 - Professional Bookkeeper Keystone *3 credit hours* **OR**
- Accounting Elective *3 credit hours*
  
- BPA 217 - Small Business Accounting *3 credit hours*
- BPA 241 - Intermediate Accounting I *3 credit hours*
- BPA 253 - Business Law 1 *3 credit hours*
- BPA 261 - Cost Accounting *3 credit hours*
- BPA 262 - Tax Accounting *3 credit hours*
- BPA 264 - Advanced Tax Accounting *3 credit hours*
- BPA 265 - Business Accountant Capstone *3 credit hours*

## Program Outcomes

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

- Perform the basic functions to complete the accounting cycle.
- Analyze financial statements and identify trends.
- Perform the basic accounting functions utilizing computer applications.
- Examine internal financial data to improve and enhance decision making.
- Analyze and reports on manufacturing and detailed inventory data.
- Examine internal operations to determine the appropriate level of control.
- Apply appropriate business law concepts to typical business operations and interactions.
- Apply U.S. tax laws and rules to business organizations.
- Apply managerial finance concepts and maintain appropriate ethical standards.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Financial Accounting, Certificate

**Award:** Certificate (code CRT.BPA.FIN-ACCT)

**Total Credit Hours:** A minimum of 51 credit hours.

[http://www.aacc.edu/business/Awards\\_Bmgmt.cfm](http://www.aacc.edu/business/Awards_Bmgmt.cfm)

**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/Admission Requirements

### 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.

### Degree/Graduation Requirements

#### 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.

### Certificate Requirements: 51 credits

- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA 201 - Financial Accounting 3 credit hours
- BPA 202 - Managerial Accounting 3 credit hours
- BPA 241 - Intermediate Accounting 1 3 credit hours
- BPA 242 - Intermediate Accounting 2 3 credit hours
- BPA 261 - Cost Accounting 3 credit hours
- BPA 262 - Tax Accounting 3 credit hours
  - \* 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.
- BPA 263 - Auditing 3 credit hours

### Choose two of the following

Plus additional accounting electives to be approved in the future.

- BPA 216 - Governmental and Not-for-Profit Accounting 3 credit hours
- BPA 217 - Small Business Accounting 3 credit hours
- BPA 245 - Advanced Accounting 3 credit hours
- BPA 264 - Advanced Tax Accounting 3 credit hours

### Choose seven of the following

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:

- BPA 125 - Marketing Principles 3 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA 162 - Business Communications 3 credit hours
  
- BPA 232 - Business Statistics 3 credit hours **OR**
- MAT 135 - Statistics 3 credit hours
  
- BPA 253 - Business Law 1 3 credit hours
  - \* 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.
- BPA 254 - Business Law 2 3 credit hours
- BPA 255 - Accounting Information Systems 3 credit hours
- BPA 256 - Financial Management 3 credit hours
- ECO 211 - Principles of Economics 1 3 credit hours
- ECO 212 - Principles of Economics 2 3 credit hours

## Program Outcomes

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

- Use correct terminology and a professional manner to communicate accounting and financial questions and conclusions.
- Prepare professional communications in written form, such as financial statements and analyses, footnote disclosures, presentations of financial information, and client correspondence.
- Solve complex accounting problems for a given a set of criteria.
- Apply prior learning involving multiple areas of accounting.
- Take financial information and organize it into the proper financial statement format with appropriate disclosures.
- Research accounting topics using various databases (i.e. FARS, Internal Revenue Code) and formulate answers based on their research. (See Communication for the presentation of results.)
- Use the computer to prepare answers to outside assignments.
- Correctly answer problems typical of the CPA Exam.
- Become familiar with all of the aspects of the accounting profession so they can expand their job opportunities and realize their full potential.
- Exit the program having the background to be successful on the CPA exam.
- Integrate the knowledge learned in accounting courses to other business courses and real-world situations.
- Demonstrate a full knowledge of personal skills, including but not limited to adhering to professional protocols and decorum and business ethics.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Professional Bookkeeper, Certificate

**Award:** Certificate (code CRT.BPA.PROF-BKKP)

**Total Credit Hours:** 18 credit hours.

[www.aacc.edu/bookkeeper](http://www.aacc.edu/bookkeeper)

**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).

## Degree/Graduation Requirements

### Degree 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 after they have completed the requirements.

### Graduation Requirements

Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

## Program Outcomes

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

- Perform the basic functions to complete the accounting cycle.
- Analyze financial statements and identify trends.
- Perform the basic accounting functions utilizing computer applications.
- Examine internal financial data to improve and enhance decision making.
- Examine internal operations to determine the appropriate level of control.

## Certificate Requirements: 18 credits

- BPA 201 - Financial Accounting *3 credit hours*  
*Successful completion of both BPA 100 and BPA 101 satisfies the requirement for BPA 201 and BPA elective.*
- BPA 202 - Managerial Accounting *3 credit hours*
- BPA 214 - Professional Bookkeeper Keystone *3 credit hours*
- BPA 217 - Small Business Accounting *3 credit hours*
- BPA 241 - Intermediate Accounting 1 *3 credit hours*
- Business elective (approval of department chair) *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Management and Entrepreneurial Studies Institute Programs

### Business Management

#### Business Management, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/business](http://www.aacc.edu/business)

**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).

### Degree/Graduation Requirements

#### Degree 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 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, CTA, CTP, CTS, ECO or HRM classes for their option. Required courses cannot be used as option electives.

### General Education Requirements: 21-24 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*

#### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### Biological and Physical Sciences, Computer Technology or Mathematics: 3 credits

*See General Education Biological and Physical Science Requirements, General Education Computer Technology Requirements, or General Education Mathematics Requirements for a list of approved courses.*

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 3 credits

- PSY 111 - Introduction to Psychology 3 credit hours **OR**
- SOC 111 - Introduction to Sociology 3 credit hours

## Program Requirements: 36-39 credits

- BPA 111 - Business and Its Environment 3 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA 162 - Business Communications 3 credit hours
- BPA 201 - Financial Accounting 3 credit hours
  
- ECO 121 - Introduction to Economics 3 credit hours **OR**
- ECO 211 - Principles of Economics 1 3 credit hours
  
- BPA 250 - Legal Issues for Business 3 credit hours **OR**
- BPA 253 - Business Law 1 3 credit hours
  
- BPA elective (consult with an adviser) 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with this elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*
  
- Elective (consult with an adviser) 0-3 credit hours  
*Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Electives (selected option): 12 credits

*The group of courses listed below 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, CTA, CTP, CTS, ECO or HRM classes for their option. Required courses cannot be used as option electives.*

- Any BPA, CTA, CTP, CTS, ECO or HRM course
- Advertising/Marketing Option
- Business Communications Option
- Business Office Management Option
- EMS/Fire/Rescue Management Option
- Entrepreneurship Option
- Financial Accounting Option
- Health Care Professionals Option
- Human Resources Option
- Leadership Option
- Small Business Management Option
- Social Enterprise Option
- Supply Chain Management Option

## Additional Requirements

### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See General Education Computing Competency Requirement for a list of approved courses.*

### Diversity Requirement

*SOC 111 meets this requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Demonstrate the dynamics of the changing global business environment.
- Apply information on the income statement and balance sheet for decision-making purposes.
- Be proficient in communicating in a business environment verbally, in written form and through the use of existing and emerging technologies using current business vocabulary.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information in relation to a financial portfolio.
- Research and understand law and regulations impacting business activities.
- Develop a personal investment plan.
- Market a concept or product from customer analysis to distribution and all steps in between.
- Apply management principles and communication skills recognizing the importance of each individual employee, as a means to achieving business goals and objectives.
- Develop and apply ethical business standards to guide decision-making.
- In BPA 142 and BPA 145 the students will use a case problem method to develop their own business ethics and apply them to a decision-making situation.
- Recognize that as a participant in the field of business management, the two greatest responsibilities will be to manage themselves and to lead others.
- Embrace and understand the value of diversity.
- Understand the behavioral dynamics of conflict resolution as it affects productivity.
- Be better equipped and prepared to select from an assortment of different job opportunities by blending their personal strengths with job requirements.
- Demonstrate a full knowledge of personal skills, including but not limited to adhering to professional protocols and decorum.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Options for the Business Management Degree

The Business Management A.A.S. Degree requires that students choose a minimum of 12 credits in Business Management Option Electives.

The group of courses listed below 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, CTA, CTP, CTS, ECO or HRM classes for their option. Required courses cannot be used as option electives.

- Any BPA, CTA, CTP, CTS, ECO or HRM course
- Advertising/Marketing Option
- Business Communications Option
- Business Office Management Option
- EMS/Fire/Rescue Management Option
- Entrepreneurship Option
- Financial Accounting Option
- Health Care Professionals Option
- Human Resources Option
- Leadership Option
- Small Business Management Option
- Social Enterprise Option
- Supply Chain Management Option

## Advertising/Marketing Option

*Required two courses:*

- BPA 125 - Marketing Principles 3 credit hours
- BPA 126 - Advertising and Sales Promotion 3 credit hours

*Choose two of the following courses:*

- BPA 119 - Global Business 3 credit hours

- BPA 127 - eMarketing 3 credit hours
- BPA 132 - Sales and Sales Training 3 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA 143 - Sustainable Marketing 3 credit hours
- BPA 275 - Internship in Business 1 3 credit hours

### **Business Communication Option**

*Requires three courses:*

- COM 111 - Fundamentals of Oral Communication 3 credit hours
- CTA 100 - Computing and Information Technology 4 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA Elective 3 credit hours

### **Business Office Management Option**

*Choose a total of 12 credits:*

- BPA 136 - Keyboarding 1 1 credit hour
- BPA 137 - Keyboarding 2 2 credit hours
- BPA 141 - Business Office Management 1 3 credit hours
- BPA 151 - Business Office Management 2 3 credit hours
- BPA 161 - The Office Manager 3 credit hours
- CTA 111 - Personal Computer Word Processing Applications 4 credit hours
- CTA 116 - Personal Computer Spreadsheet Applications 4 credit hours

### **EMS/Fire/Rescue Management Option**

*Note: The options listed in this section lead to a business management degree or certificate in EMS/Fire/Rescue Management.*

*Choose a total of 12 credits:*

- BPA 210 - Advanced Sales and Sales Training 3 credit hours
- BPA 221 - Fire and Emergency Law and Safety Regulations 3 credit hours
- BPA 222 - Emergency Management for Fire Service Officers 3 credit hours
- BPA 223 - Preparing for and Responding to Terrorism 3 credit hours
- BPA 224 - Fire Suppression and Detection Systems 3 credit hours
- BPA 225 - Incident Scene Management 3 credit hours
- BPA 226 - EMS Response to Hazardous Materials 3 credit hours

### **Entrepreneurship Option**

*Required two courses:*

- BPA 103 - Introduction to Entrepreneurship 3 credit hours
- BPA 104 - Entrepreneurship: Sales and Marketing for Small Business 3 credit hours

*Choose one of the following courses:*

- CTA 100 - Computing and Information Technology 4 credit hours
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours
- CTP 120 - Introduction to WWW Publishing 3 credit hours

*Note: For degree, CTA 100 or CTA 103 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 3 credit hours
- BPA 120 - Small Business Management 3 credit hours
- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA 201 - Financial Accounting 3 credit hours
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management 3 credit hours
- BPA 246 - Entrepreneurship: Small Business Operations and Logistics 3 credit hours
- BPA 260 - Applied Entrepreneurship, Innovation and Invention 3 credit hours
- BPA 270 - Entrepreneurship: New Venture Planning 3 credit hours



## Financial Accounting Option

*Required two courses:*

- BPA 201 - Financial Accounting 3 credit hours
- BPA 202 - Managerial Accounting 3 credit hours

*Choose two courses with advice from the accounting faculty:*

- BPA 216 - Governmental and Not-for-Profit Accounting 3 credit hours
- BPA 217 - Small Business Accounting 3 credit hours
- BPA 241 - Intermediate Accounting 1 3 credit hours
- BPA 242 - Intermediate Accounting 2 3 credit hours
- BPA 245 - Advanced Accounting 3 credit hours
- BPA 255 - Accounting Information Systems 3 credit hours
- BPA 256 - Financial Management 3 credit hours
- BPA 261 - Cost Accounting 3 credit hours
- BPA 262 - Tax Accounting 3 credit hours
- BPA 263 - Auditing 3 credit hours
- BPA 264 - Advanced Tax Accounting 3 credit hours

## Health Care Professionals Option

*Required two courses:*

- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA 140 - Introduction to Health Care Administration 3 credit hours

*Choose two of the following courses:*

- BPA 142 - Principles of Management 3 credit hours
- BPA 145 - Leadership 3 credit hours
- BPA 253 - Business Law 1 3 credit hours

*Required two courses:*

- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA 140 - Introduction to Health Care Administration 3 credit hours

*Choose two of the following courses:*

- BPA 142 - Principles of Management 3 credit hours
- BPA 145 - Leadership 3 credit hours
- BPA 253 - Business Law 1 3 credit hours

## Human Resources Option

*Required course:*

- BPA 172 - Human Resource Management 3 credit hours

*Choose three of the following courses:*

- BPA 119 - Global Business 3 credit hours
- BPA 142 - Principles of Management 3 credit hours **OR**
- BPA 171 - Principles of Supervision 3 credit hours
- BPA 145 - Leadership 3 credit hours
- BPA 173 - Managing and Valuing Workforce Diversity 3 credit hours **OR**
- BPA 174 - Women and Business 3 credit hours
- BPA 275 - Internship in Business 1 3 credit hours
- LGS 230 - Employment Law 3 credit hours

## Leadership Option

*Required two courses:*

- BPA 138 - Business and Professional Ethics 3 credit hours



- BPA 145 - Leadership 3 credit hours
- Choose two of the following courses:*
- BPA 105 - Exploring the Future 3 credit hours
  - BPA 106 - Introduction to Project Management 3 credit hours  
*Pre-requisite CTA 100 or CTA 103*
  - BPA 119 - Global Business 3 credit hours
  - BPA 142 - Principles of Management 3 credit hours **OR**
  - BPA 161 - The Office Manager 3 credit hours **OR**
  - BPA 171 - Principles of Supervision 3 credit hours
  - BPA 173 - Managing and Valuing Workforce Diversity 3 credit hours

### **Small Business Management Option**

*Required course:*

- BPA 120 - Small Business Management 3 credit hours

*Choose three of the following courses:*

- BPA 103 - Introduction to Entrepreneurship 3 credit hours
- BPA 105 - Exploring the Future 3 credit hours
- BPA 119 - Global Business 3 credit hours
- BPA 125 - Marketing Principles 3 credit hours
- BPA 126 - Advertising and Sales Promotion 3 credit hours
- BPA 127 - eMarketing 3 credit hours
- BPA 130 - Principles of Consumer Retail Services 3 credit hours
- BPA 132 - Sales and Sales Training 3 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA 146 - The Management of Sustainable Operations 3 credit hours
- BPA 172 - Human Resource Management 3 credit hours
- BPA 201 - Financial Accounting 3 credit hours
- BPA 217 - Small Business Accounting 3 credit hours
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management 3 credit hours
- BPA 275 - Internship in Business 1 3 credit hours

### **Social Enterprise Option**

*Required course:*

- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management 3 credit hours

*Choose three of the following:*

- BPA 120 - Small Business Management 3 credit hours
- BPA 125 - Marketing Principles 3 credit hours
- BPA 132 - Sales and Sales Training 3 credit hours
- BPA 134 - Retail Management 3 credit hours
- BPA 135 - Customer Service 3 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA 146 - The Management of Sustainable Operations 3 credit hours
- BPA 171 - Principles of Supervision 3 credit hours
- BPA 173 - Managing and Valuing Workforce Diversity 3 credit hours
- BPA 275 - Internship in Business 1 3 credit hours
- BPA 276 - Internship in Business 2 3 credit hours
- BPA 277 - Business Strategies 3 credit hours

### **Supply Chain Management Option**

*Required two courses:*

- BPA 235 - Introduction to Transportation and Logistics 3 credit hours
- BPA 237 - Supply Chain Management 3 credit hours

*Choose two of the following courses:*

- BPA 119 - Global Business 3 *credit hours*
- BPA 142 - Principles of Management 3 *credit hours*
- BPA 236 - Introduction to Airport and Seaport Operations 3 *credit hours*
- BPA 238 - Domestic and International Freight Operations 3 *credit hours*
- BPA 146 - The Management of Sustainable Operations 3 *credit hours*
- BPA 275 - Internship in Business 1 3 *credit hours*

## Fire Management, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/transfer/firemanagement.cfm](http://www.aacc.edu/transfer/firemanagement.cfm)

**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).

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 21-24 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Sixty credits are required for the award of an associate's degree.*

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

- ECO 211 - Principles of Economics 1 *3 credit hours*

### Program Requirements: 36-39 credits

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*

- BPA 171 - Principles of Supervision 3 credit hours
- BPA 201 - Financial Accounting 3 credit hours
- BPA 220 - Administration of the EMS/Fire/Rescue Organization 3 credit hours
- PLS 113 - State and Local Government 3 credit hours
- Electives (fire management) 15 credit hours
- Elective (consult with an adviser)\* 3 credit hours
- Elective (consult with an adviser) 0-3 credit hours

*Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### \*Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Students may satisfy the diversity requirement simultaneously as they satisfy the biological and physical sciences general education requirement or the elective requirement. See Diversity Requirement for a list of approved courses.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Program Outcomes

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

- Demonstrate critical thinking, communications and supervisory skills by analyzing situations, determining proper actions, understanding the costs and benefits of actions, evaluating possible alternatives and unforeseen circumstances, and then taking appropriate actions as a manager of an EMS/Fire/Rescue Organization.
- Identify risks and design responses, plans, training, and exercises that coordinate resources to effectively meet the goals of fire management.
- Utilize informed decision making, goal orientation, teamwork, ethical behavior, integration of assets and resources, enhanced technology, and communications to ensure effective leadership in fire management.
- Develop concise and succinct policy, plans, and procedures to support public safety administration.
- Use knowledge and leadership to manage successful programs, including intergovernmental, interagency, and interdisciplinary outreach.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Business Management, Advertising/Marketing Option, Certificate**

**Code:** CRT.BMT.ADV-MKT

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 125 - Marketing Principles *3 credit hours*
- BPA 126 - Advertising and Sales Promotion *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*

### **And choose two of the following courses:**

- BPA 119 - Global Business *3 credit hours*
- BPA 127 - eMarketing *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 143 - Sustainable Marketing *3 credit hours*
- BPA 275 - Internship in Business 1 *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Business Communications Option, Certificate**

**Code:** CRT.BMT.COMM

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18-19 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA Elective *3 credit hours*
- COM 111 - Fundamentals of Oral Communication *3 credit hours*
  
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA, CTP, or CTS elective *3-4 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

**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 Management, Business Office Management Option, Certificate**

**Code:** CRT.BMT.OFF-MGMT

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

#### **Required Core Courses: 6 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*

#### **Elective Courses: 12 credits**

*Choose 12 credits from:*

- BPA 136 - Keyboarding 1 *1 credit hour*
- BPA 137 - Keyboarding 2 *2 credit hours*
- BPA 141 - Business Office Management 1 *3 credit hours*
- BPA 151 - Business Office Management 2 *3 credit hours*
- BPA 161 - The Office Manager *3 credit hours*
- CTA 111 - Personal Computer Word Processing Applications *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, EMS/Fire/Rescue Management Option, Certificate**

**Code:** CRT.BMT.EMS-MGMT

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*

### **Electives: 12 credits**

*Note: The options listed in this section lead to a business management degree or certificate in EMS/Fire/Rescue Management.*

*Choose from:*

- BPA 220 - Administration of the EMS/Fire/Rescue Organization *3 credit hours*
- BPA 221 - Fire and Emergency Law and Safety Regulations *3 credit hours*
- BPA 222 - Emergency Management for Fire Service Officers *3 credit hours*
- BPA 223 - Preparing for and Responding to Terrorism *3 credit hours*
- BPA 224 - Fire Suppression and Detection Systems *3 credit hours*
- BPA 225 - Incident Scene Management *3 credit hours*
- BPA 226 - EMS Response to Hazardous Materials *3 credit hours*

### **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 EMT - Paramedic, Certificate, EMT - Paramedic, A.A.S.). 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 Fire Management, A.A.S.). For information call the department chair, School of Business and Law at **410-777-2390**.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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



## **Business Management, Entrepreneurship Option, Certificate**

**Code:** CRT.BMT.ENTREP

**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).

### **Special Condition**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

**Program website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

#### **Required Core Courses: 6 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*

#### **Electives: 12 credits**

*Choose 9-10 credits from:*

- BPA 103 - Introduction to Entrepreneurship *3 credit hours*
- BPA 104 - Entrepreneurship: Sales and Marketing for Small Business *3 credit hours*
- CTA 100 - Computing and Information Technology *4 credit hours*

**OR**

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

**OR**

- CTP 120 - Introduction to WWW Publishing *3 credit hours*

*Note: For the degree, CTA 100 and CTA 103 cannot satisfy both the option elective and the computer technology general education requirement.*

*And choose a 3-credit course from:*

- BPA 105 - Exploring the Future *3 credit hours*
- BPA 120 - Small Business Management *3 credit hours*
- BPA 138 - Business and Professional Ethics *3 credit hours*
- BPA 201 - Financial Accounting *3 credit hours*
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours*
- BPA 246 - Entrepreneurship: Small Business Operations and Logistics *3 credit hours*
- BPA 260 - Applied Entrepreneurship, Innovation and Invention *3 credit hours*
- BPA 270 - Entrepreneurship: New Venture Planning *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Financial Accounting Option, Certificate**

**Code:** CRT.BMT.FIN-ACCT

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 201 - Financial Accounting *3 credit hours*
- BPA 202 - Managerial Accounting *3 credit hours*

### **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 *3 credit hours*
- BPA 217 - Small Business Accounting *3 credit hours*
- BPA 241 - Intermediate Accounting 1 *3 credit hours*
- BPA 242 - Intermediate Accounting 2 *3 credit hours*
- BPA 245 - Advanced Accounting *3 credit hours*
- BPA 255 - Accounting Information Systems *3 credit hours*
- BPA 256 - Financial Management *3 credit hours*
- BPA 261 - Cost Accounting *3 credit hours*
- BPA 262 - Tax Accounting *3 credit hours*
- BPA 263 - Auditing *3 credit hours*
- BPA 264 - Advanced Tax Accounting *3 credit hours*

## **Program Outcomes**

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Health Care Professionals Option, Certificate**

**Code:** CRT.BMT.HEA-CARE-PRF

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 138 - Business and Professional Ethics *3 credit hours*
- BPA 140 - Introduction to Health Care Administration *3 credit hours*

### **Choose two of the following:**

- BPA 142 - Principles of Management *3 credit hours*
- BPA 145 - Leadership *3 credit hours*
- BPA 253 - Business Law 1 *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Human Resources Option, Certificate**

**Code:** CRT.BMT.HUM-MGMT

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 172 - Human Resource Management *3 credit hours*

### **Choose three of the following:**

- BPA 119 - Global Business *3 credit hours*
  
- BPA 142 - Principles of Management *3 credit hours* **OR**
- BPA 171 - Principles of Supervision *3 credit hours*
  
- BPA 145 - Leadership *3 credit hours*
  
- BPA 173 - Managing and Valuing Workforce Diversity *3 credit hours* **OR**
- BPA 174 - Women and Business *3 credit hours*
  
- BPA 275 - Internship in Business *1 3 credit hours*
- LGS 230 - Employment Law *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Leadership Option, Certificate**

**Code:** CRT.BMT.LDSHP

**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.

**Program website:** [www.aacc.edu/business](http://www.aacc.edu/business)

### **Range of Occupations**

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

### **Special Condition**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 138 - Business and Professional Ethics *3 credit hours*
- BPA 145 - Leadership *3 credit hours*

### **Choose two of the following courses:**

- BPA 105 - Exploring the Future *3 credit hours*
- BPA 106 - Introduction to Project Management *3 credit hours*  
*Prerequisite: CTA 100 or CTA 103.*
- BPA 119 - Global Business *3 credit hours*
  
- BPA 142 - Principles of Management *3 credit hours* **OR**
- BPA 161 - The Office Manager *3 credit hours* **OR**
- BPA 171 - Principles of Supervision *3 credit hours*
  
- BPA 173 - Managing and Valuing Workforce Diversity *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Small Business Option, Certificate**

**Code:** CRT.BMT.SML-BUS

**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 website:** [www.aacc.edu/business](http://www.aacc.edu/business)

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 120 - Small Business Management *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*

### **Choose three of the following:**

- BPA 103 - Introduction to Entrepreneurship *3 credit hours*
- BPA 105 - Exploring the Future *3 credit hours*
- BPA 125 - Marketing Principles *3 credit hours*
- BPA 126 - Advertising and Sales Promotion *3 credit hours*
- BPA 127 - eMarketing *3 credit hours*
- BPA 130 - Principles of Consumer Retail Services *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 146 - The Management of Sustainable Operations *3 credit hours*
- BPA 172 - Human Resource Management *3 credit hours*
- BPA 201 - Financial Accounting *3 credit hours*
- BPA 217 - Small Business Accounting *3 credit hours*
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours*
- BPA 275 - Internship in Business 1 *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Social Enterprise Option, Certificate**

**Code:** CRT.BMT.SOC.ENTPRISE

**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.

**Program website:** [www.aacc.edu/business](http://www.aacc.edu/business)

### ***Range of Occupations***

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

### ***Special Condition***

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours*

### **Choose three of the following:**

- BPA 120 - Small Business Management *3 credit hours*
- BPA 125 - Marketing Principles *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*
- BPA 134 - Retail Management *3 credit hours*
- BPA 135 - Customer Service *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 146 - The Management of Sustainable Operations *3 credit hours*
- BPA 171 - Principles of Supervision *3 credit hours*
- BPA 173 - Managing and Valuing Workforce Diversity *3 credit hours*
- BPA 275 - Internship in Business 1 *3 credit hours*
- BPA 276 - Internship in Business 2 *3 credit hours*
- BPA 277 - Business Strategies *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Supply Chain Management Option, Certificate**

**Code:** CRT.BMT.SPLYCHN.MGMT

**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.

**Program website:** [www.aacc.edu/business](http://www.aacc.edu/business)

### **Range of Occupations**

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

### **Special Condition**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## **Degree/Graduation Requirements**

### **Degree Requirements**

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in an area of primary interest.

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 235 - Introduction to Transportation and Logistics *3 credit hours*
- BPA 237 - Supply Chain Management *3 credit hours*

### **Choose two of the following courses:**

- BPA 119 - Global Business *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 236 - Introduction to Airport and Seaport Operations *3 credit hours*
- BPA 238 - Domestic and International Freight Operations *3 credit hours*
- BPA 246 - Entrepreneurship: Small Business Operations and Logistics *3 credit hours*
- BPA 275 - Internship in Business 1 *3 credit hours*

### **The College also offers the following:**

*The college also offers a certificate in Transportation, Logistics and Cargo Security. (See Transportation, Logistics, and Cargo Security, Certificate)*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.



## **Retail Management, Certificate**

**Award:** Certificate (code CRT.BPA.RTL.SLS-MGMT)

**Total Credit Hours:** 18 credit hours

[www.aacc.edu/business/Awards\\_Bmgmt.cfm](http://www.aacc.edu/business/Awards_Bmgmt.cfm)

**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).

## **Degree/Graduation Requirements**

### **Degree 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.

### **Certificate Requirements: 18 credits**

- BPA 125 - Marketing Principles *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*
- BPA 134 - Retail Management *3 credit hours*
- BPA 135 - Customer Service *3 credit hours*
  
- BPA 171 - Principles of Supervision *3 credit hours* **OR**
- BPA 172 - Human Resource Management *3 credit hours*
  
- BPA 210 - Advanced Sales and Sales Training *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Transportation, Logistics, and Cargo Security, Certificate

**Award:** Certificate (code CRT.BMT.TRANSPORT)

**Total Credit Hours:** 18 credit hours.

[www.aacc.edu/business/TLCS.cfm](http://www.aacc.edu/business/TLCS.cfm)

**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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 18 credits

- BPA 235 - Introduction to Transportation and Logistics *3 credit hours*
- BPA 236 - Introduction to Airport and Seaport Operations *3 credit hours*
- BPA 237 - Supply Chain Management *3 credit hours*
- BPA 238 - Domestic and International Freight Operations *3 credit hours*
- BPA 275 - Internship in Business 1 *3 credit hours*
- HLS 213 - Transportation and Border Security *3 credit hours*

## Program Outcomes

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

- Analyze information and process it to a rational conclusion.
- Present case analyses reports in a cohesive and convincing manner.
- Understand the global nature of the world's transportation systems.
- Understand and identify documents that are generally used in the transportation of materials process.
- Apply moral and ethical standards to sensitive homeland security issues.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Analyst, Letter of Recognition**

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**www.aacc.edu/business**

**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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 11 credits**

- BPA 111 - Business and Its Environment *3 credit hours*
- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTP 145 - Relational Databases and SQL *4 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Entrepreneurship and Innovation, Letter of Recognition**

**Award:** Letter of Recognition

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

**[www.aacc.edu/business](http://www.aacc.edu/business)**

**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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- BPA 103 - Introduction to Entrepreneurship *3 credit hours*
- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 260 - Applied Entrepreneurship, Innovation and Invention *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Management, Entrepreneurship and Leadership, Letter of Recognition**

**Award:** Letter of Recognition

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

**[www.aacc.edu/business](http://www.aacc.edu/business)**

**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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- BPA 103 - Introduction to Entrepreneurship *3 credit hours*
- BPA 111 - Business and Its Environment *3 credit hours*
- BPA 145 - Leadership *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Marketing, Letter of Recognition

**Award:** Letter of Recognition

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

**www.aacc.edu/business**

**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).

## Degree/Award Requirements

### Degree 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.

### Requirements: 9 credits

- BPA 125 - Marketing Principles *3 credit hours*
- BPA 127 - eMarketing *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Office Support, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

**www.aacc.edu/business**

**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).

## Degree/Award Requirements

### Degree 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.

### Requirements: 11 credits

- BPA 141 - Business Office Management 1 *3 credit hours*
- CTA 110 - Personal Computer Office Suite Applications *4 credit hours*
- CTA 113 - Personal Computer Information Management Applications *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **Retail and Sales Management Option, Letter of Recognition**

**Award:** Letter of Recognition

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

[www.aacc.edu/business/Awards\\_Bmgmt.cfm](http://www.aacc.edu/business/Awards_Bmgmt.cfm)

**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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- BPA 125 - Marketing Principles *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*
- BPA 135 - Customer Service *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.



## **Small Business Accounting, Letter of Recognition**

**Award:** Letter of Recognition

**Total Credit Hours:** 9 credit hours.

**www.aacc.edu/business**

**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).

## **Degree/Award Requirements**

### **Degree Requirements**

Completion of each 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.

### **Requirements: 9 credits**

- BPA 120 - Small Business Management *3 credit hours*
- BPA 201 - Financial Accounting *3 credit hours*
- BPA 217 - Small Business Accounting *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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

## Computer Information Systems, Personal Computer Systems Technology Option, A.A.S.

**Code:** AAS.CIS.PC-SYS

**Total Credit Hours:** 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.

**Program Website:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

**Three OPTIONS:**

1. Computer Information Systems, Database Developer/Administration Option, A.A.S. (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. Computer Information Systems, Personal Computer Systems Technology Option, A.A.S. (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. Computer Information Systems, Programming/Analysis Option, A.A.S. (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
- 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
- Software developer

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

## General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6\* credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours  
**OR**
- ENG 121 - Composition and Literature 3 credit hours and 3 credits\* of electives  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- CTA 194 - Ethics and the Information Age 3 credit hours **OR**
- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours

## Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

## Computer Technology: 4 credits

*Satisfied by program requirements (CTA 103).*

## Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours  
*Or more advanced level if qualified.*

## Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 35-38 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours  
*General education course; credit hours are calculated as part of the general education requirements total.*
- CTA 111 - Personal Computer Word Processing Applications 4 credit hours
- CTA 115 - Personal Computer Database Management Systems 4 credit hours
- CTA 116 - Personal Computer Spreadsheet Applications 4 credit hours
- CTA 120 - Help Desk Concepts 3 credit hours
- CTS 103 - Theory and Troubleshooting Microcomputers 1 3 credit hours
- CTS 105 - Microcomputer Operating Systems 3 credit hours
- CTS 110 - Network Essentials 4 credit hours
- CTP 200 - Systems Analysis and Design 4 credit hours
- Elective\* 0-3 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation. Recommend taking courses within your program of study from the elective list.*

## BPA, CTA/CTP/CTS Electives: 6-8 credits\*\*

*Recommended choices include:*

- BPA 111 - Business and Its Environment 3 credit hours
- BPA 120 - Small Business Management 3 credit hours
- CTA 112 - Personal Computer Presentation Graphics Applications 4 credit hours
- CTA 113 - Personal Computer Information Management Applications 4 credit hours
- CTP 110 - Internet Fundamentals 3 credit hours
- CTS 140 - Network Security Fundamentals 4 credit hours
- CTS 203 - Theory and Troubleshooting Microcomputers 2 3 credit hours

*\*\*\*Note: Take CTS 203 if seeking preparation for the A+ Certification.*

## Additional Requirements

### Computer Competency Requirement

*General education requirement CTA 103 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.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Program Outcomes

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

- Use proper computer system terminology.
- Perform help desk functions to answer user questions and provide use training on application software, including word processing, spreadsheets, and database management software.
- Install platform appropriate operating systems on a PC.
- Explain the components of computer networks including protocols, topologies, hardware and network operating systems.

- Install and use DOS and Windows operating environments and DOS, UNIX/LINUX command structures, and Windows graphic user interface.
- Assemble, maintain and repair microcomputer systems.
- Analyze and design basic database systems by incorporating problem-solving techniques used in developing business computer information systems.
- Use the proper terminology for business and its environment.
- Explain the business fundamentals of accounting and finance.
- Apply critical thinking skills to resolve troubleshooting issues.
- Recommend and implement appropriate solutions in the workplace.

This program aligns with all the college's core competencies. For a full list of Core Competencies, click [here](#).

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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 Anne Arundel Community College Certificates

- Computer Information Systems, Database Administration, Certificate
- Computer Information Systems, Personal Computer Specialist, Help Desk Specialist Option, Certificate
- Computer Information Systems, Personal Computer Specialist, Microsoft Office Certifications Option, Certificate

## Computer Information Systems, Personal Computer Specialist, Help Desk Specialist Option, Certificate

**Code:** CRT.CIS.HELP-DESK

**Total Credit Hours:** A minimum of 30 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.

**Program Website:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

### Options

1. 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.*
2. 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.*

### Range of Occupations

- Applications software designer
- Help desk specialist/analyst
- Help desk technologist
- Microsoft Office Certified Application Specialist trainer
- Personal computer specialist

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

### Special Conditions

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 30 credits

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
- CTA 111 - Personal Computer Word Processing Applications *4 credit hours*
- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*
- CTA 112 - Personal Computer Presentation Graphics Applications *4 credit hours*
- CTA 113 - Personal Computer Information Management Applications *4 credit hours*
- CTA 120 - Help Desk Concepts *3 credit hours*
- CTS 105 - Microcomputer Operating Systems *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Personal Computer Specialist, Microsoft Office Certifications Option, Certificate

**Code:** CRT.CIS.MCAS

**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.

**Program Website:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

### Options

1. 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.*
2. 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.*

### Range of Occupations

- Applications software designer
- Help desk specialist/analyst
- Help desk technologist
- Microsoft Office Certified Application Specialist trainer
- Personal computer specialist

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

### Special Conditions

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Degree Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 20 credits

- CTA 111 - Personal Computer Word Processing Applications *4 credit hours*
- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*
- CTA 112 - Personal Computer Presentation Graphics Applications *4 credit hours*
- CTA 113 - Personal Computer Information Management Applications *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Science

## Computer Science Transfer, A.S.

**Award:** Associate of Science degree, A.S. (code AS.CPS.SCI)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/computertech**

**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. Students who have already selected a transfer college/university should consult with their Department Chair 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**

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).

### *Options*

Computer Science Transfer, A.S. (code AS.CPS.SCI)

Computer Science Transfer, Computer Information Systems Option, A.S. (code AS.CPS.CIS)

Computer Science Transfer, Management Information Systems Option, A.S. (code AS.CPS.MIS)

Computer Science Transfer, Game and Simulation Programming Option, A.S. (code AS.CPS.GAME)

## General Education Requirements: 33-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits\*

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours and 3 credits\* of electives  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

*Two different disciplines required. See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

*Two lab sciences required. See General Education Biological and Physical Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours

### Social and Behavioral Sciences: 6 credits

*Two different disciplines required. See General Education Social and Behavioral Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### Program Requirements: 23-26 credits

- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours
- CTP 250 - Computer Science 2 4 credit hours
- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours
- MAT 250 - Introduction to Discrete Structures 3 credit hours



- Elective\* 0-3 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation.  
 Recommend Computer Science Electives: CTP 130, CTP 230, CTP 232, CTP 255  
 Recommend Game and Simulation Programming Electives: CTP 118, CTP 120, CTP 233, CTP 255, CTS 105*

## Additional Requirements

### Computer Competency Requirement

General education requirement CTA 103 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.

### Fast Track Option

This program has a Fast Track Option for those holding a college degree.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Program Outcomes

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

- Develop analytical and problem solving skills.
- Develop research skills.
- Appropriately use the English language through writing, speaking and presentation skills in professional and business environment.
- Demonstrate an understanding of role of technology in business and professional environments.
- Show respect for the diverse needs of others.
- Develop an understanding of positive health behaviors and physical fitness.
- Demonstrate awareness of the basic legal rights of software and hardware vendors and users, and the ethical values that are the basis for those rights.
- Select algorithms appropriate to particular purposes and to apply them.
- Demonstrate an understanding of the range of algorithms that address an important set of well-defined problems, recognizing their strengths and weaknesses, and their suitability in particular contexts.
- Demonstrate fluency in at least one programming language.
- Use fundamental data structures.
- Develop algorithms and their application to problem-solving.
- Demonstrate mastery of fundamental programming constructs.
- Develop an understanding of the different styles of programming promoted by different languages and the design tradeoffs between the different programming paradigms.
- Use and implement recursion as a problem solving technique.
- Employ Software Engineering techniques for effective and efficient building of software systems that satisfy the requirements of users and customers.
- Demonstrate understanding of computer architecture and the computer system's functional components, their characteristics, their performance, and their interactions.
- Demonstrate mastery of discrete structures and their application to computing.
- Develop an understanding of the scientific method.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.



## Computer Science Transfer, Computer Information Systems Option, A.S.

**Award:** Associate of Science degree, A.S. (code AS.CPS.CIS)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/computertech**

**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. Students who have already selected a transfer college/university should consult with their Department Chair 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.

### *Options*

Computer Science Transfer, A.S. (code AS.CPS.SCI)

Computer Science Transfer, Computer Information Systems Option, A.S. (code AS.CPS.CIS)

Computer Science Transfer, Management Information Systems Option, A.S. (code AS.CPS.MIS)

Computer Science Transfer, Game and Simulation Programming Option, A.S. (code AS.CPS.GAME)

### **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).

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits\*

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours and 3 credits\* of electives  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

*Two different disciplines required. See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

*Two lab sciences required. See General Education Biological and Physical Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 credit hours

### Social and Behavioral Sciences: 6 credits

*Two different disciplines required. See General Education Social and Behavioral Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### Program Requirements: 25-29 credits

- BPA 201 - Financial Accounting 3 credit hours
- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours
- CTP 250 - Computer Science 2 4 credit hours
- CTP 200 - Systems Analysis and Design 4 credit hours
  
- MAT 233 - Finite Mathematics for Computer Technologies 3 credit hours **OR**
- MAT 250 - Introduction to Discrete Structures 3 credit hours **OR**
- MAT 135 - Statistics 3 credit hours

- Elective 3 credit hours  
*Recommended Computer Information Systems electives: BPA 202, ECO 212; for transfer to the University of Maryland Baltimore County or Morgan State University, MAT 233; for Towson University, MAT 250; for Frostburg University or Capitol 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.*
- Elective\* 0-4 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation.  
Recommend Computer Science Electives: CTP 130, CTP 230, CTP 232, CTP 255  
Recommend Game and Simulation Programming Electives: CTP 118, CTP 120, CTP 233, CTP 255, CTS 105*

## Additional Requirements

### Computer Competency Requirement

*General education requirement CTA 103 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. See Diversity Requirement for a list of approved courses.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Program Outcomes

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

- Develop analytical and problem solving skills.
- Develop research skills.
- Design solution to the problem.
- Develop debugging and testing skills.
- Implement solution to the problem.
- Maintain system.
- Develop an understanding of System Development Life Cycle.
- Develop an information system model.
- Apply concepts of System Development Life Cycle to programming problems.
- Demonstrate hands-on skills for solving and developing solutions to computer problems.
- Demonstrate ethical use of technology.
- Appropriately use the English language through writing, speaking and presentation skills in professional and business environment.
- Establish and maintain positive relationships with peer group and team members.
- Demonstrate an understanding of the role of technology in business and professional environments.
- Demonstrate an understanding of how the use of a Computer Information Systems fits into the application of the knowledge base.
- Evaluate information gathered from automated sources.
- Show respect for the diverse needs of others.
- Apply strategies in the learning environment that promote global awareness.
- Develop an understanding of positive health behaviors and physical fitness.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Computer Science Transfer, Game and Simulation Programming Option, A.S.

**Award:** Associate of Science degree, A.S. (code AS.CPS.GAME)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/computertech**

**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. Students who have already selected a transfer college/university should consult with their Department Chair 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.

### *Options*

Computer Science Transfer, A.S. (code AS.CPS.SCI)

Computer Science Transfer, Computer Information Systems Option, A.S. (code AS.CPS.CIS)

Computer Science Transfer, Management Information Systems Option, A.S. (code AS.CPS.MIS)

Computer Science Transfer, Game and Simulation Programming Option, A.S. (code AS.CPS.GAME)

### **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).

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits\*

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- ART 100 - Two-Dimensional Design 3 credit hours
- Arts and Humanities general education course (except ART) 3 credit hours

### Biological and Physical Sciences: 8 credits

*Two lab sciences required. See General Education Biological and Physical Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours
- If not eligible for MAT 191, MAT 151-MAT 191 may be substituted.*

### Social and Behavioral Sciences: 6 credits

*Two different disciplines required. See General Education Social and Behavioral Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### Program Requirements: 20-24 credits

- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours
  
- CTP 230 - Android Programming 4 credit hours **OR**
- CTP 232 - iPad/iPhone iOS Programming 1 4 credit hours

- CTP 250 - Computer Science 2 4 credit hours
- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours
- Elective\* 0-4 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation.*  
*Recommend Computer Science Electives: CTP 130, CTP 230, CTP 232, CTP 255*  
*Recommend Game and Simulation Programming Electives: CTP 111 ,CTP 120, CTP 233, CTP 255, CTS 105*

## **Additional Requirements**

### **Computer Competency Requirement**

*General education requirement CTA 103 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. See Diversity Requirement for a list of approved courses.*

### **Fast Track Option**

*This program has a Fast Track Option for those holding a college degree.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **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."

## **Computer Science Transfer, Management Information Systems Option, A.S.**

**Award:** Associate of Science degree, A.S. (code AS.CPS.MIS)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/computertech**

**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. Students who have already selected a transfer college/university should consult with their Department Chair 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.

### *Options*

Computer Science Transfer, A.S. (code AS.CPS.SCI)

Computer Science Transfer, Computer Information Systems Option, A.S. (code AS.CPS.CIS)

Computer Science Transfer, Management Information Systems Option, A.S. (code AS.CPS.MIS)

Computer Science Transfer, Game and Simulation Programming Option, A.S. (code AS.CPS.GAME)

### **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).

## **General Education Requirements: 33-36 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### **English: 3-6\* credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*

### **Arts and Humanities: 6 credits**

*Two different disciplines required. See General Education Arts and Humanities Requirements for a list of approved courses.*

### **Biological and Physical Sciences: 8 credits**

*Two lab sciences required. See General Education Biological and Physical Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### **Computer Technology: 4 credits**

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### **Mathematics: 3 credits**

- MAT 135 - Statistics *3 credit hours*

### **Social and Behavioral Sciences: 6 credits**

*Two different disciplines required. See General Education Social and Behavioral Sciences Requirements for a list of approved courses. Students should check their transfer institution for specific course requirements.*

### **Program Requirements: 23-27 credits**

- BPA 201 - Financial Accounting *3 credit hours*
- BPA 202 - Managerial Accounting *3 credit hours*
  
- BPA 232 - Business Statistics *3 credit hours* **OR**
- CTP Elective *3 credit hours*  
*Recommend electives: Students transferring to University of Baltimore should complete BPA 232, other CTP 255.*
  
- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 150 - Computer Science 1 *4 credit hours*

- CTP 250 - Computer Science 2 4 *credit hours*
- MAT 141 - College Algebra and Trigonometry 1 3 *credit hours*
- Elective\* 0-3 *credit hours*  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation.*  
*Recommend Computer Science Electives: CTP 130, CTP 230, CTP 232, CTP 255*  
*Recommend Game and Simulation Programming Electives: CTP 118, CTP 120, CTP 233, CTP 255, CTS 105*

## Additional Requirements

### Computer Competency Requirement

*General Education Requirement CTA 103 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. See Diversity Requirement for a list of approved courses.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### 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.

### 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."

## Computer Information Systems, Database Developer/Administration Option, A.A.S.

**Code:** AAS.CIS.DATA-ADMN)

**Total Credit Hours:** 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.

**Program Website:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

*Three Options:*

1. Computer Information Systems, Database Developer/Administration Option, A.A.S. (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. Computer Information Systems, Personal Computer Systems Technology Option, A.A.S. (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. Computer Information Systems, Programming/Analysis Option, A.A.S. (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
- 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
- Software developer

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

## General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6\* credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours  
**OR**
- ENG 121 - Composition and Literature 3 credit hours and 3 credits\* of electives  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- CTA 194 - Ethics and the Information Age 3 credit hours **OR**
- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours



## Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

## Computer Technology: 4 credits

*Satisfied by program requirements (CTA 103).*

## Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours  
*Or more advanced level if qualified.*

## Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 35-38 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours  
*General education course; credit hours are calculated as part of the general education requirements total.*
- CTS 105 - Microcomputer Operating Systems 3 credit hours
- CTP 200 - Systems Analysis and Design 4 credit hours
- CTA 115 - Personal Computer Database Management Systems 4 credit hours
- CTP 145 - Relational Databases and SQL 4 credit hours
- CTP 147 - PL-SQL Programming 3 credit hours
- Elective\* 0-3 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation. Recommend taking courses within your program of study from the elective list.*

## Required technical electives: 10-11 credits

*Students must complete the required technical electives from a single area of study below:*

### **Database Administration:**

- CTS 120 - Introduction to UNIX/LINUX 4 credit hours
- CTP 245 - Database Administration 1 3 credit hours
- CTP 247 - Database Administration 2 3 credit hours

### **Database Developer:**

- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours
- CTP 215 - Access Visual Basic Applications (VBA) Programming 3 credit hours

## Additional Technical Electives: 6-7 credits

*Choose from:*

- CTP 111 - HTML/CSS Programming 3 credit hours
- CTP 130 - Programming in PHP/MySQL 3 credit hours
- CTP 135 - Programming in JavaScript 4 credit hours
- CTP 136 - jQuery 4 credit hours
- CTS 110 - Network Essentials 4 credit hours
- CTS 140 - Network Security Fundamentals 4 credit hours
- CTS 215 - Server Administration 4 credit hours

## Database Developer/Administration Option: 28 credits

- CTA 115 - Personal Computer Database Management Systems 4 credit hours
- CTP 145 - Relational Databases and SQL 4 credit hours
- CTP 147 - PL-SQL Programming 3 credit hours

## Additional Requirements

### Computer Competency Requirement

*General education requirement CTA 103 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.*

### Fast Track Option



*This program has a Fast Track Option for those holding a college degree.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **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 Anne Arundel Community College Certificates**

- Computer Information Systems, Database Administration, Certificate
- Computer Information Systems, Personal Computer Specialist, Help Desk Specialist Option, Certificate
- Information and Cybersecurity, Certificate
- Computer Information Systems, Personal Computer Specialist, Microsoft Office Certifications Option, Certificate

### **Program Outcomes**

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

- Review database concepts and data models.
- Apply normalization of databases.
- Employ design and implementation using structured query language.
- Discuss distributed database management systems.
- Explain the use of database warehousing.
- Distinguish database connectivity with web services.
- Examine database administration and security.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Computer Information Systems, Programming/Analysis Option, A.A.S.

**Code:** AAS.CIS.PROG

**Total Credit Hours:** 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.

**Program Website:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

*Three Options:*

1. Computer Information Systems, Database Developer/Administration Option, A.A.S. (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. Computer Information Systems, Personal Computer Systems Technology Option, A.A.S. (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. Computer Information Systems, Programming/Analysis Option, A.A.S. (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
- 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
- Software developer

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

## General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6\* credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours and 3 credits\* of electives  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- CTA 194 - Ethics and the Information Age 3 credit hours **OR**
- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### **Computer Technology: 4 credits**

*Satisfied by program requirements (CTA 103).*

### **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### **Mathematics: 3 credits**

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours  
*Or more advanced level if qualified.*

### **Social and Behavioral Sciences: 3 credits**

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### **Program Requirements: 35-38 credits**

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours  
*General education course; credit hours are calculated as part of the general education requirements total.*
- CTS 105 - Microcomputer Operating Systems 3 credit hours
- CTP 200 - Systems Analysis and Design 4 credit hours
- BPA 111 - Business and Its Environment 3 credit hours
- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours  
*Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer technologies director to select more appropriate CTP courses.*
- CTS 110 - Network Essentials 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours
- CTP 250 - Computer Science 2 4 credit hours
- CTA/CTP/CTS Technical Electives 9 credit hours
- Elective\* 0-3 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation. Recommend taking courses within your program of study from the elective list.*

### **Programming/Analysis Option: 28 Credits**

- BPA 111 - Business and Its Environment 3 credit hours
- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours  
*Students entering the program with technical expertise beyond the level of this course are encouraged to meet with the computer technologies director to select more appropriate CTP courses.*
- CTS 110 - Network Essentials 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours
- CTP 250 - Computer Science 2 4 credit hours
- CTA/CTP/CTS Technical Electives 9 credit hours

### **Additional Requirements**

#### **Computer Competency Requirement**

*General education requirement CTA 103 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.*

#### **Fast Track Option**

*This program has a Fast Track Option for those holding a college degree.*

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

#### **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 Anne Arundel Community College Certificates**

- Computer Information Systems, Database Administration, Certificate

- Computer Information Systems, Personal Computer Specialist, Help Desk Specialist Option, Certificate
- Information and Cybersecurity, Certificate
- Computer Information Systems, Personal Computer Specialist, Microsoft Office Certifications Option, Certificate

## Program Outcomes

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

- Demonstrate appropriate use of the English language.
- Demonstrate professional writing and speaking skills.
- Develop content knowledge in mathematics and sciences. Integrates math and science principles necessary to perform the duties of a computer systems technology professional.
- Assess the emerging role and requirements of computer systems technology.
- Apply appropriate critical thinking and problem solving strategies.
- Locate, interpret and report research relative to the field of computer systems technology.
- Recommend appropriate strategies and their implementation in the work place.
- Select, organize, consolidate and present ideas.
- Establish and maintain positive relationships with colleagues.
- Recognize the value and importance of a healthy and safe work place.
- Embrace diversity.
- Recognize the need for life-long learning.
- Research and interpret laws and regulations impacting computer systems technology.
- Practice positive health behaviors and physical fitness.
- Practice ethical behavior.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Computer Science: Internet and Mobile Device Software Development, Internet Applications Development Option, A.A.S.

**Code:** AAS.CPS.INT-APP-DEV

**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.

**Program Code:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

*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).

## General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6\* credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours and 3 credits\* of electives
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 35-38 credits

- ART 170 - Web Design 1 3 credit hours  
*Students entering the program with technical expertise beyond the level of these CTP courses are encouraged to meet with the Internet and mobile device software development coordinator to select more appropriate CTP courses.*
- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 118 - Web Development using HTML/CSS 4 credit hours
- CTP 120 - Introduction to WWW Publishing 3 credit hours

- CTP 136 - jQuery 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours  
*Students who have completed CSI 161 and CSI 162 are not required to take CTP 150.*
- ART 269 - Responsive Web Design 3 credit hours
- Elective\* 3-6 credit hours  
*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation. Recommended courses: ART 270, CTP 145, and CTP 250.*

### Internet Applications Development Option: 7 credits

- CTP 130 - Programming in PHP/MySQL 3 credit hours
- CTP 135 - Programming in JavaScript 4 credit hours

### Additional Requirements

#### Computer Competency Requirement

*General education requirement CTA 103 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. See Diversity Requirement for a list of approved courses.*

#### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

### Program Outcomes

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

- Program using the iOS operating system development environment.
- Develop meaningful applications for the iPhone and the iPad.
- Program using the Android operating system development environment.
- Develop meaningful applications for Android based smartphones and tablets.
- Develop web pages for portable devices such as smartphones and tablets.

### Related Educational Opportunities

#### Continuing Education and Workforce Development Offerings

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.

#### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Computer Science: Internet and Mobile Device Software Development, Mobile Device Applications Software Development Option, A.A.S.**

**Code:** AAS.CPS.MOBL-APP-DEV

**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.

**Program Website:** [www.aacc.edu/computertech](http://www.aacc.edu/computertech)

*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).

## **General Education Requirements: 22-25 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### **English: 3-6\* credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours and 3 credits\* of electives*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### **Arts and Humanities: 3 credits**

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### **Biological and Physical Sciences: 3 credits**

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### **Computer Technology: 4 credits**

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### **Mathematics: 3 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

### **Social and Behavioral Sciences: 3 credits**

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## **Program Requirements: 35-38 credits**

- ART 170 - Web Design 1 *3 credit hours*  
*Students entering the program with technical expertise beyond the level of these courses are encouraged to meet with the Computer Science department chair to select more appropriate courses.*
- CTP 111 - HTML/CSS Programming *3 credit hours*
- CTP 112 - Mobile Web Development *3 credit hours*
- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 120 - Introduction to WWW Publishing *3 credit hours*

- CTP 136 - jQuery 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours  
*Students who have completed CSI 161 and CSI 162 are not required to take CTP 150. CSI 161 and CSI 162 will not be offered after spring 2015.*
- Elective\* 0-3 credit hours  
*\*Students completing ENG 121 must take an additional 3 credits to meet the 60 credit degree requirement for graduation. Recommended courses: ART 270, CTP 145, and CTP 250.*
- Program Option Requirements 11 credit hours  
*Select either the Internet Applications Development Option or the Mobile Device Applications Software Development Option. See below.*

## Mobile Device Applications Software Development Option: 11 credits

- CTP 230 - Android Programming 4 credit hours
- CTP 232 - iPad/iPhone iOS Programming 1 4 credit hours
- CTP 233 - iPad/iPhone iOS Programming 2 3 credit hours

## Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Additional Requirements

### Computer Competency Requirement

*General education requirement CTA 103 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.*

## Program Outcomes

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

- Program using the iOS operating system development environment.
- Develop meaningful applications for the iPhone and the iPad.
- Program using the Android operating system development environment.
- Develop meaningful applications for Android based smartphones and tablets.
- Develop web pages for portable devices such as smartphones and tablets.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."



## Computer Information Systems, Database Administration, Certificate

**Award:** Certificate (code CRT.CIS.DATA-ADMN)

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

**www.aacc.edu/computertech**

**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).

## Degree/Graduation Requirements

### Award Requirements

Students must complete each of the required CTA, CTS, or CTP courses with a grade of C or better.

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 24-25 credits

- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 115 - Operating Systems *4 credit hours*
- CTP 120 - Introduction to WWW Publishing *3 credit hours*
- CTP 145 - Relational Databases and SQL *4 credit hours*
- CTP 147 - PL-SQL Programming *3 credit hours*
- CTP 245 - Database Administration 1 *3 credit hours*
- CTP 247 - Database Administration 2 *3 credit hours*

*\*CTA 103 and CTP 115 are prerequisites for courses included in this program. Students entering the program with technical expertise beyond the level of CTA 103 and/or CTP 115 should meet with the database administration coordinator to waive the requirements for one or both of these courses.*

## Program Outcomes

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

- Review database concepts and data models.
- Apply normalization of databases.
- Employ design and implementation using structured query language.
- Discuss distributed database management systems.
- Explain the use of database warehousing.
- Distinguish database connectivity with web services.
- Examine database administration and security.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Database Developer, Certificate

**Award:** Certificate (code CRT.CIS.DATA-DEVELOP)

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

**www.aacc.edu/computertech**

**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/Admission Requirements

### 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.

## Degree/Graduation Requirements

### Award Requirements

Students must complete each of the required CTA, CTS, or CTP courses with a grade of C or better.

### Graduation Requirements

#### Certificate Requirements: 24-25 credits

- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 115 - Operating Systems *4 credit hours*
- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 145 - Relational Databases and SQL *4 credit hours*
- CTP 147 - PL-SQL Programming *3 credit hours*
- CTP 150 - Computer Science 1 *4 credit hours*
- CTP 215 - Access Visual Basic Applications (VBA) Programming *3 credit hours*

*\*CTA 103 and CTP 115 are prerequisites for courses included in this program. Students entering the program with technical expertise beyond the level of CTA 103 and/or CTP 115 should meet with the database administration coordinator to waive the requirements for one or both of these courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Scientific Programming Option, Certificate

**Award:** Certificate (code CRT.CIS.SCI-PROG)

**Total Credit Hours:** A minimum of 22 credit hours.

[www.aacc.edu/computertech](http://www.aacc.edu/computertech)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 22-24 credits

- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*  
*Students entering the option with technical expertise beyond the level of this course are encouraged to meet with the CTP department chair to select a more appropriate course.*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTP 150 - Computer Science 1 *4 credit hours*  
*Students who have completed CSI 161 and CSI 162 are not required to take CTP 150. CSI 161 and CSI 162 will not be offered after spring 2015.*
- CTP 250 - Computer Science 2 *4 credit hours*
- CTP electives (approval of CTP department chair) *6-8 credit hours*  
*Students may want to consider technology areas such as: UNIX/LINUX, mobile device programming, the Internet and data communications/networking or programming in Java.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Network Management, UNIX/LINUX System Administrator Option, Certificate

**Award:** Certificate (code CRT.CIS.UNIXLINUX-SA)

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

**[www.aacc.edu/computertech](http://www.aacc.edu/computertech)**

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 24 credits

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTS 140 - Network Security Fundamentals *4 credit hours*
- CTS 220 - UNIX/LINUX Shell Programming *4 credit hours*
- CTS 222 - UNIX/LINUX System Administration *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Technology, Certificate

**Award:** Certificate (code CRT.CIS.GEN-TECH)

**Total Credit Hours:** A minimum of 21 credit hours.

**www.aacc.edu/computertech**

**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 CTA 100 or CTA 103 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).

## Degree/Graduation Requirements

### Degree 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.

### Certificate Requirements: 21-28 credits

- First area of study *12-16 credit hours*
- Second area of study *9-12 credit hours*

### Areas of Study

#### Architecture

(see Architecture and Interior Design, Advanced Interior Design Option, Certificate; Architecture and Interior Design, Architectural CAD, Certificate; Architecture and Interior Design, Architectural Illustration Option, Certificate)

#### Required courses

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- ACH 112 - Graphic Communication 2: Design and Representation *3 credit hours*
- ACH 121 - Construction Technology 1 *3 credit hours*

#### Elective courses

- ACH 122 - Construction Technology 2 *3 credit hours*
- ACH 211 - Architectural Studio 1: Form, Space and Order *4 credit hours*
- ACH 212 - Architectural Studio 2: Design and Synthesis *4 credit hours*
- ACH 230 - Cost Estimating for Construction *3 credit hours*
- ACH 231 - Professional Practices in Architecture *3 credit hours*
- ACH 240 - Construction Documentation *3 credit hours*
- ACH 242 - Environmental Systems for Design *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*
- ACH 255 - Digital Technologies 2 *3 credit hours*
- ACH 265 - Digital Studio *3 credit hours*

#### Construction Management

(see Architecture and Interior Design, Construction Management Option, Certificate; Architecture and Interior Design, Construction Management Entrepreneurship, Certificate)

#### Required courses:

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- ACH 121 - Construction Technology 1 *3 credit hours*
- ACH 122 - Construction Technology 2 *3 credit hours*
- ACH 216 - Construction Management *4 credit hours*

(all four courses must be taken; can only be used for first area of study)

#### Interior Design

(see Architecture and Interior Design, Interior Design, Certificate; Architecture and Interior Design, Landscape Design, Certificate)

## Required courses

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- ACH 121 - Construction Technology 1 *3 credit hours*

## Elective courses

- ACH 104 - Materials and Methods for Interior Design 1 *3 credit hours*
- ACH 201 - History of Interior Design *3 credit hours*
- ACH 202 - Space Planning *3 credit hours*
- ACH 204 - Interior Construction Detailing *3 credit hours*
- ACH 242 - Environmental Systems for Design *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*

## Personal Computer Repair

Any of the following:

- CTA 100 - Computing and Information Technology *4 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- EET 130 - Introduction to Electronic Circuits *4 credit hours*
- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*
- CTS 203 - Theory and Troubleshooting Microcomputers 2 *3 credit hours*
- CTA 110 - Personal Computer Office Suite Applications *4 credit hours*
- CTA 113 - Personal Computer Information Management Applications *4 credit hours*
- CTS 225 - Wireless LANs *3 credit hours*
- EET 118 - Electronic Hardware and Assembly Techniques *4 credit hours*
- EET 231 - Digital-Electronic Circuits *4 credit hours*
- EET 250 - Microprocessors and Microcontrollers *4 credit hours*

## Personal Computer Specialist - Electronics Option

Any of the following:

- CTA 106 - Introduction to Project Management *3 credit hours*
- CTA 111 - Personal Computer Word Processing Applications *4 credit hours*
- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*
- CTA 113 - Personal Computer Information Management Applications *4 credit hours*
- CTS 110 - Network Essentials *4 credit hours*

## Personal Computer Specialist - Help Desk

(see *Computer Information Systems, Personal Computer Specialist, Help Desk Specialist Option, Certificate*)

Any of the following:

- CTA 111 - Personal Computer Word Processing Applications *4 credit hours*
- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*
- CTA 112 - Personal Computer Presentation Graphics Applications *4 credit hours*
- CTA 113 - Personal Computer Information Management Applications *4 credit hours*
- CTA 120 - Help Desk Concepts *3 credit hours*
- CTS 105 - Microcomputer Operating Systems *3 credit hours*

## Personal Computer Specialist - Personal Computer Technician

Any of the following:

- CTA 110 - Personal Computer Office Suite Applications *4 credit hours*
- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTP 200 - Systems Analysis and Design *4 credit hours*
- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*

## Scientific Programming

(see *Computer Information Systems, Scientific Programming Option, Certificate*)

Any of the following:

- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTP 150 - Computer Science 1 *4 credit hours*

- CTP 250 - Computer Science 2 4 credit hours
- electives with approval of computer information systems department chair.  
Students who have completed CSI 161 and CSI 162 are not required to take CTP 150. CSI 161 and CSI 162 will not be offered after spring 2015.

## Computer Network Management

(see *Computer Network Management, Certificate*)

Must include:

- CTS 105 - Microcomputer Operating Systems 3 credit hours
- CTS 110 - Network Essentials 4 credit hours
- CTS 120 - Introduction to UNIX/LINUX 4 credit hours
- CTS 140 - Network Security Fundamentals 4 credit hours  
(all four courses must be taken; can only be used for first area of study)

## UNIX/LINUX System Administrator

(see *Computer Network Management, UNIX/LINUX System Administrator Option, Certificate*)

Must include:

- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTS 120 - Introduction to UNIX/LINUX 4 credit hours
- CTS 220 - UNIX/LINUX Shell Programming 4 credit hours
- CTS 222 - UNIX/LINUX System Administration 4 credit hours  
(all four courses must be taken; can only be used for first area of study)

## Electromechanical

(see *Mechatronics Technology, Certificate; Electronic Engineering Technology, Electronics Option, Certificate*)

- Any EET course from the certificate

## Electronics

(see *Electronic Engineering Technology, Electronics Option, Certificate*)

- Any EET course from the certificate

## PC Repair

## Telecommunications

(see *Electronic Engineering Technology, Telecommunications Option, Certificate*)

- Any EET course from the certificate

## Program Outcomes

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

- Demonstrate appropriate use of the English language.
- Demonstrate professional writing and speaking skills.
- Select, organize, consolidate and present ideas.
- Develop content knowledge in mathematics and sciences. Integrate math and science principles necessary to perform the duties of a computer systems technology professional.
- Assess the emerging role and requirements of computer systems technology.
- Translate analytical skills to the development of computer system architectures.
- Apply appropriate critical thinking and problem solving strategies
- Locate, interpret and report research relative to the field of computer systems technology.
- Recommend appropriate strategies and their implementation in the work place.
- Research and interpret laws and regulations impacting computer systems technology.
- Establish and maintain positive relationships with colleagues.
- Recognize the value and importance of a healthy and safe work place.
- Embrace diversity.
- Practice positive health behaviors and physical fitness.
- Practice ethical behavior.
- Recognize the need for life-long learning.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Internet Application Development, Certificate

**Award:** Certificate (code CRT.CIS.DEV.INT-APP)

**Total Credit Hours:** 22 credit hours.

[www.aacc.edu/computertech](http://www.aacc.edu/computertech)

**Purpose:** Develop and apply web design, database manipulation, programming, 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).

## Degree/Graduation Requirements

### Degree Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 22 credits

- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 118 - Web Development using HTML/CSS *4 credit hours*
- CTP 120 - Introduction to WWW Publishing *3 credit hours*
- CTP 130 - Programming in PHP/MySQL *3 credit hours*
- CTP 135 - Programming in JavaScript *4 credit hours*
- CTP 136 - jQuery *4 credit hours*

### Program Outcomes

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

- Program using HTML and CSS.
- Develop static Web pages.
- Program using PHP and MySQL.
- Develop and publish interactive applications for the Internet.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Mobile Device Application Development, Certificate

**Award:** Certificate (code CRT.CIS.MOBL-DEVICE)

**Total Credit Hours:** 20 credit hours.

[www.aacc.edu/computertech](http://www.aacc.edu/computertech)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 20 credits

- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 118 - Web Development using HTML/CSS *4 credit hours*
- CTP 150 - Computer Science 1 *4 credit hours*  
*Students who have completed CSI 161 and CSI 162 are not required to take CTP 150. CSI 161 and CSI 162 will not be offered after spring 2015.*
- CTP 230 - Android Programming *4 credit hours*
- CTP 232 - iPad/iPhone iOS Programming *1 4 credit hours*

## Program Outcomes

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

- Program using the iOS operating system development environment.
- Develop meaningful applications for the iPhone and the iPad.
- Program using the Android operating system development environment.
- Develop meaningful applications for Android based smartphones and tablets.
- Develop web pages for portable devices such as smartphones and tablets.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Database Administration, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

**www.aacc.edu/computertech**

**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).

## Degree/Award Requirements

### Award Requirements

Students must complete each of the required CTA, CTP or CTS 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.

### Requirements: 10 credits

- CTP 145 - Relational Databases and SQL *4 credit hours*
- CTP 147 - PL-SQL Programming *3 credit hours*
- CTP 245 - Database Administration I *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Office Applications Specialist, Letter of Recognition

**Award:** Letter of Recognition

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

**www.aacc.edu/computertech**

**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/Admission Requirements

### Entrance Requirements

Students must have a strong computer background or permission of the Microsoft Office Specialist (MOS)/Applications coordinator.

## Degree/Award Requirements

### Award Requirements

Students must complete each of the required CTA, CTP or CTS 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.

### Requirements: 8 credits

Select two courses from the list below:

- CTA 111 - Personal Computer Word Processing Applications *4 credit hours*
- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Cybersecurity, Networking and Digital Forensics

\*NEW\* Concentrations in the areas of Security, Digital Forensics and Networking are available in the Information Assurance and Cybersecurity, AAS. See below to read details.

## Cybersecurity, Networking and Digital Forensics

### Associate of Applied Science

### Information Assurance and Cybersecurity, A.A.S.

*Change of program name from Information Assurance and Cybersecurity, Information Assurance and Cybersecurity Option to Information Assurance and Cybersecurity is pending approval of Maryland Higher Education Commission.*

**Award:** Associate of Applied Science degree, A.A.S.

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

**www.aacc.edu/computertech**

**Purpose:** Provides training in computer security disciplines with three specific focus areas: security, digital forensics and networking. These degrees prepare students for entry level positions in information assurance and cybersecurity.

**Areas of Concentration:** This degree requires that students choose a concentration in one of three areas. A concentration is a structured plan of study within a degree program. The number of credit hours and particular course requirements for a concentration varies, as listed below. To achieve a concentration, students must receive credit for every course requirement listed under that concentration.

#### Three Concentrations:

**1. Security (code AAS.CIS.SECURITY):** This 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. This program provides partial foundation for the CCENT (Cisco Certified Entry Network Technician).

##### 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

**2. Digital Forensics (code AAS.CIS.DIGITAL-FRNSC):** This 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). This program fully prepares students for the Cyber Incident Responder (CIR) exam sponsored by the Defense Cyber Crime Center National Centers of Digital Forensics Academic Excellence program and the Access Data Certified Examiner (ACE).

##### Range of Occupations

- Computer forensic investigator
- Corporate forensic investigator
- Incident Handler
- Incident Responder
- 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

**3. Networking (code AAS.CIS.NETWORK):** This program incorporates a study of 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, UNIX/LINUX and Cisco systems. A combination of lecture and labs provide the basis for potential networking certifications. This program provides partial foundation for the CCNA (Cisco Certified Network Technician) certification exam.

##### Range of Occupations

- LAN system administration
- Network installation
- Network management
- Linux administrator
- Windows Server administrator
- System administrator

- WAN Management Technology

**Related Industry Certifications:** These programs provide the foundation for the following industry recognized certifications: CompTIA Network+, and CompTIA Security+. These programs do not provide certification exam training or certification testing other than the forensics CIR and ACE exams.

Graduates in these fields 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/Graduation Requirements

### Degree Requirements

A grade of C or better is required in each Information Assurance and Cybersecurity program course requirement.

### General Education Requirements: 19-22 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 3 credits

- CTA 194 - Ethics and the Information Age *3 credit hours*

#### Biological and Physical Sciences: 3 credits

- BIO 135 - Principles of Nutrition *3 credit hours*

#### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

#### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*  
*Or more advanced level if qualified.*

#### Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 39-42 credits

*These are common program requirements for all three areas of concentration. Students must complete all of these courses with a grade of C or better.*

- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTS 140 - Network Security Fundamentals *4 credit hours*
- CTS 234 - Windows Server *4 credit hours*
- STM 103 - Professional Skills for STEM *1 credit hour*

**Students must select one Area of Concentration in Security, Digital Forensics, or Networking as specified below: 19-22 credit hours.**

#### Security Area of Concentration Requirements: 19-22 credits

*Degree Awarded: Information Assurance and Cybersecurity - Security Concentration (AAS.CIS.SECURITY)*

- CTS 130 - Networking 1 *4 credit hours*
- CTS 131 - Networking 2 *4 credit hours*
- CTS 240 - Advanced Network Defense *4 credit hours*
- CTS 242 - Network Intrusion Detection and Penetration Testing *4 credit hours*

- CTS 170 - Digital Forensics 1 3 *credit hours*
- OR**
- CTS 222 - UNIX/LINUX System Administration 4 *credit hours*
- 0-2 elective credits can be taken to achieve the 61 credits required for the award of this degree.

### Digital Forensics Area of Concentration Requirements: 21-22 credits

*Degree Awarded: Information Assurance and Cybersecurity - Digital Forensics Concentration (AAS.CIS.DIGITAL-FRNSC)*

- CJS 111 - Introduction to Criminal Justice 3 *credit hours*
- CTS 170 - Digital Forensics 1 3 *credit hours*
- CTS 207 - Digital Forensics 2 4 *credit hours*
- CTS 209 - Digital Forensics 3 4 *credit hours*
- CTS 240 - Advanced Network Defense 4 *credit hours*
- OR**
- CTS 242 - Network Intrusion Detection and Penetration Testing 4 *credit hours*
- CJS 215 - Criminal Law 3 *credit hours*
- OR**
- CJS 216 - Criminal Evidence and Procedure 3 *credit hours*
- OR**
- CJS 222 - Investigation and Criminalistics 4 *credit hours*
- 0-1 elective credits can be taken to achieve the 61 credits required for the award of this degree.

### Networking Area of Concentration Requirements: 20-22 credits

*Degree Awarded: Information Assurance and Cybersecurity - Networking Concentration (AAS.CIS.NETWORK)*

- CTS 130 - Networking 1 4 *credit hours*
- CTS 131 - Networking 2 4 *credit hours*
- CTS 222 - UNIX/LINUX System Administration 4 *credit hours*
- CTS 230 - Networking 3 4 *credit hours*
- CTS 231 - Networking 4 4 *credit hours*
- 0-2 elective credits can be taken to achieve the 61 credits required for the award of this degree.

### Additional Requirements

#### Computer Competency Requirement

*General education requirement CTA 103 meets this requirement.*

#### Diversity Requirement

*Students may satisfy the diversity requirement simultaneously as they satisfy the social science general education requirement. See Diversity Requirement for a list of approved courses.*

#### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

### Program Outcomes

Upon successful completion of the Security Area of Concentration, students will be able to:

- Identify the basic components of a layered structure for Network Defense architecture.
- Analyze network traffic that use TCP/IP protocols.
- Harden systems running Windows operating systems.
- Harden systems running Linux operating systems.
- Identify Internet security threats.
- Secure DNS services.
- Identify router security threats.
- Secure routers using access control lists.
- Use firewalls to protect networks from security threats.
- Configure IPSec and VPNs to secure network traffic.
- Design and configure intrusion protection systems.
- Secure wireless networks.
- Implement access control and auditing measures.
- Describe concepts and issues related to risk analysis.
- Configure and implement security policies for an organization.

Upon successful completion of the Digital Forensics Area of Concentration, students will be able to:

- Extract key concepts from cases and statutes
- Identify vulnerabilities and assess risks in forensic investigations.
- Plan a forensic investigation.
- Identify where evidence may reside.
- Use software tools to access evidence and conduct forensic analysis.
- Explain legal limitations on searches and seizures of evidence.
- Explore the functionality of the Windows OS as it relates to data storage and evidence.
- Explore the functionality of the Linux OS as it relates to data storage and evidence.
- Explore the functionality of the Macintosh OS as it relates to data storage and evidence.
- Practice preserving, handling and documenting digital evidence.
- Identify processes and communications in a network environment.
- Explain the characteristics of computer crime offenses and offenders.
- Conduct digital investigations of computers and mobile devices using industry standard tools.
- Perform investigative reconstruction.
- Prepare and present reports and testimony.

Upon successful completion of the Networking Area of Concentration, students will be able to:

- Design, implement, and administer local-area and wide-area networks to meet organizational needs.
- Resolve network system problems and apply troubleshooting methodologies.
- Perform basic configurations on routers and Ethernet devices.
- Apply relevant policies and procedures to secure and monitor network systems.
- Design and configure Linux and Windows Server Based Systems to support Network infrastructure access for both LAN and WAN configurations
- Administer Linux and Windows Server Operating System, including, but not limited to, administration of User Accounts, File Access Permissions, Internet Access and Security
- Communicate technical information to both technical and nontechnical audiences in both written and oral form.
- Participate effectively as a member of a team

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Related Anne Arundel Community College Certificates

- Network Security, Certificate
- Cisco Certified Network Associate (CCNA) Preparation, Certificate
- Advanced Network Security, Certificate
- Server Administration and Security, Certificate
- Cyber Forensics, Certificate

## Advanced Cyber Forensics, Certificate

**Award:** Certificate (code CRT.CIS.CYBR-FRNSC-A)

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

**www.aacc.edu/computertech**

**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).

## Degree/Graduation Requirements

### Degree Requirements

A grade of C or better is required in each Cyber Technology certificate course requirement.

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 25 credits

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTS 170 - Digital Forensics 1 *3 credit hours*
- CTS 207 - Digital Forensics 2 *4 credit hours*
- CTS 209 - Digital Forensics 3 *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Advanced Network Security, Certificate

**Award:** Certificate (code CRT.CIS.NET-SEC-ADV)

**Total Credit Hours:** 16 credit hours.

**www.aacc.edu/computertech**

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 16 credits

- CTS 140 - Network Security Fundamentals *4 credit hours*
- CTS 240 - Advanced Network Defense *4 credit hours*
- CTS 242 - Network Intrusion Detection and Penetration Testing *4 credit hours*
- CTS 222 - UNIX/LINUX System Administration *4 credit hours*

**OR**

- CTS 234 - Windows Server *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Program Outcomes

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

- Perform TCP/IP addressing, routing, and packet filtering.
- Install proxy servers, firewalls, and virtual private networks (VPNs).
- Secure network perimeters and harden network infrastructure.
- Identify the priorities and processes used to protect computer and network systems.
- Identify network vulnerabilities, implement network defense strategies and develop alternate solutions based upon cost and level of security required.

## Cisco Certified Network Associate (CCNA) Preparation, Certificate

**Award:** Certificate (code CRT.CIS.CCNA)

**Total Credit Hours:** 16 credit hours.

**www.aacc.edu/computertech**

**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).

## Degree/Graduation Requirements

### Degree Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 16 credits

- CTS 130 - Networking 1 *4 credit hours*
- CTS 131 - Networking 2 *4 credit hours*
- CTS 230 - Networking 3 *4 credit hours*
- CTS 231 - Networking 4 *4 credit hours*

## Program Outcomes

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

- Configure a router, manage Cisco IOS software, configuring routing protocols on routers, and set the access lists to control the access to routers.
- Use advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, ethernet switching, virtual LANs (VLANs), spanning tree protocol (STP), and VLAN trunking protocol (VTP).
- Use advanced Internet protocol (IP) addressing techniques (Network Address Translation [NAT], port address translation [PAT]) and dynamic host configuration protocol (DHCP), wide area network (WAN) technology and terminology, point-to-point protocol (PPP), integrated services digital network (ISDN), dial-on-demand routing (DDR), frame relay, network management, and optical networking.
- Sit for the Cisco Certified Network Associate (CCNA) certification exam.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Network Management, Certificate

**Award:** Certificate (code CRT.CIS.CNM)

**Total Credit Hours:** A minimum of 26 credit hours.

**www.aacc.edu/computertech**

*Inactive 2014-2015. No new students will be admitted to this program.*

*Please see the following Network Management certificates:*

- *Network Security, Certificate*
- *Cisco Certified Network Associate (CCNA) Preparation, Certificate*
- *Server Administration and Security, Certificate*

**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 system 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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 26-28 credits

- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTS 234 - Windows Server *4 credit hours*

### Electives: 12-14 credits

*Four electives must be selected from the group of courses below.*

- CTS 210 - Information Systems Security *3 credit hours*
- CTS 235 - Windows Server Networking *3 credit hours*
- CTS 225 - Wireless LANs *3 credit hours*
- EET 140 - Introduction to Telecommunications *3 credit hours*
- EET 150 - Semiconductors and Linear Circuits *4 credit hours*
- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*
- CTS 203 - Theory and Troubleshooting Microcomputers 2 *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Cyber Forensics, Certificate

**Award:** Certificate (code CRT.CIS.CYBR-FRNCS)

**Total Credit Hours:** 17-19 credit hours.

**www.aacc.edu/computertech**

**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/Admission Requirements

### 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.

### Degree/Graduation Requirements

#### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 17-19 credits

- CTS 170 - Digital Forensics 1 *3 credit hours*
- CTS 207 - Digital Forensics 2 *4 credit hours*
- CTS 209 - Digital Forensics 3 *4 credit hours*

### Electives: 6-8 credits

*Two electives must be selected from the group of courses below:*

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
  
- CJS 206 - Cybercrime *3 credit hours*
  
- CTS 240 - Advanced Network Defense *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Cyber Technology, Certificate

**Award:** Certificate (code CRT.CIS.CYBER-TECH)

**Total Credit Hours:** 32 credit hours.

**www.aacc.edu/computertech**

**Purpose:** Prepares students for entry-level jobs in Customer Service and Technical Support. Gain the skills and knowledge to perform basic troubleshooting of computer systems and networks. Acquire in-depth knowledge of TCP/IP, Cisco ISO and experience configuring Cisco routers.

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.

### **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).

## Degree/Graduation Requirements

### Degree Requirements

A grade of C or better is required in each Cyber Technology certificate course requirement.

### Graduation Requirements

Demonstration of eligibility for ENG 111.

### Certificate Requirements: 32 credits

- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*
- CTS 203 - Theory and Troubleshooting Microcomputers 2 *3 credit hours*
- CTS 140 - Network Security Fundamentals *4 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 130 - Networking 1 *4 credit hours*
- CTS 131 - Networking 2 *4 credit hours*
- CTS 230 - Networking 3 *4 credit hours*
- CTS 231 - Networking 4 *4 credit hours*
- STM 103 - Professional Skills for STEM *1 credit hour*
- CYB 270 - Cyber Capstone *1 credit hour*

## Program Outcomes

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

- Demonstrate knowledge of "knowledge base" capabilities in identifying the solutions to less common and more complex system problems [Knowledge Management].
- Demonstrate knowledge of disaster recovery and continuity of operations plans [Incident Management].
- Demonstrate knowledge of measures or indicators of system performance and availability [Information Technology Performance Assessment].
- Demonstrate knowledge of systems administration concepts [Operating Systems].
- Demonstrate knowledge of the operations and processes for diagnosing common or recurring system problems [Systems Life Cycle].
- Demonstrate knowledge of the type and frequency of routine maintenance needed to keep equipment functioning properly [Systems Life Cycle].
- Conduct open source research for troubleshooting novel client-level-problems [Knowledge Management].
- Identify possible causes of degradation of system performance or availability and initiating actions needed to mitigate this degradation [System Life Cycle].
- Test and configure network workstations and peripherals [Network Management].
- Demonstrate skill in the basic operation of computers [Computer Skills].
- Use the appropriate tools for repairing software, hardware, and peripheral equipment of a system [Computers and Electronics].
- Demonstrate knowledge of basic physical computer components and architectures, including the functions of various components and peripherals (e.g., central processing units (CPUs), network interface cards (NICs), data storage) [Computers and Electronics].

- Demonstrate knowledge of electronic devices (e.g., computer systems/components, access control devices, digital cameras, electronic organizers, hard drives, memory cards, modems, network components, printers, removable storage devices, scanners, telephones, copiers, credit card skimmers, facsimile machines, global positioning systems (GPSs)) [Hardware].
- Demonstrate knowledge of network security architecture concepts, including topology, protocols, components, and principles (e.g., application of defense in-depth) [Information Systems/Network Security].
- Identify the risks and threats to an organization's data and providing a structured way of addressing how to safeguard these critical electronic assets.
- Demonstrate a systems approach to critical thinking.
- Demonstrate effective professional communication.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Network Security, Certificate

**Award:** Certificate (code CRT.CIS.NET-SEC)

**Total Credit Hours:** 20 credit hours.

**www.aacc.edu/computertech**

**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/Admission Requirements

### 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.

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 20 credits

- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 130 - Networking 1 *4 credit hours*
- CTS 131 - Networking 2 *4 credit hours*
- CTS 140 - Network Security Fundamentals *4 credit hours*

## Program Outcomes

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

- Effectively use Internet and Web technologies.
- Describe the function and use of the variety of hardware and software.
- Describe the ethical and social issues involving digital technology.
- Design a network from scratch as well as maintain, upgrade and troubleshoot an existing network.
- Configure a router, manage Cisco IOS software, configure routing protocols on routers, and set the access lists to control the access to routers.
- Identify the risks and threats to an organization's data and provide a structured way of addressing the safeguarding of these critical electronic assets.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Server Administration and Security, Certificate

**Award:** Certificate (code CRT.CIS.SERVER)

**Total Credit Hours:** 20 credit hours.

**www.aacc.edu/computertech**

**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/Admission Requirements

### 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.

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 20 credits

- CTS 120 - Introduction to UNIX/LINUX *4 credit hours*
- CTS 140 - Network Security Fundamentals *4 credit hours*
- CTS 222 - UNIX/LINUX System Administration *4 credit hours*
- CTS 234 - Windows Server *4 credit hours*
- CTS 240 - Advanced Network Defense *4 credit hours*

## Program Outcomes

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

- Use the basic elements of the UNIX/LINUX operating system to send and receive electronic mail, utilize hierarchical file structure, create and edit documents, write shell programs and provide system security.
- Load, configure and maintain UNIX operating systems.
- Install, configure, manage, monitor and troubleshoot Windows servers.
- Build, configure, secure and troubleshoot basic and extended WLANs.
- Administer and support different brands of wireless LAN hardware.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



# Entrepreneurial Studies Institute

## Entrepreneurship, A.A.S.

**Award:** Associate of Applied Sciences degree, A.A.S. (code AAS.ESI.ENTREP)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/esi](http://www.aacc.edu/esi)

**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).

*Where course choices exist within this program, transfer students should consult with the department to make course choices consistent with the requirements of their intended transfer school.*

## General Education Requirements: 21-24 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* AND
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
OR
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* AND
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
OR
- ENG 121 - Composition and Literature *3 credit hours*  
Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Sixty credits are required for the award of an associate's degree.

### Arts and Humanities: 3 credits

See *General Education Arts and Humanities Requirements* for a list of approved courses.

### Biological and Physical Sciences: 3 credits

See *General Education Biological and Physical Sciences Requirements* for a list of approved courses.

### Biological and Physical Sciences, Computer Technology, or Mathematics: 3 credits

See *General Education Requirements* for a list of approved courses.

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

See *General Education Health/Fitness/Wellness Requirements* for a list of approved courses.

### Mathematics: 3 credits

See *General Education Mathematics Requirements* for a list of approved courses.

### Social and Behavioral Sciences: 3 credits

Economics (social and behavioral sciences general education). See *General Education Social and Behavioral Sciences Requirements* for a list of approved courses.

## Program Requirements: 36-39 credits

- ESI 103 - Introduction to Entrepreneurship *3 credit hours*
- ESI 104 - Entrepreneurship: Sales and Marketing for Small Business *3 credit hours*
- ESI 111 - Business and Its Environment *3 credit hours*
- ESI 120 - Small Business Management *3 credit hours*
- ESI 162 - Business Communications *3 credit hours*
- ESI 217 - Small Business Accounting *3 credit hours*
- ESI 250 - Legal Issues for Business *3 credit hours*
- ESI 270 - Entrepreneurship: New Venture Planning *3 credit hours*
- ESI 275 - Internship in Business 1 *3 credit hours*

**Elective (consult with an advisor) 3 credit hours**

Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with this elective. See page *General Education Computing Competency Requirement* for a list of approved courses.

**Elective (consult with an advisor) 0-3 credit hours**

Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.

## ESI electives (chosen from below): 6 credits

Entrepreneurship electives:

- BPA 105 - Exploring the Future *3 credit hours* \*
- BPA 119 - Global Business *3 credit hours*
- BPA 125 - Marketing Principles *3 credit hours*
  
- BPA 127 - eMarketing *3 credit hours* OR
- ESI 127 - eMarketing *3 credit hours*
  
- BPA 128 - International Marketing *3 credit hours*
- BPA 129 - European Union - Travel Studies *3 credit hours*
- BPA 132 - Sales and Sales Training *3 credit hours*
- BPA 134 - Retail Management *3 credit hours*
- BPA 135 - Customer Service *3 credit hours*
- BPA 138 - Business and Professional Ethics *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 145 - Leadership *3 credit hours*
- BPA 156 - Electronic Commerce *3 credit hours*
- BPA 171 - Principles of Supervision *3 credit hours*
- BPA 172 - Human Resource Management *3 credit hours*
- BPA 174 - Women and Business *3 credit hours* \*
- BPA 201 - Financial Accounting *3 credit hours*
- BPA 202 - Managerial Accounting *3 credit hours*
  
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours* OR
- ESI 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours*
  
- BPA 232 - Business Statistics *3 credit hours*
  
- BPA 246 - Entrepreneurship: Small Business Operations and Logistics *3 credit hours* OR
- ESI 246 - Entrepreneurship: Small Business Operations and Logistics *3 credit hours*
  
- BPA 253 - Business Law 1 *3 credit hours*
- BPA 254 - Business Law 2 *3 credit hours*
- ECO 211 - Principles of Economics 1 *3 credit hours*
- ECO 212 - Principles of Economics 2 *3 credit hours*
- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*

- ESI 260 - Applied Entrepreneurship, Innovation and Invention *3 credit hours*
- HLS 111 - Introduction to Homeland Security *3 credit hours*
- HLS 265 - Homeland Security, Emergency Management and Response Seminar *3 credit hours*
- LGS 165 - Mediation and Alternative Dispute Resolution (ADR) *3 credit hours*
- LGS 236 - Intellectual Property Law *3 credit hours*

## Additional Requirements

### Computer Competency Requirement

Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See *General Education Computing Competency Requirement* for a list of approved courses.

### 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.

### Fast Track Option

This program has a *Fast Track Option* for those holding a college degree.

### Program Outcomes

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

- Identify and analyze entrepreneurial opportunity, assess and evaluate risk, and plan for small business ventures.
- Design and develop a comprehensive business plan, including a marketing plan, to launch an entrepreneurial venture.
- Compile and prepare accurate financial information for tax compliance and informed business decisions using appropriate software.
- Use research methods and evaluation skills to enhance business decision making.
- Apply current business concepts and laws to develop legal and ethical business practices.

This program aligns with all the college's core competencies. For a full list of Core Competencies, [click here](#).

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Entrepreneurship, Certificate

**Award:** Certificate (code CRT.ESI.ENTREP)

**Total Credit Hours:** 18 credit hours

[www.aacc.edu/esi](http://www.aacc.edu/esi)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

### Certificate Requirements: 18 credits

- ESI 103 - Introduction to Entrepreneurship *3 credit hours*
- ESI 104 - Entrepreneurship: Sales and Marketing for Small Business *3 credit hours*
- ESI 120 - Small Business Management *3 credit hours*
- ESI 217 - Small Business Accounting *3 credit hours*
- ESI 250 - Legal Issues for Business *3 credit hours*
- ESI 270 - Entrepreneurship: New Venture Planning *3 credit hours*

## Construction Management Entrepreneurship Certificate Program

*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.*

### Program Outcomes

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

- Demonstrate effective communication skills appropriate for a business environment.
- Use research methods to support business decision making.
- Identify and compare various forms of business ownership.
- Construct financial statements.
- Use financial information to make more informed business decisions
- Implement current business concepts and laws that result in legal and ethical business practices.

## Related Educational Opportunities

### 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.

## **Entrepreneurship, Entrepreneurship and Innovation, Letter of Recognition**

**Award:** Letter of Recognition

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

**www.aacc.edu/business**

**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).

## **Degree/Graduation Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- ESI 103 - Introduction to Entrepreneurship *3 credit hours*
- ESI 111 - Business and Its Environment *3 credit hours*
- ESI 260 - Applied Entrepreneurship, Innovation and Invention *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## **Entrepreneurship, Entrepreneurship and Leadership, Letter of Recognition**

**Award:** Letter of Recognition

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

**www.aacc.edu/business**

**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).

## **Degree/Graduation Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- BPA 145 - Leadership *3 credit hours*
- ESI 103 - Introduction to Entrepreneurship *3 credit hours*
- ESI 111 - Business and Its Environment *3 credit hours*

## **Related Educational Opportunities**

### **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.

# Emergency Medical Technician

## EMT - Paramedic, A.A.S.

**Special Admission Requirements - Program Application Deadline: Sept. 15\***

**Award:** Associate of Applied Science degree, A.A.S. and eligibility for the National Registry of Emergency Medical Technician-Paramedic (EMT-P) national licensure exam.

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

[www.aacc.edu/emt](http://www.aacc.edu/emt)

**Purpose:** Prepares students for state and national licensure as EMT-P. There is a fee for the national exam.

The AACC Paramedic 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).

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### Range of Occupations

- EMT-P in local emergency medical services system, 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application by the application deadline.
3. For degree: Eligibility for a general education mathematics course (see General Education Mathematics Requirements).
4. 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.
5. A grade of C or better in prerequisite courses.
6. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: 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. Submission of a copy of current EMT certification card.
9. Satisfactory completion of a criminal background check.
10. Submission of a 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 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 Sciences office, Florestano Building Room 100 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 ACA 100 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.
- 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 information session.
- 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 Sciences, 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 (EMT) or Emergency Medical Technician-Intermediate (EMT-I). Students who fail to maintain current EMT 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. (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**.

## **Criminal Background Checks and Drug Screening**

This program requires the satisfactory completion of a criminal background check and drug screening. For complete details, see the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

## **EMT-Paramedic Course Sequence**

*All prerequisite courses require a grade of C or better.*

### **Prerequisites**

- BIO 230 - Structure and Function of the Human Body 4 credit hours **OR**
- BIO 232 - Human Biology 2 4 credit hours **OR**  
*BIO 231 is a prerequisite for BIO 232.*



- BIO 234 - Anatomy and Physiology 2 4 credit hours  
*BIO 101 and BIO 233 are prerequisites for BIO 234.*
- ACA 100 - Student Success 1 credit hour

**Total credit hours: 5**

## General Education Requirements

*Courses may be taken prior to, concurrently or following the EMT-Paramedic course sequence.*

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- CTA 100 - Computing and Information Technology 4 credit hours **OR**
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours
- PSY 111 - Introduction to Psychology 3 credit hours

**English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours  
**OR**
- ENG 121 - Composition and Literature 3 credit hours

*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 associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*

**Mathematics: 3 credits**

*General education requirement. See General Education Mathematics Requirements for a list of approved courses.*

**Total credit hours: 16-19**

## Program Requirements

*All EMT courses require a grade of C or better.*

**First Year - Spring Term**

- EMT 140 - Paramedic 1 13 credit hours \*

**First Year - Summer Term**

- EMT 147 - ALS Unit Practicum 2 credit hours  
*For a waiver for EMT 147 see department chair.*

**First Year - Fall Term**

- EMT 142 - Paramedic 2 13 credit hours \*

**Second Year - Spring Term**

- EMT 236 - Paramedic 3 12 credit hours \*

**Total credit hours: 40**

*\*(completing these three courses satisfies the college diversity requirement)*

## Program Outcomes

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

- Define the roles and responsibilities of a paramedic within an EMS system.
- Demonstrate the proper communication techniques using appropriate medical terminology.
- Communicate in verbal and written form treatment plans for patients experiencing medical emergencies and traumatic injuries.
- Communicate effectively as team leader proper extrication and treatment modalities.
- Demonstrate competence in using a variety of advanced life support equipment.
- Identify text-based and electronic information resources for research.
- Discuss current health issues and preventative measures as they relate to self and medicine.
- Investigate causes/consequences of stress.

- Implement a treatment plan for patients experiencing medical emergencies and traumatic injuries.
- Solve drug calculation problems and is able to administer the correct dosage of medication.
- Maintain a commitment to professional growth and development.
- Practice within the ethical and legal framework of the profession.
- Consistently follow the acceptable standards of practice within the scope of paramedic practice.
- Provide quality direct patient care for a culturally diverse group of patients.
- Integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for patients facing physical, mental, social and financial challenges.
- Integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for patients from diverse backgrounds, age groups, ethnic and religious origins.
- Apply knowledge of disease pathophysiology in the Prehospital arena.
- Perform advanced life support procedures.
- Evaluate role playing exercises.
- Summarize the pathophysiology and treatment plans for patients experiencing medical emergencies and traumatic injuries across the age spectrum.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **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."

## EMT - Intermediate, Certificate

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Certificate (code AA.GEN.EMT-INTER) and eligibility for the Maryland State Emergency Medical Technician-Intermediate (EMT-I) certification exam.

**Total Credit Hours:** A minimum of 27 credit hours.

[www.aacc.edu/emt](http://www.aacc.edu/emt)

**Purpose:** Prepares students for state licensure as an EMT-Intermediate. There is a fee for the state exam.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### Range of Occupations

- EMT-I in local emergency medical services system, 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application by the application deadline.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. 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.
5. Grade of C or better in all prerequisite courses.
6. Applicants must be functioning as an EMT for at least one year and have 100 documented ambulance runs, or if less than one year, have 150 documented ambulance runs.
7. Three (3) letters of recommendation with satisfactory rating.
8. Foreign educated students: must have their college transcripts evaluated by one of the following credential evaluators: 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. 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.
10. Satisfactory completion of a criminal background check.
11. Submission of a completed health examination record.
12. Satisfactory completion of a urine drug screen.
13. Submission of current EMT certification card with application.
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 Sciences office, Florestano Building Room 100 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.
- Affiliation with a Maryland Emergency Medical Services (EMS) jurisdiction.
- 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 information session.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, satisfactory completion of a health examination record, and satisfactory completion of urine drug screening.

### **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 Sciences, 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 (EMT). Students who fail to maintain current EMT 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 certification will permit the student to complete the two-semester EMT-Paramedic Bridge program for EMT-P certificate and national exam eligibility.

## **Criminal Background Checks and Drug Screening**

Students who are conditionally accepted to this program of study will be required to satisfactorily complete a criminal background check and urine drug screening. For complete details, see the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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**

Demonstrated eligibility for ENG 111.

## **EMT-Intermediate Course Sequence**

*Potential applicants must be functioning as an EMT for at least one year and have 100 documented ambulance runs or less than one year and have 150 documented ambulance runs.*

### **Prerequisites**

- ACA 100 - Student Success 1 credit hour

**Total credit hours: 1**

### **Certificate Requirements**

#### **Fall Term**

- EMT 106 - Human Systems for the EMT-Intermediate 2 credit hours
- EMT 110 - Foundations of EMT-Intermediate Practice 5 credit hours
- EMT 111 - EMT-Intermediate Concepts and Practice 1 4 credit hours

#### **Winter Term**

- EMT 109 - Cardiac Algorithms for the EMT-Intermediate 2 credit hours

#### **Spring Term**

- EMT 112 - EMT-Intermediate Concepts and Practice 2 3 *credit hours*
- EMT 113 - EMT-Intermediate Concepts and Practice 3 3 *credit hours*
- EMT 114 - EMT-Intermediate Skills Mastery and Field Internship 5 *credit hours*
- EMT 203 - 12 Lead ECG Interpretation for the EMT-Intermediate 2 *credit hours*

**Total credit hours: 26**

## Program Outcomes

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

- Define the roles and responsibilities of an EMT-Intermediate within an EMS system.
- Demonstrate the proper communication techniques using appropriate medical terminology.
- Communicate in verbal and written form treatment plans for patients experiencing medical emergencies and traumatic injuries.
- Communicate effectively as team leader proper extrication and treatment modalities.
- Demonstrate competence in using a variety of advanced life support equipment.
- Identify text-based and electronic information resources for research.
- Discuss current health issues and preventative measures as they relate to self and medicine.
- Investigate causes/consequences of stress.
- Implement a treatment plan for patients experiencing medical emergencies and traumatic injuries.
- Solve drug calculation problems and is able to administer the correct dosage of medication.
- Maintain a commitment to professional growth and development.
- Practice within the ethical and legal framework of the profession.
- Consistently follow the acceptable standards of practice within the scope of advanced life support practice.
- Identify disease processes and populations at risk.
- Provide quality direct patient care for a culturally diverse group of patients.
- Apply knowledge of disease pathophysiology in the Prehospital arena.
- Perform advanced life support procedures.
- Demonstrate knowledge of advanced life support treatment plans.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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

**Special Admission Requirements - Program Application Deadline: Sept. 15\***

**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 45 credit hours.

**www.aacc.edu/emt**

**Purpose:** Prepares students for state and national licensure as EMT-P. There is a fee for the national exam.

The AACC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (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, 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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### **Admission Requirements**

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions)
2. Submit a completed program application by the application deadline.
3. For degree: Eligibility for a general education mathematics course (see General Education Mathematics Requirements).
4. 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.
5. A grade of C or better in prerequisite courses.
6. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: 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. Submission of a copy of current EMT certification card with program application.
9. Satisfactory completion of a criminal background check.
10. Submission of a 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 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 Sciences office, Florestano Building Room 100 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 ACA 100 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.

- 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 information session.
- 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 Sciences, 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 (EMT) or Emergency Medical Technician-Intermediate (EMT-I). Students who fail to maintain current EMT 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. (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**.

## **Criminal Background Checks and Drug Screening**

This program requires the satisfactory completion of a criminal background check and drug screening. For complete details, see the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

## **EMT-Paramedic Certificate Course Sequence**

*Note: All prerequisite courses require a grade of C or better.*

### **Prerequisites**

- BIO 230 - Structure and Function of the Human Body 4 credit hours **OR**  
*Certificate seeking students must consult academic adviser or program coordinator for specified math eligibility requirements.*
- BIO 232 - Human Biology 2 4 credit hours **OR**  
*BIO 231 is a prerequisite for BIO 232.*
- BIO 234 - Anatomy and Physiology 2 4 credit hours  
*BIO 101 and BIO 233 are prerequisites for BIO 234.*
- ACA 100 - Student Success 1 credit hour

**Total credit hours: 5**

## **Certificate Requirements**



## First Year - Spring Term

- EMT 140 - Paramedic 1 *13 credit hours* \*

## First Year - Summer Term

- EMT 147 - ALS Unit Practicum *2 credit hours*  
*For a waiver for EMT 147 see department chair.*

## First Year - Fall Term

- EMT 142 - Paramedic 2 *13 credit hours* \*

## Second Year - Spring Term

- EMT 236 - Paramedic 3 *12 credit hours* \*

## Total credit hours: 40

\*(completing these three courses satisfies the college diversity requirement.)

## Program Outcomes

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

- Define the roles and responsibilities of a paramedic within an EMS system.
- Demonstrate the proper communication techniques using appropriate medical terminology.
- Communicate in verbal and written form treatment plans for patients experiencing medical emergencies and traumatic injuries.
- Communicate effectively as team leader proper extrication and treatment modalities.
- Demonstrate competence in using a variety of advanced life support equipment.
- Identify text-based and electronic information resources for research.
- Discuss current health issues and preventative measures as they relate to self and medicine.
- Investigate causes/consequences of stress.
- Implement a treatment plan for patients experiencing medical emergencies and traumatic injuries.
- Solve drug calculation problems and is able to administer the correct dosage of medication.
- Maintain a commitment to professional growth and development.
- Practice within the ethical and legal framework of the profession.
- Consistently follow the acceptable standards of practice within the scope of paramedic practice.
- Provide quality direct patient care for a culturally diverse group of patients.
- Integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for patients facing physical, mental, social and financial challenges.
- Integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for patients from diverse backgrounds, age groups, ethnic and religious origins.
- Apply knowledge of disease pathophysiology in the Prehospital arena.
- Perform advanced life support procedures.
- Evaluate role playing exercises.
- Summarize the pathophysiology and treatment plans for patients experiencing medical emergencies and traumatic injuries across the age spectrum.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Certificate

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Certificate and eligibility for Emergency Medical Technician-Paramedic (EMT-P) national licensure exam.

**Total Credit Hours:** A minimum of 35 credit hours.

**www.aacc.edu/emt**

**Purpose:** Prepares students for state and national licensure as EMT-P. There is a fee for the national exam.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### **Range of Occupations**

- EMT-P in local emergency medical services system, 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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements for Emergency Medical Technician Bridge Option: Intermediate to Paramedic Certificate

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions)
2. Submit a completed program application by the application deadline.
3. For degree: Eligibility for a general education mathematics course.
4. 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.
5. A grade of C or better in prerequisite courses.
6. If EMT-I course work has been completed at an institution other than AACC then official transcripts are required.
7. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: 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-Intermediate 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 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 Sciences office, Florestano Building Room 100 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 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.
- Length of EMT-I 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 information session.
- 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 Sciences, 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-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.

### **Criminal Background Checks and Drug Screening**

This program requires the satisfactory completion of a criminal background check and drug screening. For complete details, see the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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**

Demonstrated eligibility for ENG 111.

## **EMT Bridge Option: Intermediate to Paramedic Course Sequence**

*Note: All prerequisite courses require a grade of C or better.*

### **Prerequisites**

- BIO 230 - Structure and Function of the Human Body 4 credit hours **OR**  
*Certificate seeking students must consult academic adviser or program coordinator for specified math eligibility requirements.*
- BIO 232 - Human Biology 2 4 credit hours **OR**  
*BIO 231 is a prerequisite for BIO 232.*
- BIO 234 - Anatomy and Physiology 2 4 credit hours  
*BIO 101 and BIO 233 are prerequisites for BIO 234.*
- ACA 100 - Student Success 1 credit hour

**Total credit hours: 5**

## Certificate Requirements

### First Term

- EMT 200 - EMT-Intermediate to Paramedic Bridge Skills Mastery 1 2 *credit hours*
- EMT 201 - EMT-Intermediate to Paramedic Bridge 1 3 *credit hours*
- EMT 202 - EMT-Intermediate to Paramedic Bridge 2 9 *credit hours*

Total credit hours: 14

### Second Term

- EMT 210 - EMT-Intermediate to Paramedic Bridge Skills Mastery 2 4 *credit hours*
- EMT 213 - EMT-Intermediate to Paramedic Bridge 3 3 *credit hours*
- EMT 214 - EMT-Intermediate to Paramedic Bridge 4 9 *credit hours*

Total credit hours: 16

## Program Outcomes

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

- Define the roles and responsibilities of a paramedic within an EMS system.
- Demonstrate the proper communication techniques using appropriate medical terminology.
- Communicate in verbal and written form treatment plans for patients experiencing medical emergencies and traumatic injuries.
- Communicate effectively as team leader proper extrication and treatment modalities.
- Demonstrates competence in using a variety of advanced life support equipment.
- Identifies text-based and electronic information resources for research.
- Discussion of current health issues and preventative measures as they relate to self and medicine.
- Investigate causes/consequences of stress.
- Implement a treatment plan for patients experiencing medical emergencies and traumatic injuries.
- Solve drug calculation problems and is able to administer the correct dosage of medication.
- Maintain a commitment to professional growth and development.
- Practice within the ethical and legal framework of the profession.
- Consistently follow the acceptable standards of practice within the scope of paramedic practice.
- Provide quality direct patient care for a culturally diverse group of patients.
- Integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for patients facing physical, mental, social and financial challenges.
- Integrate pathophysiological and psychosocial principles to adapt the assessment and treatment plan for patients from diverse backgrounds, age groups, ethnic and religious origins.
- Apply knowledge of disease pathophysiology in the Prehospital arena.
- Perform advanced life support procedures.
- Evaluate role playing exercises.
- Summarize the pathophysiology and treatment plans for patients experiencing medical emergencies and traumatic injuries across the age spectrum.

## 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.

# Engineering

## Engineering Transfer, A.S.

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

**Total Credit Hours:** A minimum of 63 credits.

[www.aacc.edu/engineering](http://www.aacc.edu/engineering)

**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 Electronic Engineering Technology, A.A.S. degree program in 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).

## Degree/Graduation Requirements

### Degree 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.

### General Education Requirements: 30-33 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 6 credits

*These two courses must be from two different disciplines and have different course prefixes. See General Education Arts and Humanities Requirements for a list of approved courses.*

#### Biological and Physical Sciences: 8 credits

- PHY 211 - General Physics 1 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

#### Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

#### Social and Behavioral Sciences: 6 credits

*These two courses must be from two different disciplines and have different course prefixes. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

#### Program Requirements: 30-35 credits

- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours* **OR**
- CHE 134 - Chemistry Topics for Engineering *1 credit hour*

- EGR 120 - Introduction to Engineering Design 3 *credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 4 *credit hours*
- MAT 201 - Calculus and Analytic Geometry 3 4 *credit hours*
- MAT 212 - Differential Equations 4 *credit hours*

### Technical electives (see list below): 7-15 credits

*Students must complete technical elective courses from the following list. At least one course must be a 200-level EGR course.*

- CHE 213 - Organic Chemistry 1 4 *credit hours*
- CHE 214 - Organic Chemistry 2 4 *credit hours*
- EGR 209 - Statics 3 *credit hours*
- EGR 211 - Mechanics of Materials 3 *credit hours*
- EGR 221 - Thermodynamics 3 *credit hours*
- EGR 222 - Dynamics 3 *credit hours*
- EGR 235 - Circuit Theory 4 *credit hours*
- EGR 241 - Systems and Signals 4 *credit hours*
- EGR 244 - Digital Logic Design 4 *credit hours*
- EGR 250 - Intermediate Programming for Engineers 3 *credit hours*
- MAT 202 - Linear Algebra 4 *credit hours*
- MAT 250 - Introduction to Discrete Structures 3 *credit hours*
- PHY 213 - General Physics 3 4 *credit hours*

### 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. See Diversity Requirement for a list of approved courses.*

#### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

#### Program Planner

Click here to view the program planner for this area of study.

#### Related Educational Opportunities

#### Continuing Education and Workforce Development Offerings

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.

#### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

#### Related Anne Arundel Community College Certificates

- Electronic Engineering Technology, Electronics Option, Certificate

## Electrical Engineering, A.S.E.

**Award:** Associate of Science in Engineering degree, A.S.E. (code ASE.EGR.ELEC)

**Total Credit Hours:** 65 credits.

**www.aacc.edu/engineering**

**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).

## Degree/Graduation Requirements

### Degree 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.

### General Education Requirements: 31 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3 credits

- ENG 121 - Composition and Literature *3 credit hours*  
*ENG 111 and ENG 112 or ENG 115 and ENG 116 can be substituted for ENG 121*

#### Arts and Humanities: 6 credits

*These courses must be from two different disciplines and have different course prefixes. See General Education Arts and Humanities Requirements for a list of approved courses.*

#### Biological and Physical Sciences: 8 credits

- PHY 211 - General Physics 1 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*

#### Mathematics: 8 credits

- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*

#### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology *3 credit hours*
- Social and Behavioral Sciences general education course (except PSY) *3 credit hours*  
*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 34 credits

*See the department chair for the recommended program sequence.*

- CHE 111 - General Chemistry 1 *4 credit hours*
- EGR 120 - Introduction to Engineering Design *3 credit hours*
- EGR 235 - Circuit Theory *4 credit hours* (includes lab)
- EGR 241 - Systems and Signals *4 credit hours*
- EGR 244 - Digital Logic Design *4 credit hours* (includes lab)
- EGR 250 - Intermediate Programming for Engineers *3 credit hours*
- MAT 201 - Calculus and Analytic Geometry 3 *4 credit hours*
- MAT 212 - Differential Equations *4 credit hours*
- PHY 213 - General Physics 3 *4 credit hours*

### 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. See Diversity Requirement for a list of approved courses.*

## Program Outcomes

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

- Demonstrate appropriate use of the English language.
- Effectively convey information and ideas in visual and oral forms.
- Use basic electrical test equipment.
- Use software tools design and simulate electronic circuits.
- Use text-based and electronic information resources for research.
- Practice or develop an understanding of positive health behaviors and physical fitness.
- Function as a productive member of an engineering design team.
- Solve problems in selected areas of classical physics and chemistry.
- Use standard mathematical techniques to solve linear models of real systems.
- Follow the engineering code of ethics.
- Recognize that art, science and engineering have a common background.
- Recognize that modern engineering is the result of contributions and inventions made all over the world.
- Create a design, which will perform a designated function.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).



## Electronic Engineering Technology, A.A.S.

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

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

**www.aacc.edu/engineering**

**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, A.S. program description).

### **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).

## General Education Requirements: 23-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*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.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 4 credits

- PHY 111 - Fundamentals of Physics 1 *4 credit hours* **OR**
- PHY 211 - General Physics 1 *4 credit hours*

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*



*One of the following may be substituted for MAT 141: MAT 151, MAT 191.*

## **Social and Behavioral Sciences: 3 credits**

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## **Program Requirements: 38 credits**

- EET 118 - Electronic Hardware and Assembly Techniques 4 credit hours
- EET 130 - Introduction to Electronic Circuits 4 credit hours
- EET 150 - Semiconductors and Linear Circuits 4 credit hours
- EET 231 - Digital-Electronic Circuits 4 credit hours
- EET 250 - Microprocessors and Microcontrollers 4 credit hours
- EET 260 - Electronic Communication Systems 4 credit hours
- EET 265 - Electronics Technician Capstone 3 credit hours
- STM 103 - Professional Skills for STEM 1 credit hour

## **Technical electives: 10 credits**

*Students must choose courses from the following list:*

- CTS 103 - Theory and Troubleshooting Microcomputers 1 3 credit hours
- CTS 203 - Theory and Troubleshooting Microcomputers 2 3 credit hours
- EET 140 - Introduction to Telecommunications 3 credit hours
- EET 141 - Telecommunications Wiring Laboratory 1 credit hour
- EET 240 - Fiber Optic Communications 3 credit hours
- MAT 142 - College Algebra and Trigonometry 2 3 credit hours
- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours
- MEC 130 - Programmable Logic Controllers 4 credit hours
- MEC 140 - Introduction to Robotics 4 credit hours
- PHY 112 - Fundamentals of Physics 2 4 credit hours
- PHY 212 - General Physics 2 4 credit hours

*Technical electives 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 the engineering department chair, one technical elective may be selected from the following areas: CTP, CTS or ENT.*

## **Additional Requirements**

### **Computer Competency Requirement**

*General education requirement CTA 100 or CTA 103 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. See Diversity Requirement for a list of approved courses.*

## **Program Outcomes**

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

- Demonstrate knowledge about what an electronic technician does, and follows the technician code of ethics.
- Perform basic soldering operations.
- Know the physical properties of basic electronic components.
- Use basic hand tools to assemble and disassemble electronic hardware units and fabricate simple sheet metal parts.
- Create and read standard technical drawings.
- Analyze simple electric circuits involving resistors, capacitors and inductors.
- Use standard electronic test equipment.
- Use standard electronic test equipment to troubleshoot circuits.
- Use software tools appropriate for electronic technicians.
- Apply the theory of basic power supply circuits.
- Apply the theory of operation of amplifier circuits which use transistors, FETs and op-amps.
- Interface analog and digital electronic devices.
- Create and troubleshoot digital combinational and sequential circuits.
- Use number systems and Boolean algebra.

- Analyze a microprocessor based circuit and explain the functions of the components and the operation of the circuit.
- Write a program in machine language to cause a microprocessor or microcontroller to perform a function.
- Develop content knowledge in selected specialized areas of electronics.
- Solve problems in selected areas of classical physics, based on principles of physics.
- Use technical writing methods.
- Demonstrate appropriate use of the English language.
- Use text-based and electronic information resources for research.
- Develop content knowledge in selected areas of the Arts and Humanities, and Social and Behavioral sciences.
- Develop an understanding of positive health behaviors and physical fitness.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Related Anne Arundel Community College Certificates

- Electronic Engineering Technology, Electronics Option, Certificate
- Electronic Engineering Technology, Telecommunications Option, Certificate

## Electronic Engineering Technology, Telecommunications Option, A.A.S

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

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

**www.aacc.edu/engineering**

**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 Engineering Transfer, A.S. program description).

### **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).

## General Education Requirements: 23-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours
- 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.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 4 credits

- PHY 111 - Fundamentals of Physics 1 4 credit hours **OR**
- PHY 211 - General Physics 1 4 credit hours

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours
- CTA 100 - Computing and Information Technology 4 credit hours **OR**

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 141 - College Algebra and Trigonometry 1 3 credit hours
- One of the following may be substituted for MAT 141: MAT 151, MAT 191.*

### Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 38-41 credits

- CTS 110 - Network Essentials 4 credit hours
- The combinations CTS 130-CTS 131 may be substituted for CTS 110.*
- EET 118 - Electronic Hardware and Assembly Techniques 4 credit hours

- EET 130 - Introduction to Electronic Circuits *4 credit hours*
- EET 140 - Introduction to Telecommunications *3 credit hours*
- EET 141 - Telecommunications Wiring Laboratory *1 credit hour*
- EET 150 - Semiconductors and Linear Circuits *4 credit hours*
- EET 231 - Digital-Electronic Circuits *4 credit hours*
- EET 240 - Fiber Optic Communications *3 credit hours*
- EET 260 - Electronic Communication Systems *4 credit hours*
- STM 103 - Professional Skills for STEM *1 credit hour*

### **Elective: 6-9 credits**

*Students must choose courses from the following list:*

- CTS 103 - Theory and Troubleshooting Microcomputers 1 *3 credit hours*
- CTS 203 - Theory and Troubleshooting Microcomputers 2 *3 credit hours*
- EET 250 - Microprocessors and Microcontrollers *4 credit hours*
- EET 265 - Electronics Technician Capstone *3 credit hours*
- MAT 142 - College Algebra and Trigonometry 2 *3 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MEC 130 - Programmable Logic Controllers *4 credit hours*
- MEC 140 - Introduction to Robotics *4 credit hours*
- PHY 112 - Fundamentals of Physics 2 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*

*Technical electives 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 the engineering department chair, one technical elective may be selected from the following areas: CTP, CTS or ENT.*

## **Additional Requirements**

### **Computer Competency Requirement**

*General education requirement CTA 100 or CTA 103 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.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **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 Anne Arundel Community College Certificates**

- Electronic Engineering Technology, Electronics Option, Certificate
- Electronic Engineering Technology, Telecommunications Option, Certificate

## **Mechatronics Engineering Technology, A.A.S.**

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

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

[www.aacc.edu/engineering](http://www.aacc.edu/engineering)

*Pending approval by the Maryland Higher Education Commission*

**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).

## **General Education Requirements: 23-26 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### **English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### **Arts and Humanities: 3 credits**

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### **Biological and Physical Sciences: 4 credits**

- PHY 111 - Fundamentals of Physics 1 4 *credit hours* **OR**

- PHY 211 - General Physics 1 *4 credit hours*

### **Computer Technology: 4 credits**

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### **Mathematics: 3 credits**

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*  
*One of the following may be substituted for MAT 141: MAT 151, MAT 191.*

### **Social and Behavioral Sciences: 3 credits**

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### **Program Requirements: 35-38 credits**

- EET 130 - Introduction to Electronic Circuits *4 credit hours*
- ENT 260 - Solid Modeling with SolidWorks *3 credit hours*
- MEC 110 - Mechanical Components and Electric Motors *4 credit hours*
- MEC 120 - Pneumatics and Hydraulics *4 credit hours*
- MEC 130 - Programmable Logic Controllers *4 credit hours*
- MEC 140 - Introduction to Robotics *4 credit hours*
- MEC 150 - Mechatronic Systems Capstone *4 credit hours*
- STM 103 - Professional Skills for STEM *1 credit hour*

### **Technical electives (see list below): 7-10 credits**

- EET 118 - Electronic Hardware and Assembly Techniques *4 credit hours*
- EET 150 - Semiconductors and Linear Circuits *4 credit hours*
- EET 231 - Digital-Electronic Circuits *4 credit hours*
- EET 250 - Microprocessors and Microcontrollers *4 credit hours*
- ENT 241 - Computer-Aided Drafting *3 credit hours*
- ENT 242 - Advanced Computer-Aided Drafting and Design *3 credit hours*
- ENT 261 - Advanced Solid Modeling *4 credit hours*
- MAT 142 - College Algebra and Trigonometry 2 *3 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- PHY 112 - Fundamentals of Physics 2 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*

### **Additional Requirements**

#### **Computer Competency Requirement**

*General education requirement CTA 100 and CTA 103 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, Electronics Option, Certificate**

**Award:** Certificate (code CRT.EGR.ELEC)

**Total Credit Hours:** A minimum of 22 credit hours.

[www.aacc.edu/engineering](http://www.aacc.edu/engineering)

**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).

## **Degree/Graduation Requirements**

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 22-24 credits**

- EET 118 - Electronic Hardware and Assembly Techniques *4 credit hours*
- EET 130 - Introduction to Electronic Circuits *4 credit hours*
- EET 150 - Semiconductors and Linear Circuits *4 credit hours*
- EET 231 - Digital-Electronic Circuits *4 credit hours*

### **Electives (2): 6-7 credits**

- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*
- OR**
- Any EET course(s)

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Electronic Engineering Technology, Telecommunications Option, Certificate

**Award:** Certificate (code CRT.EGR.TELE)

**Total Credit Hours:** A minimum of 23 credit hours.

[www.aacc.edu/engineering](http://www.aacc.edu/engineering)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 23 to 28 credits

- EET 118 - Electronic Hardware and Assembly Techniques *4 credit hours*
  - EET 130 - Introduction to Electronic Circuits *4 credit hours*
  - EET 140 - Introduction to Telecommunications *3 credit hours*
  - EET 141 - Telecommunications Wiring Laboratory *1 credit hour*
  - EET 150 - Semiconductors and Linear Circuits *4 credit hours*
  - EET 260 - Electronic Communication Systems *4 credit hours*
  - MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*
- OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
- AND**
- CTS 110 - Network Essentials *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Mechatronics Technology, Certificate

**Award:** Certificate (code CRT.EGR.MECHATRONICS)

**Total Credit Hours:** 28 credit hours

[www.aacc.edu/mechatronics](http://www.aacc.edu/mechatronics)

**Purpose:** A compressed program leading to a 28-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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Completion of all required courses and demonstrated eligibility for ENG 111.

### Certificate Requirements: 28 credits

- EET 130 - Introduction to Electronic Circuits *4 credit hours*
- STM 103 - Professional Skills for STEM *1 credit hour*
- MEC 110 - Mechanical Components and Electric Motors *4 credit hours*
- MEC 120 - Pneumatics and Hydraulics *4 credit hours*
- MEC 130 - Programmable Logic Controllers *4 credit hours*
- MEC 140 - Introduction to Robotics *4 credit hours*
- MEC 150 - Mechatronic Systems Capstone *4 credit hours*
- ENT 260 - Solid Modeling with SolidWorks *3 credit hours*

### Program Outcomes

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

- Function as technicians in an integrated multidisciplinary industrial environment.
- Complete the Level 1 Certification Examination and become certified Siemens Mechatronics System Assistants.
- Assemble or disassemble basic mechanical components and electrical drives in a mechatronics system
- Discuss the basic functions and physical properties of mechanical components and electrical AC and DC drives; materials, lubrication requirements and surface properties.
- Practice systematic preventative maintenance and safety
- Interpret technical documentation such as data sheets and specifications of mechanical elements and electrical drives.
- Operate pneumatic, electro pneumatic and hydraulic control circuits in a complex mechatronic system.
- Discuss the functions and properties of control elements based upon physical principles, and the roles they play within the system.

- Interpret technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts.
- Complete measurements on the pneumatic and hydraulic control circuits
- Perform preventive maintenance of components and systems.
- Program and operate digital logic circuits and programmable logic controllers (PLCs) in a mechatronics system using an automation system.
- Localize PLC hardware generated problems.
- Write programs and use problem-solving skills while using computer simulations of systems.
- Explain the basic concepts of robotics, focusing on the construction and programming of autonomous mobile robots and Industrial Robots.
- Function in groups to build and test increasingly more complex robots, culminating in an end-of-semester robot project.
- Build analyze and troubleshoot direct and alternating current circuits.
- Interpret and create 2 dimensional (2D) drawings and 3D solid models.
- Integrate those 3D models into an assembly.
- Complete the Solidworks examination to become certified as a SolidWorks Associate.
- Localize and identify causes and sources of malfunctions, and correct where possible.
- Document malfunctions to be passed on to the appropriate experts.
- Exchange or replace defective components, where appropriate.
- Recognize potential or impending malfunctions and contact expert assistance in order to keep the production line functioning and to prevent production loss.
- Consult with experts.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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

## PC Maintenance, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 10 credit hours.

[www.aacc.edu/engineering/eet](http://www.aacc.edu/engineering/eet)

**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).

## Degree/Award Requirements

### Degree 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.

### Requirements: 10 credits

- CTA 100 - Computing and Information Technology 4 credit hours **OR**
- CTS 110 - Network Essentials 4 credit hours  
*Students who have some experience with basic computer operations are encouraged to select CTS 110. If students do select CTS 110, they should take it after CTS 103.*
  
- CTS 103 - Theory and Troubleshooting Microcomputers 1 3 credit hours
- CTS 203 - Theory and Troubleshooting Microcomputers 2 3 credit hours

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **Solid Modeling and Rapid Prototyping, Letter of Recognition**

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of 10 credits.

**www.aacc.edu/engineering**

**Purpose:** Prepares students for initial employment in computer-aided mechanical design and drafting. Students will learn solid modeling techniques using SolidWorks and develop rapid prototyping skills such as three-dimensional printing and laser cutting. Students will have an opportunity to take the AutoCAD Certified User and Solidworks Associate Level Certification exams. It also provides job advancement skills for individuals currently in manual drafting jobs.

### ***Range of Occupations***

- Entry-level 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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 10 credits**

- ENT 241 - Computer-Aided Drafting *3 credit hours*
- ENT 260 - Solid Modeling with SolidWorks *3 credit hours*
- ENT 261 - Advanced Solid Modeling *4 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

Additional courses, credentials and/or certifications may be available through the AACC School of Continuing and Professional Studies. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

## Wiring Technician, Letter of Recognition

**Award:** Letter of Recognition

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

[www.aacc.edu/engineering/wire\\_LOR.cfm](http://www.aacc.edu/engineering/wire_LOR.cfm)

**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).

## Degree/Award Requirements

### Degree 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.

### Requirements: 9 credits

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
  
- EET 118 - Electronic Hardware and Assembly Techniques *4 credit hours*
- EET 141 - Telecommunications Wiring Laboratory *1 credit hour*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

# English and Communications

## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Creative Writing Option, A.A.

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

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

**www.aacc.edu/creativewriting**

**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 Career Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

## Planning Tool: Two-Year Sequence of Courses

### General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 6 credits

*Must select two different disciplines. See General Education Arts and Humanities Requirements for a list of approved courses.*

#### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses. CTA 100 or CTA 103 recommended.*

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

#### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

#### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 23-29 credits

- ENG 200 - Introduction to Creative Writing *3 credit hours*
- ENG 205 - Creative Writing: Portfolio Development *2 credit hours*

Students should check the requirements of their transfer school before selecting the courses listed below:

Must take a minimum of 9 credit hours from the following:

- ENG 201 - Creative Writing: Beginning Fiction Workshop *3 credit hours*

- ENG 202 - Creative Writing: Beginning Poetry Workshop 3 credit hours
- ENG 203 - Creative Writing: Writing for the Stage and Screen Workshop 3 credit hours
- ENG 204 - Creative Writing: Beginning Creative Nonfiction Workshop 3 credit hours
- ENG 275 - Creative Writing: Literary Publishing Practicum - Working on Amaranth 1 credit hour
- ENG 276 - Creative Writing: Literary Publishing Practicum - Working on Amaranth 2 credit hours
- ENG 277 - Creative Writing: Literary Publishing Practicum - Working on Amaranth 3 credit hours

**Must take a minimum of 9 credit hours from the following:**

- ENG 211 - World Literature 1 3 credit hours
- ENG 212 - World Literature 2 3 credit hours
- ENG 213 - British Literature 1 3 credit hours
- ENG 214 - British Literature 2 3 credit hours
- ENG 215 - Early American Literature: Colonial to 1865 3 credit hours
- ENG 216 - American Literature, 1865-1945: Realism to Modernism 3 credit hours
- ENG 217 - Contemporary American Literature: 1945-present 3 credit hours
- ENG 220 - The Bible as Literature 3 credit hours
- ENG 221 - Introduction to Shakespeare 3 credit hours
- ENG 222 - The American Novel 3 credit hours
- ENG 223 - The British Novel 3 credit hours
- ENG 224 - Modern American Poetry 3 credit hours
- ENG 226 - Ethnic American Literature 3 credit hours
- ENG 227 - Literary Nonfiction 3 credit hours
- ENG 228 - Literature in English by Women 3 credit hours
- ENG 235 - Modern Drama 3 credit hours
- Electives (with approval of department chair) 0-6 credit hours  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Apply a conscious process to writing and revising works in at least three of the following genres: fiction, poetry, play/screenwriting, and creative nonfiction.
- Apply a wide range of stylistic tools and craft techniques to create competent original fiction, poetry, play/screenwriting, and/or creative nonfiction.
- Critically evaluate one's own and others' writing in various genres through careful reading and workshopping.
- Research, identify, and prepare documents for academic and professional avenues in writing fiction, poetry, plays/screenplays, and creative nonfiction, including publication processes and business aspects.
- Use software to create, format, and otherwise prepare and submit professional documents.
- Identify, analyze, and interpret a broad range of literatures, forms, styles, and works as products of their historical, cultural, philosophical, and/or political landscapes.
- Develop a personal statement, style, and portfolio for professional and transfer purposes.

This program aligns with all the college's core competencies. For a full list of Core Competencies, click [here](#).

## **Creative Writing, Letter of Recognition**

**Award:** Letter of Recognition

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

**www.aacc.edu/creativewriting**

**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).

## **Degree/Award Requirements**

### **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.

### **Requirements: 9-11 credits**

- ENG 200 - Introduction to Creative Writing *3 credit hours*
- List A *6 credit hours*
- List B (optional) *1-2 credit hours*

#### **List A**

- ENG 201 - Creative Writing: Beginning Fiction Workshop *3 credit hours*
- ENG 202 - Creative Writing: Beginning Poetry Workshop *3 credit hours*
- ENG 203 - Creative Writing: Writing for the Stage and Screen Workshop *3 credit hours*
- ENG 204 - Creative Writing: Beginning Creative Nonfiction Workshop *3 credit hours*

#### **List B (Optional)**

- ENG 275 - Creative Writing: Literary Publishing Practicum - Working on Amaranth *1 credit hour*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.



# Gender and Sexuality Studies

## Gender and Sexuality Studies, Certificate

**Award:** Certificate (code CRT.GSS.STDS)

**Total Credit Hours:** 15 credit hours.

[www.aacc.edu/gss](http://www.aacc.edu/gss)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111. Completion of the required courses with a grade of C or better in each course.

### Certificate Requirements: 15 credits

- GSS 101 - Introduction to Women's Studies *3 credit hours*
- Four additional GSS courses *12 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Gender and Sexuality Studies, Letter of Recognition

**Award:** Letter of Recognition

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

[www.aacc.edu/gss](http://www.aacc.edu/gss)

**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).

## Degree/Award Requirements

### 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.

### Requirements: 9 credits

- GSS 101 - Introduction to Women's Studies *3 credit hours*
- Two additional GSS courses *6 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 and Human Services

## Health, Fitness, and Exercise Studies, A.S.

**Award:** Associate of Science degree, A.S. (code AS.HEA.FIT.EXERCISE)

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

[www.aacc.edu/healthfitness](http://www.aacc.edu/healthfitness)

**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/sports conditioning, or other related allied health career pathways.

### Range of Occupations

- Personal trainer
- Fitness specialist for corporate/commercial, private, and municipal and community recreation
- Health coach
- Health promotion
- Sports conditioning

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

## Degree/Graduation Requirements

### Degree Requirements

Students must earn a grade of C or better in all 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.

## General Education Requirements: 33-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*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 associate degree\*.*

### Arts and Humanities: 6 credits

*Two different disciplines required. See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 *credit hours*
- BIO 233 - Anatomy and Physiology 1 4 *credit hours*

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### Health/Fitness/Wellness: 3 credits

- HEA 100 - Assessment and Theory of Fitness and Health 3 *credit hours*

### Mathematics: 3-4 credits

*(Must choose a general education mathematics course. See General Education Mathematics Requirements for a list of approved courses.)*

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 *credit hours*
- SOC 111 - Introduction to Sociology 3 *credit hours*

## Program Requirements: 23-27 credits

- BIO 234 - Anatomy and Physiology 2 4 credit hours
- HEA 101 - Foundations of Health, Exercise and Sport 3 credit hours
- HEA 111 - Personal and Community Health 3 credit hours
- HEA 150 - First Aid and Safety - CPR 3 credit hours
- HEA 295 - Care and Prevention of Athletic Injuries 3 credit hours

## Program Electives (consult with an advisor): 7-11 credits

*Must be chosen from the following:*

- HEA 113 - Women's Health 3 credit hours **OR**
- GSS 113 - Women's Health 3 credit hours
  
- HEA 115 - Personal Safety Issues 3 credit hours
- HEA 116 - The Health Consumer in Today's World 3 credit hours
  
- HEA 117 - Healthy Aging for Women 3 credit hours **OR**
- GSS 117 - Healthy Aging for Women 3 credit hours
  
- HEA 137 - Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity 1 credit hour **OR**
- BIO 137 - Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity 1 credit hour
  
- HEA 138 - Nutrition for Fitness and Sport 1 credit hour **OR**
- BIO 138 - Nutrition for Fitness and Sport 1 credit hour
  
- HEA 230 - Personal Trainer Fundamentals 4 credit hours
- HEA 231 - Health Coach 3 credit hours
- HUS 102 - Physiological Aspects of Chemical Dependence 3 credit hours
  
- BIO 135 - Principles of Nutrition 3 credit hours **OR**
- BIO 136 - Principles of Nutrition and Laboratory 4 credit hours
  
- PBH 101 - Introduction to Public Health 3 credit hours
- PBH 105 - Essentials of Health Behavior 3 credit hours
- PBH 202 - Emerging Public Health Issues 3 credit hours  
(prerequisite PBH 101)
- PHE 215 - Aerobic Fitness 1 credit hour
- PHE 233 - Weight Training 1 credit hour

## Additional Requirements

### Computer Competency Requirement

Computer technology general education requirement satisfies the computing and information technology competency requirement.

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

## Program Outcomes

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

- Develop basic content knowledge in sciences, health, behavior change, fitness, care and prevention of injuries to successfully complete the program's learning objectives.
- Apply emerging technology in the health, fitness and exercise industry.
- Demonstrate appropriate use of the English language.
- Demonstrate appropriate use of speaking skills
- Recognize the importance of cultural diversity and appropriate modes of social interaction within the field of health, fitness and exercise.
- Apply national standards, legal and ethical responsibilities in personal training, health coach, and care and prevention of injuries.
- Apply basic assessment and design of exercise recommendations for special populations and various age groups.

- Demonstrate safe and effective methods of exercise.
- Motivate individuals to begin and maintain healthy lifestyle behavior as recognized by industry standards.
- Maintain a positive relationship with physicians, educational institutions, public and private industry.
- Apply knowledge regarding the global perspective on society and how it affects, health, fitness and exercise.
- Demonstrate a healthy and safe learning environment.
- Develop work standards and skills helpful in pursuing a career in the health, fitness and exercise area.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Addiction Counseling, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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).

## Entrance/Admission 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 23-27 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*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 associate degree\*.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 4 credits

- BIO 101 - Fundamentals of Biology *4 credit hours* **OR**
- BIO 230 - Structure and Function of the Human Body *4 credit hours*

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*Must choose a general education math course. See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

- PSY 111 - Introduction to Psychology *3 credit hours*

## Program Requirements: 33-37 credits

- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- HUS 102 - Physiological Aspects of Chemical Dependence *3 credit hours*
- HUS 114 - Counseling, Assessment and Case Management *3 credit hours*
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management *3 credit hours*
- HUS 130 - Introduction to Family Counseling *3 credit hours*
- HUS 140 - Topics in Alcohol and Drug Counseling: Co-occurring Disorders *3 credit hours*
- HUS 141 - Group Dynamics *3 credit hours*
- HUS 200 - Addiction Treatment Delivery *3 credit hours*
- HUS 216 - Theories of Counseling *3 credit hours*
- HUS 217 - Fieldwork: Theories of Counseling *3 credit hours*
- PSY 214 - Abnormal Psychology *3 credit hours*
- Electives *0-4 credit hours*

*\*for those who complete ENG 121.*

Recommend: HUS 211, HUS 228/CJS 228, CJS 229, CJS 231, SOC 132

## Additional Requirements

### Computer Competency Requirement

*Satisfied by CTA 100 or CTA 103.*

### Diversity Requirement

*Satisfied by HUS 101 requirement.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Program Outcomes

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

- Have knowledge of a variety of models and theories of addiction.
- Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the person using and significant others.
- Describe the philosophies, practice, and policies of models of treatment, recovery, relapse prevention, and continuing care for addiction and co-occurring disorders.
- Recognize the importance of family, social networks, and community systems in the treatment process.
- Identify established diagnostic criteria for substance use disorders, and describe treatment modalities and placement criteria within the continuum of care.
- Understand diverse cultures, and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice.
- Outline the addiction professional's obligations to adhere to legal, ethical and behavioral standards of conduct in the helping relationship.
- Use screening instruments to gather initial data about substance use and co-occurring disorders from the client.
- Select and use a comprehensive assessment process that is sensitive to age, gender, race, ethnicity, religion, and disabilities.
- Develop treatment plans.
- Have knowledge of community resources and will make appropriate referrals.
- Demonstrate case management and service coordination as part of an interdisciplinary treatment team.
- Have knowledge of individual therapeutic modalities that facilitate behavioral change.
- Understand group counseling modalities for substance use disorders.
- Demonstrate knowledge of accepted principles of client record management.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Human Services, A.A.S.

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

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

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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. 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).

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### **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).

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### Entrance Requirements

Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

### 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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 field work 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.

## Human Services Program Sequence

### Program Requirements

#### First Year - Term 1

- HUS 100 - Introduction to Human Services *3 credit hours*
- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*



## English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours  
**OR**
- ENG 121 - Composition and Literature 3 credit hours  
*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 associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*

## Total credit hours: 15-18

### First Year - Term 2

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours **OR**
- COM 131 - Oral Interpretation 3 credit hours
  
- HUS 114 - Counseling, Assessment and Case Management 3 credit hours
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management 3 credit hours
- HUS 141 - Group Dynamics 3 credit hours

## English: 0-3 credits

*See first year - term 1.*

## Total credit hours: 12-15

### Second Year - Term 1

- BIO 101 - Fundamentals of Biology 4 credit hours **OR**
- BIO 230 - Structure and Function of the Human Body 4 credit hours
  
- HUS 130 - Introduction to Family Counseling 3 credit hours
- HUS 210 - Fieldwork: Crisis Intervention and Counseling 3 credit hours
- HUS 211 - Crisis Intervention and Counseling 3 credit hours

## Mathematics: 3-4 credits

*General education requirement, see General Education Mathematics Requirements. If planning to transfer to the University of Maryland Baltimore County social work program you should take MAT 135.*

## Total credit hours: 16-17

### Second Year - Term 2

- HUS 216 - Theories of Counseling 3 credit hours
- HUS 217 - Fieldwork: Theories of Counseling 3 credit hours
- PSY 214 - Abnormal Psychology 3 credit hours

## Computer Technology: 3-4 credits

*General education requirement, see General Education Computer Technology Requirements.*

## Health/Fitness/Wellness: 3 credits

*General education requirement, see General Education Health/Fitness/Wellness Requirements.*

## Total credit hours: 15-16

## Additional Requirements

### Computer Competency Requirement

*Students may satisfy the Computer and Information Technology Requirement simultaneously as they satisfy the general education requirement for Computer Technology. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Students may satisfy the Diversity Requirement simultaneously as they satisfy the general education requirement for Arts and Humanities or Social and Behavioral Sciences. See Diversity Requirement for a list of approved courses.*

## Program Outcomes

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

- Have knowledge of the historical development of Human Services.
- Demonstrate sensitivity and an understanding of diverse cultures and incorporate the relevant needs of culturally diverse groups.
- Have knowledge of human services individual, groups, family, organization, community and society and their interaction.
- Be knowledgeable in the administrative aspects of service delivery.
- Learn to assess clients, design and implement specific and measurable goals.
- Address the conditions which promote or limit human functioning in the major human system.
- Demonstrate basic counseling skills, techniques and social work practices in order to facilitate client services.
- Identify client problems needing advocacy, have knowledge of community resources available to assist clients and coordinate care through integration of services.
- Develop interpersonal skills with clients and team members and demonstrate professional behaviors.
- Have an understanding of human services values and attitudes to promote ethical application and practice.
- Develop an awareness of their own values, personalities, reaction patterns, interpersonal styles, limitations and self-care practices.
- Complete 300 hours of fieldwork with the Human Services Department approved fieldwork agencies.
- Apply meaningful connections between classroom learning and experiences in the field.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Human Services, Law and Social Practice Option, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 23-27 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*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 associate degree\*.*

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours **OR**
- COM 131 - Oral Interpretation 3 credit hours

## Biological and Physical Sciences: 4 credits

- BIO 101 - Fundamentals of Biology 4 credit hours **OR**
- BIO 230 - Structure and Function of the Human Body 4 credit hours

## Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 credit hours **OR**
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

## Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3-4 credits

*Must choose a general education math course. See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 credit hours

## Program Requirements: 33-37 credits

- CJS 111 - Introduction to Criminal Justice 3 credit hours
- HUS 101 - Human Service and Addiction Counseling Ethics in Practice 3 credit hours
- HUS 102 - Physiological Aspects of Chemical Dependence 3 credit hours
- HUS 114 - Counseling, Assessment and Case Management 3 credit hours
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management 3 credit hours
- HUS 141 - Group Dynamics 3 credit hours
- HUS 211 - Crisis Intervention and Counseling 3 credit hours  
*HUS 210 corequisite waived for HUS 211 for the Law and Social Practice option.*
- HUS 275 - Human Services Practicum 3 credit hours
- LGS 275 - Paralegal Internship 3 credit hours
- PSY 111 - Introduction to Psychology 3 credit hours
- PSY 214 - Abnormal Psychology 3 credit hours

## Recommended Electives: 0-4 credits

- HUS 122 - Developmental Disabilities 2 3 credit hours
- HUS 228 - Practices in Social Work and Counseling with Inmate Populations 3 credit hours
- SOC 122 - Social Problems 3 credit hours
- SOC 132 - Juvenile Delinquency 3 credit hours
- SOC 210 - Sociology of Deviance 3 credit hours
- SOC 224 - Criminology 3 credit hours
- CJS 217 - Constitutional Law 3 credit hours
- CJS 229 - Women, Crime and Prison 3 credit hours
- CJS 271 - Civil Rights Law 3 credit hours
- LGS 240 - Health Care Law 3 credit hours
- LGS 241 - Legal Issues of Death, Dying and Organ Transplantation 2 credit hours
- LGS 270 - Gender and the Law 3 credit hours

## Additional Requirements

### Computer Competency Requirement

*Computer technology general education requirement satisfies the computing and information technology competency requirement.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Program Outcomes

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

- Explain and discuss the historical development of Human Services and Criminal Justice systems.
- Illustrate an understanding of human services and criminal justice ethics, values and attitudes in order to apply ethics and practice ethically and effectively.
- Assess their own values, personalities, reaction patterns, interpersonal styles and limitations.
- Explain and discuss human services individual, groups, family, organization, community and society and their interaction.
- Address the conditions which promote or limit human functioning and identify classes of deviation from desired functioning in the major human system.
- Examine diverse cultures, and incorporate the relevant needs of culturally diverse groups in service planning.
- Demonstrate basic counseling skills, techniques and social work practices in order to facilitate client services.
- Identify and implement the administrative aspects of service delivery.
- Assess clients, design and implement specific and measurable goals.
- Identify client problems needing advocacy, have knowledge of community resources available to assist clients and coordinate care through integration of services.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Massage Therapy, A.A.S.

**Special Admission Requirements - Program Application Deadline: Sept. 15 for Spring/March 15 for Fall \***

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.IHE.MASS-THRPY)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/massagetherapy](http://www.aacc.edu/massagetherapy)

**Purpose:** To provide a new career path for students wishing to practice as a licensed massage therapist.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the school of health sciences at 410-777-7310.

### **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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, the application will be accepted until the close of business the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Entrance Requirements

1. Attendance at a program information session is recommended. Call 410-777-7310 for schedule. Detailed information regarding profession and academic requirements will be discussed. For online schedule go to [www.aacc.edu/healthsciences/infoessions](http://www.aacc.edu/healthsciences/infoessions).
2. Submit a completed program application by the application deadline.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Completion of prerequisite course with a grade of C or better.
5. 18 years of age or older on the first day of class (MAS 110 - Fundamentals of Massage Therapy).
6. Foreign educated students whose native language is not English 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, ENG 115/ENG 116, or ENG 121 course sequence with grades of "C" or better prior to applying to the Therapeutic Massage program. Anne Arundel Community College's code for TOEFL is 5019.
7. Satisfactory completion of criminal background check.
8. Submission of completed health examination record.

### **Transfer from other Massage Therapy Programs**

Students who have successfully completed massage therapy courses within the past two years in an accredited massage therapy program may qualify for the second or third term of the massage therapy course sequence. Eligibility for second and third term courses is based on the criteria described in the transfer requirements available in the therapeutic massage department.

### **Selection Criteria**

Students will be admitted to the Massage Therapy course sequence each fall or spring as the number of students permit. 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 in the Health Sciences office, Florestano Building Room 100 and on the college website after Dec 1 for fall and June 1 for spring. To be considered for conditional acceptance, applicants must meet the following criteria:

- 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 massage therapy course sequence will be based on the criteria described in the massage therapy department admission requirements available at a program information session.
- 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 Sciences, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

### **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree Requirements**

1. Students must receive a minimum final grade of C in all therapeutic massage courses 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.

## **Massage Therapy Course Sequence**

### **Program Requirements**

#### **First Year - Term 1**

- BIO 230 - Structure and Function of the Human Body *4 credit hours*  
*The BIO 231-BIO 232 sequence or the BIO 233-BIO 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.*
- MAS 100 - Introduction to Massage *1 credit hour*

#### **Computer Technology: 4 credits**

See General Education Computer Technology Requirements for a list of approved courses.

#### **English: 3 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*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 associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*

#### **Mathematics: 3 credits**

See General Education Mathematics Requirements for a list of approved courses.

#### **Total credit hours: 15**

#### **First Year - Term 2**

- Elective (physical education) *1 credit hour*
- MAS 110 - Fundamentals of Massage Therapy *7 credit hours*
- MDA 113 - Medical Terminology *3 credit hours*
- PSY 111 - Introduction to Psychology *3 credit hours*

#### **English: 0-3 credits**

See first year - term 1.

#### **Total credit hours: 14-17**

#### **Second Year - Term 1**

- EMT 104 - Emergency Medical Responder *3 credit hours*
- MAS 111 - Intermediate Massage Therapy *6 credit hours*
- MAS 117 - Kinesiology for Massage Therapists *4 credit hours*
- MAS 118 - Business for Bodyworkers *2 credit hours*



- MAS 120 - Massage Therapy Clinic 1 *1 credit hour*

**Total credit hours: 16**

### **Second Year - Term 2**

- MAS 113 - Advanced Massage Therapy *6 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*
- MAS 121 - Massage Therapy Clinic 2 *1 credit hour*

**Arts and Humanities: 3 credits**

- General education elective *3 credit hours*  
*See General Education Arts and Humanities Requirements for a list of approved courses.*

**Total credit hours: 13**

### **Program Outcomes**

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

- Utilize technical, critical thinking and problem-solving skills in their clinical/administrative performance.
- Practice their profession utilizing sound ethical values.
- Promote and maintain cooperative and successful relationships between clients, colleagues and other health care providers.
- Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.
- Obtain eligibility to sit for licensing exams.
- Practice the profession with the recognition of and sensitivity to cultural and socioeconomic differences.
- Participate in continuing education and the development of new knowledge and skills.
- Make a substantial contribution to the quality of health care in the United States and globally.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

#### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).



## Addiction Counseling, Certificate

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

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

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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.dhmm.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/Admission 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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.

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 24 credits

- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- HUS 102 - Physiological Aspects of Chemical Dependence *3 credit hours*
- HUS 114 - Counseling, Assessment and Case Management *3 credit hours*
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management *3 credit hours*
- HUS 130 - Introduction to Family Counseling *3 credit hours*
- HUS 140 - Topics in Alcohol and Drug Counseling: Co-occurring Disorders *3 credit hours*
- HUS 141 - Group Dynamics *3 credit hours*
- HUS 200 - Addiction Treatment Delivery *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Program Outcomes

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

- Have knowledge of a variety of models and theories of addiction.
- Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the person using and significant others.
- Describe the philosophies, practice, and policies of models of treatment, recovery, relapse prevention, and continuing care for addiction and co-occurring disorders.
- Recognize the importance of family, social networks, and community systems in the treatment process.
- Identify established diagnostic criteria for substance use disorders, and describe treatment modalities and placement criteria within the continuum of care.
- Understand diverse cultures, and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice.
- Outline the addiction professional's obligations to adhere to legal, ethical and behavioral standards of conduct in the helping relationship.
- Use screening instruments to gather initial data about substance use and co-occurring disorders from the client.
- Select and use a comprehensive assessment process that is sensitive to age, gender, race, ethnicity, religion, and disabilities.

- Develop treatment plans.
- Have knowledge of community resources and will make appropriate referrals.
- Demonstrate case management and service coordination as part of an interdisciplinary treatment team.
- Have knowledge of individual therapeutic modalities that facilitate behavioral change.
- Understand group counseling modalities for substance use disorders.
- Demonstrate knowledge of accepted principles of client record management.

## Human Services, Certificate

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

**Total Credit Hours:** 30 credit hours

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

Students must earn a grade of C or better in all human services and fieldwork courses.

### Graduation Requirements

Demonstrated eligibility for ENG 111.

## Certificate Requirements: 30 credits

### General Course Requirements

- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*

### Human Services Core Course Requirements

- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- HUS 114 - Counseling, Assessment and Case Management *3 credit hours*
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management *3 credit hours*
- HUS 141 - Group Dynamics *3 credit hours*
  
- HUS 210 - Fieldwork: Crisis Intervention and Counseling *3 credit hours* **AND**
- HUS 211 - Crisis Intervention and Counseling *3 credit hours*
- OR**
- HUS 216 - Theories of Counseling *3 credit hours* **AND**
- HUS 217 - Fieldwork: Theories of Counseling *3 credit hours*
  
- Electives approval of adviser *6 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Direct Support Option, Certificate

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

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

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

Students must earn a grade of C or better in all human services and fieldwork courses.

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 30 credits

- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- HUS 114 - Counseling, Assessment and Case Management *3 credit hours*
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management *3 credit hours*
- HUS 120 - Developmental Disabilities 1 *3 credit hours*
- HUS 122 - Developmental Disabilities 2 *3 credit hours*
- HUS 141 - Group Dynamics *3 credit hours*
- HUS 216 - Theories of Counseling *3 credit hours*
- HUS 217 - Fieldwork: Theories of Counseling *3 credit hours*
- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Certificate

**Special Admission Requirements - Program Application Deadline: Sept. 15 for Spring/March 15 for Fall \***

**Award:** Professional Certificate (code CRT.IHE.MASS-THRPY)

**Total Credit Hours:** A minimum of 32 credit hours.

[www.aacc.edu/massagetherapy](http://www.aacc.edu/massagetherapy)

**Purpose:** To provide a new career path for students wishing to practice as a licensed massage therapist or a registered massage practitioner.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### **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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, the application will be accepted until the close of business the next business day.*

**Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.**

## Entrance/Admission Requirements

### Entrance Requirements

1. Attendance at a program information session is recommended. Call 410-777-7310 for schedule. Detailed information regarding profession and academic requirements will be discussed. For online schedule go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application by the application deadline.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Completion of prerequisite course with a grade of C or better.
5. 18 years of age or older on the first day of class (MAS 110 - Fundamentals of Massage Therapy).
6. Foreign educated students whose native language is not English 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, ENG 115/ENG 116, or ENG 121 course sequence with grades of "C" or better prior to applying to the Therapeutic Massage program. Anne Arundel Community College's code for TOEFL is 5019.
7. Satisfactory completion of criminal background check.
8. Submission of completed health examination record.

### **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.

### **Selection Criteria**

Students will be admitted to the Therapeutic Massage course sequence each fall or spring as the number of students permit. 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 in the Health Sciences office, Florestano Building Room 100 and on the college website after Dec 1 for fall and June 1 for spring. To be considered for conditional acceptance, applicants must meet the following criteria:

- 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 therapeutic massage course sequence will be based on the criteria described in the therapeutic massage department admission requirements available at a program information session.

- 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 Sciences, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

### **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree Requirements**

1. Students must receive a minimum final grade of C in all therapeutic massage courses 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**

Demonstrated eligibility for ENG 111.

## **Massage Therapy Course Sequence**

### **Certificate Requirements: 32 credits**

#### **First Year - Term 1**

- BIO 230 - Structure and Function of the Human Body *4 credit hours*  
*The BIO 231-BIO 232 sequence or the BIO 233-BIO 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.*
- MAS 100 - Introduction to Massage *1 credit hour*
- MAS 110 - Fundamentals of Massage Therapy *7 credit hours*

**Total credit hours: 12**

#### **First Year - Term 2**

- MAS 111 - Intermediate Massage Therapy *6 credit hours*
- MAS 117 - Kinesiology for Massage Therapists *4 credit hours*
- MAS 120 - Massage Therapy Clinic 1 *1 credit hour*

**Total credit hours: 11**

#### **Second Year - Term 1**

- MAS 113 - Advanced Massage Therapy *6 credit hours*
- MAS 118 - Business for Bodyworkers *2 credit hours*
- MAS 121 - Massage Therapy Clinic 2 *1 credit hour*

**Total credit hours: 9**

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Personal Trainer, Certificate

**Award:** Certificate (code CRT.HEA.PER-TRAIN)

**Total Credit Hours:** 17 credit hours.

[www.aacc.edu/healthfitness](http://www.aacc.edu/healthfitness)

**Purpose:** The certificate is designed to provide a background in basic exercise principles, health screening, fitness assessments, nutrition, behavior change, 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 for corporate, commercial, private, municipal and community facilities
- Health Coach

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

## Degree/Graduation Requirements

### Degree 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.

### Certificate Requirements: 17 credits

- HEA 100 - Assessment and Theory of Fitness and Health *3 credit hours*
- HEA 101 - Foundations of Health, Exercise and Sport *3 credit hours*
  
- HEA 138 - Nutrition for Fitness and Sport *1 credit hour* **OR**
- BIO 138 - Nutrition for Fitness and Sport *1 credit hour*
  
- HEA 150 - First Aid and Safety - CPR *3 credit hours*
- HEA 230 - Personal Trainer Fundamentals *4 credit hours*
- HEA 231 - Health Coach *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Veterans Counseling, Certificate

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

**Total Credit Hours:** 21 credit hours.

[www.aacc.edu/humanservices](http://www.aacc.edu/humanservices)

**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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission 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 the Health Sciences section of this catalog.

### Degree Requirements

Students must earn a grade of C or better in all human services and fieldwork courses (HUS).

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 21 credits

- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- HUS 140 - Topics in Alcohol and Drug Counseling: Co-occurring Disorders *3 credit hours*
- HUS 230 - Family Counseling in Military and Veteran Populations *3 credit hours*
- HUS 231 - Assessment of Psychological Trauma in Military and Veteran Populations *3 credit hours*
- HUS 232 - Treatment of Psychological Trauma in Military and Veteran Populations *3 credit hours*
- HUS 233 - Traumatic Brain Injury in Military and Veteran Populations *3 credit hours*
- HUS 275 - Human Services Practicum *3 credit hours*

## Program Outcomes

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

- Assess and treat military and veteran populations in the United States for military related psychological trauma (post-traumatic stress disorder).
- Assess and treat military and veteran populations in the United States for substance use disorders.
- Assess and treat military and veteran populations in the United States for co-occurring disorders.
- Assess and treat military and veteran populations in the United States for traumatic brain injury.
- Assess military and veteran families for the need for counseling.
- Assess the bio-psycho-social needs and complex issues of military and veteran populations in the United States.

## 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.



## Personal Trainer, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** 9 credit hours.

[www.aacc.edu/healthfitness](http://www.aacc.edu/healthfitness)

**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).

## Degree/Award Requirements

### Degree 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.

### Requirements: 9 credits

- HEA 100 - Assessment and Theory of Fitness and Health *3 credit hours*
- HEA 137 - Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity *1 credit hour* **OR**
- BIO 137 - Weight Management: Utilizing Healthy Approaches to Diet and Physical Activity *1 credit hour*
- HEA 138 - Nutrition for Fitness and Sport *1 credit hour* **OR**
- BIO 138 - Nutrition for Fitness and Sport *1 credit hour*
- HEA 230 - Personal Trainer Fundamentals *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Technologies

## Health Information Technology, A.A.S.

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 63 credit hours.

[www.aacc.edu/healthinfotech](http://www.aacc.edu/healthinfotech)

**Purpose:** To prepare students in the efficient use of electronic health information 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).

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application by the application deadline.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Eligibility for general education math (see General Education Mathematics Requirements).
5. If developmental courses in English or mathematics are needed, the student will not be eligible for the program until completion of all developmental courses.
6. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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 Health Information Technology program. Anne Arundel Community College's code for TOEFL is 5019.
8. Satisfactory completion of criminal background check.
9. Submission of health examination record.

### **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 Sciences office, Florestano Building Room 100 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 information session.
- 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 Sciences, 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.

### **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree Requirements**

A grade of C or better in all Health Information Technology and general education courses is required to progress in the program.

## **Health Information Technology Course Sequence**

*All courses must be completed with a grade of C or better.*

### **Prerequisites**

- BIO 231 - Human Biology 1 4 credit hours **OR**
- BIO 233 - Anatomy and Physiology 1 4 credit hours  
*Prerequisites for BIO 233: BIO 101; eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours **OR**
- CTA 100 - Computing and Information Technology 4 credit hours
- MDA 113 - Medical Terminology 3 credit hours
- MDA 114 - Diseases of the Human Body 3 credit hours

**Total credit hours: 14**

### **Program Requirements**

#### **First Year - Term 1**

- BIO 232 - Human Biology 2 4 credit hours **OR**
- BIO 234 - Anatomy and Physiology 2 4 credit hours
- HIT 111 - Introduction to Health Information Technology 1 3 credit hours
- RXN 211 - Pharmacology for Health Professions 3 credit hours

#### **English: 3 credits**

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*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 associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*

#### **Mathematics (general education requirement): 3-4 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

**Total credit hours: 16-17**

#### **First Year - Term 2**

- COM 111 - Fundamentals of Oral Communication 3 credit hours  
*Meets the Arts and Humanities requirement.*
- HIT 112 - Healthcare Statistics and Quality/Performance Improvement 4 credit hours
- HIT 113 - Introduction to Health Information Technology 2 2 credits
- HIT 217 - Introduction to ICD-9-CM and ICD-10-CM Coding 3 credit hours

## English: 0-3 credits

- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours* **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours* **OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*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 associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*

Total credit hours: 12-15

Total First Year Credits: 42-46

## Second Year - Term 1

- HIT 218 - Introduction to CPT/HCPCS and ICD-10-PCS Coding *3 credit hours*
- HIT 220 - Legal Aspects of Health Information Management *3 credit hours*
- HIT 222 - Reimbursement Methodologies *3 credit hours*

Social and Behavioral Sciences (general education requirement): 3 credits

*Must meet diversity requirement, see General Education Diversity Requirements.*

Total credit hours: 12

## Second Year - Term 2 - First 8-Weeks

- HIT 221 - Advanced Coding *3 credit hours*

Health/Fitness/Wellness (general education requirement): 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

Total credit hours: 6

## Second Year - Term 2 - Second 8-Weeks

- HIT 276 - Health Information Technology Practicum *3 credit hours*

Total credit hours: 3

Total Second Year Credits: 21

Total Program Credits: 63-67

## Program Outcomes

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

- Adhere to health information requirements and standards.
- Utilize clinical classifications.
- Support data collection and reimbursement systems.
- Abstract health care data for analysis and presentation.
- Adhere to security, privacy, and confidentiality policies.
- Use information technology systems to process health information.
- Apply organizational management techniques to improve efficiency of departmental functions and services.
- Model professional behaviors, ethics and appearance.
- Promote interest and stimulate growth in health information management as a profession.
- Meet eligibility requirements to take national certification examination.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Medical Assisting, A.A.S.

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Associate of Applied Science (code AAS.MDA.MDA)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/medicalassisting](http://www.aacc.edu/medicalassisting)

**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 (AAMA), 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
- Clinical medical assistant
- Medical office management

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

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirement

1. Attendance at a program information session. Call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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.
7. Eligibility for a mathematics general education course (see General Education Mathematics Requirements).
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. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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 whose native language is not English 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, 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 criminal background check.
12. Submission of completed health examination record.
13. Submission of a current American Heart Association CPR for health care providers certification card.

### **Selection Criteria**

Students will be admitted to the Medical Assisting course sequence each fall as the number of students permit. 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 in the Health Sciences office, Florestano Building Room 100 and on the college website after Dec 1 for fall. To be considered for conditional acceptance, applicants must meet the following criteria:

- 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 assisting course sequence will be based on the criteria described in the medical assisting department admission requirements available at a program information session.
- 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 Sciences, 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.

### **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

## **Medical Assisting Program Sequence Program Requirements**

### **Entrance Term**

- ACA 100 - Student Success *1 credit hour*
- MDA 113 - Medical Terminology *3 credit hours*

**Total credit hours: 4**

### **First Year - Term 1**

- HIT 200 - Electronic Health Records *2 credits*
- MDA 111 - Laws and Ethics for Health Professionals *2 credit hours*
- MDA 115 - Administrative Medical Assisting 1 *3 credit hours*
- MDA 117 - Administrative Medical Assisting 2 *3 credit hours*

**Total credit hours: 10**

### **First Year - Term 2**

- RXN 211 - Pharmacology for Health Professions *3 credit hours*
- MDA 140 - Clinical Medical Assisting 1 *6 credit hours*
- MDA 142 - Clinical Medical Assisting 2 *4 credit hours*

**Total credit hours: 13**

### **First Year - Term 3**

- MDA 274 - Professional Seminar *1 credit hour*
- MDA 275 - Medical Assisting Practicum *3 credit hours*

**Total credit hours: 4**

### **Second Year - Term 1**

- BIO 230 - Structure and Function of the Human Body *4 credit hours*
- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **OR**
- ENG 121 - Composition and Literature *3 credit hours*

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- PSY 111 - Introduction to Psychology 3 credit hours

Total credit hours: 13

## Second Year - Term 2

- SOC 111 - Introduction to Sociology 3 credit hours
- CTA 100 - Computing and Information Technology 4 credit hours **OR**
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours
- MDA 114 - Diseases of the Human Body 3 credit hours
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirement. 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.*

## Mathematics: 3 credits

- MAT 100 - The Nature of Mathematics 3 credit hours **OR**
- MAT 133 - Finite Mathematics 3 credit hours **OR**
- MAT 135 - Statistics 3 credit hours **OR**
- MAT 141 - College Algebra and Trigonometry 1 3 credit hours

Total credit hours: 16

## Program Outcomes

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

- Utilize technical, critical thinking and problem-solving skills in their clinical/administrative performance.
- Practice their profession within the medical assisting legal framework, using sound ethical values.
- Promote and maintain cooperative and successful relationships between clients, patients, physicians, allied health providers, and the health care community.
- Promote advocacy of the profession through affiliations with professional organizations, marketing of professional knowledge and skills, and by becoming vital members of the health care delivery system and community.
- Obtain eligibility to sit for certification and/or registration exams.
- Practice the profession of medical assisting with the recognition of and sensitivity to, cultural and socioeconomic differences.
- Demonstrate effective written, oral, and nonverbal communication with patients and their families, colleagues, other health care providers, and the public.
- Participate in continuing education and the development of new knowledge and skills.
- Make a substantial contribution to the quality of health care in the United States and globally.
- Successfully pass the CMA (AAMA) national certification and/or RMA (AMT) registry examinations.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).



## Medical Laboratory Technician, A.A.S.

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 64 credit hours.

[www.aacc.edu/medlabtech](http://www.aacc.edu/medlabtech)

**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**.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### **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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application by the application deadline.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Eligibility for MAT 141.
5. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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).
6. 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.
7. Satisfactory completion of criminal background check.
8. Submission of completed health examination record.
9. 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 Sciences office, Florestano Building Room 100 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 information session.
- 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 Sciences, 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.

### **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

## **Medical Laboratory Technician Program Sequence**

### **Program Requirements**

#### **First Year - Term 1**

- BIO 231 - Human Biology 1 *4 credit hours* **OR**
- BIO 233 - Anatomy and Physiology 1 *4 credit hours*  
 \*BIO 231 is the recommended course for the MLT program because BIO 101 - Fundamentals of Biology is a college prerequisite of BIO 233. Therefore, it will take two semesters to complete this science sequence. Students who take BIO 233 must have the MLT Program Coordinator apply for BIO 231 program substitution before graduation. BIO 233 is recommended only for those students who have completed BIO 101 prior to entering the MLT program or those students who plan to continue their education in post BS professional programs such as medicine or pharmacy. Students who plan on transferring to Stevenson University's MLS program should take BIO 231 in keeping with the requirements of the transfer articulation agreement.
- CHE 111 - General Chemistry 1 *4 credit hours*
- MLT 100 - Introduction to the Medical Laboratory 1 *4 credit hours*

#### **English: 3 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 satisfies the college English composition general education requirements. Students who complete ENG 121 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 approved by the department chair or program coordinator.*

**Total credit hours: 15**

#### **First Year - Term 2**

- BIO 223 - General Microbiology *4 credit hours*
- MAT 141 - College Algebra and Trigonometry 1 *3 credit hours*

*MAT 151 or MAT 191 will satisfy the MAT 141 requirement.*

- MLT 101 - Introduction to Medical Laboratory 2 4 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours  
(satisfies the college diversity requirement)

### English: 0-3 credits

- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours

Total credit hours: 14-17

### Summer

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
  
- CTA 100 - Computing and Information Technology 4 credit hours **OR**
- CTA 103 - Theories and Applications of Digital Technology 4 credit hours  
(satisfies the college computer competency requirement)

Total credit hours: 7

### Second Year - Term 1

- MLT 202 - Clinical Microbiology 4 credit hours
- MLT 203 - Clinical Chemistry 4 credit hours
- MLT 204 - Clinical Immunology/Immunohematology 4 credit hours
- MLT 205 - Clinical Hematology 4 credit hours

Total credit hours: 16

### Second Year - Term 2

- MLT 206 - Advanced Clinical Chemistry 2 credit hours
- MLT 208 - Clinical Review 2 credit hours
- MLT 276 - Clinical Hematology Practicum 2 credit hours
- MLT 277 - Clinical Chemistry Practicum 2 credit hours
- MLT 278 - Clinical Microbiology Practicum 2 credit hours
- MLT 279 - Clinical Immunohematology Practicum 2 credit hours

Total credit hours: 12

## Program Outcomes

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

- Utilize technical, critical thinking and problem-solving skills in their didactic and clinical experiences.
- Practice their profession within the clinical laboratory legal framework, utilizing sound ethical values.
- Promote and maintain cooperative and successful relationships between clients, patients, physicians, allied health providers, and the health care community.
- Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.
- Obtain eligibility to sit for certification and/or registration exams.
- Practice the profession of medical laboratory technology with the recognition of, and sensitivity to, cultural and socioeconomic differences.
- Demonstrate effective written, oral, and nonverbal communication with colleagues, other health care providers, and the public.
- Participate in continuing education and the development of new knowledge and skills.
- Make a substantial contribution in the United States and globally to the quality of health care.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Electrocardiogram and Intravenous Therapy Technician, Certificate

**Award:** Certificate (code CRT.MDA.ECG-IV)

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

[www.aacc.edu/healthsciences](http://www.aacc.edu/healthsciences)

**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).

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

### Entrance/Admission Requirements

#### Entrance Requirements

1. Attendance at program information session. Call **410-777-7310** for schedule. Detailed information regarding program, profession and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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.
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.

#### 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 the Health Sciences section of this catalog.

### Degree/Graduation Requirements

#### Degree 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.

### Certificate Requirements: 16 credits

#### Fall Term

- MDA 110 - Professionalism in Health Care *1 credit*
- MDA 111 - Laws and Ethics for Health Professionals *2 credit hours*
- MDA 113 - Medical Terminology *3 credit hours*
- RXN 211 - Pharmacology for Health Professions *3 credit hours*  
*Corequisite Medical Terminology and permission of the department coordinator*
- ACA 100 - Student Success *1 credit hour*

Total credit hours: 10

#### Spring Term

- MDA 118 - Intravenous Therapy *3 credit hours*
- MDA 119 - Electrocardiography and Cardiac Diagnostics *3 credit hours*

Total credit hours: 6

### Program Outcomes

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

- Effectively utilize medical terminology in communicating health information.
- Describe state law related to healthcare operations.
- Describe federal law related to healthcare operations.
- Discuss basic concepts of ethical standards for healthcare entities.

- Discuss strategies for infection control.
- Describe anatomical landmarks/sites utilized for intravenous access.
- Diagram heart anatomy.
- Describe heart physiology related to electrical conductivity.
- Discuss cardiac pathology.
- Perform electrocardiogram procedures.
- Discuss pharmacology related to body systems.
- Describe pharmacokinetics related to body systems.
- Identify equipment utilized in initiating and maintaining intravenous access.
- Articulate the purpose of a halter monitor recording.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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 Care Delivery Systems, Certificate

**Award:** Certificate (code CRT.IHE.HEA-CARE.DS)

**Total Credit Hours:** 12 credit hours.

[www.aacc.edu/healthsciences](http://www.aacc.edu/healthsciences)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Entrance/Admission Requirements

### Entrance Requirements

Eligibility for ENG 111 or ENG 115 or ENG 121.

### 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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.

### Graduation Requirements

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

## Certificate Requirements: 12 credits

- ACA 100 - Student Success *1 credit hour*
- MDA 111 - Laws and Ethics for Health Professionals *2 credit hours*
- MDA 113 - Medical Terminology *3 credit hours*
- MDA 116 - Fundamentals of Health Care Delivery Systems *3 credit hours*
- MDA 117 - Administrative Medical Assisting *2 3 credit hours*  
*Health Care Delivery Systems students must see the medical assisting program coordinator prior to enrolling in this course.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Certificate

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Certificate (code CRT.MDA.MDA)

**Total Credit Hours:** 31 credit hours.

[www.aacc.edu/medicalassisting](http://www.aacc.edu/medicalassisting)

**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.

Anne Arundel Community College's Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

### **Range of Occupations**

- Administrative medical assistant
- Medical assistant to physician

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

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Entrance Requirements

1. Attendance at a program information session. Call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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.
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. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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. Foreign educated students whose native language is not English 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, 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.
10. Satisfactory completion of a criminal background check.
11. Submission of a completed health examination record.
12. Submission of a current American Heart Association CPR for health care providers certification card.

### **Selection Criteria**

Students will be admitted to the Medical Assisting course sequence each fall as the number of students permit. 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 in the Health Sciences office, Florestano

Building Room 100 and on the college website after Dec 1 for fall. To be considered for conditional acceptance, applicants must meet the following criteria:

- 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 assisting course sequence will be based on the criteria described in the medical assisting department admission requirements available at a program information session.
- 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.

### **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 the Health Sciences section of this catalog.

### **Degree/Graduation Requirements**

#### **Degree 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.

### **Certificate Requirements: 31 credits**

#### **Prerequisites: 4 credits**

- MDA 113 - Medical Terminology *3 credit hours*
- ACA 100 - Student Success *1 credit hour*

#### **Fall Term**

- MDA 111 - Laws and Ethics for Health Professionals *2 credit hours*
- MDA 115 - Administrative Medical Assisting 1 *3 credit hours*
- MDA 117 - Administrative Medical Assisting 2 *3 credit hours*
- HIT 200 - Electronic Health Records *2 credits*

**Total credit hours: 10**

#### **Spring Term**

- MDA 140 - Clinical Medical Assisting 1 *6 credit hours*
- MDA 142 - Clinical Medical Assisting 2 *4 credit hours*
- RXN 211 - Pharmacology for Health Professions *3 credit hours*

**Total credit hours: 13**

#### **Summer Term**

- MDA 274 - Professional Seminar *1 credit hour*
- MDA 275 - Medical Assisting Practicum *3 credit hours*  
*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.*

**Total credit hours: 4**

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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 Coding, Certificate

Note: The admissions requirements to this program is under review and may experience some changes during the 2016-2017 catalog year. Visit the online catalog to view the current academic program: [catalog.aacc.edu](http://catalog.aacc.edu)

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Certificate (code CRT.IHE.MED-CODE)

**Total Credit Hours:** 41-45 credit hours.

<http://www.aacc.edu/medcoding/>

**Purpose:** To provide eligibility status to sit for the Certified Professional Coder Examination (CPC) offered by the American Academy of Professional Coders or the Certified Coding Specialist (CCS) exam offered by the American Health Information Management Association.

### Range of Occupations

Certified Coding Specialist and Certified Professional Coders work 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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 or associate degree or higher. Official transcripts required.
5. 18 years of age or older prior to registering for the final program course, HIT 275 - Medical Coding Practicum.
6. Eligibility for ENG 111.
7. Must have minimum adjusted grade point average (GPA) of 2.0 at this college.
8. Satisfactory completion of a criminal background check.
9. Submission of a completed health examination record.

### Selection Criteria

Students will be admitted to the Medical Coding course sequence each fall as the number of students permit. 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 in the Health Sciences office, Florestano Building Room 100 and on the college website after Dec 1 for fall. To be considered for conditional acceptance, applicants must meet the following criteria:

- 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 coding course sequence will be based on the criteria described in the medical coding department admission requirements available at a program information session.
- 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 Sciences, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.



## 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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.

### Prerequisites

- BIO 231 - Human Biology 1 *4 credit hours* **AND**
- BIO 232 - Human Biology 2 *4 credit hours*  
**OR**
- BIO 233 - Anatomy and Physiology 1 *4 credit hours* \* **AND**
- BIO 234 - Anatomy and Physiology 2 *4 credit hours*  
\**BIO 101 (4 credits) is a prerequisite for BIO 233.*
  
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
- MDA 113 - Medical Terminology *3 credit hours*

Total credit hours: 15

### Program Requirements

#### Term 1

- HIT 111 - Introduction to Health Information Technology 1 *3 credit hours*
- HIT 217 - Introduction to ICD-9-CM and ICD-10-CM Coding *3 credit hours*
- HIT 218 - Introduction to CPT/HCPCS and ICD-10-PCS Coding *3 credit hours*
- RXN 211 - Pharmacology for Health Professions *3 credit hours*

Total term 1: 12

#### Term 2

- HIT 222 - Reimbursement Methodologies *3 credit hours*
- MDA 114 - Diseases of the Human Body *3 credit hours*
- MDA 116 - Fundamentals of Health Care Delivery Systems *3 credit hours*
- HIT 221 - Advanced Coding *3 credit hours*

Total term 2: 12

#### Term 3

- HIT 275 - Medical Coding Practicum *2 credit hours*

Total credits: 41-45

### Program Outcomes

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

- Utilize technical, critical thinking and problem solving skills in their coding performance.
- Practice their profession based on sound ethical values.
- Promote and maintain cooperative and successful relationships between patients, physicians and other health care providers, and external and internal stakeholders.
- Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.
- Obtain eligibility to sit for certification examination.
- Practice the profession of medical coding with the recognition of and sensitivity to cultural and socioeconomic differences.
- Demonstrate effective written, oral, and nonverbal communication with patients and their families, colleagues, other health care providers, and the public.
- Participate in continuing education and the development of new knowledge and skills.
- Make a substantial contribution to the quality of health care in the United States and globally.

## 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.

### Pharmacy Technician, Certificate

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Certificate (code CRT.IHE.PHAR-TECH)

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

[www.aacc.edu/pharmtech](http://www.aacc.edu/pharmtech)

**Purpose:** This 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.

The Pharmacy Technician program at AACC is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). The program is also approved by the Maryland Board of Pharmacy.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

#### **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).

#### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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. 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. Eligibility for ENG 111 or ENG 115 or ENG 121.
7. Students must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
8. Must be 18 years or older by the first day of class to register for RXN 275 - Pharmacy Practicum.
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 Pharmacy Technician course sequence each fall as the number of students permit. 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 in the Health Sciences office,

Florestano Building Room 100 and on the college website after Dec 1 for fall. To be considered for conditional acceptance, applicants must meet the following criteria:

- Must attend or view an online information session prior to submitting an application.
- 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 pharmacy technician course sequence will be based on the criteria described in the pharmacy technician department admission requirements available at a program information session.
- 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 Sciences, 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.

### **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 the Health Sciences section of this catalog.

### **Degree/Graduation Requirements**

#### **Degree 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.

### **Certificate Requirements: 33 credits**

#### **Fall Term**

- BIO 230 - Structure and Function of the Human Body *4 credit hours* **OR**  
*Students enrolled in the Pharmacy Technician certificate program should consult their program coordinator for math eligibility.*
- BIO 232 - Human Biology 2 *4 credit hours* **OR**  
*BIO 231 is a prerequisite for BIO 232.*
- BIO 234 - Anatomy and Physiology 2 *4 credit hours*  
*BIO 101 and BIO 233 are prerequisites for BIO 234.*
- CTA 100 - Computing and Information Technology *4 credit hours*
- MDA 113 - Medical Terminology *3 credit hours*
- RXN 111 - Introduction to Pharmacy and the Health Care System *2 credit hours*
- RXN 112 - Pharmacy Law and Ethics *2 credit hours*

#### **Spring Term (First 10 Weeks)**

- RXN 210 - Pharmacy Calculations *3 credit hours*
- RXN 211 - Pharmacology for Health Professions *3 credit hours*
- RXN 212 - Hospital Pharmacy Practice *3 credit hours*
- RXN 213 - Community Pharmacy Practice *3 credit hours*

#### **Spring Term (Second 5 Weeks)**

- RXN 215 - Professional Development Seminar *1 credit hour*
- RXN 275 - Pharmacy Practicum *5 credit hours*

### **Program Outcomes**

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

- Provide didactic, laboratory and experiential components of a pharmacy technician training program, thereby providing eligibility to students wishing to sit for the National Pharmacy Technician Certification Examination.
- Develop experimental, innovative and alternative approaches to implementing components of technician training program.

- Establish and maintain effective and interpersonal working relationships with other members of the healthcare team.
- Communicate clearly orally, electronically, and in writing.
- Maintain an image appropriate to the profession of pharmacy to include ethical conduct, and be actively involved in professional organizations.
- Display the requisite skill and knowledge needed to assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, drug use review, and departmental management.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **Administrative Medical Assistant, Letter of Recognition**

**Total Credit Hours:** 8 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.
- 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.
- Managing the front office in a medical setting; preparing professional documents and patient scheduling.

**Program website:** [www.aacc.edu/medicalassisting](http://www.aacc.edu/medicalassisting)

### ***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).

### **Degree 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.

### **Requirements: 8 credits**

- MDA 111 - Laws and Ethics for Health Professionals *2 credit hours*
- MDA 115 - Administrative Medical Assisting *1 3 credit hours*
- MDA 117 - Administrative Medical Assisting *2 3 credit hours*

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

## **Electrocardiogram and Intravenous Therapy Letter of Recognition**

**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.

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

*The Anne Arundel Community College School of Health Sciences reserves the right to revise the admission requirements, the selection criteria and procedures, and the curriculum as deemed necessary without prior notification.*

### **Entrance Requirements**

1. Attendance at program information session. Call **410-777-7310** for schedule. Detailed information regarding program, profession and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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.
5. 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.

### **Award Requirements**

Students apply to the Records and Registration office for the Letter of Recognition after they complete the program requirements.

### **Requirements: 6 Credits**

- MDA 118 - Intravenous Therapy *3 credit hours*
- MDA 119 - Electrocardiography and Cardiac Diagnostics *3 credit hours*

## Phlebotomy Technician, Letter of Recognition

### *Special Admission Requirements - Rolling Admission*

**Award:** Letter of Recognition

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

[www.aacc.edu/medicalassisting](http://www.aacc.edu/medicalassisting)

**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).

**Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.**

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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. Foreign educated students whose native language is not English 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 Therapeutic Massage program. Anne Arundel Community College's code for TOEFL is 5019.
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:

- Must attend a face-to-face information session.
- Must satisfactorily complete all academic and admission requirements.
- 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 Sciences, 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.

## 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 the Health Sciences section of this catalog.

## Degree/Award Requirements

## Degree 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.

## Requirements: 8 credits

- MDA 100 - Introduction to Medical Terminology *1 credit hour*
- MDA 110 - Professionalism in Health Care *1 credit*
- MDA 125 - Phlebotomy *6 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



# Homeland Security and Criminal Justice Institute

## Cybercrime, A.A.S.

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.LEN.CYBR-CRME)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/homeland**

**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).

## General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- CTA 194 - Ethics and the Information Age 3 credit hours

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

- CTA 103 - Theories and Applications of Digital Technology 4 credit hours

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 133 - Finite Mathematics 3 credit hours
- OR**
- MAT 135 - Statistics 3 credit hours

### Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 credit hours **OR**
- PSY 111 - Introduction to Psychology 3 credit hours

### Program Requirements: 35-38 credits

- CJS 111 - Introduction to Criminal Justice 3 credit hours
- CTS 105 - Microcomputer Operating Systems 3 credit hours
- CTS 110 - Network Essentials 4 credit hours
- CTS 140 - Network Security Fundamentals 4 credit hours
- CJS 206 - Cybercrime 3 credit hours
- CJS 170 - Digital Forensics 1 3 credit hours

- CJS 207 - Digital Forensics 2 4 credit hours
- CTS 240 - Advanced Network Defense 4 credit hours **OR**
- CTS 242 - Network Intrusion Detection and Penetration Testing 4 credit hours
- CJS 222 - Investigation and Criminalistics 4 credit hours
- CJS, CTA, CTP, CTS or HLS elective 3 credit hours
- Elective (*students who complete ENG 121 consult an academic advisor*) 0-3 credit hours

## Additional Requirements

### Computer Competency Requirement

*Fulfilled by completing CTA 103 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 or health/fitness/wellness general education requirements.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

### 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.

### Continuing Education and Workforce Development Offerings

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Forensic Studies, Forensic Police Science Track, A.A.S.

**Code:** AAS.LEN.FORNSC.SCI

**Total Credit Hours:** 60 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.

**Program Website:** <https://www.aacc.edu/homeland>

### **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).

## Degree/Graduation Requirements

### Degree 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.

### General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.*

#### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*

#### Biological and Physical Sciences: 4 credits

- BIO 101 - Fundamentals of Biology *4 credit hours*

#### Biological and Physical Sciences, Computer Technology, or Mathematics: 3 credits

*Students who have not otherwise demonstrated competence in computing and information technology should choose a computer technology general education course.*

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

## Health/Fitness/Wellness: 3 credits

- HEA 150 - First Aid and Safety - CPR 3 credit hours **OR**
- EMT 104 - Emergency Medical Responder 3 credit hours

## Mathematics: 3 credits

- MAT 133 - Finite Mathematics 3 credit hours **OR**
- MAT 135 - Statistics 3 credit hours

## Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 credit hours

## Program Requirements: 35-38 credits

- CJS 111 - Introduction to Criminal Justice 3 credit hours
- CJS 136 - History of Homicide 3 credit hours
- CJS 137 - Clinical Forensics 3 credit hours
- CJS 215 - Criminal Law 3 credit hours
- CJS 216 - Criminal Evidence and Procedure 3 credit hours
- CJS 222 - Investigation and Criminalistics 4 credit hours
- CJS 225 - Criminal Justice Ethics 3 credit hours
- CJS 250 - Introduction to Forensic Science 4 credit hours
- PHL 141 - Introduction to Logic 3 credit hours
- PSY 111 - Introduction to Psychology 3 credit hours
- Elective (consult with an advisor) 3 credit hours
- Elective (consult with an advisor) 0-3 credit hours

*Applies to students who take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with this elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Forensic Studies, Forensic Scientist Track, A.A.S.

**Code:** AAS.LEN.FORNSC.SCI

**Total Credit Hours:** 60 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.

**Program Website:** <https://www.aacc.edu/homeland>

### **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).

## Degree/Graduation Requirements

### Degree 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.

### General Education Requirements: 23-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*  
*A minimum of 60 credits is required for a degree.*

#### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*

#### Biological and Physical Sciences: 4 credits

- BIO 101 - Fundamentals of Biology *4 credit hours*

#### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

#### Health/Fitness/Wellness: 3 credits

- HEA 150 - First Aid and Safety - CPR *3 credit hours* **OR**
- EMT 104 - Emergency Medical Responder *3 credit hours*

#### Mathematics: 3 credits

- MAT 133 - Finite Mathematics *3 credit hours* **OR**

- MAT 135 - Statistics 3 *credit hours*

### Social and Behavioral Sciences: 3 credits

- SOC 111 - Introduction to Sociology 3 *credit hours*

### Program Requirements: 34-37 credits

- CHE 111 - General Chemistry 1 4 *credit hours*
- CHE 112 - General Chemistry 2 4 *credit hours*
- CHE 113 - Fundamentals of Organic and Biochemistry 4 *credit hours*
- CJS 111 - Introduction to Criminal Justice 3 *credit hours*
- CJS 137 - Clinical Forensics 3 *credit hours*
- CJS 222 - Investigation and Criminalistics 4 *credit hours*
- CJS 250 - Introduction to Forensic Science 4 *credit hours*
  
- PHY 111 - Fundamentals of Physics 1 4 *credit hours* **AND**
- PHY 112 - Fundamentals of Physics 2 4 *credit hours*
- OR**
- PHY 211 - General Physics 1 4 *credit hours* **AND**
- PHY 212 - General Physics 2 4 *credit hours*
  
- Elective (consult with an advisor) 0-3 *credit hours*  
*Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

### Related Educational Opportunities

#### Continuing Education and Workforce Development Offerings

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.

#### 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."

### Additional Requirements

#### Computer Competency Requirement

*See General Education Computing Competency Requirement 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.*

#### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## **Homeland Security Management, Homeland Security Management Track, A.A.S.**

**Code:** AAS.HLS.HMLD.SEC-MGT

**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.

**Program Website:** [www.aacc.edu/homeland](http://www.aacc.edu/homeland)

### **Range of Occupations**

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

### **Special Conditions**

**Statewide Tuition:** 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 the Tuition, Fees and Payments section of this catalog) 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.

## **Degree/Graduation Requirements**

### **Degree Requirements**

Students must complete the required core courses and either the Homeland Security Management track or the Intelligence Analytics.

## **General Education Requirements: 21-24 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### **English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### **Arts and Humanities: 3 credits**

- AMS 100 - Introduction to American Studies *3 credit hours*

### **Biological and Physical Sciences: 3 credits**

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### **Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits**

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### **Health/Fitness/Wellness: 3 credits**

- EMT 104 - Emergency Medical Responder *3 credit hours*

### **Mathematics: 3 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

### **Social and Behavioral Sciences: 3 credits**

- GEO 102 - World Regional Geography 3 credit hours

## Program Requirements: 36-39 credits

- CJS 206 - Cybercrime 3 credit hours
- CJS 270 - War in the American Experience: Unconventional Warfare 3 credit hours **OR**
- HLS 270 - War in the American Experience: Unconventional Warfare 3 credit hours
- HLS 111 - Introduction to Homeland Security 3 credit hours
- HLS 112 - National Security Law 3 credit hours
- HLS 114 - Maryland and Terrorism 3 credit hours
- HLS 211 - Intelligence Analysis and Security Management 3 credit hours
- HLS 212 - Survey of Weapons of Mass Destruction 3 credit hours
- HLS 213 - Transportation and Border Security 3 credit hours
- HLS 260 - Terrorism/Counterterrorism 3 credit hours
- HLS 265 - Homeland Security, Emergency Management and Response Seminar 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See General Education Computer Competency Requirements for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Outline the essential qualifiers of national and international acts of terrorism.
- Compare and contrast the principles of jurisdictions in local, federal and international agencies.
- Appraise the responsibility and operations of the media in terrorist threats.
- Construct a historical timeline reflecting significant terrorist threats and events in the United States and globally.
- Classify the roles, functions of, and interdependency between local, federal and international law enforcement, and military agencies.
- Compose a historical timeline reflecting methods and outcomes used by national and international law enforcement and military agencies to counter and combat terrorism.
- Differentiate between ethical and unethical attitudes and actions regarding the execution of homeland security practices.
- Demonstrate effective and clear verbal communication skills to articulate factual information, coordinate law enforcement agencies and describe outcomes.
- Acquaint self with extremist ethnic, cultural, national, religious and political ideologies that foster and support terrorist activity.



- Examine and interpret forensic evidence to reconstruct crime and terrorist events.
- Develop strategies to generate information needed by law enforcement agency decision-makers according to Homeland Security, Federal Bureau of Investigations, CIA, the military and other law enforcement agencies.
- Solve problems individually and in a team environment.
- Write clear, concise and accurate reports, to include factual information, analysis of data, and recommendations.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Homeland Security Management, Intelligence Analytics Track, A.A.S.

**Code:** AAS.HLS.INTEL-ANLYS

**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 threat. 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.

**Program Website:** [www.aacc.edu/homeland](http://www.aacc.edu/homeland)

### **Range of Occupations**

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

### **Special Conditions**

**Statewide Tuition:** 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 the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 21-24 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- AMS 100 - Introduction to American Studies *3 credit hours*

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

- EMT 104 - Emergency Medical Responder *3 credit hours*

### Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

- GEO 102 - World Regional Geography *3 credit hours*

## Program Requirements: 36-39 credits

- CJS 206 - Cybercrime 3 credit hours
- HLS 111 - Introduction to Homeland Security 3 credit hours
- HLS 112 - National Security Law 3 credit hours
  
- HLS 211 - Intelligence Analysis and Security Management 3 credit hours **OR**
- HLS 220 - Intelligence and U.S. National Security 3 credit hours  
*HLS 220 has a prerequisite of eligibility for ENG 111 or ENG 115 or ENG 121 and PLS 111 or HIS 212 or permission of department chair.*
  
- HLS 212 - Survey of Weapons of Mass Destruction 3 credit hours
- HLS 213 - Transportation and Border Security 3 credit hours
- HLS 225 - Introduction to Intelligence Analytics 3 credit hours
- HLS 230 - Intelligence Support to the Policy Maker and Military 3 credit hours
- HLS 240 - National Security Challenges of the 21st Century 3 credit hours
- HLS 260 - Terrorism/Counterterrorism 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See General Education Computer Competency Requirements for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Homeland Security Management, Transportation and Border Security Track, A.A.S.**

**Code:** AAS.HLS.TPT-BDR-SEC

**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.

**Program Website:** [www.aacc.edu/homeland](http://www.aacc.edu/homeland)

### **Range of Occupations**

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

### **Special Conditions**

**Statewide Tuition:** 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 the Tuition, Fees and Payments section of this catalog) 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.

## **General Education Requirements: 21-24 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### **English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### **Arts and Humanities: 3 credits**

- AMS 100 - Introduction to American Studies *3 credit hours*

### **Biological and Physical Sciences: 3 credits**

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### **Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits**

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### **Health/Fitness/Wellness: 3 credits**

- EMT 104 - Emergency Medical Responder *3 credit hours*

### **Mathematics: 3 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

### **Social and Behavioral Sciences: 3 credits**

- GEO 102 - World Regional Geography *3 credit hours*

### **Program Requirements: 36-39 credits**

- ECO 116 - Inside the Global Economy *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*

- HLS 111 - Introduction to Homeland Security 3 credit hours
- HLS 112 - National Security Law 3 credit hours
- HLS 114 - Maryland and Terrorism 3 credit hours
- HLS 211 - Intelligence Analysis and Security Management 3 credit hours
- HLS 212 - Survey of Weapons of Mass Destruction 3 credit hours
- HLS 213 - Transportation and Border Security 3 credit hours
- HLS 260 - Terrorism/Counterterrorism 3 credit hours
- HLS 265 - Homeland Security, Emergency Management and Response Seminar 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See General Education Computer Competency Requirements for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

### Program Outcomes

## Juvenile Justice, A.A.S.

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.CJS.JUV-JUST)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/homeland](http://www.aacc.edu/homeland)

*This degree is part of the Homeland Security and Criminal Justice Institute.*

**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).

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 21-24 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*  
*A minimum of 60 credits is required for a degree.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

*\*Students who do not complete a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3 credits

See *General Education Mathematics Requirements* for a list of approved courses.

## Social and Behavioral Sciences: 3 credits

- PSY 111 - Introduction to Psychology 3 credit hours

## Program Requirements: 36-39 credits

- CJS 111 - Introduction to Criminal Justice 3 credit hours
  
- CJS 113 - Penology 3 credit hours **OR**
- SOC 224 - Criminology 3 credit hours
  
- CJS 225 - Criminal Justice Ethics 3 credit hours
- CJS 228 - Practices in Social Work and Counseling with Inmate Populations 3 credit hours
- CJS 231 - Juvenile Justice 3 credit hours
- CJS 232 - Juvenile Law 3 credit hours
  
- CJS 233 - Forensic Psychology and Victimology 3 credit hours **OR**
- EDU 111 - Foundations of Education 3 credit hours
  
- HUS 102 - Physiological Aspects of Chemical Dependence 3 credit hours
- PSY 205 - Child Psychology 3 credit hours **OR**
- PSY 211 - Developmental Psychology 3 credit hours
  
- SOC 122 - Social Problems 3 credit hours
- SOC 132 - Juvenile Delinquency 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who elect not to take a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### Computer Competency Requirement

See *Computing and Information Technology Competency Requirement* for a list of approved courses.

### Diversity Requirement

Students may satisfy the diversity requirement simultaneously as they satisfy requirements for arts and humanities, biological and physical sciences, or health/fitness/wellness. See *Diversity Requirement* for a list of approved courses.

### Fast Track Option

This program has a Fast Track Option for those holding a college degree.

### Program Outcomes

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

- Analyze pertinent issues to include interpreting the legal, social, and ethical implications within the issues; makes inferences and able to support generalizations.
- Conduct good investigations, examinations, research and analysis.
- Analyze gathered, substantive information from which to make predications and to draw valid conclusions.
- Demonstrate high-quality decision-making skills.
- Contrast pertinent and applicable facts of law governing adult and juvenile offenders; correctional management of adult and juvenile offenders.
- Consistently perform reliable research methods including the selection and use of valid research sources.
- Examine and dissect information into parts/details.
- Properly interpret basic human rights in diverse settings.
- Accurately recall facts, terms, basic concepts and ideas about laws, standards and regulations and their influences on a diverse juvenile population.

- Effectively function in professional, social and academic arenas where cultures and perspectives vary among people.
- Consistently practice legal and ethic, moral standards in professional, social and academic settings.
- Commit to life-long interest in learning, including efforts to contribute constructive research and theory to the juvenile justice system.
- Assess the progression of juvenile justice in conjunction with the social and political evolution of human kind.
- Exhibit full comprehension of the purpose, functions and operations of the juvenile justice system.
- Analyze emerging trends in juvenile justice.
- Observe global events and changes and their impact on the formulation of social, political, legal, law enforcement, and punishment policies regarding juvenile offending.
- Consider the short and long-term influences and impressions that laws and public policy have on conditions governing the quality of life and political self-determination for children, youth and families.
- Implement effective steps for feasible project management
- Maintain a healthy attitude, personal home/work/school balance, and self-perspective regarding personal and professional relationships, career aspirations, and social awareness.
- Through the general support of family and friends, and through appropriate professional services respond appropriately to symptoms of stress, distress, anxiety, and other mounting impairments that may obstruct academic achievement.
- Actively engage in Institute-sponsored learning and career development opportunities outside of the general classroom setting
- Coordinate with instructors and professionals to receive volunteer, internship and field training experiences.
- Maintain a career portfolio to include goals and objectives for entry level and advancement in the field.
- Fittingly integrate basic science concepts, theories, and practices into processes of examination, research and evaluation, creating content-rich learning experiences.
- Apply, at minimal, primary math models and functions.
- Describe the vast technological influences in corrections overall and specific to juvenile justice system.
- Perform accurate use of a variety of technological and electronic tools to obtain, maintain, generate, communicate, interpret, research, analyze, and evaluate information in adult and juvenile justice systems.
- Demonstrate active listening skills.
- Convey ideas, sentiment, instruction, requests, and suggestions through clear, accurate verbal expression, requesting and providing useful verbal feedback when needed.
- Properly interject professional jargon, terminology and technical language in settings where such communications is aptly required.
- Write well to meet research, briefs, and report writing specifications for academic and professional settings.
- Maintain a reading comprehension level conducive for successful college level learning and achievement.
- Conduct interviews and interrogations in a professional manner to extract or to exchange information.
- Network to develop positive relationships.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Related Anne Arundel Community College Certificates

- Juvenile Services Institutional Support Staff, Certificate
- Juvenile Services Resident Advisers, Certificate



## Law Enforcement and Criminal Justice, A.A.S.

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

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/homeland/lawenforcement](http://www.aacc.edu/homeland/lawenforcement)

*This degree is part of the Homeland Security and Criminal Justice Institute.*

**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).

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 23-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 4 credits

- BIO 101 - Fundamentals of Biology 4 credit hours

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### Health/Fitness/Wellness: 3 credits

- HEA 150 - First Aid and Safety - CPR 3 credit hours **OR**
- EMT 104 - Emergency Medical Responder 3 credit hours  
*Students who are graduates of recognized police academies, current employees of fire departments, or current employees of EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so,*

*students should provide an official (department letterhead) letter to the Records and Registration Office stating that they are graduates or employees of one of the above agencies. Courses or training not approved for academic 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. Sixty credits must be completed to earn this degree.*

## **Mathematics: 3 credits**

*Students planning to transfer to the University of Baltimore should select MAT 135. See General Education Mathematics Requirements for a list of approved courses.*

## **Social and Behavioral Sciences: 3 credits**

- PLS 111 - American Government 3 credit hours

## **Program Requirements: 34-37 credits**

- CJS 111 - Introduction to Criminal Justice 3 credit hours
- CJS 112 - Police Operations 3 credit hours
- CJS 113 - Penology 3 credit hours
  
- CJS 121 - Police Administration 3 credit hours **OR**
- CJS 226 - Traffic and Public Safety 3 credit hours
  
- CJS 215 - Criminal Law 3 credit hours
- CJS 222 - Investigation and Criminalistics 4 credit hours
- CJS 225 - Criminal Justice Ethics 3 credit hours
  
- CJS 260 - Terrorism/Counterterrorism 3 credit hours **OR**
- HLS 260 - Terrorism/Counterterrorism 3 credit hours **OR**
- HLS 111 - Introduction to Homeland Security 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Elective (law enforcement or social science) 3 credit hours
- Elective (law enforcement or consult with advisor) 3 credit hours  
*Students planning to transfer to the University of Baltimore should select a biological and physical sciences general education course.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **Diversity Requirement**

Satisfied by SOC 111 requirement.

### **Fast Track Option**

*This program has a Fast Track Option for those holding a college degree.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Law Enforcement and Criminal Justice, Police Academy Option, A.A.S.**

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.LEN.POL-ACAD)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/homeland](http://www.aacc.edu/homeland)

*This degree is part of the Homeland Security and Criminal Justice Institute.*

### **Entrance/Admission Requirements**

#### **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.

#### **Criminal Background Check**

Participating in this program requires the satisfactory completion of a criminal background check.

### **Degree/Graduation Requirements**

#### **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**

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.

### **General Education Requirements: 22-25 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### **English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*  
*A minimum of 60 credits is required for a degree.*

#### **Arts and Humanities: 3 credits**

*See General Education Arts and Humanities Requirements for a list of approved courses.*

## Biological and Physical Sciences: 4 credits

- BIO 101 - Fundamentals of Biology 4 credit hours

## Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits

See General Education Requirements for a list of approved courses.

- Biological and Physical Sciences
- Computer Technology
- Mathematics

\*Students who do not complete a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective.

## Health/Fitness/Wellness: 3 credits

- HEA 150 - First Aid and Safety - CPR 3 credit hours **OR**
- EMT 104 - Emergency Medical Responder 3 credit hours  
*Students who are graduates of recognized police academies, current employees of fire departments, or current employees of EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so, students should provide an official (department letterhead) letter to the Records and Registration Office stating that they are graduates or employees of one of the above agencies. Courses or training not approved for academic 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. Sixty credits must be completed to earn this degree.*

## Mathematics: 3 credits

See General Education Mathematics Requirements for a list of approved courses.

## Social and Behavioral Sciences: 3 credits

- PLS 111 - American Government 3 credit hours

## Program Requirements: 35-38 credits

- CJS 109 - Police Discipline and Organization 1 credit hour
- CJS 111 - Introduction to Criminal Justice 3 credit hours
- CJS 112 - Police Operations 3 credit hours
- CJS 113 - Penology 3 credit hours
- CJS 215 - Criminal Law 3 credit hours
- CJS 216 - Criminal Evidence and Procedure 3 credit hours
- CJS 218 - Criminal Justice Communications 3 credit hours
- CJS 222 - Investigation and Criminalistics 4 credit hours
- CJS 225 - Criminal Justice Ethics 3 credit hours
- CJS 226 - Traffic and Public Safety 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who do not complete a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

## Additional Requirements

### Computer Competency Requirement

Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.

### Diversity Requirement

Satisfied by SOC 111 requirement.

### Fast Track Option

This program has a Fast Track Option for those holding a college degree.

## Related Educational Opportunities

## **Continuing Education and Workforce Development Offerings**

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.

## **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Law Enforcement and Criminal Justice, Social Justice Option, A.A.S.**

**Award:** Associate of Applied Science degree, A.A.S. (code AAS.LEN.SOC-JUS)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/homeland/lawenforcement](http://www.aacc.edu/homeland/lawenforcement)

*This degree is part of the Homeland Security and Criminal Justice Institute.*

### **Degree/Graduation Requirements**

#### **Degree 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.

### **General Education Requirements: 21-24 credits**

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### **English: 3-6 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. A minimum of 60 credits is required for a degree.*

#### **Arts and Humanities: 3 credits**

*See General Education Arts and Humanities Requirements for a list of approved courses.*

#### **Biological and Physical Sciences: 3 credits**

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### **Biological and Physical Sciences, Computer Technology or Mathematics\*: 3 credits**

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

*\*Students who do not complete a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective.*

#### **Health/Fitness/Wellness: 3 credits**

- HEA 150 - First Aid and Safety - CPR *3 credit hours* **OR**
- EMT 104 - Emergency Medical Responder *3 credit hours*  
*Students who are graduates of recognized police academies, current employees of fire departments, or current employees of EMT/emergency response agencies may request to have HEA 150 or EMT 104 waived. To do so, students should provide an official (department letterhead) letter to the Records and Registration Office stating that they are graduates or employees of one of the above agencies. Courses or training not approved for academic 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. Sixty credits must be completed to earn this degree.*

#### **Mathematics: 3 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

#### **Social and Behavioral Sciences: 3 credits**

- PLS 111 - American Government *3 credit hours*

#### **Program Requirements: 36-39 credits**

- BPA 162 - Business Communications 3 credit hours
- CJS 111 - Introduction to Criminal Justice 3 credit hours
- CJS 113 - Penology 3 credit hours
- CJS 215 - Criminal Law 3 credit hours
- CJS 225 - Criminal Justice Ethics 3 credit hours
- CJS 228 - Practices in Social Work and Counseling with Inmate Populations 3 credit hours
  
- CJS 260 - Terrorism/Counterterrorism 3 credit hours **OR**
- HLS 260 - Terrorism/Counterterrorism 3 credit hours **OR**
- HLS 111 - Introduction to Homeland Security 3 credit hours
  
- HUS 100 - Introduction to Human Services 3 credit hours
- PSY 111 - Introduction to Psychology 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Elective (consult with an advisor) 3 credit hours  
*Students who do not complete a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*
- Elective (consult with an advisor) 0-3 credit hours  
*Applies to students who take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.*

### Elective (criminal justice): 3 credits

*Criminal justice elective to be chosen from*

- CJS 114 - Probation and Parole 3 credit hours
- CJS 130 - Law Enforcement and the Community 3 credit hours
- CJS 217 - Constitutional Law 3 credit hours
- CJS 229 - Women, Crime and Prison 3 credit hours
- CJS 260 - Terrorism/Counterterrorism 3 credit hours
- CJS 271 - Civil Rights Law 3 credit hours
- CJS 275 - Criminal Justice Internship 3 credit hours
  
- HLS 261 - History of the Middle East 3 credit hours **OR**
- HIS 261 - History of the Middle East 3 credit hours

### Additional Requirements

#### Computer Competency Requirement

*Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with an elective. See Computing and Information Technology Competency Requirement for a list of approved courses.*

#### Diversity Requirement

*Satisfied by SOC 111 requirement.*

#### Fast Track Option

*This program has a Fast Track Option for those holding a college degree.*

### Related Educational Opportunities

#### Continuing Education and Workforce Development Offerings

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.

#### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).



## Cybercrime, Certificate

**Award:** Certificate (code CRT.LEN.CYBR-CRME)

**Total Credit Hours:** 38 credit hours.

**www.aacc.edu/homeland**

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 38 credits

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*
- CTS 105 - Microcomputer Operating Systems *3 credit hours*
- CTS 110 - Network Essentials *4 credit hours*
- CTS 140 - Network Security Fundamentals *4 credit hours*
- CJS 206 - Cybercrime *3 credit hours*
- CJS 170 - Digital Forensics 1 *3 credit hours*
- CJS 207 - Digital Forensics 2 *4 credit hours*
- CJS 216 - Criminal Evidence and Procedure *3 credit hours*
- CJS 222 - Investigation and Criminalistics *4 credit hours*
- CJS, CTA, CTP, CTS or HLS elective *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Intelligence Analytics, Certificate

**Award:** Certificate (code CRT.HLS.INTEL-ANYL)

**Total Credit Hours:** 16 credit hours.

[www.aacc.edu/homeland](http://www.aacc.edu/homeland)

**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).

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 16 credits

- HLS 211 - Intelligence Analysis and Security Management *3 credit hours* **OR**
- HLS 220 - Intelligence and U.S. National Security *3 credit hours*  
*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.*
  
- HLS 225 - Introduction to Intelligence Analytics *3 credit hours*
- HLS 230 - Intelligence Support to the Policy Maker and Military *3 credit hours*
- HLS 240 - National Security Challenges of the 21st Century *3 credit hours*
- HLS 245 - Intelligence Analytics Seminar *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **Juvenile Services Institutional Support Staff, Certificate**

**Award:** Certificate (code CRT.CJS.JJ-INSTSUP)

**Total Credit Hours:** 18 credit hours.

[www.aacc.edu/homeland/lawenforcement](http://www.aacc.edu/homeland/lawenforcement)

**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).

## **Degree/Graduation Requirements**

### **Graduation Requirements**

Demonstrated eligibility for ENG 111.

### **Certificate Requirements: 18 credits**

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CJS 113 - Penology *3 credit hours*
- CJS 225 - Criminal Justice Ethics *3 credit hours*
- CJS 231 - Juvenile Justice *3 credit hours*
- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 132 - Juvenile Delinquency *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Juvenile Services Resident Advisers, Certificate

**Award:** Certificate (code CRT.CJS.JJ-RESADV)

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

[www.aacc.edu/homeland/lawenforcement](http://www.aacc.edu/homeland/lawenforcement)

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111 or ENG 115 or ENG 121.

### Certificate Requirements: 24 credits

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CJS 113 - Penology *3 credit hours*
- CJS 225 - Criminal Justice Ethics *3 credit hours*
- CJS 231 - Juvenile Justice *3 credit hours*
- CJS 232 - Juvenile Law *3 credit hours*
- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 122 - Social Problems *3 credit hours*
- SOC 132 - Juvenile Delinquency *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Law Enforcement and Criminal Justice, Certificate

**Award:** Certificate (code CRT.LEN.LEN)

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

[www.aacc.edu/homeland/lawenforcement](http://www.aacc.edu/homeland/lawenforcement)

**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.

### Certificate Requirements: 24 credits

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CJS 113 - Penology *3 credit hours*
- CJS 215 - Criminal Law *3 credit hours*
  
- CJS 260 - Terrorism/Counterterrorism *3 credit hours* **OR**
- HLS 260 - Terrorism/Counterterrorism *3 credit hours* **OR**
- HLS 111 - Introduction to Homeland Security *3 credit hours*
  
- Electives (law enforcement) *6 credit hours*

### Electives (law enforcement or social science): 6 credits

*Social science electives must be selected from*

- PSY 111 - Introduction to Psychology *3 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*
- SOC 132 - Juvenile Delinquency *3 credit hours*
- SOC 224 - Criminology *3 credit hours*

## 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 *3 credit hours*
- CJS 121 - Police Administration *3 credit hours*
- CJS 130 - Law Enforcement and the Community *3 credit hours*
- CJS 222 - Investigation and Criminalistics *4 credit hours*
- CJS 275 - Criminal Justice Internship *3 credit hours*

### Corrections or Juvenile Services Option

- CJS 114 - Probation and Parole *3 credit hours*
- CJS 130 - Law Enforcement and the Community *3 credit hours*
- CJS 275 - Criminal Justice Internship *3 credit hours*
  
- PSY 111 - Introduction to Psychology *3 credit hours* **OR**
- SOC 111 - Introduction to Sociology *3 credit hours*
  
- SOC 132 - Juvenile Delinquency *3 credit hours* **OR**
- SOC 224 - Criminology *3 credit hours*

# Law Enforcement and Criminal Justice, Police Academy Option, Certificate

**Award:** Certificate (code CRT.LEN.POL-ACAD)

**Total Credit Hours:** 42 credit hours.

[www.aacc.edu/homeland](http://www.aacc.edu/homeland)

## 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/Admission Requirements

### 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.

### Criminal Background Check

Participating in this program requires the satisfactory completion of a criminal background check.

## Degree/Graduation Requirements

### 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.

### Degree 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.

### Graduation Requirements

Demonstrated eligibility for ENG 111.

## Certificate Requirements: 42 credits

### Summer Term

- CJS 109 - Police Discipline and Organization *1 credit hour*

### Fall Term

- CJS 112 - Police Operations *3 credit hours*
- CJS 215 - Criminal Law *3 credit hours*
- CJS 216 - Criminal Evidence and Procedure *3 credit hours*
- CJS 222 - Investigation and Criminalistics *4 credit hours*
  
- EMT 104 - Emergency Medical Responder *3 credit hours* **OR**
- HEA 150 - First Aid and Safety - CPR *3 credit hours*

*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 *credit hours*
- CJS 128 - Police Tactics 2 5 *credit hours*
- CJS 219 - Advanced Patrol Operations 3 *credit hours*

## Spring Term

- CJS 218 - Criminal Justice Communications 3 *credit hours*
- CJS 220 - Emergency Vehicle Operations Course (EVOC) 2 *credit hours*  
*Emergency Vehicle Operations is scheduled and coordinated through the Police Academy Program Coordinator.*
- CJS 225 - Criminal Justice Ethics 3 *credit hours*
- CJS 226 - Traffic and Public Safety 3 *credit hours*
- PHE 214 - Physical Conditioning for Law Enforcement and Firefighter/Rescue Service Personnel 1 *credit hour*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- CJS 131 - Fundamentals of Private Investigation *3 credit hours*
- CJS 215 - Criminal Law *3 credit hours*
- CJS 216 - Criminal Evidence and Procedure *3 credit hours*

*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.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## **Law Enforcement Evidence Technician Option, Letter of Recognition**

**Award:** Letter of Recognition

**Total Credit Hours:** 11 credit hours.

[www.aacc.edu/homeland/lawenforcement](http://www.aacc.edu/homeland/lawenforcement)

**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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 11 credits**

- CHE 111 - General Chemistry 1 *4 credit hours*
- CJS 216 - Criminal Evidence and Procedure *3 credit hours*
- CJS 222 - Investigation and Criminalistics *4 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Hotel, Culinary Arts, and Tourism**

Explore these Associates Degrees on our Hotel, Culinary Arts, and Tourism (HCAT) Institute catalog page.

#### **Associates Degrees**

- Baking and Pastry Arts Option
- Culinary Arts Option
- Hospitality Business Management



# Hotel, Culinary Arts, and Tourism Institute

## Hotel/Restaurant Management, Baking and Pastry Arts Option, A.A.S.

**Code:** AAS.HRM.BAKING

**Total Credit Hours:** A minimum of 62 credit hours.

**Accreditation:** The Hotel/Restaurant Management Baking and Pastry Arts Option Associate of Applied Science degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC).

**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 **Baking and Pastry Arts Option** prepares students for employment in the hospitality industry with essential skills and content in **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.

**Program Website:** [www.aacc.edu/hcat](http://www.aacc.edu/hcat)

### Range of Occupations

- Cook
- Manager-in-training
  - Catering and sales
  - Food and beverage
  - Food service manager in assisted living facility or nursing home
  - Kitchen
  - Restaurant
- Pastry Cook

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

### Special Conditions

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Degree Requirements

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

### General Education Requirements: 22-27 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course. A minimum of 60 credits is required for a degree.*

#### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours

#### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

## Health/Fitness/Wellness: 3 credits

- HRM 190 - Food Science and Nutritional Cooking 3 credit hours

## Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 credit hours

## Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 37-40 credits

- HRM 111 - Introduction to the Hospitality Industry 3 credit hours
- HRM 119 - Certification in Sanitation 1 credit hour
- HRM 121 - Introduction to Cooking 3 credit hours
- HRM 124 - Introduction to Baking and Pastry 3 credit hours
- HRM 232 - World Culture and Cuisine 3 credit hours
- HRM 251 - Food and Beverage Operations Management 3 credit hours
- HRM 260 - Purchasing and Cost Controls 3 credit hours
- HRM 275 - Internship in Hotel/ Restaurant Management 3 credit hours

## HRM Baking and Pastry Arts option courses: 15 credits

*Option sequence:*

- HRM 201 - Intermediate Bread Production 3 credit hours
  - HRM 202 - Intermediate Cake Production 3 credit hours
  - HRM 203 - European Pastry, Torte and Gateau 3 credit hours
  - HRM 226 - Advanced Pastry Production 3 credit hours
  - HRM 227 - Showpiece and Chocolate Work 3 credit hours
- Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course.*

## Additional Requirements

### Diversity Requirement

*HRM 232 program requirement fulfills diversity requirement.*

## Program Outcomes

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

- Operate commercial kitchen equipment in a safe and efficient manner, demonstrating proper cooking techniques.
- Apply appropriate math skills to culinary arts operations.
- Achieve a ServSafe Sanitation Certificate.
- Apply appropriate terminology of hospitality and culinary arts operations.
- Practice diversity.
- Analyze hospitality and culinary trends for reports, presentations or applications.
- Demonstrate knowledge of personal skills, including, but not limited to, adherence to accepted professional standards and codes of conduct.
- Demonstrate proficiency in appropriate computer technology.
- Analyze marketing strategies as they apply to the hospitality industry, especially methods of marketing a hospitality business.
- Analyze methods of service and management principles for front of the house operations.
- Discuss food and dietary issues from cultural, religious, historical and geographical perspectives.
- Discuss current nutrition standards that lead to positive health benefits.
- Apply principles of effective purchasing and of cost control.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## 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.

## Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Hotel/Restaurant Management, Culinary Arts Option, A.A.S.

**Code:** AAS.HRM.CULINARY

**Total Credit Hours:** A minimum of 62 credit hours.

**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).

**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 Option** prepares students for employment in the hospitality industry with essential skills and content in **culinary 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.

**Program Website:** [www.aacc.edu/hcat](http://www.aacc.edu/hcat)

### Range of Occupations

- Cook
- Manager-in-training
  - Catering and sales
  - Food and beverage
  - Food service manager in assisted living facility or nursing home
  - Kitchen
  - Restaurant

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

### Special Conditions

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Degree Requirements

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

### General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
- OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course. A minimum of 60 credits is required for a degree.*

#### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*

#### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 *credit hours*

#### Health/Fitness/Wellness: 3 credits

- HRM 190 - Food Science and Nutritional Cooking 3 credit hours

## Mathematics: 3 credits

See General Education Mathematics Requirements for a list of approved courses.

## Social and Behavioral Sciences: 3 credits

See General Education Social and Behavioral Sciences Requirements for a list of approved courses.

## Program Requirements: 37-40 credits

- HRM 111 - Introduction to the Hospitality Industry 3 credit hours
- HRM 119 - Certification in Sanitation 1 credit hour
- HRM 121 - Introduction to Cooking 3 credit hours
- HRM 124 - Introduction to Baking and Pastry 3 credit hours
- HRM 232 - World Culture and Cuisine 3 credit hours
- HRM 251 - Food and Beverage Operations Management 3 credit hours
- HRM 260 - Purchasing and Cost Controls 3 credit hours
- HRM 275 - Internship in Hotel/ Restaurant Management 3 credit hours

## HRM Culinary Arts option courses: 15 credits

Option sequence:

- HRM 123 - Cooking Techniques 1 3 credit hours
- HRM 205 - Cooking Techniques 2 3 credit hours
- HRM 220 - Garde Manger 3 credit hours
- HRM 223 - International and American Regional Cooking 3 credit hours
- HRM 225 - Advanced Cooking and Theory 3 credit hours

*Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course.*

## Additional Requirements

### Diversity Requirement

HRM 232 program requirement fulfills diversity requirement.

## Program Outcomes

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

- Operate commercial kitchen equipment in a safe and efficient manner, demonstrating proper cooking techniques.
- Apply appropriate math skills to culinary arts operations.
- Achieve a ServSafe Sanitation Certificate.
- Apply appropriate terminology of hospitality and culinary arts operations.
- Practice diversity.
- Analyze hospitality and culinary trends for reports, presentations or applications.
- Demonstrate knowledge of personal skills, including, but not limited to, adherence to accepted professional standards and codes of conduct.
- Demonstrate proficiency in appropriate computer technology.
- Analyze marketing strategies as they apply to the hospitality industry, especially methods of marketing a hospitality business.
- Analyze methods of service and management principles for front of the house operations.
- Discuss food and dietary issues from cultural, religious, historical and geographical perspectives.
- Discuss current nutrition standards that lead to positive health benefits.
- Apply principles of effective purchasing and of cost control.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

# Hotel/Restaurant Management, Hospitality Business Management Option, A.A.S.

**Code:** AAS.HRM.HSP-BMGT

**Total Credit Hours:** A minimum of 62 credit hours.

**Accreditation:** 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).

**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 **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.

**Program Website:** [www.aacc.edu/hcat](http://www.aacc.edu/hcat)

## **Range of Occupations**

- 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

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

## **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Degree Requirements

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

### General Education Requirements: 22-25 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
- OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course. A minimum of 60 credits is required for a degree.*

#### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*

#### Biological and Physical Sciences: 3 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 *credit hours*

## Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3 credits

*See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 37-40 credits

- BPA 100 - Accounting Basics 3 credit hours  
*Students intending to transfer to a four-year institution should select BPA 201 - Financial Accounting.*
- BPA 142 - Principles of Management 3 credit hours **OR**
- BPA 171 - Principles of Supervision 3 credit hours  
*Students intending to transfer to a four-year institution should check specific articulation agreements.*
- HRM 111 - Introduction to the Hospitality Industry 3 credit hours
- HRM 119 - Certification in Sanitation 1 credit hour
- HRM 121 - Introduction to Cooking 3 credit hours
- HRM 213 - Hospitality Technology 3 credit hours
- HRM 222 - Hospitality Sales and Marketing 3 credit hours
- HRM 232 - World Culture and Cuisine 3 credit hours
- HRM 251 - Food and Beverage Operations Management 3 credit hours
- HRM 255 - Hotel Front Office Procedures 3 credit hours
- HRM 256 - Hotel Property Management 3 credit hours
- HRM 260 - Purchasing and Cost Controls 3 credit hours
- HRM 275 - Internship in Hotel/ Restaurant Management 3 credit hours

*Students who take ENG 121 and not ENG 111-112 should consider taking HRM 140 as an additional elective course.*

## Additional Requirements

### Diversity Requirement

*HRM 232 program requirement fulfills diversity requirement.*

## Program Outcomes

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

- Analyze hospitality and culinary trends for use in reports, presentations or applications.
- Demonstrate knowledge of personal skills, including, but not limited to, adherence to accepted professional standards and codes of conduct.
- Apply hospitality technology.
- Analyze marketing strategies as they apply to the hospitality industry, especially methods of marketing a hotel or restaurant.
- Apply Business/Culinary Math.
- Apply hospitality and culinary terminology.
- Analyze methods of service and management principles for front of the house operations.
- Apply accepted nutrition standards that lead to positive health benefits.
- Apply principles of effective purchasing and of cost control, which support the hospitality industry.
- Analyze management and supervision systems utilized in leadership positions.
- Survey managerial functions and leadership styles.
- Demonstrate the dynamics of the changing global business environment.
- Develop and apply ethical business standards to guide decision making.
- Operate commercial kitchen equipment in a safe and efficient manner, demonstrating proper cooking techniques.
- Achieve ServSafe Sanitation Certificate.
- Practice diversity.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

## **Continuing Education and Workforce Development Offerings**

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.

## **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).



## **Baking and Pastry Arts, Certificate**

**Award:** Certificate (code CRT.HRM.BAK-PASTRY)

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

**www.aacc.edu/heat**

**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).

### ***Special Conditions***

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## **Degree/Graduation Requirements**

### **Degree 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.

### **Certificate Requirements: 25 credits**

- HRM 119 - Certification in Sanitation *1 credit hour*
- HRM 121 - Introduction to Cooking *3 credit hours*
- HRM 124 - Introduction to Baking and Pastry *3 credit hours*
- HRM 190 - Food Science and Nutritional Cooking *3 credit hours*
- HRM 201 - Intermediate Bread Production *3 credit hours*
- HRM 202 - Intermediate Cake Production *3 credit hours*
- HRM 203 - European Pastry, Torte and Gateau *3 credit hours*
- HRM 226 - Advanced Pastry Production *3 credit hours*
- HRM 227 - Showpiece and Chocolate Work *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.



## Event Planning and Catering, Certificate

**Award:** Certificate (code CRT.HRM.EVT-PLN-CAT)

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

**www.aacc.edu/heat**

**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).

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Degree 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.

### Certificate Requirements: 25 credits

- HRM 111 - Introduction to the Hospitality Industry *3 credit hours*
- HRM 119 - Certification in Sanitation *1 credit hour*
- HRM 121 - Introduction to Cooking *3 credit hours*
- HRM 124 - Introduction to Baking and Pastry *3 credit hours*
- HRM 140 - Event Planning *3 credit hours*
- HRM 232 - World Culture and Cuisine *3 credit hours*
- HRM 240 - Meeting and Conference Planning *3 credit hours*
- HRM 253 - Catering Management *3 credit hours*
- HRM 260 - Purchasing and Cost Controls *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Hotel/Lodging Management, Certificate

**Award:** Certificate (code CRT.HRM.HTL-LDG-MGT)

**Total Credit Hours:** 21 credit hours (online certificate).

**www.aacc.edu/heat**

**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 is included. A range of specialty courses provides 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).

### **Special Conditions**

**Statewide Tuition Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111 and MAT 100.

### Certificate Requirements: 21 credits

- BPA 171 - Principles of Supervision *3 credit hours*
- HRM 111 - Introduction to the Hospitality Industry *3 credit hours*
- HRM 213 - Hospitality Technology *3 credit hours*
- HRM 222 - Hospitality Sales and Marketing *3 credit hours*
- HRM 251 - Food and Beverage Operations Management *3 credit hours*
- HRM 255 - Hotel Front Office Procedures *3 credit hours*
- HRM 256 - Hotel Property Management *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Program Outcomes

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

- Apply industry appropriate math skills to hotel/lodging operations.
- Demonstrate proficiency in appropriate computer technology used in the hospitality industry.
- Apply appropriate terminology of hospitality and culinary arts operations.
- Practice diversity.
- Analyze hospitality and culinary trends for reports, presentations and applications.
- Apply principles of customer service skills and life skills.
- Analyze marketing strategies as they apply to the hospitality industry, especially methods of marketing a hotel or food service establishment.
- Analyze methods of service and management principles for front of the house operations.
- Use principles of effective purchasing and cost control, which support the hospitality industry.
- Analyze management and supervision systems utilized in leadership positions.
- Demonstrate the dynamics of the changing global business environment.

- Develop and apply ethical business standards to guide decision-making.
- Review processes in planning events, meetings and conventions, conferences.
- Survey lodging organizations and systems.
- Examine lodging revenue management.
- Interpret value added with appropriate service management
- Prepare a business plan.
- Apply revenue management theories to hospitality operation.

## Hotel/Restaurant Management, Culinary Arts Option, Certificate

**Award:** Certificate (code CRT.HRM.CULINARY-ART)

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

**www.aacc.edu/heat**

**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).

### **Special Conditions**

**Statewide Program:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Degree 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.

### Certificate Requirements: 25 credits

- HRM 119 - Certification in Sanitation *1 credit hour*
- HRM 121 - Introduction to Cooking *3 credit hours*
- HRM 123 - Cooking Techniques 1 *3 credit hours*
- HRM 124 - Introduction to Baking and Pastry *3 credit hours*
- HRM 190 - Food Science and Nutritional Cooking *3 credit hours*
- HRM 205 - Cooking Techniques 2 *3 credit hours*
- HRM 220 - Garde Manger *3 credit hours*
- HRM 223 - International and American Regional Cooking *3 credit hours*
- HRM 225 - Advanced Cooking and Theory *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **Hotel/Restaurant Management, Restaurant Cooking Skills Option, Certificate**

**Award:** Certificate (code CRT.HRM.COOK-REST)

**Total Credit Hours:** 16 credit hours.

[www.aacc.edu/hcat](http://www.aacc.edu/hcat)

**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).

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## **Degree/Graduation Requirements**

### **Degree 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.

### **Certificate Requirements: 16 credits**

- HRM 119 - Certification in Sanitation *1 credit hour*
- HRM 121 - Introduction to Cooking *3 credit hours*
- HRM 123 - Cooking Techniques 1 *3 credit hours*
- HRM 124 - Introduction to Baking and Pastry *3 credit hours*
- HRM 220 - Garde Manger *3 credit hours*
- HRM 205 - Cooking Techniques 2 *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

# Legal Studies Institute

## Law and Jurisprudence, A.A.

**Award:** Associate of Arts degree, A.A. (code AA.LGS.JURIS-TRANS)

**Total Credit Hours:** 60 credit hours.

**www.aacc.edu/legalstudies**

**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).

## General Education Requirements: 32-35 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements. Students who take ENG 121\* will need to take an additional elective as indicated below.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
  
- PHL 141 - Introduction to Logic 3 credit hours

### Biological and Physical Sciences: 7 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3 credits

- MAT 133 - Finite Mathematics 3 credit hours **OR**
- MAT 135 - Statistics 3 credit hours

### Social and Behavioral Sciences: 6 credits

- SOC 111 - Introduction to Sociology 3 credit hours **AND**
- HIS 211 - History of the United States 1 3 credit hours

### Program Requirements: 25-28 credits

- HIS 212 - United States History Since the Civil War 3 credit hours
- LGS 111 - Introduction to Paralegal Studies 3 credit hours
- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours

- LGS 144 - Legal Research and Writing 2 3 credit hours
- LGS 210 - Legal Ethics 3 credit hours
- LGS 217 - Constitutional Law 3 credit hours
- PHL 142 - Ethics 3 credit hours

### **Electives: 3-6 credits**

*Choose one (or two if completed ENG 121\*) of the following:*

- ECO 121 - Introduction to Economics 3 credit hours
- PLS 111 - American Government 3 credit hours
- PLS 113 - State and Local Government 3 credit hours
- BPA 253 - Business Law 1 3 credit hours
- LGS 215 - Criminal Law 3 credit hours
- HIS 227 - History of Medieval and Renaissance England 3 credit hours

### **Additional Requirements**

#### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

#### **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. See Diversity Requirement for a list of approved courses.*

#### **Program Outcomes**

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

#### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Paralegal Studies, Business Option, A.A.S.

**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.

## Entrance/Admission Requirements

### Entrance Requirements

Students should consult with a paralegal adviser to ensure specific paralegal career goals are met.

## Program Requirements

*(suggested sequencing)*

### Term 1

- LGS 111 - Introduction to Paralegal Studies 3 credit hours
- LGS 253 - Business Law 1 3 credit hours
- MAT 100 - The Nature of Mathematics 3 credit hours  
*Or more advanced level if qualified. General education requirement, see General Education Mathematics Requirements. 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.*

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### English: 3 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 satisfies the college English composition general education requirements. Students complete ENG 121 must 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 approved by the department chair or program coordinator.*

**Total credit hours: 16**

### Term 2

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
  
- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours
- LGS 254 - Business Law 2 3 credit hours

### English: 0-3 credits

- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours

### Health, Fitness and Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

**Total credit hours: 13-16**

### Term 3

- LGS 144 - Legal Research and Writing 2 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

### Biological and Physical Sciences: 4 credits

*One laboratory science course required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Electives (paralegal studies): 3 credits



*Paralegal studies electives to be chosen from*

- LGS 138 - International Law and Human Rights *3 credit hours*
- LGS 165 - Mediation and Alternative Dispute Resolution (ADR) *3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 200 - Real Estate Law for Paralegals *3 credit hours*
- LGS 205 - Cyberlaw *3 credit hours*
- LGS 220 - Administrative Law *3 credit hours*
- LGS 230 - Employment Law *3 credit hours*
- LGS 235 - Estates and Trusts *3 credit hours*
- LGS 236 - Intellectual Property Law *3 credit hours*
- LGS 260 - Bankruptcy Law *3 credit hours*
  
- LGS 271 - Civil Rights Law *3 credit hours* **OR**
- LGS 275 - Paralegal Internship *3 credit hours*

### **Elective: 0-3 credits**

*Students who complete ENG 121 may select any LGS class except LGS 100 - Introduction to the Law.*

**Total credit hours: 13-16**

### **Term 4**

- LGS 112 - Law Office Practice and Technology *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*

### **Elective (paralegal studies): 3 credits**

*Students may select any LGS class except LGS 100 - Introduction to the Law.*

### **Elective (paralegal studies): 3 credits**

*Paralegal studies electives to be chosen from*

- LGS 138 - International Law and Human Rights *3 credit hours*
- LGS 165 - Mediation and Alternative Dispute Resolution (ADR) *3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 200 - Real Estate Law for Paralegals *3 credit hours*
- LGS 205 - Cyberlaw *3 credit hours*
- LGS 220 - Administrative Law *3 credit hours*
- LGS 230 - Employment Law *3 credit hours*
- LGS 235 - Estates and Trusts *3 credit hours*
- LGS 236 - Intellectual Property Law *3 credit hours*
- LGS 260 - Bankruptcy Law *3 credit hours*
  
- LGS 271 - Civil Rights Law *3 credit hours* **OR**
- LGS 275 - Paralegal Internship *3 credit hours*

**Total credit hours: 15**

## **Additional Requirements**

### **Computer Competency Requirement**

*Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### **Diversity Requirement**

*Satisfied by SOC 111 requirement.*

## **Program Outcomes**

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Paralegal Studies, General Practice Option, A.A.S.

**Code:** AAS.PARA.GENL

**Total Credit Hours:** 60 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.

**Program Website:** [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

### **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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### Entrance Requirements

Students should consult with a paralegal adviser to ensure specific paralegal career goals are met.

## Program Requirements

*(suggested sequencing)*

### Term 1

- LGS 111 - Introduction to Paralegal Studies *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*
- MAT 100 - The Nature of Mathematics *3 credit hours*  
*Or more advanced level if qualified. General education requirement, see General Education Mathematics Requirements. 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.*

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### English: 3 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 satisfies the college English composition general education requirements. Students who complete ENG 121 must 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 approved by the department chair or program coordinator.*

**Total credit hours: 16**

### Term 2

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**

- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours
- Elective (paralegal studies) 3 credit hours  
*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, LGS 250 and LGS 270.*

### English: 0-3 credits

- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours

### Health, Fitness and Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

**Total credit hours: 13-16**

### Term 3

- LGS 144 - Legal Research and Writing 2 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- Electives (paralegal studies) 3 credit hours  
*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, LGS 250 and LGS 270.*

### Biological and Physical Sciences: 4 credits

*One laboratory course required. See Biological and Physical Sciences for a list of approved courses.*

### Elective: 0-3 credits

*Students who complete ENG 121 may select any LGS class except LGS 100 - Introduction to the Law.*

**Total credit hours: 13-16**

### Term 4

- LGS 112 - Law Office Practice and Technology 3 credit hours
- LGS 171 - Tort Law 3 credit hours
- LGS 210 - Legal Ethics 3 credit hours
- LGS 254 - Business Law 2 3 credit hours

### Elective: 3 credits

*Students may select any LGS class except LGS 100 - Introduction to the Law.*

**Total credit hours: 15**

## Additional Requirements

### Computer Competency Requirement

*Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

## Program Outcomes

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## 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.

## Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Paralegal Studies, Litigation Option, A.A.S.

**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.

## Program Requirements

*(suggested sequencing)*

### Term 1

- LGS 111 - Introduction to Paralegal Studies 3 credit hours
- LGS 253 - Business Law 1 3 credit hours
- MAT 100 - The Nature of Mathematics 3 credit hours  
*Or more advanced level if qualified. General education requirement, see General Education Mathematics Requirements. 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.*

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### English: 3 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 satisfies the college English composition general education requirements. Students who complete ENG 121 must 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 approved by the department chair or program coordinator.*

**Total credit hours: 16**

### Term 2

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
  
- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours
- LGS 170 - Civil Procedure 3 credit hours
- LGS 215 - Criminal Law 3 credit hours

### English: 0-3 credits

- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours

**Total credit hours: 13-16**

### Term 3

- LGS 160 - Domestic Relations 3 credit hours
- LGS 171 - Tort Law 3 credit hours
- LGS 216 - Criminal Evidence and Procedure 3 credit hours

### Biological and Physical Sciences: 4 credits

*One laboratory science course required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Elective: 0-3 credits

*Students who complete ENG 121 may select any LGS class except LGS 100 - Introduction to the Law.*

**Total credit hours: 13-16**

### Term 4

- LGS 112 - Law Office Practice and Technology 3 *credit hours*
- LGS 144 - Legal Research and Writing 2 3 *credit hours*
- LGS 210 - Legal Ethics 3 *credit hours*
- SOC 111 - Introduction to Sociology 3 *credit hours*

### **Health, Fitness and Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

**Total credit hours: 15**

### **Additional Requirements**

#### **Computer Competency Requirement**

*Students may satisfy the computer competency requirement simultaneously with their computer technology general education requirement. See Computing and Information Technology Competency Requirement for a list of approved courses.*

#### **Diversity Requirement**

*Satisfied by SOC 111 requirement.*

### **Program Outcomes**

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

#### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Paralegal Studies, Business Option, Certificate

**Code:** CRT.PARA.BUSN

**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.

**Program Website:** [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

### **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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### 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.

## Degree/Graduation Requirements

### 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.

## Business Option

### Term 1

- LGS 111 - Introduction to Paralegal Studies *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

### Elective (paralegal studies): 3 credits

*Paralegal studies electives to be chosen from*

- LGS 138 - International Law and Human Rights *3 credit hours*
- LGS 165 - Mediation and Alternative Dispute Resolution (ADR) *3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 200 - Real Estate Law for Paralegals *3 credit hours*
- LGS 205 - Cyberlaw *3 credit hours*
- LGS 220 - Administrative Law *3 credit hours*

- LGS 230 - Employment Law 3 credit hours
- LGS 235 - Estates and Trusts 3 credit hours
- LGS 236 - Intellectual Property Law 3 credit hours
- LGS 260 - Bankruptcy Law 3 credit hours
- LGS 271 - Civil Rights Law 3 credit hours
- LGS 275 - Paralegal Internship 3 credit hours

**Total credit hours: 12**

### Term 2

- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours
- LGS 210 - Legal Ethics 3 credit hours
- LGS 254 - Business Law 2 3 credit hours

**Elective (paralegal studies): 3 credits**

*Paralegal studies electives to be chosen from*

- LGS 138 - International Law and Human Rights 3 credit hours
- LGS 165 - Mediation and Alternative Dispute Resolution (ADR) 3 credit hours
- LGS 170 - Civil Procedure 3 credit hours
- LGS 200 - Real Estate Law for Paralegals 3 credit hours
- LGS 205 - Cyberlaw 3 credit hours
- LGS 220 - Administrative Law 3 credit hours
- LGS 230 - Employment Law 3 credit hours
- LGS 235 - Estates and Trusts 3 credit hours
- LGS 236 - Intellectual Property Law 3 credit hours
- LGS 260 - Bankruptcy Law 3 credit hours
- LGS 270 - Gender and the Law 3 credit hours
- LGS 271 - Civil Rights Law 3 credit hours
- LGS 275 - Paralegal Internship 3 credit hours

**Total credit hours: 13**

### Term 3

- LGS 112 - Law Office Practice and Technology 3 credit hours
- LGS 144 - Legal Research and Writing 2 3 credit hours

**Total credit hours: 6**

## Program Outcomes

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.



## Paralegal Studies, General Practice Accelerated Option, Certificate

**Code:** CRT.PARA.GENL

**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.

**Program Website:** [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

### **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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### 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.

## Degree/Graduation Requirements

### 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.

## General Practice Accelerated Option

*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.*

### Fall Term

- LGS 111 - Introduction to Paralegal Studies 3 credit hours  
(840) Hybrid - accelerated first eight-week session
- LGS 215 - Criminal Law 3 credit hours  
(840) Hybrid - accelerated second eight-week session
- LGS 253 - Business Law 1 3 credit hours
- LGS 112 - Law Office Practice and Technology 3 credit hours
- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours

**Total credit hours: 16**

### Spring Term

- LGS 171 - Tort Law *3 credit hours*  
(840) *Hybrid - accelerated first eight-week session*
- LGS 210 - Legal Ethics *3 credit hours*  
(840) *Hybrid - accelerated second eight-week session*
- LGS 254 - Business Law *2 3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 144 - Legal Research and Writing *2 3 credit hours*

Total credit hours: 15

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Paralegal Studies, General Practice Option, Certificate

**Code:** CRT.PARA.GENL

**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.

**Program Website:** [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

### **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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### 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.

## Degree/Graduation Requirements

### 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.

### General Practice Option

*Note: See Paralegal Studies, General Practice Accelerated Option, Certificate for detailed information on the Accelerated General Practice Option that can be completed in two semesters.*

#### Term 1

- LGS 111 - Introduction to Paralegal Studies 3 credit hours
- LGS 253 - Business Law 1 3 credit hours
- Elective (paralegal studies) 6 credit hours  
*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, LGS 250 and LGS 270.*

**Total credit hours: 12**

#### Term 2

- LGS 141 - Electronic Legal Research 1 credit hour
- LGS 143 - Legal Research and Writing 1 3 credit hours
- LGS 210 - Legal Ethics 3 credit hours

- LGS 254 - Business Law 2 3 *credit hours*
- Elective (paralegal studies) 3 *credit hours*  
*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, LGS 250 and LGS 270.*

**Total credit hours: 13**

### **Term 3**

- LGS 112 - Law Office Practice and Technology 3 *credit hours*
- LGS 144 - Legal Research and Writing 2 3 *credit hours*

**Total credit hours: 6**

### **Program Outcomes**

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

## Paralegal Studies, Litigation Option, Certificate

**Code:** CRT.PARA.LITG

**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.

**Program Website:** [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

### **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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### 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.

## Degree/Graduation Requirements

### 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.

## Litigation Option

### Term 1

- LGS 111 - Introduction to Paralegal Studies *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 216 - Criminal Evidence and Procedure *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

**Total credit hours: 12**

### Term 2

- LGS 141 - Electronic Legal Research *1 credit hour*
- LGS 143 - Legal Research and Writing 1 *3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*

**Elective (paralegal studies): 3 credits**

*Paralegal studies electives to be chosen from*

- LGS 160 - Domestic Relations *3 credit hours*
- LGS 165 - Mediation and Alternative Dispute Resolution (ADR) *3 credit hours*
- LGS 200 - Real Estate Law for Paralegals *3 credit hours*
- LGS 205 - Cyberlaw *3 credit hours*
- LGS 215 - Criminal Law *3 credit hours*
- LGS 220 - Administrative Law *3 credit hours*
- LGS 230 - Employment Law *3 credit hours*
- LGS 235 - Estates and Trusts *3 credit hours*
- LGS 240 - Health Care Law *3 credit hours*
- LGS 271 - Civil Rights Law *3 credit hours*
- LGS 275 - Paralegal Internship *3 credit hours*
- Any LGS special topic.

**Total credit hours: 13**

**Term 3**

- LGS 112 - Law Office Practice and Technology *3 credit hours*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*

**Total credit hours: 6**

## **Program Outcomes**

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Paralegal Studies, Nurse Paralegal Option, Certificate

**Code:** CRT.PARA.NURS

**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.

**Program Website:** [www.aacc.edu/legalstudies](http://www.aacc.edu/legalstudies)

### **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.

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Entrance/Admission Requirements

### 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.

## Degree/Graduation Requirements

### 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.

## Nurse Paralegal Option

### Term 1

- LGS 111 - Introduction to Paralegal Studies *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 240 - Health Care Law *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

**Total credit hours: 12**

### Term 2

- LGS 112 - Law Office Practice and Technology *3 credit hours*
- LGS 141 - Electronic Legal Research *1 credit hour*
- LGS 143 - Legal Research and Writing 1 *3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*

Total credit hours: 13

### Term 3

- LGS 144 - Legal Research and Writing 2 3 *credit hours*
- LGS 220 - Administrative Law 3 *credit hours* **OR**
- LGS 275 - Paralegal Internship 3 *credit hours*
- LGS 241 - Legal Issues of Death, Dying and Organ Transplantation 2 *credit hours*
- LGS 242 - Medical Insurance Law 1 *credit hour*

Total credit hours: 9

### Program Outcomes

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

- Become critical thinkers.
- Become effective communicators.
- Become competent legal professionals.
- Become ethical legal professionals.

### Related Educational Opportunities

#### Continuing Education and Workforce Development Offerings

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.



# Liberal Arts

## Arts and Sciences Transfer, Arts and Humanities, Liberal Arts Option, A.A.

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

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

<http://www.aacc.edu/liberalarts/>

**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).

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AACC faculty developed the following sequence of courses to encourage greater success in each student's program of study. This sequence incorporates all of the student's admissions requirements for this degree and provides the student with essential notes to guide their success. It is recommended that students view and save this as they plan courses for this degree.

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[Click Here to View, Save, or Print a PDF Copy of the](#)

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM general education course
- One sophomore literature course

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-29 credits

- Elementary or intermediate world language sequence (sequence is 111 and 112 or 211 and 212 of same language) *6 credit hours*  
*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.*
- Choose six additional credit hours of intermediate world language or world language courses *6 credit hours*  
*Students who have completed an intermediate language sequence (211, 212) as above may substitute the elementary language sequence (111, 112) in one other language.*
- Choose six credit hours of history or literature *6 credit hours*
- Electives (consult with an adviser) *5-11 credit hours*  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Core Competencies

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

# Mathematics

## Mathematics, A.S.

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

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

**www.aacc.edu/math**

**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, cryptography, 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/Graduation Requirements

### Degree Requirements

Completion of a two-term sequence in one of the following areas: chemistry, economics or physics.

### General Education Requirements: 20-23 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Students who complete ENG 121 may need to take an additional elective course to ensure the completion of a minimum of 60 credits required for the award of an associate degree.*

#### Arts and Humanities: 6 credits

*Must select two different disciplines. See General Education Arts and Humanities Requirements for a list of approved courses.*

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

#### Interdisciplinary Studies, Computer Technology or Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours

#### Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours

## Program Requirements

### Chemistry or Physics Sequence (37 to 40 credits)

- CHE 111 - General Chemistry 1 4 credit hours **AND**
- CHE 112 - General Chemistry 2 4 credit hours
- OR**
- CHE 111 - General Chemistry 1 4 credits **AND**
- CHE 113 - Fundamentals of Organic and Biochemistry 4 credit hours
- OR**
- PHY 211 - General Physics 1 4 credit hours **AND**
- PHY 212 - General Physics 2 4 credit hours  
*Sequence of science courses meets science general education requirement.*

- MAT 201 - Calculus and Analytic Geometry 3 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours
- MAT 212 - Differential Equations 4 credit hours **OR**
- MAT 250 - Introduction to Discrete Structures 3 credit hours **OR**
- MAT 270 - Introduction to Numerical Computation 3 credit hours
- Social and Behavioral Science general education 6 credit hours  
*See General Education Social and Behavioral Sciences Requirements for a list of approved courses. Must select two different disciplines.*
- Electives (consult with an advisor) 11-15 credit hours  
*Recommended courses include CTA 103, EGR 120 or EGR 250.  
No more than 3 credits of physical activity courses may be used as electives.*

### Economics Sequence (37 to 40 credits)

- Biological and Physical Science General Education 7-8 credits  
*See General Education Biological and Physical Sciences Requirements for a list of approved courses. One lab science required.*
- ECO 211 - Principles of Economics 1 3 credit hours
- ECO 212 - Principles of Economics 2 3 credit hours  
*Meets 3 credits of social and behavioral science general education.*
- Social and Behavioral Science General Education other than ECO 3 credit hours  
*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*
- MAT 201 - Calculus and Analytic Geometry 3 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours
- MAT 212 - Differential Equations 4 credit hours **OR**
- MAT 250 - Introduction to Discrete Structures 3 credit hours **OR**
- MAT 270 - Introduction to Numerical Computation 3 credit hours
- Electives (consult with an advisor) 8-13 credit hours  
*Recommended courses include CTA 103 or EGR 120 or EGR 250.  
No more than 3 credits of physical activity courses may be used as electives.*

### Additional Requirements

#### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses. The recommended electives CTA 103 and EGR 120 satisfy the computer competency requirement.*

#### Diversity Requirement

*See General Education Diversity Requirement for a list of approved courses. 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 or elective requirements.*

### Program Outcomes

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

- Use the English language to communicate effectively using written and spoken language.
- Develop research skills.
- Demonstrate knowledge of the relationship among the arts, sciences and technology.
- Show respect for the diverse needs of others.
- Develop an understanding of positive health behaviors and physical fitness.
- Analyze and design problem-solving techniques for use in computer programming.
- Develop an understanding of the scientific method.
- Create and interpret mathematical relations and functions through graphical, numerical and symbolic processes.
- Use technology to explore and solve mathematical problems.
- Use the notations of higher mathematics to communicate mathematically.
- Develop analytical skills.
- Solve problems involving derivatives and integrals with single variable and multivariate functions.

- Solve problems using the techniques of linear algebra.
- Solve equations containing differentials or derivatives of functions.
- Compute quantitative approximations to the solutions of mathematical problems.
- Apply mathematical principles in mathematically dependent fields.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

# Nursing

## Nursing, A.S.

**Award:** Associate of Science degree, A.S.

**Total Credit Hours:** A minimum of 67 credit hours.

[www.aacc.edu/nursing](http://www.aacc.edu/nursing)

**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.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application.
3. High school graduate or equivalency or bachelor's degree or higher from nationally recognized institution or 27 college credits with "C" or better from nationally recognized institution will also meet this requirement. 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. Eligibility for ENG 111 or ENG 115.
6. Eligibility for a general education Mathematics course.
7. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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 whose native language is not English 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.
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 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 2.5 at this college.
- Chemistry requirement must be complete by the date 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 on the Arithmetic placement test.
- 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 Sciences, 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 Sciences 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.

### **Transfer from Other Nursing Programs**

Students who have successfully completed nursing courses within the past two years in an accredited RN nursing program may be eligible to transfer into the nursing course sequence. Transfer cannot be assured and is based on the evaluation of completed nursing courses. Transferring students must contact the director of nursing and healthcare initiatives for direction.

### **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.

## **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree Requirements**

A grade of B or better is required in BIO 231 and BIO 233 and a grade of C or better in all NUR and all general education courses to progress in the program.

Students practice selected procedures on each other in the college laboratory. All nursing students must receive 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.

## **Planning Tool: Two-Year Sequence of Courses**

### **Recommended Course Sequence - Registered Nursing**

*Students must have a grade of C or better in all Registered Nursing courses and general education courses (with the exception of BIO 231/BIO 233, which must be a grade of B or better) to progress in the program. General education courses may be taken prior to acceptance into the RN program.*

#### **Term 1**

- BIO 231 - Human Biology 1 4 credit hours



*Must be completed with a B or better prior to starting the nurse course sequence. Must be taken within 7 years of the date the application is submitted.*

**OR**

- BIO 233 - Anatomy and Physiology 1 4 credit hours  
*Must be completed with a B or better prior to starting the nurse course sequence. Must be taken within 7 years of the date the application is submitted. BIO 101 - Fundamentals of Biology is a college prerequisite of BIO 233. Therefore, it will take three terms to complete this science sequence.*
- PSY 111 - Introduction to Psychology 3 credit hours
- General Education Mathematics (MAT 133 or higher) 3-4 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours  
*(satisfies the college diversity requirements)*

**English: 3 credits**

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirement. Students who take ENG 121 and not ENG 111-ENG 112 nor ENG 115-ENG 116 may need to take an additional elective course to ensure that they achieve 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.*

**Total credit hours: 16-17**

**Term 2**

- BIO 232 - Human Biology 2 4 credit hours  
*Co-requisite for NUR 120, NUR 121, and NUR 122*
- OR**
- BIO 234 - Anatomy and Physiology 2 4 credit hours  
*BIO 232 and BIO 234 must be taken within 7 years of the date the application is submitted.*
- NUR 120 - Foundations for Nursing 7 credit hours
- NUR 121 - Basic Physical Assessment 1 credit hour
- NUR 122 - Nursing Perspectives 1 1 credit hour

**Total credit hours: 13**

**Term 3**

- BIO 223 - General Microbiology 4 credit hours  
*BIO 223 must be taken within 7 years of the date the application is submitted.*
- NUR 130 - Nursing of Adult Clients in Health and Illness 1 5 credit hours
- NUR 131 - Maternal, Newborn Nursing and Women's Health 4 credit hours
- PSY 211 - Developmental Psychology 3 credit hours  
*Prerequisite to NUR 221*

**Total credit hours: 16**

**Term 4**

- NUR 220 - Nursing of Adult Clients in Health and Illness 2 5 credit hours
- NUR 221 - Nursing Care of Children and Families 4 credit hours
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours

**Total credit hours: 9-12**

**Term 5**

- NUR 230 - Nursing Management of Clients with Complex Health Problems and Transition into Nursing 9 credit hours
- NUR 231 - Nursing Perspectives 2 1 credit hour
- Arts and humanities general education course (except ENG) 3 credit hours  
*See General Education Arts and Humanities Requirements for a list of approved courses.*

**Total credit hours: 13**

**LPN to RN Advanced Placement**

LPN's who have an active unencumbered MD license, in agreement with the Maryland Board of Nursing and the Maryland Higher Education Commission, and have met all program admission requirements will be awarded 8 credits, which is equivalent



to NUR 120 & 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
- Students will register for NUR 130 and NUR 131 in the initial term.
- Students will register for NUR 220 and NUR 221 in the second term.
- Students will register for NUR 230 and NUR 231 in the final term

## Prerequisites

*Prerequisite courses must be completed by the date the application is submitted. All science courses must be taken within 7 years of the date the application is submitted. The prerequisite course BIO 231/233 must be completed with a minimum grade of B. The BIO 232/234 prerequisite courses must be completed with a minimum grade of C.*

- BIO 231 - Human Biology 1 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*
  - BIO 232 - Human Biology 2 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*
- OR**
- BIO 233 - Anatomy and Physiology 1 4 credit hours  
*Must be completed with a B or better prior to starting the nurse course sequence. Must be taken within 7 years of the date the application is submitted. BIO 101 - Fundamentals of Biology is a college prerequisite of BIO 233. Therefore, it will take three terms to complete this science sequence.*
  - BIO 234 - Anatomy and Physiology 2 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*

## Recommended Course Sequence - LPN to RN Advanced Placement

*A grade of C or better in each Registered Nursing and general education course is required to progress in the program. General education courses may be taken prior to acceptance into the RN program.*

### Term 1

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirement. Students who take ENG 121 and not ENG 111-ENG 112 nor ENG 115-ENG 116 may need to take an additional elective course to ensure that they achieve 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.*
- PSY 111 - Introduction to Psychology 3 credit hours
- General Education Mathematics (MAT 133 or higher) 3-4 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours

Total credit hours: 12-13

### Term 2

- BIO 223 - General Microbiology 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*
- PSY 211 - Developmental Psychology 3 credit hours  
*Prerequisite to NUR 221*
- NUR 130 - Nursing of Adult Clients in Health and Illness 1 5 credit hours
- NUR 131 - Maternal, Newborn Nursing and Women's Health 4 credit hours

Total credit hours: 16

### Term 3

- ENG 112 - Composition and Introduction to Literature 2 3 credit hours **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- NUR 220 - Nursing of Adult Clients in Health and Illness 2 5 credit hours
- NUR 221 - Nursing Care of Children and Families 4 credit hours

Total credit hours: 9-12

### Term 4

- Arts and humanities general education course (except ENG) 3 credit hours  
*See General Education Arts and Humanities Requirements for a list of approved courses.*
- NUR 230 - Nursing Management of Clients with Complex Health Problems and Transition into Nursing 9 credit hours

- NUR 231 - Nursing Perspectives 2 1 credit hour

**Total credit hours: 13**

## Additional Admission Requirements

### LPN Training

Official transcript from LPN training must be submitted to verify successful completion of LPN Training from a state-approved licensed practical nursing program.

### Clinical Experience

The following material must be submitted to continue the application process:

- Official transcript from a state-approved licensed practical nursing program.
- Copy of current active Maryland LPN license.
- Verification of current employment as an LPN for a minimum full-time equivalent (2080 hours) of one year within the last three calendar years.
- Submission of Clinical Experience Form.
- Submission of Work Performance Evaluation.

## Veterans to RN Advanced Placement

AACC and the American Public University System (APUS) have created an accelerated, dual enrollment program that combines credential assessment, credit transfer and online education to enable qualified veterans admission into the second year of the nursing program at AACC.

### Prerequisites

*All prerequisite courses must be completed by the date the application is submitted. All science courses must be taken within 7 years of the date the application is submitted. The prerequisite course BIO 231/233 must be completed with a minimum grade of B. The BIO 232/234 prerequisite courses must be completed with a minimum grade of C in each course.*

*A prerequisite cumulative GPA of 2.5 (no rounding) is also required.*

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours

**OR**

- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirement. Students who take ENG 121 and not ENG 111-ENG 112 nor ENG 115-ENG 116 may need to take an additional elective course to ensure that they achieve 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.*

- PSY 111 - Introduction to Psychology 3 credit hours
- PSY 211 - Developmental Psychology 3 credit hours
- General Education Mathematics (MAT 133 or higher) 3-4 credit hours  
*Previously taken MAT 121 or MAT 131 will be accepted.*
- BIO 223 - General Microbiology 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*

**AND**

- BIO 231 - Human Biology 1 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*
- BIO 232 - Human Biology 2 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*

**OR**

- BIO 233 - Anatomy and Physiology 1 4 credit hours  
*Must be taken within 7 years of the date the application is submitted. BIO 101 - Fundamentals of Biology is a college prerequisite of BIO 233. Therefore, it will take three terms to complete this science sequence.*
- BIO 234 - Anatomy and Physiology 2 4 credit hours  
*Must be taken within 7 years of the date the application is submitted.*

## Recommended Course Sequence - Veterans to RN Advanced Placement

*A grade of C or better is required in NUR 152 and each Registered Nursing course to progress in the program.*

### Term 1

\*NURS 152 Military Nursing Fundamentals and Care of the Adult Childbearing Family 6 *credit hours*  
(APUS Course)

**Total credit hours: 6**

### Term 2

- NUR 180 - Veteran to RN Transition 2 *credit hours*
- SOC 111 - Introduction to Sociology 3 *credit hours*

**Total credit hours: 5**

### Term 3

- NUR 220 - Nursing of Adult Clients in Health and Illness 2 5 *credit hours*
- NUR 221 - Nursing Care of Children and Families 4 *credit hours*

**Total credit hours: 9**

### Term 4

- Arts and humanities general education course (except ENG) 3 *credit hours*  
*See General Education Arts and Humanities Requirements for a list of approved courses.*
- NUR 230 - Nursing Management of Clients with Complex Health Problems and Transition into Nursing 9 *credit hours*
- NUR 231 - Nursing Perspectives 2 1 *credit hour*

**Total credit hours: 13**

### \*About NURS 152

NURS 152 is a 6 credit online 16 week course through American Public University System (APUS). AACC will notify APUS of selected students. APUS will then contact student to set up registration. Once student's registration is confirmed the student will receive information regarding the required books that will be needed for the course. Tuition for NURS 152 is \$270 per credit hour plus a \$50 technology fee. G.I. Bill benefits are accepted. Once the course is successfully completed the student will request an official transcript be sent to AACC to continue to Term 2.

### Additional Requirements

#### Computer Competency Requirement

Requirement satisfied through a sequence of courses within Program Requirements.

#### Diversity Requirement

Satisfied by completion of SOC 111.

### Program Outcomes

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

- Demonstrate accountability for maintaining the standards of professional practice to include holistic client care across the settings, legal/ethical behaviors and life-long learning in concert with the Maryland Nurse Practice Act (Professional Behavior).
- Utilize appropriate and therapeutic verbal and written communication to promote positive client outcomes (Communication).
- Assess holistically and systematically, the health status of individuals, families and communities to determine health care needs (Assessment).
- Utilize critical thinking and innovative thinking within the framework of the five steps of the nursing process to ensure the delivery of safe, accurate care (Clinical Decision Making).
- Provide nursing care based on the global understanding of the sciences, humanities, nursing theory, research and personal experience that is holistic, culturally relevant and maintains client's rights and dignity (Caring Interventions).
- Identify learning needs of clients, develops plans and implements relevant teaching to assist the client in achieving their health goals (Teaching and Learning).
- Collaborate with clients, families and other members of the health care team to ensure holistic, individualized care with appropriate allocation of human and material resources across the health care continuum (Collaboration).
- Coordinate through direct intervention and delegation of care, the safe and accurate care of multiple clients in diverse health care communities (Managing Care).

This program aligns with all the college's core competencies. For a full list of Core Competencies, click [here](#).

### 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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Patient Care Technician/Geriatric Nursing Assistant, Certificate

### Special Admission Requirements: Rolling Admission

**Award:** Certificate (code CRT.NUR.PCT-GERI)

**Total Credit Hours:** 12 credit hours.

[www.aacc.edu/nursing](http://www.aacc.edu/nursing)

**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).

### Special Conditions

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

**Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.**

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed. For online schedule, go to [www.aacc.edu/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application.
3. 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.
4. 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
5. Satisfactory completion of criminal background check.
6. Submission of completed health examination record.
7. 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.

#### **Advanced Patient Care Technician Additional Selection Criteria**

- Current AACC PCT/GNA students will be given first priority for the sequential Advanced PCT class.
- Current PCT/GNA students will complete a form during the PCT/GNA course indicating that he/she will enroll in the Advanced PCT course the following semester, contingent on passing the PCT/GNA course with a grade of C or better.
- Current PCT/GNA students who elect to not enroll in the Advanced PCT course the following semester must submit a program application if they should decide to do so at a later date.
- Advanced PCT applicants must have completed AACC's PCT/GNA class with a grade of C or better within the last two years to be eligible for selection.
- Advanced PCT applicants must meet the ENG 111 eligibility requirement.
- Advanced PCT applicants who have not taken the PCT/GNA class at AACC must submit the following at the time of application:
  - Letter from current employer on letterhead stating they are currently working in the profession
  - Copy of active CNA certification
- Advanced PCT applicants currently enrolled in the Center for Applied Technology North or South Nursing Assistant program must submit a letter, on school letterhead, from his/her instructor verifying successful completion of clinical experience in lieu of employment.

#### **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 Sciences, 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.

### **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 the Health Sciences section of this catalog.

### **Degree/Graduation Requirements**

#### **Degree 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.

#### **Certificate Requirements: 12 credits**

- NUR 100 - Patient Care Technician/Geriatric Nursing Assistant *6 credit hours*
- NUR 103 - Advanced Patient Care Technician *6 credit hours*

### **Program Outcomes**

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

- Accurately receive report and document essential information on patients' conditions and status of care in a timely manner.
- Establish and maintain appropriate communication using therapeutic communication techniques with patients, peers, family members, staff and nursing faculty.
- Describe the care of patients throughout the life span, to include an understanding of cultural diversity, beliefs, and environmental influences.
- Demonstrate knowledge of principles and related rationales of interventions when administering patient care.
- Prioritize and implement patient care in an organized and efficient manner.
- Completely and safely perform basic and advanced skills required by the Board of Nursing for an advanced certified nursing assistant of patients in acute care facilities.
- Describe the roles, responsibilities and legal/ethical issues related to the scope of practice of the advanced patient care technician related to the policy and procedures of the acute care agency and Anne Arundel Community College
- Efficiently utilize the learning management system, and electronic medical record to ensure completion of course objectives, and safely care for patients.

### **Related Educational Opportunities**

## Continuing Education and Workforce Development Offerings

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.



## Practical Nursing (PN), Certificate

**Special Admission Requirements - Program Application Deadline: Dec. 15\***

**Award:** Certificate

**Total Credit Hours:** A minimum of 41 credit hours.

[www.aacc.edu/nursing](http://www.aacc.edu/nursing)

**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.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

**Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.**

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/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: 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 Sciences office, Florestano Building Room 100 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 Sciences, 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 Sciences 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.

### **Readmissions 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 Sciences office. Requests for readmission must be received by the nursing department by August 1 for the 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.

## **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

### **Graduation Requirements**

Students apply to the Records and Registration office for the certificate.

## **Practical Nursing Course Sequence**

*(one academic year)*

### **Prerequisites**

*All prerequisites, general education and nursing courses require a grade of C or better.*

- BIO 231 - Human Biology 1 4 credit hours **AND**
- BIO 232 - Human Biology 2 4 credit hours
- OR**
- BIO 233 - Anatomy and Physiology 1 4 credit hours **AND**
- BIO 234 - Anatomy and Physiology 2 4 credit hours
- BIO 101 is a prerequisite for BIO 233-BIO 234.*
- PSY 111 - Introduction to Psychology 3 credit hours

### **Mathematics: 3 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

### **Total credit hours: 14**



## Certificate Requirements

### Term 1 - Summer

- LPN 180 - Fundamentals of Practical Nursing *8 credit hours*

Total credit hours: 8

### Term 2 - Fall

- LPN 193 - Adult and Child Health Concepts in Practical Nursing *10 credit hours*

Total credit hours: 10

### Term 3 - Spring

- LPN 194 - Women, Newborns, Mental Health and Integration of Concepts in Practical Nursing *9 credit hours*

Total credit hours: 9

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

# Performing Arts

## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Dance Option, A.A.

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

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

[www.aacc.edu/dance](http://www.aacc.edu/dance)

**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).

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- DAN 100 - Dance History *3 credit hours*
- One 3-credit *arts and humanities general education course* other than DAN

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-29 credits

- DAN 240 - Dance Production *3 credit hours*
- MUS 101 - Music Fundamentals *3 credit hours*
- THA 122 - Introduction to Stage Design and Lighting *3 credit hours*
- Electives (with approval of department chair) *6-12 credit hours*  
*No more than 3 credits of physical activity courses may be used as electives.*

## Choose at least four courses in dance techniques from the following: 8 credits

*At least two courses must be selected from the 200 level.*

- DAN 105 - Beginning Tap Dance 1 *2 credit hours*
- DAN 106 - Beginning Tap Dance 2 *2 credit hours*
- DAN 111 - Beginning Ballet 1 *2 credit hours*
- DAN 112 - Beginning Ballet 2 *2 credit hours*
- DAN 121 - Beginning Modern Dance 1 *2 credit hours*

- DAN 122 - Beginning Modern Dance 2 2 *credit hours*
- DAN 125 - Improvisation 2 *credit hours*
- DAN 131 - Beginning Jazz Dance 1 2 *credit hours*
- DAN 132 - Beginning Jazz Dance 2 2 *credit hours*
- DAN 205 - Intermediate Tap Dance 1 2 *credit hours*
- DAN 206 - Intermediate Tap Dance 2 2 *credit hours*
- DAN 211 - Intermediate Ballet 1 2 *credit hours*
- DAN 212 - Intermediate Ballet 2 2 *credit hours*
- DAN 221 - Intermediate Modern Dance 1 2 *credit hours*
- DAN 222 - Intermediate Modern Dance 2 2 *credit hours*
- DAN 231 - Intermediate Jazz Dance 1 2 *credit hours*
- DAN 232 - Intermediate Jazz Dance 2 2 *credit hours*

## Additional Requirements

### Computer Competency Requirement

*See General Education Computer Competency Requirements for a list of approved courses.*

### 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.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Core Competencies

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Music Option, A.A.

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

**Total Credit Hours:** A minimum of 62 credit hours.

[www.aacc.edu/music](http://www.aacc.edu/music)

**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).

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- MUS 101 - Music Fundamentals 3 credit hours **OR**
- Arts and Humanities general education course

One arts and humanities general education from the following:

- HUM 101 - Introduction to Fine Arts 3 credit hours
- ART course 3 credit hours
- DAN course 3 credit hours
- THA course 3 credit hours

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

CTA 100 or CTA 103 meet both the computer technology general education, and computer competency requirements. See General Education Requirements for a list of approved courses.

- Computer Technology

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 24-28 credits

- MUS 113 - Music Theory and Ear Training 1 4 credit hours
- MUS 114 - Music Theory and Ear Training 2 4 credit hours
- MUS 141 - Class Piano 1 2 credit hours  
*One term of MUS 207 or MUS 209 may be substituted with permission of the department chair.*
- MUS 213 - Music Theory and Ear Training 3 4 credit hours
- MUS 214 - Music Theory and Ear Training 4 4 credit hours

Choose four ensemble performance courses from the following: 3 credits

- MUS 180 - Orchestra *1 credit hour*
- MUS 181 - Jazz Band *1 credit hour*
- MUS 182 - Concert Choir *1 credit hour*
- MUS 184 - Concert Band *1 credit hour*

Choose three 1-credit applied music courses or one 1-credit and one 2-credit applied music course from the following: 3 credits

#### 1-credit applied music courses

- MUS 192B - Applied Music: Acoustic Bass *1 credit hour*
- MUS 193B - Applied Music: Bassoon Traditional *1 credit hour*
- MUS 194B - Applied Music: Cello Traditional *1 credit hour*
- MUS 195B - Applied Music: Clarinet Traditional *1 credit hour*
- MUS 196B - Applied Music: Electronic Synthesizer *1 credit hour*
- MUS 197B - Applied Music: Euphonium Traditional *1 credit hour*
- MUS 198B - Applied Music: Flute Traditional *1 credit hour*
- MUS 199B - Applied Music: Acoustic Guitar Traditional *1 credit hour*
- MUS 200B - Applied Music: Harp *1 credit hour*
- MUS 204B - Applied Music: Horn Traditional *1 credit hour*
- MUS 206B - Applied Music: Oboe Traditional *1 credit hour*
- MUS 207B - Applied Music: Organ *1 credit hour*
- MUS 208B - Applied Music: Percussion Traditional *1 credit hour*
- MUS 209B - Applied Music: Piano Traditional *1 credit hour*
- MUS 210B - Applied Music: Saxophone Traditional *1 credit hour*
- MUS 211B - Applied Music: Trombone Traditional *1 credit hour*
- MUS 212B - Applied Music: Trumpet Traditional *1 credit hour*
- MUS 215B - Applied Music: Tuba Traditional *1 credit hour*
- MUS 216B - Applied Music: Viola *1 credit hour*
- MUS 217B - Applied Music: Violin Traditional *1 credit hour*
- MUS 218B - Applied Music: Voice Traditional *1 credit hour*
- MUS 219B - Applied Music: Electric Bass Guitar Traditional *1 credit hour*
- MUS 220B - Applied Music: Dulcimer *1 credit hour*
- MUS 221B - Applied Music: Composition Traditional *1 credit hour*
- MUS 222B - Applied Music: Conducting Traditional *1 credit hour*

OR

#### 2-credit applied music courses

- MUS 192 - Applied Music: Acoustic Bass *2 credit hours*
- MUS 193 - Applied Music: Bassoon Traditional *2 credit hours*
- MUS 194 - Applied Music: Cello Traditional *2 credit hours*
- MUS 195 - Applied Music: Clarinet Traditional *2 credit hours*
- MUS 196 - Applied Music: Electronic Synthesizer *2 credit hours*
- MUS 197 - Applied Music: Euphonium Traditional *2 credit hours*
- MUS 198 - Applied Music: Flute Traditional *2 credit hours*
- MUS 199 - Applied Music: Acoustic Guitar Traditional *2 credit hours*
- MUS 200 - Applied Music: Harp *2 credit hours*
- MUS 204 - Applied Music: Horn Traditional *2 credit hours*
- MUS 206 - Applied Music: Oboe Traditional *2 credit hours*
- MUS 207 - Applied Music: Organ *2 credit hours*
- MUS 208 - Applied Music: Percussion Traditional *2 credit hours*
- MUS 209 - Applied Music: Piano Traditional *2 credit hours*
- MUS 210 - Applied Music: Saxophone Traditional *2 credit hours*
- MUS 211 - Applied Music: Trombone Traditional *2 credit hours*
- MUS 212 - Applied Music: Trumpet Traditional *2 credit hours*
- MUS 213 - Music Theory and Ear Training *3 4 credit hours*
- MUS 215 - Applied Music: Tuba Traditional *2 credit hours*

- MUS 216 - Applied Music: Viola 2 credit hours
- MUS 217 - Applied Music: Music: Violin Traditional 2 credit hours
- MUS 218 - Applied Music: Voice Traditional 2 credit hours
- MUS 219 - Applied Music: Electric Bass Guitar Traditional 2 credit hours
- MUS 220 - Applied Music: Dulcimer 2 credit hours
- MUS 221 - Applied Music: Composition Traditional 2 credit hours
- MUS 222 - Applied Music: Conducting Traditional 2 credit hours

### **MUS Electives: 0 - 4 credits**

*If electives are needed - MUS 142 and applied music and/or ensemble performance courses.*

### **Additional Requirements**

#### **Computer Competency Requirement**

*See General Education Computer Competency Requirements 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. See Diversity Requirement for a list of approved courses.*

### **Related Educational Opportunities**

#### **Continuing Education and Workforce Development Offerings**

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.

#### **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."

#### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Theater Arts Option, A.A.

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

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

[www.aacc.edu/theater](http://www.aacc.edu/theater)

**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).

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

*Must select two different disciplines.*

- One arts and humanities general education from ART, DAN, HUM or MUS
- One arts and humanities general education other than THA

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*Students may want to select a general education course that also satisfies the computer competency requirement if it has not been otherwise fulfilled. See computer competency requirement below.*

*See General Education Requirements for a list of approved courses.*

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-29 credits

- THA 121 - Stagecraft 3 credit hours
- THA 125 - Script Analysis 3 credit hours
- THA 132 - Acting 1 3 credit hours
- THA 180 - Play Production 3 credit hours
- Choose additional courses from other THA offerings 6 credit hours
- Electives (consult with an adviser) 5-11 credit hours  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

## **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

## **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.



# Physical Therapist Assistant

## Physical Therapist Assistant, A.A.S.

**Special Admission Requirements - Program Application Deadline: March 15\***

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 70 credit hours.

[www.aacc.edu/cache/pta](http://www.aacc.edu/cache/pta)

**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.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

**Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.**

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session is strongly recommended. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application by the application deadline.
3. 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 Sciences Admissions/Advisement Office, FLRS 100, by May 1. You will not be selected if requirement is not met by the specified deadline.
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. Eligibility for ENG 111 or ENG 115 or ENG 121.
6. Eligibility for MAT 141.

7. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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 Physical Therapist Assistant 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 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 Sciences office, Florestano Building Room 100 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 Sciences, 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.

### **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

## **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.*

### **Program Requirements**

#### **First Year - Fall Term**

- BIO 231 - Human Biology 1 *4 credit hours* **OR**
- BIO 233 - Anatomy and Physiology 1 *4 credit hours*  
*BIO 101 is a prerequisite for BIO 233.*
- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **OR**

- ENG 121 - Composition and Literature 3 *credit hours*
- MAT 141 - College Algebra and Trigonometry 1 3 *credit hours*  
*MAT 151 or MAT 191 satisfies the MAT 141 requirement*
- PSY 111 - Introduction to Psychology 3 *credit hours*
- PTA 101 - Introduction to Physical Therapist Assistant 3 *credit hours*

**Total credit hours: 16**

### First Year - Spring Term

- BIO 232 - Human Biology 2 4 *credit hours* **OR**
- BIO 234 - Anatomy and Physiology 2 4 *credit hours*
- PTA 102 - Physical Therapist Assistant 1 6 *credit hours*
- PTA 106 - Kinesiology 6 *credit hours*

**Total credit hours: 16**

### First Year - Summer Term

- PSY 211 - Developmental Psychology 3 *credit hours*
- PTA 104 - Physical Therapist Assistant 2 6 *credit hours*
- PTA 105 - Clinical Practice 1 2 *credit hours*

**Total credit hours: 11**

### Second Year - Fall Term

- PTA 201 - Physical Therapist Assistant 3 4 *credit hours*
- PTA 202 - Physical Therapist Assistant 4 4 *credit hours*
- PTA 203 - Clinical Practice 2 4 *credit hours*

### Arts and humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

**Total credit hours: 15**

### Second Year - Spring Term

- PTA 204 - Physical Therapist Assistant 5 3 *credit hours*
- PTA 205 - Current Issues and Trends Affecting the Physical Therapist Assistant 1 *credit hour*
- PTA 206 - Clinical Practice 3 4 *credit hours*
- PTA 207 - Clinical Practice 4 4 *credit hours*

**Total credit hours: 12**

## Additional Requirements

### Computer Competency Requirement

Completion of the Physical Therapist Assistant Program satisfies the college's diversity and computer competency requirements.

### Diversity Requirement

Completion of the Physical Therapist Assistant Program satisfies the college's diversity and computer competency requirements.

## Program Outcomes

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

- Assist a physical therapist in the delivery of selected interventions in an ethical, legal, safe and effective manner under the direction and supervision of a physical therapist, consistent with the standards of practice of the profession.
- Use critical thinking and problem solving skills to perform data collection, conduct tests and measures, and implement selected interventions, within the plan of care developed by the physical therapist.
- Teach patients, families and other health care providers selected treatment interventions and participate in discharge planning under the direction and supervision of a physical therapist.
- Provide psychosocial support to patients and families.
- Utilize effective communication skills when interacting with patients, families and other health care providers.
- Be prepared to take the National Licensure Physical Therapy Examination for Physical Therapist Assistants.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **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.

# Physician Assistant

## Physician Assistant Studies, Professional Certificate

**Special Admission Requirements - Program Application Deadline: Sept. 1\***

**Award:** Professional Certificate

**Total Credit Hours:** 86 credit hours.

[www.aacc.edu/physassist](http://www.aacc.edu/physassist)

**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 in 2018.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### **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).

### **Special Conditions**

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

### **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).

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*The Anne Arundel Community College School of Health Sciences reserves the right to revise the admission requirements, the selection criteria and procedures, and the curriculum as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

#### **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 B in each course: 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, CHE 111 or CHE 112 or CHE 113 or CHE 115 or CHE 213 or CHE 214 and MAT 135 or PSY 250. (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 of the date the CASPA application is submitted. (See admissions step 5 for details on the CASPA application.) We recommend for your success in the program that you also take biochemistry, 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

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, GRE, and equivalency of the five listed prerequisites with a minimum grade of B or better must be reflected in the completed application to be eligible for consideration. AACC must receive the completed CASPA application by the deadline date of September 1. Applicants must also 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: 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.
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 Sciences, 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.

## **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

### **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.*

### **Certificate Requirements**

#### **First Year - Summer Term**

- PHA 105 - Foundation of Physician Assistant Practice *5 credit hours*
- PHA 110 - Applied Medical Sciences *7 credit hours*

**Total credit hours: 12**

#### **First Year - Fall Term**

- PHA 112 - Clinical Medicine 1 *8 credit hours*
- PHA 114 - Pediatric Medicine 1 *2 credit hours*
- PHA 115 - Psychiatric Medicine *3 credit hours*
- PHA 120 - Pathophysiological Approach to Pharmacotherapeutics 1 *3 credit hours*

**Total credit hours: 16**

#### **First Year - Spring Term**

- PHA 118 - Clinical Medicine 2 *8 credit hours*
- PHA 119 - Pediatric Medicine 2 *2 credit hours*
- PHA 121 - Emergency Medicine *4 credit hours*
- PHA 122 - Patient Evaluation Lab *1 credit hour*
- PHA 123 - Pathophysiological Approach to Pharmacotherapeutics 2 *3 credit hours*
- PHA 211 - Clerkship Boot Camp *1 credit hour*

**Total credit hours: 19**

#### **Second Year - Summer Term**

- PHA 219 - Clerkship 1 *4 credit hours*
- PHA 220 - Clerkship 2 *4 credit hours*

**Total credit hours: 8**

#### **Second Year - Fall Term**

- PHA 221 - Clerkship 3 *4 credit hours*
- PHA 222 - Clerkship 4 *4 credit hours*
- PHA 223 - Clerkship 5 *4 credit hours*

**Total credit hours: 12**

#### **Second Year - Spring Term**

- PHA 216 - Issues and Trends in Health Care *3 credit hours*
- PHA 224 - Clerkship 6 *4 credit hours*
- PHA 225 - Clerkship 7 *4 credit hours*
- PHA 226 - Clerkship 8 *4 credit hours*

**Total credit hours: 15**

## Second Year - Summer Term

- PHA 227 - Clerkship 9 4 *credit hours*

Total credit hours: 4

Total Program Credit Hours: 86

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).



# Public Health Professions

## Public Health Professions: Public Health, A.S.

**Award:** Associate of Science degree, A.S. (code AS.PBH.PUBLIC-HEA)

**Total Credit Hours:** 60 credit hours.

[www.aacc.edu/publichealth](http://www.aacc.edu/publichealth)

**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).

## Entrance/Admission 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 the Health Sciences section of this catalog.

## Degree/Graduation Requirements

### Degree 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.

## General Education Requirements: 33-36 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*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 associate degree\*. These credit hours must be chosen with the approval of the department chair or program coordinator.*
- \*Elective 0-3 credit hours

### Arts and Humanities: 6 credits

- PHL 100 - Critical Thinking 3 credit hours **OR**
- PHL 141 - Introduction to Logic 3 credit hours **OR**
- PHL 142 - Ethics 3 credit hours **OR**
- PHL 194 - Ethics and the Information Age 3 credit hours
  
- Arts and humanities general education (except PHL)  
*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

- BIO 101 - Fundamentals of Biology 4 credit hours
- BIO 136 - Principles of Nutrition and Laboratory 4 credit hours

### Computer Technology: 4 credits

- CTA 100 - Computing and Information Technology 4 credit hours  
*(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.)*

## Health/Fitness/Wellness: 3 credits

- HEA 150 - First Aid and Safety - CPR 3 credit hours **OR**
- EMT 104 - Emergency Medical Responder 3 credit hours

## Mathematics: 3 credits

- MAT 135 - Statistics 3 credit hours

## Social and Behavioral Sciences: 6 credits

- SOC 111 - Introduction to Sociology 3 credit hours
- General Education Social and Behavioral Sciences other than SOC 3 credit hours

## Program Requirements: 25-27 credits

- MDA 113 - Medical Terminology 3 credit hours
- PBH 101 - Introduction to Public Health 3 credit hours
- PBH 102 - Introduction to Epidemiology 3 credit hours
- PBH 105 - Essentials of Health Behavior 3 credit hours
- PBH 201 - Global Health 3 credit hours
- PBH 202 - Emerging Public Health Issues 3 credit hours
- PBH 203 - Health Education Promotion 3 credit hours  
*Service learning component*
- Electives (with approval of advisor) 3-6 credit hours  
*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.*

## Additional Requirements

### Computer Competency Requirement

*Computer technology general education requirement satisfies the computing and information technology competency requirement.*

### Diversity Requirement

*Satisfied by SOC 111 requirement.*

## Program Outcomes

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

- Describe the fundamental tenets of epidemiology as applied to public health.
- Discuss Healthy People 20/20 in relation to public health planning.
- Delineate the specific professions and contributions to the public health model.
- Analyze health statistics related to targeting unhealthy behaviors and planning strategies for improvement.
- Analyze behaviorist theory in relation to the development of health betterment planning.
- Develop basic strategies for health improvement.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

# Radiologic Technology

## Radiologic Technology, A.A.S.

**Special Admission Requirements - Program Application Deadline: Dec. 15 \***

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** A minimum of 66 credit hours; seven terms (includes general education and prerequisite requirements).

[www.aacc.edu/radtech](http://www.aacc.edu/radtech)

**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.

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### 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).

### Special Conditions

**Health Manpower Shortage:** This program of study may be designated a Health Manpower Shortage Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

*\*If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day.*

*Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.*

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session is mandatory prior to submitting a program application. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application.
3. Grade of C or better in seven (7) prerequisite courses with a minimum cumulative prerequisite GPA of at least 3.0 (no rounding).
4. High school graduate or equivalency or associate'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 the scores indicated in the program admissions requirement booklet.
6. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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 Radiologic Technology program. Anne Arundel Community College's code for TOEFL is 5019.
8. Two letters of recommendation with satisfactory rating.
9. Verification of 60 hours of volunteer and/or employment experience in a clinical health-related setting (within the last 7 years at the time of application).
10. Satisfactory completion of criminal background check.
11. Submission of completed health examination record.
12. Submission of current American Heart Association CPR for Health Care Providers certification card.

### ***Selection Criteria***

Students will be admitted to the radiography program each summer as the number of students permits. Applications received by the deadline will be assured consideration based on space availability. Late applications will not be accepted. 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:

- Application submitted by the December 15th deadline.
- 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. The Address Verification form must be submitted within the application.
- Must attend a face-to-face information session.
- 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 completed by the application deadline.
- Completion of all seven prerequisite courses with a minimum grade of C in each course and a cumulative prerequisite GPA of at least 3.0 (no rounding).
- Science and math prerequisites must be taken within seven years of time the application is submitted.
- Test of Essential Academic Skills (TEAS V) is required.
- 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 Sciences, 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.

### ***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 through the department chair. Requests 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 past year.

### ***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 petition for 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 Sciences 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.

## **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree 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.

## 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.

### Prerequisites

All seven prerequisite courses must be completed by the end of the fall term with a grade of C or better.

- BIO 231 - Human Biology 1 4 credit hours **AND**
- BIO 232 - Human Biology 2 4 credit hours
- **OR**
- BIO 101 - Fundamentals of Biology 4 credit hours **AND**
- BIO 233 - Anatomy and Physiology 1 4 credit hours **AND**
- BIO 234 - Anatomy and Physiology 2 4 credit hours
  
- MAT 141 - College Algebra and Trigonometry 1 3 credit hours  
*MAT 142, MAT 151 or MAT 191 satisfies the MAT 141 requirement.*
- SOC 111 - Introduction to Sociology 3 credit hours

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours
- **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- **OR**
- ENG 121 - Composition and Literature 3 credit hours  
*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 associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*

### Total credit hours: 20-27

### Program Requirements

#### Summer

- RAD 101 - Introduction to Radiography 2 credit hours

#### Total credit hours: 2

#### First Year - Term 1

- RAD 111 - Radiographic Procedures 1 3 credit hours
- RAD 112 - Clinical Radiography 1 5 credit hours

#### Total credit hours: 8

#### First Year - Term 2

- RAD 121 - Radiographic Procedures 2 3 credit hours
- RAD 122 - Clinical Radiography 2 5 credit hours
- RAD 123 - Imaging Equipment Maintenance and Operation 3 credit hours

#### Total credit hours: 11

#### Summer

- RAD 211 - Radiographic Procedures 3 1 credit hour
- RAD 212 - Clinical Radiography 3 6 credit hours

#### Total credit hours: 7

## Second Year - Term 1

- RAD 231 - Radiographic Procedures 4 *3 credit hours*
- RAD 232 - Clinical Radiography 4 *6 credit hours*

Total credit hours: 9

## Second Year - Term 2

- RAD 251 - Radiation Biology and Protection 3 *credit hours*
- RAD 252 - Clinical Radiography 5 *6 credit hours*

Total credit hours: 9

## Program Outcomes

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

- Demonstrate clinical competence.
- Demonstrate effective critical thinking skill.
- Demonstrate effective communication skills.
- Demonstrate professionalism.
- Program Effectiveness Data.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

# Surgical Technology

## Surgical Technology, A.A.S.

### **Special Admission Requirements - Rolling Admission**

**Award:** Associate of Applied Science degree, A.A.S.

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

[www.aacc.edu/surgtech](http://www.aacc.edu/surgtech)

**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).

AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the AACC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the School of Health Sciences at 410-777-7310.

### **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).

**Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.**

## Entrance/Admission Requirements

### Admission Requirements

1. Attendance at a program information session. Call **410-777-7310** 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/healthsciences/infosessions](http://www.aacc.edu/healthsciences/infosessions).
2. Submit a completed program application.
3. High school graduate or equivalency or associate degree or higher from a nationally recognized institution. 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. Eligibility for ENG 111 or ENG 115 or ENG 121.
6. Eligibility for general education math (see General Education Mathematics Requirements).
7. If developmental courses in English or mathematics are needed, the student will not be eligible for the program until completion of all developmental courses.
8. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: 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. 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.
10. Satisfactory completion of criminal background check.
11. Submission of completed health examination record.
12. 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:

- 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.
- 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 Sciences, 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.

## **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 the Health Sciences section of this catalog.

## **Degree/Graduation Requirements**

### **Degree Requirements**

A grade of C or better in each surgical technology and general education course is required to progress in the program.

### **Prerequisites**

- BIO 231 - Human Biology 1 *4 credit hours* **AND**
- BIO 232 - Human Biology 2 *4 credit hours*  
**OR**
- BIO 233 - Anatomy and Physiology 1 *4 credit hours* **AND**
- BIO 234 - Anatomy and Physiology 2 *4 credit hours*  
*BIO 101 is a prerequisite for BIO 233-BIO 234.*
- MDA 113 - Medical Terminology *3 credit hours*

**Total credit hours: 11**

### **Program Requirements**

#### **First Year - Term 1**

- BIO 223 - General Microbiology *4 credit hours*
- SGT 100 - Pathophysiology and Pharmacology for Surgical Technologists *3 credit hours*

#### **English: 3 credits**

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 satisfies the college English composition general education requirements. Students who complete ENG 121 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 approved by the department chair or program coordinator.*

#### **Mathematics (general education requirement): 3-4 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

**Total credit hours: 13-14**

#### **First Year - Term 2**

- PSY 111 - Introduction to Psychology *3 credit hours*
- SGT 102 - Principles of Surgical Technology *6 credit hours*
- CTA 100 - Computing and Information Technology *4 credit hours* **OR**
- CTA 103 - Theories and Applications of Digital Technology *4 credit hours*

#### **English: 0-3 credits**

- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours* **OR**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*



**Total credit hours: 13-16**

### **Second Year - Term 1**

- SGT 108 - Surgical Procedures 1 4 *credit hours*
- SGT 200 - Surgical Technology Clinical 1 7 *credit hours*

**Arts and Humanities (general education requirement): 3 credits**

*Must meet diversity requirement, see General Education Arts and Humanities Requirements.*

**Total credit hours: 14**

### **Second Year - Term 2**

- SGT 202 - Surgical Procedures 2 4 *credit hours*
- SGT 205 - Surgical Technology Clinical 2 5 *credit hours*
- SGT 206 - Surgical Technology Clinical 3 5 *credit hours*
- SGT 209 - Surgical Technology Perspectives 1 *credit hour*

**Total credit hours: 15**

## **Program Outcomes**

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

- Utilize technical, critical thinking and problem-solving skills in their didactic and clinical experiences.
- Practice their profession within the established ethical and legal framework, utilizing sound ethical values.
- Promote and maintain cooperative and successful relationships between clients, patients, physicians, allied health providers, and the health care community.
- Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.
- Obtain eligibility to sit for certification and/or registration exams.
- Practice the profession of surgical technology with the recognition of, and sensitivity to, cultural and socioeconomic differences.
- Demonstrate effective written, oral, and nonverbal communication with colleagues, other health care providers, and the public.
- Participate in continuing education and the development of new knowledge and skills.
- Make a substantial contribution in the United States and globally to the quality of health care.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

# Teacher Education and Childcare Institute

## Early Childhood Education/Early Childhood Special Education, A.A.T.

**Code:** AAT.EDU.ECE

**Total Credit Hours:** 60 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.

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### **Range of Occupations**

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## General Education Requirements: 34-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- HUM 101 - Introduction to Fine Arts *3 credit hours*
- Sophomore Literature general education course *3 credit hours*

### Biological and Physical Sciences: 8 credits

- BIO 107 - Environmental Science *4 credit hours*
- PHS 100 - General Physical Science *4 credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 222 - Fundamental Concepts of Mathematics 2 4 *credit hours*

### Health/Fitness/Wellness: 3 credits

- EDU 135 - Children's Health, Nutrition and Safety 3 *credit hours*

### Mathematics: 4 credits

- MAT 221 - Fundamental Concepts of Mathematics 1 4 *credit hours*

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 *credit hours*
- GEO 102 - World Regional Geography 3 *credit hours*

### Program Requirements: 29 credits

- EDU 132 - Introduction to Early Childhood Development 3 *credit hours*
- EDU 133 - Growth and Development 3 *credit hours*
- EDU 214 - Introduction to Special Education 3 *credit hours*  
*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.*
- EDU 242H - Foundations of Reading and Language Arts - Honors 3 *credit hours*
- EDU 247 - Early Childhood: Methods and Materials 3 *credit hours*
  
- HIS 211 - History of the United States 1 3 *credit hours* **OR**
- HIS 212 - United States History Since the Civil War 3 *credit hours*
  
- MAT 223 - Fundamental Concepts of Mathematics 3 4 *credit hours*
- PHS 200 - Earth and Space Science 4 *credit hours*
- PLS 111 - American Government 3 *credit hours*

### Additional Requirements

#### Computer Competency Requirement

*Program requirements EDU 214 and EDU 247 meet this requirement.*

#### Diversity Requirement

*Program requirement EDU 214 meets this requirement.*

### Program Outcomes

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

- Describe a developmentally appropriate educational program for children from birth to eight years of age.
- Explain the major research methods and assessment techniques used to study children from birth to eight years of age.
- Discuss the physical development of children from birth through 8 years of age.
- Describe the social-emotional development of children from birth through eight years of age.
- Describe the cognitive development of children from birth through 8 years of age.
- Demonstrate knowledge of key federal, state, and local legislation and court rulings affecting children and at-risk across a range of factors, and their families, and the implications of practice.
- Discuss the effects of bias (e.g., gender, race, culture, ability levels) on development.
- Describe how a developing teacher uses a portfolio to aid in becoming a reflective practitioner.
- Reflect on the experiences of being with children in a learning environment.
- Demonstrate an understanding of significant issues and current trends in Early Childhood Education
- Demonstrate knowledge of Early childhood Professional Code of Ethics by NAEYC.
- Compare and contrast the variety of curriculum models and programs in Early Childhood.
- Develop and write their own philosophy of Early childhood Education.
- Demonstrate an understanding of diverse populations in Early Childhood Education.
- Identify the principles of developmentally appropriate practice in Early Childhood Education.
- Begin to develop a Teacher Education portfolio.
- Discuss the major roles and responsibilities of an Early childhood educator.
- Demonstrate knowledge of current and emerging research on early brain development and the implications for practice in early childhood programs.

- Demonstrate an understanding of the impact of significant relationships on early brain development, subsequent development across domains, and linkages with later school readiness.
- Discuss current and emerging research on brain development, and the relationship to language development, emergent literacy, and reading acquisition.
- Explain the relationship and role of each component of language acquisition to reading development.
- Discuss the interactive nature of the reading process.
- Analyze the effects of phonemic awareness and phonics on developing readers.
- Analyze the essential connection of language development, reading acquisition, and writing.
- Articulate the historical, philosophical, and legal basis of services for young children with special needs.
- Explain the similarities and differences among typical and atypical human growth and development.
- Identify current trends that affect children, families, and programs for children.
- Apply knowledge of cultural and linguistic diversity and the significance of socio-cultural and political contexts for development and learning, and recognize that children are best understood in the contexts of family, culture, and society.
- Identify specific disabilities, including the etiology, characteristics, and classification of common disabilities in young children, and describe specific implications for development and learning from birth.
- Demonstrate a basic understanding of the concepts, inquiry tools, and structure of content areas to create meaningful, challenging learning experiences and environment for all children.
- Describe the major and current approaches to theories of child development and learning.
- Identify the approaches to learning.
- Describe how culture and diversity influence growth and development.
- Examine how culture and diversity impact learning and school readiness.
- Describe the important role of family and community in development and the variety of ways individuals can organize to fulfill these roles.
- Demonstrate the ability to communicate at a basic level in the four arts: dance, music, theater and the visual arts, to enhance self-expression and to better understand human experiences.
- Interpret and evaluate exemplary artworks from a variety of cultures and historical periods.
- Develop a knowledge and understanding of the English language.
- Develop the ability to speak and write as a professional educator.
- Develop an effective application of the reading process.
- Develop an effective application of the writing process, pre-service teachers will be able to perform the following indicators: Use a wide range of writing strategies to generate meaning and to clarify understanding. Produce different forms of written discourse. Demonstrate how written discourse can influence thought and action.
- Develop a knowledge and understanding of child development and language acquisition.
- Discuss numbers, ways of representing numbers, relationships among numbers, and number systems.
- Demonstrate the meaning of operations and how they relate to each other.
- Compute fluently and make reasonable estimations.
- Understand patterns, relations and functions.
- Represent and analyze mathematical situations and structures using algebraic symbols.
- Use mathematical models and analyze change in both real and abstract contexts.
- Analyze change in various contexts.
- Understand measurable attributes of objects and the units, systems and processes of measurement
- Apply appropriate techniques, tools, and formulas to determine measurement.
- Formulate questions that can be addressed with data and collect, organize, and display relevant data to answer them.
- Select and use appropriate statistical methods to analyze data.
- Develop and evaluate inferences and predictions that are based on data.
- Understand and apply basic concepts of probability.
- Build new mathematical knowledge through problem solving.
- Solve problems that arise in mathematics and in other contexts.
- Apply and adapt a wide variety of appropriate strategies to solve problems.
- Monitor and reflect on processes of mathematical problem solving.
- Recognize reasoning and proof as fundamental aspects of mathematics.
- Make and investigate mathematical conjectures.
- Develop and evaluate mathematical arguments and proofs.

- Select and use various types of reasoning and methods of proof.
- Organize and consolidate mathematical thinking through communication.
- Express mathematical ideas coherently and clearly to peers, teachers, and others.
- Analyze and evaluate the mathematical thinking and strategies of others.
- Use the language of mathematics to express mathematical ideas precisely.
- Recognize and use connections among different mathematical ideas.
- Demonstrate how mathematical ideas interconnect and build on one another to produce a coherent whole.
- Recognize and apply mathematics in contexts outside of mathematics.
- Create and use representations to organize, record, and communicate mathematical ideas.
- Select, apply and translate among mathematical representations to solve problems.
- Use representations to model and interpret physical, social and mathematical phenomena.
- Construct the meaning of the terms and concepts associated with the main content areas as outlined in the national science standards for physical science.
- Understand the concepts and relationships associated with the national science standards for physical science.
- Use concepts and relationships related to the content area designated in the national science standards for physical science.
- Construct the meaning of the terms & concepts associated with the main content areas as outlined in the national science standards for life science.
- Identify the concepts & relationships associated with the national science standards for life science.
- Use concepts & relationships related to the content area designated in the national science standards for life science.
- Construct the meaning of the terms & concepts associated with the main content areas as outlined in the national science standards for earth & space science.
- Understand the concepts & relationships associated with the national science standards for earth & space science
- Use concepts & relationships related to the content area designated in the national science standards for earth/space science.
- Construct the meaning of the terms and concepts associated with the main content areas as outlined in the national science standards for science and technology.
- Describe the concepts and relationships associated with the national science standards for science and technology.
- Use concepts and relationships related to the content area designated in the national science standards for science and technology.
- Construct the meaning of the terms and concepts associated with the main content areas as outlined in the national science standards for science for science in personal and social perspectives.
- Understand the concepts and relationships associated with the national science standards for science in personal and social perspectives.
- Use concepts and relationships related to the content area designated in the national science standards for personal and social perspectives.
- Construct the meaning of the terms and concepts associated with the main content areas as outlined in the national science standards for the history and nature of science.
- Understand the concepts and relationships associated with the national science standards for the history and nature of science.
- Use concepts and relationships related to the content area designated in the national science standards for the history and nature of science.
- Understand the common characteristics of different cultures.
- Understand how cultures change to accommodate different ideas and beliefs.
- Discuss the relationship between belief systems and culture.
- Develop and use chronological thinking.
- Understand historical thinking and how historians study history.
- Describe why things are located where they are.
- Determine how and why landforms change and how that impacts the people living there.
- Discuss how where we live determines how we live.
- Explain how one's culture, groups and institutions shape personal identity.
- Explicate what influences how people learn, perceive and grow.
- Identify the developmental stages that people go through from birth through adulthood
- Assess the integral role that institutions play in peoples' lives.

- Determine the role of institutions in their society and other societies.
- Describe how institutions change.
- Outline how and why institutions form, what controls and influences them and how they influence people and culture.
- Understand the historical development of structures of power, authority and governance and their evolving functions in the United States and other parts of the world
- Understand how and why governments are created, structured, maintained and changed.
- Discuss how society changes in response to technology development.
- Discuss how the meaning of citizenship has evolved.
- Understand the balance between rights and responsibilities.
- Discuss the role of the citizen in the community and the nation, and as a member of the world community.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## 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.

## Elementary Education/Elementary Special Education, A.A.T.

**Code:** AAT.EDU.ELEM-ESE

**Total Credit Hours:** 60 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.

*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.*

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### Range of Occupations

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## Planning Tools: Sequence of Courses

## General Education Requirements: 34-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours  
**OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours



- HUM 101 - Introduction to Fine Arts *3 credit hours*

### **Biological and Physical Sciences: 8 credits**

- BIO 107 - Environmental Science *4 credit hours*
- PHS 100 - General Physical Science *4 credit hours*

### **Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits**

- MAT 222 - Fundamental Concepts of Mathematics 2 *4 credit hours*

### **Health/Fitness/Wellness: 3 credits**

- EDU 135 - Children's Health, Nutrition and Safety *3 credit hours*

### **Mathematics: 4 credits**

- MAT 221 - Fundamental Concepts of Mathematics 1 *4 credit hours*

### **Social and Behavioral Sciences: 6 credits**

- PSY 111 - Introduction to Psychology *3 credit hours*
- GEO 102 - World Regional Geography *3 credit hours*

### **Program Requirements: 29 credits**

- EDU 111 - Foundations of Education *3 credit hours*
- EDU 133 - Growth and Development *3 credit hours*
- EDU 211 - Educational Psychology *3 credit hours*
- EDU 214 - Introduction to Special Education *3 credit hours*
- EDU 242H - Foundations of Reading and Language Arts - Honors *3 credit hours*
  
- HIS 211 - History of the United States 1 *3 credit hours* **OR**
- HIS 212 - United States History Since the Civil War *3 credit hours*
  
- MAT 223 - Fundamental Concepts of Mathematics 3 *4 credit hours*
- PHS 200 - Earth and Space Science *4 credit hours*
- PLS 111 - American Government *3 credit hours*

### **Additional Requirements**

#### **Computer Competency Requirement**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

#### **Diversity Requirement**

*Program requirement EDU 214 meets this requirement.*

### **Program Outcomes**

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

- Articulate principles, theories, and laws that have and continue to influence the field of special education and the education and treatment of individuals with exceptional needs both in school and society.
- Demonstrate an understanding of similarities and differences in human development, etiologies of various disabilities, characteristics of diverse learners, and educational implications of diverse cultural and learning differences.
- Demonstrate an understanding of the effects an exceptional condition can have on an individual's learning in school and throughout life. Special education teacher candidates will demonstrate an understanding of how primary language, culture and familial backgrounds interact with the individual's exceptional condition to impact on the individual's academic and social abilities, attitudes, values and interests.
- Be introduced to evidence-based instructional strategies to individualize instruction for students with exceptional learning needs.
- Be introduced to strategies to create learning environments that foster cultural understanding, safety and emotional well-being, positive social interactions and active engagement of individuals with exceptional learning needs and in which diversity is valued.
- Be introduced to typical and atypical language development across diverse cultures and familiarity with augmentative, alternative, and assistive technologies to support and enhance communication of individuals with disabilities.
- Be introduced to the planning process and its components for students with disabilities based on local, state, and national curriculum.



- Be introduced to multiple types of assessment information and how it is used for a variety of educational decisions. Special education teacher candidates will be introduced to legal policies and ethical principles of measurement and assessment related to referral, eligibility, program planning, instruction and placement of individuals with exceptional learning needs, including those from culturally and linguistically diverse backgrounds.
- Be introduced to best practices, with attention to legal matters, ethical considerations, sensitivity to the many aspects of diversity, and a view of themselves as lifelong learners.
- Understand the importance of collaborating with families, other educators, related service providers, and personnel from community agencies in culturally responsive ways.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Continuing Education and Workforce Development Offerings 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.

## Secondary Education - Chemistry, A.A.T.

**Code:** AAT.EDU.SEC-CHEM

**Total Credit Hours:** 60 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.

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### **Range of Occupations**

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## General Education Requirements: 34 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3 credits

- ENG 121 - Composition and Literature 3 credit hours  
*ENG 111-ENG 112 or ENG 115-ENG 116 may be substituted.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
- Arts and humanities general education (except COM)  
*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 4 credit hours
- CHE 112 - General Chemistry 2 4 credit hours

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours

### Health/Fitness/Wellness: 3 credits

- HEA 111 - Personal and Community Health 3 credit hours

### Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- Social and Behavioral Sciences general education (except PSY)  
*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 28 credits

- CHE 213 - Organic Chemistry 1 4 credit hours
- CHE 214 - Organic Chemistry 2 4 credit hours
- EDU 111 - Foundations of Education 3 credit hours
- EDU 133 - Growth and Development 3 credit hours
- EDU 211 - Educational Psychology 3 credit hours
- EDU 214 - Introduction to Special Education 3 credit hours
- PHY 211 - General Physics 1 4 credit hours
- PHY 212 - General Physics 2 4 credit hours

## Additional Requirements

### Computer Competency Requirement

*Program requirements EDU 211 and EDU 214 meet this requirement.*

### Diversity Requirement

*Program requirement EDU 214 meets this requirement.*

## Program Outcomes

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

- Make measurements and express those measurements in common and metric units; manipulate units.
- Identify and apply significant figures and exponential notation to measurement.
- Describe nature of science and scientific investigation.
- Distinguish among states of matter; explain behaviors of states based on particulate nature.
- Identify basic atomic structure; describe historical development of atomic theory and its relationship to spectroscopy.
- Explain principles of the quantum mechanical model of the atom
- Outline the development of and trends conveyed by the periodic table of the elements.
- Define the concept of bonding as resulting from electron interactions; understand bond nature as a continuum.
- Visualize geometries of molecules; apply VSEPR theory and hybridization theory.
- Determine molecular polarity as it relates to geometry; understand properties dependent on molecular polarity.
- Explain the concept of chemical change as a chemical reaction; know types of chemical reactions.
- Identify chemical nomenclature.
- Define the mole concept and stoichiometry.
- Identify characteristics and processes of solutions.
- Identify physical and chemical properties of acids and bases.
- Illustrate reaction equilibria.
- Describe interactions of matter and energy.
- Compare concept of heat exchange in physical and chemical systems.
- Interpret thermodynamics of a chemical system.
- Describe components, structure, and function of an electrochemical cell.
- Explain nuclear reactions, including radioactivity, fission and fusion.
- Interpret kinetics for a chemical system.
- Define the structure, function, and nomenclature of functional groups.
- Identify free-radical reactions.
- Interpret reaction mechanisms.
- Define principles of stereochemistry.
- Define spectroscopic principles for structure determination.
- Explain electrophilic addition reactions in alkenes and alkynes.
- Illustrate principles of organometallic chemistry.
- Demonstrate oxidation/reduction reactions of organic molecules.
- Identify principles of aromaticity and the reactions of conjugated systems.
- Design and carry out multistep syntheses.
- Recognize and characterize biologically important molecules.

- Identify Carbonyl group chemistry, including alpha substitution reactions and enol condensations.
- Describe Amine Chemistry.
- Define Polymer Chemi.
- Utilize tools for the collection of data.
- Analyze and interpret experimental data.
- Demonstrate safe laboratory practice.
- Demonstrate basic laboratory techniques.
- Identify the social, physical, emotional, and cognitive stages of development through adolescence.
- Describe the major approaches to (theories of) human learning.
- Explain approaches to learning/teaching.
- Describe the impact of culture, privilege, and oppression, as they influence personal growth and development.
- Relate culture, privilege and oppression to their impact on schooling, student performance and success.
- Identify factors that may contribute to behaviors/conditions resulting in at-risk students.
- Describe the important role of family in human development and the variety of ways individuals can organize to fulfill these roles.
- Define basic theories of motivation.
- Define what curriculum is and identify the social, cultural, historical, political, and philosophical influences that effect the development and change of curriculum.
- Describe the construction of curriculum as responsive to developmental, cultural, and social needs of children.
- Compare different approaches to and methods of teaching.
- Recognize that there are different approaches to teaching and that materials and objectives are specific to the approach selected.
- Know, locate and critique types of educational research.
- Recognize valid sources of educational information.
- Describe the roles of secondary school teachers.
- Distinguish between the roles of middle school and high school teachers.
- Reflect on the approaches to learning/teaching.
- Relate principles and practices of group dynamics to educational practices.
- Demonstrate knowledge of exceptionalities and individual differences and understand how culture and experience affect these.
- Specify how issues such as justice, social equality, concentrations of power, class differences, race and ethnic relations, language and literacy, or family and community organization relate to teaching and schools.
- Identify contemporary education issues.
- Relate issues to their historical, social, cultural, philosophical, education antecedents or analyze the historical, social, cultural, philosophical, and educational antecedents in relation to contemporary issues.
- Engage successfully in critical thinking and problem solving in a variety of content areas.
- Recognize instructional practices that enhance, or impede critical thinking, problem solving, and performance skills.
- Engage in small group learning environments in a variety of content areas in the first sixty hours of coursework.
- Describe a variety of patterns of secondary school organization.
- Identify the various ways that teachers collaborate with others.
- Explain the history of education.
- Develop a philosophy of education and relate this to purposes of education.
- Describe schools as organizations.
- Identify the important role of family in learning and recognize teachers' vital role in creating a partnership with families.
- Identify fundamental/basic rudiments of school law.
- Know, understand, and define for the ethical standards of the teaching profession.
- Explain the value of life-long learning.
- Begin a "developmental portfolio" that includes reflections on their developing schema of the teaching profession.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## 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.

## Secondary Education - English, A.A.T.

**Code:** AAT.EDU.SEC-ENG

**Total Credit Hours:** 60 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.

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### **Range of Occupations**

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## General Education Requirements: 25-30 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology, Interdisciplinary Studies or Mathematics: 3 credits

- COM 200 - Intercultural Communication 3 *credit hours* **OR**
- PHL 194 - Ethics and the Information Age 3 *credit hours*

### Health/Fitness/Wellness: 3 credits

- HEA 111 - Personal and Community Health 3 *credit hours*

## Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 3 credits

- PSY 111 - Introduction to Psychology 3 credit hours

## Program Requirements: 30-35 credits

- EDU 111 - Foundations of Education 3 credit hours
- EDU 133 - Growth and Development 3 credit hours
- EDU 211 - Educational Psychology 3 credit hours
- EDU 214 - Introduction to Special Education 3 credit hours
- ENG 160 - The Art and Science of Grammar 3 credit hours
  
- ENG 211 - World Literature 1 3 credit hours **OR**
- ENG 212 - World Literature 2 3 credit hours
  
- ENG 214 - British Literature 2 3 credit hours **OR**
- ENG 223 - The British Novel 3 credit hours
  
- Additional electives 0-5 credit hours  
*As necessary to achieve 60 credit hours*

## ENG elective: 3 credits

*Choose one of the following:*

- ENG 216 - American Literature, 1865-1945: Realism to Modernism 3 credit hours
- ENG 217 - Contemporary American Literature: 1945-present 3 credit hours
- ENG 222 - The American Novel 3 credit hours
  
- ENG 225 - African American Literature 3 credit hours **OR**
- ENG 228 - Literature in English by Women 3 credit hours

*One course choice completes the arts and humanities general education requirement.*

## Electives: 6 credit hours

*Choose two courses from the following that complement the selected literature courses:*

- HIS 111 - History of Western Civilization 1 3 credit hours
- HIS 112 - History of Western Civilization 2 3 credit hours
- HIS 211 - History of the United States 1 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
- HIS 214 - African American History 3 credit hours
  
- HIS 217 - Women of the Western World 3 credit hours **OR**
- HIS 218 - History of Women in America: 1607-Present 3 credit hours

*One course choice completes the social science general education requirement.*

## Additional Requirements

### Computer Competency Requirement

*Program requirements EDU 211 and EDU 214 meet this requirement.*

### Diversity Requirement

*Program requirement EDU 214 meets this requirement.*

## Program Outcomes

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

- Demonstrate an understanding of the English language, including its grammar and mechanics, its structure, and some aspects of its history and development.
- Demonstrate an understanding of writing as a recursive process.
- Identify a range of strategies for producing written discourse and use appropriate strategies for addressing a given rhetorical situation.

- Read with critical judgment, aesthetic insight, and close observation of textual detail.
- Apply higher order critical thinking skills and problem-solving skills.
- Make sound connections and distinctions among a broad range of relevant literary and academic texts.
- Demonstrate the ability to plan and implement a research project that makes use of library and other resources.
- Present the results of research in an effective and ethical manner.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## Secondary Education - Mathematics, A.A.T.

**Code:** AAT.EDU.SEC-MATH

**Total Credit Hours:** 60 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.

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### **Range of Occupations**

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## General Education Requirements: 34-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - **OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - **OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 credit hours **OR**
  - COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 credit hours
  - Arts and humanities general education (except COM)
- See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 8 credits

- PHY 211 - General Physics 1 4 credit hours
- PHY 212 - General Physics 2 4 credit hours



*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.*

### **Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits**

- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours

### **Health/Fitness/Wellness: 3 credits**

- HEA 111 - Personal and Community Health 3 credit hours

### **Mathematics: 4 credits**

- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours

### **Social and Behavioral Sciences: 6 credits**

- PSY 111 - Introduction to Psychology 3 credit hours
- Social and Behavioral Sciences general education (except PSY)  
*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### **Program Requirements: 27 credits**

- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- EDU 111 - Foundations of Education 3 credit hours
- EDU 133 - Growth and Development 3 credit hours
- EDU 211 - Educational Psychology 3 credit hours
- EDU 214 - Introduction to Special Education 3 credit hours
- MAT 135 - Statistics 3 credit hours
- MAT 201 - Calculus and Analytic Geometry 3 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours

### **Additional Requirements**

#### **Computer Competency Requirement**

*Program requirements EDU 211 and EDU 214 meet this requirement.*

#### **Diversity Requirement**

*Program requirement EDU 214 meets this requirement.*

### **Program Outcomes**

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

- Explain matrices and their applications.
- Describe vectors and vector spaces and their applications.
- Identify linear transformations and their applications.
- Use technology to assist with calculations and explorations.
- Identify the properties of basic classes of functions. (Here "functions" are algebraic, inverse, exponential [including hyperbolic], logarithmic, trigonometric.)
- Calculate the limits of functions.
- Analyze continuity of a function.
- Find the derivatives of functions numerically, algebraically, and graphically.
- Apply the derivative to diverse situations
- Calculate definite integrals and find indefinite integrals.
- Solve applied problems related to integration.
- Analyze the convergence or divergence of sequences and series.
- Graph and analyze polar equations, parametric equations, and conic sections.
- Solve elementary differential equations.
- Explain properties of vectors and vector-valued functions.
- Apply differentiation rules to various multivariable functions. Identify these properties of quadric surfaces.
- Evaluate multiple integrals.
- Explain properties of vector fields and evaluate various vector field derivatives and integrals.
- Demonstrate an understanding of the roles of the hardware and software components of a computer system.
- Identify the social, physical, emotional, and cognitive stages of development through adolescence.
- Describe the major approaches to (theories of) human learning.
- Explain approaches to learning/teaching.

- Describe the impact of culture, privilege, and oppression, as they influence personal growth and development.
- Relate culture, privilege and oppression to their impact on schooling, student performance and success.
- Identify factors that may contribute to behaviors/conditions resulting in at-risk students.
- Describe the important role of family in human development and the variety of ways individuals can organize to fulfill these roles.
- Define basic theories of motivation.
- Define what curriculum is and identify the social, cultural, historical, political, and philosophical influences that effect the development and change of curriculum.
- Describe the construction of curriculum as responsive to developmental, cultural, and social needs of children.
- Compare different approaches to and methods of teaching.
- Recognize that there are different approaches to teaching and that materials and objectives are specific to the approach selected.
- Know, locate and critique types of educational research.
- Recognize valid sources of educational information.
- Describe the roles of secondary school teachers.
- Distinguish between the roles of middle school and high school teachers.
- Reflect on the approaches to learning/teaching.
- Relate principles and practices of group dynamics to educational practices.
- Demonstrate knowledge of exceptionalities and individual differences and understand how culture and experience affect these.
- Specify how issues such as justice, social equality, concentrations of power, class differences, race and ethnic relations, language and literacy, or family and community organization relate to teaching and schools.
- Identify contemporary education issues.
- Relate issues to their historical, social, cultural, philosophical, education antecedents or analyze the historical, social, cultural, philosophical, and educational antecedents in relation to contemporary issues.
- Engage successfully in critical thinking and problem solving in a variety of content areas.
- Recognize instructional practices that enhance, or impede critical thinking, problem solving, and performance skills.
- Engage in small group learning environments in a variety of content areas in the first sixty hours of coursework.
- Describe a variety of patterns of secondary school organization.
- Identify the various ways that teachers collaborate with others.
- Explain the history of education.
- Develop a philosophy of education and relate this to purposes of education.
- Describe schools as organizations.
- Identify the important role of family in learning and recognize teachers' vital role in creating a partnership with families.
- Identify fundamental/basic rudiments of school law.
- Know, understand, and define for the ethical standards of the teaching profession.
- Explain the value of life-long learning.
- Begin a "developmental portfolio" that includes reflections on their developing schema of the teaching profession.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Secondary Education - Physics, A.A.T.

**Code:** AAT.EDU.SEC-PHYS

**Total Credit Hours:** 60 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.

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### **Range of Occupations**

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## General Education Requirements: 32-35 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*
- General Education Arts and Humanities course other than COM 3 *credit hours*

### Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 4 *credit hours*
- CHE 112 - General Chemistry 2 4 *credit hours*

### Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- MAT 192 - Calculus and Analytic Geometry 2 4 *credit hours*

## Health/Fitness/Wellness: 1 credit

- Physical education elective  
*Fulfills a health general education requirement for this program only.*

## Mathematics: 4 credits

- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours

## Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- SOCIAL and BEHAVIORAL SCIENCE general education (except PSY)

## Program Requirements: 32 credits

- EDU 111 - Foundations of Education 3 credit hours
- EDU 133 - Growth and Development 3 credit hours
- EDU 211 - Educational Psychology 3 credit hours
- EDU 214 - Introduction to Special Education 3 credit hours
- MAT 201 - Calculus and Analytic Geometry 3 4 credit hours
- MAT 212 - Differential Equations 4 credit hours
- PHY 211 - General Physics 1 4 credit hours
- PHY 212 - General Physics 2 4 credit hours
- PHY 213 - General Physics 3 4 credit hours

## Additional Requirements

### Computer Competency Requirement

*Program requirements EDU 211 and EDU 214 meet this requirement.*

### Diversity Requirement

*Program requirement EDU 214 meets this requirement.*

## Program Outcomes

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

- Identify the vocabulary and mathematical language associated with each content knowledge area listed above.
- Describe the concepts, relationships, and principles of each content knowledge area listed above and the interrelationships between related content areas.
- Apply concepts and relationships to qualitative problems and quantitative problems in each content knowledge area listed above.
- Investigate a classical physical system experimentally (in at least each of the broad content knowledge areas 1 - 4 listed above) and apply the experimental physics content knowledge (content knowledge area
- Work individually and cooperatively in teams on investigations and/or problem solutions.
- Have experience with activity-based learning consistent with current methods of teaching physics at high schools. This outcome will require collaboration between the physics and education faculty.
- Develop a historical perspective of the development of physics at the level presented in the introductory textbooks and be knowledgeable of current areas of research in physics. This outcome may require collaboration between the physics and education faculty.
- Identify the social, physical, emotional, and cognitive stages of development through adolescence.
- Describe the major approaches to (theories of) human learning.
- Explain approaches to learning/teaching.
- Describe the impact of culture, privilege, and oppression, as they influence personal growth and development.
- Relate culture, privilege and oppression to their impact on schooling, student performance and success.
- Identify factors that may contribute to behaviors/conditions resulting in at-risk students.
- Describe the important role of family in human development and the variety of ways individuals can organize to fulfill these roles.
- Define basic theories of motivation.
- Define what curriculum is and identify the social, cultural, historical, political, and philosophical influences that effect the development and change of curriculum.
- Describe the construction of curriculum as responsive to developmental, cultural, and social needs of children.
- Compare different approaches to and methods of teaching.
- Recognize that there are different approaches to teaching and that materials and objectives are specific to the approach selected.

- Know, locate and critique types of educational research.
- Recognize valid sources of educational information.
- Describe the roles of secondary school teachers.
- Distinguish between the roles of middle school and high school teachers.
- Reflect on the approaches to learning/teaching.
- Relate principles and practices of group dynamics to educational practices.
- Demonstrate knowledge of exceptionalities and individual differences and understand how culture and experience affect these.
- Specify how issues such as justice, social equality, concentrations of power, class differences, race and ethnic relations, language and literacy, or family and community organization relate to teaching and schools.
- Identify contemporary education issues.
- Relate issues to their historical, social, cultural, philosophical, education antecedents or analyze the historical, social, cultural, philosophical, and educational antecedents in relation to contemporary issues.
- Engage successfully in critical thinking and problem solving in a variety of content areas.
- Recognize instructional practices that enhance, or impede critical thinking, problem solving, and performance skills.
- Engage in small group learning environments in a variety of content areas in the first sixty hours of coursework.
- Describe a variety of patterns of secondary school organization.
- Identify the various ways that teachers collaborate with others.
- Explain the history of education.
- Develop a philosophy of education and relate this to purposes of education
- Describe schools as organizations.
- Identify the important role of family in learning and recognize teachers' vital role in creating a partnership with families.
- Identify fundamental/basic rudiments of school law.
- Know, understand, and define for the ethical standards of the teaching profession.
- Explain the value of life-long learning.
- Begin a "developmental portfolio" that includes reflections on their developing schema of the teaching profession.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Secondary Education - Spanish, A.A.T.

**Code:** AAT.EDU.SEC-SPA

**Total Credit Hours:** 60 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.

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.

**Program Website:** [www.aacc.edu/teach](http://www.aacc.edu/teach)

### **Range of Occupations**

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

*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

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## Degree/Graduation Requirements

### Degree Requirements

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.*

## General Education Requirements: 32-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
- General Education Arts and Humanities course other than COM *3 credit hours*

### Biological and Physical Sciences: 7-8 credits

*General education requirement. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology, Interdisciplinary Studies or Mathematics: 3-4 credits

- COM 200 - Intercultural Communication 3 credit hours (recommended)
- General Education Mathematics course 3-4 credit hours

### Health/Fitness/Wellness: 3 credits

- HEA 111 - Personal and Community Health 3 credit hours

### Mathematics: 4 credits

General education requirement. See General Education Mathematics Requirements for a list of approved courses.

### Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology 3 credit hours
- General Education Biological and Physical Sciences course other than PSY 3 credit hours

### Program Requirements: 27-28 credits

- EDU 111 - Foundations of Education 3 credit hours
- EDU 133 - Growth and Development 3 credit hours
- EDU 211 - Educational Psychology 3 credit hours
- EDU 214 - Introduction to Special Education 3 credit hours
- SPA 212 - Intermediate Spanish 2 3 credit hours
- SPA 221 - Intermediate Spanish Conversation 3 credit hours
- SPA 225 - Intermediate Spanish Civilization and Culture 3 credit hours  
*Offered in fall term only.*
- SPA 226 - Intermediate Latin American Civilization and Culture 3 credit hours  
*Offered in spring term only.*

### Elective: 3-4 credits

*Recommended:*

- A world language course other than Spanish
- ASL 111 - American Sign Language 1 3 credit hours
- HIS 226 - History of Modern Latin America 3 credit hours
- An additional mathematics course

### Additional Requirements

#### Computer Competency Requirement

Program requirements EDU 211 and EDU 214 meet this requirement.

#### Diversity Requirement

Program requirement EDU 214 meets this requirement.

### Program Outcomes

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

- Perform a range of interpersonal and presentational writing tasks in a manner largely comprehensible to natives or near-natives not used to the writing of non-natives, even if the text contains errors.
- Speak Spanish at a level comprehensible to a native or near-native speaker who is not used to dealing with non-native speakers despite errors and pauses.
- Understand and interpret a range of authentic and pedagogically prepared texts for which they have been prepared through pre-reading activities.
- Understand and interpret native or near-native speakers of Spanish in uncomplicated and controlled contexts for which they have been prepared through pre-listening activities.
- Demonstrate a basic knowledge of culture and cultural values as these relate to Spanish-speaking societies, and should be able to appreciate and convey cultural differences as these might manifest themselves within Spanish-speaking societies.
- Identify the social, physical, emotional, and cognitive stages of development through adolescence.
- Describe the major approaches to (theories of) human learning.
- Explain approaches to learning/teaching.
- Describe the impact of culture, privilege, and oppression, as they influence personal growth and development.
- Relate culture, privilege and oppression to their impact on schooling, student performance and success.
- Identify factors that may contribute to behaviors/conditions resulting in at-risk students.
- Describe the important role of family in human development and the variety of ways individuals can organize to fulfill these roles.
- Define basic theories of motivation.



- Define what curriculum is and identify the social, cultural, historical, political, and philosophical influences that effect the development and change of curriculum.
- Describe the construction of curriculum as responsive to developmental, cultural, and social needs of children.
- Compare different approaches to and methods of teaching.
- Recognize that there are different approaches to teaching and that materials and objectives are specific to the approach selected.
- Know, locate and critique types of educational research.
- Recognize valid sources of educational information.
- Describe the roles of secondary school teachers.
- Distinguish between the roles of middle school and high school teachers.
- Reflect on the approaches to learning/teaching.
- Relate principles and practices of group dynamics to educational practices.
- Demonstrate knowledge of exceptionalities and individual differences and understand how culture and experience affect these.
- Specify how issues such as justice, social equality, concentrations of power, class differences, race and ethnic relations, language and literacy, or family and community organization relate to teaching and schools.
- Identify contemporary education issues.
- Relate issues to their historical, social, cultural, philosophical, education antecedents or analyze the historical, social, cultural, philosophical, and educational antecedents in relation to contemporary issues.
- Engage successfully in critical thinking and problem solving in a variety of content areas.
- Recognize instructional practices that enhance, or impede critical thinking, problem solving, and performance skills.
- Engage in small group learning environments in a variety of content areas in the first sixty hours of coursework.
- Describe a variety of patterns of secondary school organization.
- Identify the various ways that teachers collaborate with others.
- Explain the history of education.
- Develop a philosophy of education and relate this to purposes of education.
- Describe schools as organizations.
- Identify the important role of family in learning and recognize teachers' vital role in creating a partnership with families.
- Identify fundamental/basic rudiments of school law.
- Know, understand, and define for the ethical standards of the teaching profession.
- Explain the value of life-long learning.
- Begin a "developmental portfolio" that includes reflections on their developing schema of the teaching profession.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## 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.

## Continuing Education and Workforce Development Offerings



## Early Childhood Development, A.A.S.

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

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

[www.aacc.edu/teach](http://www.aacc.edu/teach)

**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).

## Entrance/Admission Requirements

### Criminal Background Check

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

### Planning Tools: Sequence of Courses

## General Education Requirements: 23-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*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.*

### Arts and Humanities: 3 credits

- COM 111 - Fundamentals of Oral Communication 3 *credit hours* **OR**
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers 3 *credit hours*

### Biological and Physical Sciences: 4 credits

- PHS 100 - General Physical Science 4 *credit hours*

### Health/Fitness/Wellness: 3 credits

- EDU 135 - Children's Health, Nutrition and Safety 3 *credit hours*

### Mathematics or Biological and Physical Sciences: 3 credits

*A 4-credit science course may be substituted. See General Education Requirements for a list of approved courses.*

- Mathematics
- Biological and Physical Sciences

### Mathematics: 4 credits

- MAT 221 - Fundamental Concepts of Mathematics 1 4 *credit hours* **OR**
- MAT 222 - Fundamental Concepts of Mathematics 2 4 *credit hours*

### Social and Behavioral Sciences: 3 credits

- PSY 111 - Introduction to Psychology 3 *credit hours*

## Program Requirements: 34-37 credits

- EDU 131 - Children's Literature *3 credit hours*
- EDU 132 - Introduction to Early Childhood Development *3 credit hours*
- EDU 133 - Growth and Development *3 credit hours*
- EDU 214 - Introduction to Special Education *3 credit hours*
- EDU 230 - Educator Portfolio Development *1 credit hour*
- EDU 231 - Infant/Toddler Child Care *3 credit hours*
- EDU 232 - School-Age Child Care *3 credit hours*
- EDU 235 - Child Care Administration *3 credit hours*
- EDU 239 - Quality Parent and School Partnerships *1 credit hour*
- EDU 242H - Foundations of Reading and Language Arts - Honors *3 credit hours*
- EDU 247 - Early Childhood: Methods and Materials *3 credit hours*
- EDU 248 - Instructional Strategies *1 credit hour*
  
- ASL 111 - American Sign Language 1 *3 credit hours* (or higher) **OR**
- SPA 111 - Elementary Spanish 1 *3 credit hours* (or higher)
  
- Electives *0-3 credit hours*  
*\*for those who complete ENG 121.*

## Additional Requirements

### Computer Competency Requirement

*Program requirements EDU 214 and EDU 247 meet this requirement.*

### Diversity Requirement

*Program requirement EDU 214 meets this requirement.*

## Program Outcomes

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

- Describe a developmentally appropriate educational program for children from birth to eight years of age.
- Explain the major research methods and assessment techniques used to study children from birth to eight years of age.
- Discuss the physical development of children from birth through 8 years of age.
- Describe the social-emotional development of children from birth through eight years of age.
- Describe the cognitive development of children from birth through 8 years of age.
- Demonstrate knowledge of key federal, state, and local legislation and court rulings affecting children and at-risk across a range of factors, and their families, and the implications of practice.
- Discuss the effects of bias (e.g., gender, race, culture, ability levels) on development.
- Describe how a developing teacher uses a portfolio to aid in becoming a reflective practitioner.
- Reflect on the experiences of being with children in a learning environment.
- Demonstrate an understanding of significant issues and current trends in Early Childhood Education.
- Demonstrate knowledge of Early childhood Professional Code of Ethics by NAEYC.
- Compare and contrast the variety of curriculum models and programs in Early Childhood.
- Develop and write their own philosophy of Early childhood Education.
- Demonstrate an understanding of diverse populations in Early Childhood Education.
- Identify the principles of developmentally appropriate practice in Early Childhood Education.
- Begin to develop a Teacher Education portfolio.
- Discuss the major roles and responsibilities of an Early childhood educator.
- Demonstrate knowledge of current and emerging research on early brain development and the implications for practice in early childhood programs.
- Demonstrate an understanding of the impact of significant relationships on early brain development, subsequent development across domains, and linkages with later school readiness.
- Discuss current and emerging research on brain development, and the relationship to language development, emergent literacy, and reading acquisition.
- Explain the relationship and role of each component of language acquisition to reading development.
- Discuss the interactive nature of the reading process.

- Analyze the effects of phonemic awareness and phonics on developing readers.
- Analyze the essential connection of language development, reading acquisition, and writing.
- Articulate the historical, philosophical, and legal basis of services for young children with special needs.
- Explain the similarities and differences among typical and atypical human growth and development.
- Identify current trends that affect children, families, and programs for children.
- Apply knowledge of cultural and linguistic diversity and the significance of socio-cultural and political contexts for development and learning, and recognize that children are best understood in the contexts of family, culture, and society.
- Identify specific disabilities, including the etiology, characteristics, and classification of common disabilities in young children, and describe specific implications for development and learning from birth.
- Demonstrate a basic understanding of the concepts, inquiry tools, and structure of content areas to create meaningful, challenging learning experiences and environment for all children.
- Describe the major and current approaches to theories of child development and learning.
- Identify the approaches to learning.
- Describe how culture and diversity influence growth and development.
- Examine how culture and diversity impact learning and school readiness.
- Describe the important role of family and community in development and the variety of ways individuals can organize to fulfill these roles.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Special Education Support, Certificate

**Award:** Certificate (code CRT.EDU.SES)

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

**www.aacc.edu/teach**

*Pending EPC approval.*

**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).

### **Special Conditions**

**Statewide Program:** This program of study may be designated a Statewide Tuition Reduction Program. This means that some residents of Maryland (see the Tuition, Fees and Payments section of this catalog) 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.

## Degree/Graduation Requirements

### Award Requirements

Demonstrated eligibility for ENG 111. Completion of required courses listed with a grade of C or better.

### Certificate Requirements: 16 credits

- EDU 133 - Growth and Development *3 credit hours*
- EDU 214 - Introduction to Special Education *3 credit hours*
- EDU 248 - Instructional Strategies *1 credit hour*
- EDU 251 - Behavior Management *1 credit hour*
- EDU 252 - Autism Spectrum Disorders *1 credit hour*
  
- EDU 253 - Inclusive Secondary Instructional Practices *3 credit hours* **OR**
- EDU 269 - Inclusive Early Childhood and Elementary Instructional Practices *3 credit hours*
  
- EDU 255 - Instructional Teamwork *3 credit hours*
- EDU 259 - Assistive Technology for Students with Special Needs *1 credit hour*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Pathway to Teaching Adults, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of 6 credit hours.

**www.aacc.edu/teach**

**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).

## Degree/Award Requirements

### Degree 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.

### Requirements: 6 credits

- EDU 210 - Teaching the Adult Learner *1 credit hour*
- EDU 213 - Strategies for Teaching Adults with Diverse Needs *1 credit hour*
- EDU 219 - Assessing the Adult Learner *1 credit hour*

### Electives (must complete 3 to earn Letter of Recognition)

- EDU 212 - Engaging and Supporting Students *1 credit hour*
- EDU 216 - Technology for Educators *1 credit hour*
- EDU 217 - Energizing Your Presentations *1 credit hour*
- EDU 220 - Innovation in Education *1 credit hour*
- EDU 230 - Educator Portfolio Development *1 credit hour*
- EDU 236 - Culturally Responsive Instruction *1 credit hour*
- EDU 271 - Management Strategies in the Classroom *1 credit hour*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## **Pathway to Teaching in the Secondary Classroom, Letter of Recognition**

**Award:** Letter of Recognition

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

**[www.aacc.edu/teach](http://www.aacc.edu/teach)**

**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).

## **Degree/Award Requirements**

### **Degree 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.

### **Requirements: 9 credits**

- EDU 261 - Methods of Teaching in Secondary Education *3 credit hours*
- EDU 262 - Methods of Teaching Reading in the Secondary Content Area: Part 1 *3 credit hours*
- EDU 263 - Methods of Teaching Reading in the Secondary Content Area: Part 2 *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

## **Pathway to Teaching, Letter of Recognition**

**Award:** Letter of Recognition

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

**www.aacc.edu/teach**

**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).

## **Entrance/Admission Requirements**

### **Criminal Background Checks**

Participation in the required fieldwork experience is contingent upon satisfactory completion of the criminal background check. For complete details, see the Teacher Education and Childcare Institute section of this catalog.

## **Degree/Award Requirements**

### **Award Requirements**

Students must apply to the Records and Registration office for the letter of recognition after they have completed the requirements.

### **Degree Requirements**

Demonstrated eligibility for ENG 111. Completion of each of the required courses with a grade of C or better.

### **Requirements: 9 credits**

- EDU 211 - Educational Psychology *3 credit hours*
- EDU 214 - Introduction to Special Education *3 credit hours*
- EDU 215 - Principles of Instructional Assessment *3 credit hours*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

# Transfer Studies

## Transfer Studies, A.A.

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

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

[www.aacc.edu/transfer/transtudies.cfm](http://www.aacc.edu/transfer/transtudies.cfm)

**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/Graduation Requirements

### 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 of this catalog includes the general education degree requirements for this degree. Refer to the sections below to ensure that diversity, computing and information technology, and general education degree requirements are included in your course selections.

### General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*

#### Arts and Humanities: 6 credits

*Two different disciplines required. See General Education Arts and Humanities Requirements for a list of approved courses.*

#### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Interdisciplinary Studies
- Computer Technology
- Mathematics

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

#### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

*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.*

#### Social and Behavioral Sciences: 6 credits



Two different disciplines required. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.

## **Program Requirements: 23-29 credits**

### **Concentration Requirements: 12 credits**

Select a minimum of 12 credits from a single discipline. The three letters used in a course designation (i.e. BIO, ENG, GSS) indicate the discipline to which the course belongs. Physical activities courses may not be used for a concentration.

#### **Established Concentration Options**

- Concentration Option
- Communications Option
- Economics Option
- Gender and Sexuality Studies Option
- Psychology Option
- Sports Studies Option

### **Electives (consult with an adviser): 11-17 credits**

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.

#### **Additional Requirements**

##### **Computer Competency Requirement**

See *Computing and Information Technology Competency Requirement* for a list of approved courses.

##### **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. See *Diversity Requirement* for a list of approved courses.

#### **Related Educational Opportunities**

##### **Continuing Education and Workforce Development Offerings**

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.

##### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

##### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Transfer Studies, Certificate

**Award:** Certificate (code CRT.TRN.STDS)

**Total Credit Hours:** 31 credit hours.

[www.aacc.edu/transfer/transtudies.cfm](http://www.aacc.edu/transfer/transtudies.cfm)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Refer to the general education degree requirements section 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.

## Certificate Requirements: 31-40 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*  
**OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities and Social and Behavioral Sciences: 9 credits

*Choose three courses from two of the general education groupings.*

- *See General Education Arts and Humanities Requirements for a list of approved courses.*
- *See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Computer Technology: 4 credits

*See General Education Computer Technology Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Electives (with approval of adviser): 6-9 credits

*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.*

## 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 and Humanities

### Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Art History/Museum Education Option, A.A.

**Award:** Associate of Arts degree, A.A. (code AA.ART.AH-ME)

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

<http://www.aacc.edu/visualarts/default.cfm>

**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 Career Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

### General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

#### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
- OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

#### Arts and Humanities: 6 credits

- ART 100 - Two-Dimensional Design 3 *credit hours*

#### One 3-credit elementary or intermediate world language course chosen from:

- FRE 111 - Elementary French 1 3 *credit hours*
- FRE 112 - Elementary French 2 3 *credit hours*
- FRE 211 - Intermediate French 1 3 *credit hours*
- GER 111 - Elementary German 1 3 *credit hours*
- GER 112 - Elementary German 2 3 *credit hours*
- GER 211 - Intermediate German 1 3 *credit hours*
- ITA 111 - Elementary Italian 1 3 *credit hours*
- ITA 112 - Elementary Italian 2 3 *credit hours*
- ITA 211 - Intermediate Italian 1 3 *credit hours*
- SPA 111 - Elementary Spanish 1 3 *credit hours*
- SPA 112 - Elementary Spanish 2 3 *credit hours*
- SPA 211 - Intermediate Spanish 1 3 *credit hours*

#### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

#### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses. CTA 100 or CTA 103 recommended.*

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

#### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23 to 29 credits

- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours
- Electives (with approval of department chair) 8-14 credit hours  
*No more than 3 credits of physical activity courses may be used as electives.*

## Choose additional credits from the following: 6 credits

- ART 212 - History of Photography 3 credit hours
- ART 219 - History of American Art 3 credit hours
- ART 220 - History of Modern Art 3 credit hours
- ART 221 - History of World Architecture 1 3 credit hours
- ART 222 - History of World Architecture 2 3 credit hours
- ART 223 - History of American Architecture 3 credit hours
- ART 224 - Introduction to Historic Preservation 3 credit hours
- ART 228 - African American Art 3 credit hours
- ART 229 - Art of Traditional and Tribal Cultures 3 credit hours
- HUM 151 - American Folk Arts 3 credit hours

## Additional Requirements

### Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of approved courses.*

### 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Photography Option, A.A.

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

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

[www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

**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).

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
- **OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
- **OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- ART 100 - Two-Dimensional Design 3 *credit hours*
- One arts and humanities general education other than ART

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

See General Education Requirements for a list of approved courses.

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 23-29 credits

- ART 120 - Digital Photography 1 3 *credit hours*
- ART 121 - Black and White Photography 3 *credit hours*

- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours
- ART 212 - History of Photography 3 credit hours
- ART 231 - Photography Portfolio Development 1 credit hour
- ART 236 - Digital Photography 2 3 credit hours

### Choose one of the following: (3 credits)

- ART 122 - Color Photography 3 credit hours
- ART 237 - Photojournalism 3 credit hours
- ART 238 - Alternative Photographic Process 3 credit hours
- ART 239 - Techniques of Photographic Lighting 3 credit hours

### Electives (with approval of department chair): 1-7 credits

Recommend ART courses listed below as electives:

- ART 102 - Three-Dimensional Design 3 credit hours
- ART 106 - Digital Design 3 credit hours
- ART 117 - Digital Imaging 3 credit hours
- ART 122 - Color Photography 3 credit hours
- ART 131 - Painting 1 3 credit hours
- ART 160 - Video 1 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours
- ART 237 - Photojournalism 3 credit hours
- ART 238 - Alternative Photographic Process 3 credit hours
  
- ART 239 - Techniques of Photographic Lighting 3 credit hours **OR**
- ART 260 - Video 2 3 credit hours

*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*ART 106 meets this 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, health/fitness/wellness or elective requirement. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Demonstrate an understanding of visual arts history, processes and terminology.
- Demonstrate an understanding of the elements and principles of visual design.
- Demonstrate an understanding of and the ability to apply principles of photographic image capture, manipulation, print and production.
- Develop a personal statement, style and portfolio to present at interviews for both transfer and job-related activities.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Visual Arts Option, A.A.

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

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

[www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

**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)

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- ART 100 - Two-Dimensional Design *3 credit hours*
- One arts and humanities general education other than ART

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

See General Education Requirements for a list of approved courses.

- Interdisciplinary Studies and Emerging Issues Category
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 23-29 credits

- ART 102 - Three-Dimensional Design *3 credit hours*
- ART 125 - Drawing 1 *3 credit hours*
- ART 200 - Drawing 2 *3 credit hours*
  
- ART 209 - History of Western Art 1 *3 credit hours*
- ART 210 - History of Western Art 2 *3 credit hours*
  
- ART 230 - Art Portfolio Development *1 credit hour*
- Electives (with approval of department chair) *7-13 credit hours*  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements



## Computer Competency Requirement

*See Computing and Information Technology Competency Requirement for a list of computer requirement courses.*

## 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### 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."

## Program Outcomes

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

- Demonstrate a conceptual understanding and an ability to manipulate the elements of design using the principles of design.
- Demonstrate an ability to record the observable world through the use of a variety of drawing materials.
- Demonstrate growth and maturation in personal artistic expression.
- Demonstrate the ability to skillfully use different media to solve design problems and express a personal point of view.
- Demonstrate the effective use of new technologies used to express visual ideas.
- Demonstrate knowledge of specific scientific and mathematical formulas in the making of artworks.
- Demonstrate an ability to research a topic in art and to present a thoughtful analysis of the information gleaned from the research.
- Demonstrate an understanding of the primary historical periods and cultural trends in art.
- Demonstrate the ability to think critically and to use that skill to talk and write about art.
- Develop a professional portfolio of work, suitable to present at interviews for both transfer and job-related activities.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.



## Arts and Sciences Transfer, Arts and Humanities, Fine Arts, Visual Design (Web and Graphic) Option, A.A.

**Award:** Associate of Arts degree, A.A. (code AA.ART.VSL-DSGN)

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

[www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

**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 Occupation**

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

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 *credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 *credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 *credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 *credit hours*
- OR**
- ENG 121 - Composition and Literature 3 *credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- ART 100 - Two-Dimensional Design 3 *credit hours*
- One arts and humanities general education other than ART

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Interdisciplinary Studies
- Computer Technology
- Mathematics

Students may want to select a general education course that also satisfies the computer competency requirement if it has not been otherwise fulfilled through ART 106. See Computer Competency Requirement below.

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 23-29 credits

- ART 120 - Digital Photography 1 3 *credit hours* **OR**
- ART 121 - Black and White Photography 3 *credit hours*  
*Students who are planning on transferring to UMBC should take ART 121*
  
- ART 125 - Drawing 1 3 *credit hours*

- ART 166 - Graphic Design 1: Fundamentals 3 credit hours **OR**
- ART 170 - Web Design 1 3 credit hours **OR**  
*If students wish to take both courses, one course can be taken as an elective (see electives below).*

- ART 209 - History of Western Art 1 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours

- ART 230 - Art Portfolio Development 1 credit hour **OR**
- ART 250 - Digital Portfolio Development 1 credit hour  
*Please see department chair for ART 230 or ART 250 for class recommendations*

## ART/CTP Electives (select 2-4 from the following with approval of department chair): 6-12 credits

*Students transferring to UMBC should consider ART 160 as an elective.*

- ART 103 - Color 3 credit hours
- ART 106 - Digital Design 3 credit hours
- ART 117 - Digital Imaging 3 credit hours
- ART 137 - Illustration 3 credit hours
- ART 160 - Video 1 3 credit hours
- ART 166 - Graphic Design 1: Fundamentals 3 credit hours
- ART 170 - Web Design 1 3 credit hours
- ART 171 - Interactive Design 1 3 credit hours
- ART 200 - Drawing 2 3 credit hours
- ART 247 - Lithographic Printmaking 3 credit hours
- ART 264 - Fundamentals of Typography 3 credit hours
- ART 266 - Graphic Design 2 3 credit hours
- ART 270 - Web Design 2 3 credit hours
- CTP 111 - HTML/CSS Programming 3 credit hours

## Electives (with approval of department chair): 0-3 credits

*Recommend students select an ART/CTP elective listed above.*

## Additional Requirements

### Computer Competency Requirement

*ART 106 meets this requirement. See Computing and Information Technology Competency Requirement for a list of approved courses.*

### 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.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Program Outcomes

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

- Demonstrate a conceptual understanding and an ability to manipulate the elements of design using the principles of design.
- Demonstrate growth and maturation in personal artistic expression.
- Skillfully use different media to solve design problems.
- Express a personal and/ or client's point of view.
- Effectively use new technologies to express visual ideas.
- Use math in formatting for print.
- Research a topic in art and present a thoughtful analysis of the information gleaned from the research.

- Appraise the primary historical periods and cultural trends in art and graphic design.
- Think critically and use that skill to talk and write about art and design.
- Develop a professional portfolio of work, suitable to present at interviews for both transfer and job-related activities.
- Communicate with a client about design projects.
- Develop client-based design work in cooperation with the client.
- Appraise typography and word usage within design.
- Investigate different graphic formats.
- Investigate designing for different platforms and devices.
- Prioritize information and lead the viewer to multiple areas of information.
- Write script for web pages.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Visual Arts, Film Studies Option, A.A.

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

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

[www.aacc.edu/filmstudies](http://www.aacc.edu/filmstudies)

**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).

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- ART 180 - Introduction to Film *3 credit hours*
- One 3-credit arts and humanities general education other than FLM

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Interdisciplinary Studies
- Computer Technology
- Mathematics

*Students who do not complete a Computer Technology general education course must satisfy the Computing and Information Technology competency requirement with an elective.*

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 18 credits

- ART 160 - Video 1 *3 credit hours*
- ART 161 - Video Editing *3 credit hours*
- ART 181 - Introduction to American Film *3 credit hours*
- ART 215 - Notable Film Directors *3 credit hours*
- ART 216 - Independent Film *3 credit hours*
- ART 260 - Video 2 *3 credit hours*

### Electives: 5-14 credits

- Electives (with approval of department chair) *5-14 credits*  
*No more than 3 credit hours of physical activity courses may be used as electives*

## **Additional Requirements**

### **Computer Competency Requirement**

*See Computing and Information Technology Competency Requirement for a list of computer competency requirement courses.*

### **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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Core Competencies**

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

## Visual Arts, Game Art and Design Option, A.A.

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

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

**www.aacc.edu/visualarts**

**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).

## General Education Requirements: 31-37 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
  - ENG 112 - Composition and Introduction to Literature 2 3 credit hours
  - OR**
  - ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
  - ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
  - OR**
  - ENG 121 - Composition and Literature 3 credit hours
- Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 6 credits

- ART 100 - Two-Dimensional Design 3 credit hours
- One arts and humanities general education other than ART

### Biological and Physical Sciences: 7-8 credits

*At least one lab science required. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Interdisciplinary Studies, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Interdisciplinary Studies
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 6 credits

*Must select two different disciplines. See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 23-29 credits

- ART 102 - Three-Dimensional Design 3 credit hours
- ART 106 - Digital Design 3 credit hours
- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours
- ART 250 - Digital Portfolio Development 1 credit hour

## Choose from the following with approval of department chair: 6-12 credits

*Students who are planning on transferring to UMBC should take ART 121 in place of one of their required electives.*

- ART 154 - 3D Computer Graphics 3 credit hours
  - ART 155 - 2D Game Prototyping 3 credit hours
  - ART 156 - 3D Game Graphics 3 credit hours
  - ART 157 - 3D Game Prototyping 3 credit hours
  - ART 158 - Game History 3 credit hours
  - ART 171 - Interactive Design 1 3 credit hours
  - ART 174 - Game Interface Design 3 credit hours
  - ART 251 - Animation 1 3 credit hours
  - ART 255 - Game Development 3 credit hours
  - ART 256 - Game Production Studio 3 credit hours
  - ART 258 - Game Character Design 3 credit hours
  - ART 259 - Gaming Practicum 3 credit hours
  - ART 273 - Gaming Hardware 3 credit hours
  - ART 274 - Game Testing 3 credit hours
  - ART 275 - Digital Arts Internship 3 credit hours
  - Elective (with approval of department chair) 0-3 credit hours
- Recommend courses listed under ART electives*

## Additional Requirements

### Computer Competency Requirement

*ART 106 and ART 255 meet this 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### Core Competencies

AACC offers quality degree programs that allow students to develop fundamental learning and life skills, called core competencies. For a full list of Core Competencies, see online catalog.

### Program Outcomes

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

- Produce and design game assets.
- Evaluate game software and hardware.
- Demonstrate knowledge of game development, history, testing, and interactivity.
- Acquire and synthesize knowledge of game development, testing, and interactivity.
- Demonstrate collaboration and professionalism.
- Transfer to advanced game art or design program.

This program aligns with all the college's core competencies. For a full list of Core Competencies, see online catalog.

## Visual Arts, Game Development Option, A.A.S.

**Purpose:** Provides training in various Digital Arts disciplines, including Game Development, Media Production and Web and Interactive Design.

The Game Development Option is one of three options for this degree. The Game Development Option 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.

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.

## General Education Requirements: 21-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*



## Biological and Physical Sciences: 3 credits

*A lab science is acceptable. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

## Biological and Physical Sciences, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

## Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

## Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## Program Requirements: 34-39 credits

- ART 100 - Two-Dimensional Design 3 credit hours
- ART 106 - Digital Design 3 credit hours
- ART 154 - 3D Computer Graphics 3 credit hours
- ART 155 - 2D Game Prototyping 3 credit hours
- ART 156 - 3D Game Graphics 3 credit hours
- ART 157 - 3D Game Prototyping 3 credit hours
- ART 158 - Game History 3 credit hours
- ART 250 - Digital Portfolio Development 1 credit hour
- ART 255 - Game Development 3 credit hours
- ART 256 - Game Production Studio 3 credit hours
- OR**
- ART 259 - Gaming Practicum 3 credit hours
- OR**
- ART 275 - Digital Arts Internship 3 credit hours

## ART Electives - Choose from the following courses with approval of department chair: 6-9 credit hours courses

- ART 171 - Interactive Design 1 3 credit hours
  - ART 174 - Game Interface Design 3 credit hours
  - ART 251 - Animation 1 3 credit hours
  - ART 258 - Game Character Design 3 credit hours
  - ART 273 - Gaming Hardware 3 credit hours
  - ART 274 - Game Testing 3 credit hours
  - Electives (with approval of department chair) 0-3 credit hours
- Recommend courses listed under ART electives.*

Note: Minimum of 60 credit hours required for degree.

## Additional Requirements

### Computer Competency Requirement

*ART 106 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

## Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Related Anne Arundel Community College Certificates

- Game Development Certificate
- Video Production
- Web and Interactive Design Certificate.

## Visual Arts, Graphic Design, A.A.S.

**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).

## General Education Requirements: 21-27 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*
- OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

- ART 100 - Two-Dimensional Design *3 credit hours*

### Biological and Physical Sciences: 3-4 credits

*See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

### Biological and Physical Sciences, Computer Technology or Mathematics: 3-4 credits

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

### Health/Fitness/Wellness: 3 credits

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

### Mathematics: 3-4 credits

*See General Education Mathematics Requirements for a list of approved courses.*

### Social and Behavioral Sciences: 3 credits

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

### Program Requirements: 33-39 credits

- ART 106 - Digital Design *3 credit hours*
- ART 117 - Digital Imaging *3 credit hours*
- ART 120 - Digital Photography 1 *3 credit hours*
- ART 125 - Drawing 1 *3 credit hours*
- ART 166 - Graphic Design 1: Fundamentals *3 credit hours*
  
- ART 170 - Web Design 1 *3 credit hours* **OR**
- ART 171 - Interactive Design 1 *3 credit hours*
  
- ART 250 - Digital Portfolio Development *1 credit hour*

- ART 264 - Fundamentals of Typography 3 credit hours
- ART 266 - Graphic Design 2 3 credit hours
- ART 275 - Digital Arts Internship 3 credit hours
- Electives (with approval of department chair) 5-11 credit hours  
*No more than 3 credits of physical activity courses may be used as electives.*

## Additional Requirements

### Computer Competency Requirement

*ART 106 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. See Diversity Requirement for a list of approved courses.*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

### Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Related Anne Arundel Community College Certificates

- Visual Arts, Graphic Design, Certificate

## Visual Arts, Media Production Option, A.A.S.

**Code:** AAS.ART.MEDIA

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

**Program Website:** [www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

### 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).

## General Education Requirements: 21-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 *3 credit hours* **AND**
- ENG 112 - Composition and Introduction to Literature 2 *3 credit hours*  
**OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers *3 credit hours* **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers *3 credit hours*  
**OR**
- ENG 121 - Composition and Literature *3 credit hours*  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 3 credits

*A lab science is acceptable. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

## **Biological and Physical Sciences, Computer Technology or Mathematics: 3-4 credits**

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics

## **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## **Mathematics: 3-4 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

## **Social and Behavioral Sciences: 3 credits**

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## **Program Requirements: 34-39 credits**

- ART 100 - Two-Dimensional Design *3 credit hours*
- ART 106 - Digital Design *3 credit hours*
- ART 112 - Audio Production *3 credit hours*
- ART 120 - Digital Photography 1 *3 credit hours*
- ART 154 - 3D Computer Graphics *3 credit hours*
- ART 160 - Video 1 *3 credit hours*
- ART 161 - Video Editing *3 credit hours*
- ART 166 - Graphic Design 1: Fundamentals *3 credit hours*
- ART 236 - Digital Photography 2 *3 credit hours*
- ART 250 - Digital Portfolio Development *1 credit hour*
- ART 275 - Digital Arts Internship *3 credit hours*

*If available, a student may substitute a capstone or practicum course for ART 275, pending approval of the department chair.*

- **ART** Electives (with approval of department chair) *3-6 credit hours*
- Electives (with approval of department chair) *0-3 credit hours*  
*Recommend ART course as elective.*

Note: Minimum of 60 credit hours required for degree.

## **Additional Requirements**

### **Computer Competency Requirement**

*ART 106 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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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.

### **Transfer Agreements**

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

### **Related Anne Arundel Community College Certificates**

- Game Development Certificate
- Video Production
- Web and Interactive Design Certificate.

## Visual Arts, Web and Interactive Design Option, A.A.S.

**Code:** AAS.ART.WEB-DSGN

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

**Program Website:** [www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

### 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).

## General Education Requirements: 21-26 credits

An approved list of general education courses can be found in the General Education Requirements and degree program required courses section of the catalog. Choose general education courses from the following topics:

### English: 3-6 credits

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours **AND**
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- OR**
- ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers 3 credit hours **AND**
- ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers 3 credit hours
- OR**
- ENG 121 - Composition and Literature 3 credit hours  
*Successful completion of ENG 121 fully satisfies the college English composition general education requirements.*

### Arts and Humanities: 3 credits

*See General Education Arts and Humanities Requirements for a list of approved courses.*

### Biological and Physical Sciences: 3 credits



*A lab science is acceptable. See General Education Biological and Physical Sciences Requirements for a list of approved courses.*

## **Biological and Physical Sciences, Computer Technology or Mathematics: 3-4 credits**

*See General Education Requirements for a list of approved courses.*

- Biological and Physical Sciences
- Computer Technology
- Mathematics
- **Recommend** CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours

## **Health/Fitness/Wellness: 3 credits**

*See General Education Health/Fitness/Wellness Requirements for a list of approved courses.*

## **Mathematics: 3-4 credits**

*See General Education Mathematics Requirements for a list of approved courses.*

## **Social and Behavioral Sciences: 3 credits**

*See General Education Social and Behavioral Sciences Requirements for a list of approved courses.*

## **Program Requirements: 34-39 credits**

- ART 100 - Two-Dimensional Design 3 credit hours
- ART 106 - Digital Design 3 credit hours
- ART 117 - Digital Imaging 3 credit hours
- ART 166 - Graphic Design 1: Fundamentals 3 credit hours
- ART 170 - Web Design 1 3 credit hours
- ART 250 - Digital Portfolio Development 1 credit hour
- ART 264 - Fundamentals of Typography 3 credit hours
  
- ART 269 - Responsive Web Design 3 credit hours **OR**
- ART 272 - Design for Content Management Systems 3 credit hours
  
- ART 270 - Web Design 2 3 credit hours
- ART 275 - Digital Arts Internship 3 credit hours  
*If available, a student may substitute a capstone or practicum course for ART 275, pending approval of the department chair.*
- CTP 111 - HTML/CSS Programming 3 credit hours

## **Choose from the following courses: 3-7 credits**

- ART 171 - Interactive Design 1 3 credit hours
- ART 269 - Responsive Web Design 3 credit hours
- ART 272 - Design for Content Management Systems 3 credit hours
- BPA 127 - eMarketing 3 credit hours
- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 112 - Mobile Web Development 3 credit hours
- CTP 136 - jQuery 4 credit hours  
*(has a prerequisite of CTP 115)*

## **Electives (with approval of department chair) 0 - 3 credit hours**

*Recommend courses listed under heading "Choose from the following courses" (above).*

Note: Minimum of 60 credit hours required for degree.

## **Additional Requirements**

### **Computer Competency Requirement**

*ART 106 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. See Diversity Requirement for a list of approved courses.*

## **Related Educational Opportunities**



## Continuing Education and Workforce Development Offerings

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.

## Transfer Agreements

Agreements may exist for this program of study. To access agreements, go to [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Related Anne Arundel Community College Certificates

- Game Development Certificate
- Video Production
- Web and Interactive Design Certificate.

## Visual Arts, Game Development Option, Certificate

**Award:** Certificate (code CRT.ART.GAME-DEV)

**Total Credit Hours:** 18 credit hours.

[www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

**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 Applied Science. Look under ART or CTP 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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 18 credits

#### Choose four from the following:

- ART 154 - 3D Computer Graphics *3 credit hours*
- ART 155 - 2D Game Prototyping *3 credit hours*
- ART 156 - 3D Game Graphics *3 credit hours*
- ART 157 - 3D Game Prototyping *3 credit hours*
- ART 158 - Game History *3 credit hours*
- ART 255 - Game Development *3 credit hours*

#### Choose two from the following:

- ART 171 - Interactive Design 1 *3 credit hours*
- ART 174 - Game Interface Design *3 credit hours*
- ART 251 - Animation 1 *3 credit hours*
  
- ART 256 - Game Production Studio *3 credit hours* **OR**
- ART 259 - Gaming Practicum *3 credit hours*
  
- ART 258 - Game Character Design *3 credit hours*
- ART 273 - Gaming Hardware *3 credit hours*
- ART 274 - Game Testing *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Graphic Design, Certificate

**Award:** Certificate (code CRT.ART.GRPH-DSGN)

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

**www.aacc.edu/visualarts**

**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

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### 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.

### Certificate Requirements: 28 credits

- ART 100 - Two-Dimensional Design *3 credit hours*
- ART 106 - Digital Design *3 credit hours*
- ART 117 - Digital Imaging *3 credit hours*
- ART 120 - Digital Photography 1 *3 credit hours*
- ART 166 - Graphic Design 1: Fundamentals *3 credit hours*
- ART 170 - Web Design 1 *3 credit hours*
- ART 171 - Interactive Design 1 *3 credit hours*
- ART 250 - Digital Portfolio Development *1 credit hour*
- ART 264 - Fundamentals of Typography *3 credit hours*
- ART 266 - Graphic Design 2 *3 credit hours*

## Program Outcomes

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

- Demonstrate a conceptual understanding and an ability to manipulate the elements of design using the principles of design.
- Demonstrate growth and maturation in personal artistic expression.
- Skillfully use different media to solve design problems.
- Express a personal and/ or client's point of view.
- Effectively use new technologies to express visual ideas.
- Use math in formatting for print.
- Research a topic in art and to present a thoughtful analysis of the information gleaned from the research.
- Appraise the primary historical periods and cultural trends in art and graphic design.
- Think critically and to use that skill to talk and write about art and design.
- Develop a professional portfolio of work, suitable to present at interviews for both transfer and job-related activities.
- Communicate with a client about design projects.
- Develop client-based design work in cooperation with the client.
- Investigate typography and word usage within design.

- Investigate different graphic formats.

## **Related Educational Opportunities**

### **Continuing Education and Workforce Development Offerings**

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 Certificates**

Other credit certificates in Photography and Video Production.

## Visual Arts, Photography Option, Certificate

**Award:** Certificate (code CRT.ART.PHOTO)

**Total Credit Hours:** A minimum of 22 credit hours.

[www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 22 credits

- ART 120 - Digital Photography 1 *3 credit hours*
- ART 121 - Black and White Photography *3 credit hours*
- ART 212 - History of Photography *3 credit hours*
- ART 231 - Photography Portfolio Development *1 credit hour*
- ART 236 - Digital Photography 2 *3 credit hours*
- ART 239 - Techniques of Photographic Lighting *3 credit hours*

### Choose two of the following courses: 6 credits

- ART 122 - Color Photography *3 credit hours*
- ART 237 - Photojournalism *3 credit hours*
- ART 238 - Alternative Photographic Process *3 credit hours*

## Program Outcomes

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

- Communicate effectively in verbal, nonverbal and written forms.
- Use appropriate technology that supports or facilitates communication.
- Collect, organize, compute and interpret quantitative and qualitative data and/or information.
- Apply mathematics, science and technology to make decisions.
- Think critically and to solve problems using basic research, analysis and interpretation.
- Identify, locate and use informational tools for research on alternative, historical and photojournalistic processes.
- Demonstrate ethical and cultural awareness, an understanding of cultural diversity and effective and appropriate modes of social interaction.
- Demonstrate knowledge of safety practices and regulations in the labs.

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Video Production Option, Certificate

**Award:** Certificate (code CRT.ART.VIDEO)

**Total Credit Hours:** A minimum of 27 credit hours.

**www.aacc.edu/visualarts**

**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).

### **Special Conditions**

**Financial Aid:** This program has not been approved or is pending approval by the U.S. Department of Education federal aid program eligibility. Students enrolled in this program may not be 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 current information on eligible programs visit [www.aacc.edu/aid/eligibleprograms.cfm](http://www.aacc.edu/aid/eligibleprograms.cfm).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 27 credits

- ART 106 - Digital Design *3 credit hours*
- ART 112 - Audio Production *3 credit hours*
- ART 121 - Black and White Photography *3 credit hours*
- ART 239 - Techniques of Photographic Lighting *3 credit hours*
- ART 160 - Video 1 *3 credit hours*
- ART 161 - Video Editing *3 credit hours*
- ART 260 - Video 2 *3 credit hours*
- ART 275 - Digital Arts Internship *3 credit hours*  
*The practicum (ART 275) must be in video production.*
- ART electives (with approval of department chair) *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Web and Interactive Design, Certificate

**Award:** Certificate (code CRT.ART.WEB.I-DSGN)

**Total Credit Hours:** 37-39 credit hours.

**www.aacc.edu/visualarts**

**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).

## Degree/Graduation Requirements

### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 37-39 credits

- ART 100 - Two-Dimensional Design *3 credit hours*
- ART 106 - Digital Design *3 credit hours*
- ART 117 - Digital Imaging *3 credit hours*
  
- ART 166 - Graphic Design 1: Fundamentals *3 credit hours* **OR**
- ART 264 - Fundamentals of Typography *3 credit hours*
  
- ART 170 - Web Design 1 *3 credit hours*
- ART 250 - Digital Portfolio Development *1 credit hour*
- ART 269 - Responsive Web Design *3 credit hours*
- ART 270 - Web Design 2 *3 credit hours*
- ART 272 - Design for Content Management Systems *3 credit hours*
- ART 275 - Digital Arts Internship *3 credit hours*
- CTP 111 - HTML/CSS Programming *3 credit hours*

Select one pair of the following focus courses:

### Marketing Focus

- BPA 126 - Advertising and Sales Promotion *3 credit hours*
- BPA 127 - eMarketing *3 credit hours*

### Programming Focus

- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 136 - jQuery *4 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Film Analysis, Letter of Recognition

**Award:** Letter of Recognition

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

[www.aacc.edu/filmstudies](http://www.aacc.edu/filmstudies)

**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).

## Degree/Award Requirements

### 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.

### Requirements: 9 credits

- ART 180 - Introduction to Film *3 credit hours* **OR**
- AMS 181 - Introduction to American Film *3 credit hours* **OR**
- ART 181 - Introduction to American Film *3 credit hours*
  
- ART 215 - Notable Film Directors *3 credit hours*
- ART 216 - Independent Film *3 credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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, Painting, Letter of Recognition

**Award:** Letter of Recognition

**Total Credit Hours:** A minimum of 10 credit hours

[www.aacc.edu/visualarts](http://www.aacc.edu/visualarts)

**Purpose:** This course sequence is designed for students who wish to display a concentrated knowledge of painting practices in professional exhibitions, who wish to assemble a painting transfer portfolio, 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).

### Requirements: 10 credits

- ART 131 - Painting 1 *3 credit hours*
- ART 232 - Painting 2 *3 credit hours*
- ART 250 - Digital Portfolio Development *1 credit hour*

### Electives (select one from the following with approval department chair): 3 credits

- ART 233 - Painting 3 *3 credit hours*
- ART 281 - Special Topics in Art - Landscape Painting
- ART 288 - Special Topics in Art - Figure Painting
- ART 290 - Special Topics in Art - Materials and Methods of Painting

### 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 and Professional Studies. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

# World Languages

## American Sign Language, Letter of Recognition

**Award:** Letter of Recognition

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

<http://www.aacc.edu/languages/>

**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).

## Degree/Award Requirements

### 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.

### Requirements: 9 credits

- ASL 111 - American Sign Language 1 3 *credit hours*
- ASL 112 - American Sign Language 2 3 *credit hours*

### And at least one (1) of the following: 3 credits

- ASL 113 - American Sign Language 3 3 *credit hours*
- ASL 120 - Introduction to the American Deaf Community 3 *credit hours*
- ASL 140 - Introduction to Interpreting 3 *credit hours*

## Related Educational Opportunities

### Continuing Education and Workforce Development Offerings

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.

# Course Descriptions

Outcomes information for courses may be found in the online catalog: [catalog.aacc.edu](http://catalog.aacc.edu)

## Achieving College/Career Advancement

### ACA 100 - Student Success

1 credit hour -

Explore college academic support services and faculty expectations. Examine 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. Transition to college and 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 AACC 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

## African American Studies

### AFA 101 - Introduction to African American Studies

3 credit hours - Three hours weekly; one term.

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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.

This course meets the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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.

This course meets the Arts & Humanities General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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.

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslisted:** Also offered as AFA 225H, ENG 225, and ENG 225H; credit is given for only one of the following: AFA 225, AFA 225H, ENG 225 or ENG 225H.

### AFA 225H - African American Literature -Honors

3 credit hours - Three hours weekly; one term.

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for

*Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. Crosslisted: Also offered as AFA 225, ENG 225 and ENG 225H; credit is given for only one of the following: AFA 225, AFA 225H, ENG 225 or ENG 225H. Note: Complete and present an honors capstone research project that extends beyond the classroom.*

### **AFA 228 - African American Art**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** *Also offered as ART 228; credit is not given for both AFA 228 and ART 228.*

### **AFA 280 - 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **Allied Health**

### **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(s):** *NUR 120, NUR 121 and NUR 122 or by permission of the nursing department director.*

### **AHT 280 - 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 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 100 - Introduction to American Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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 - Introduction to African American Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as AFA 101; credit is not given for both AMS 101 and AFA 101.*

### **AMS 102 - Introduction to Masculinity Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Interdisciplinary and Emerging Issues General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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 - Business in America**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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 - Popular Culture in America**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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. **Crosslisted:** Also offered as SPT 123; credit is not given for both AMS 123 and SPT 123.

### **AMS 181 - Introduction to American Film**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Study the complex relationship between American film and culture. Review and discuss the aesthetics and manifestation of film in American society. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** Also offered as GSS 211; credit is not given for both AMS 211 and GSS 211.

### **AMS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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 - History of American Architecture**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** 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. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as SOC 120; credit is not given for both ANT 120 and SOC 120.*

### **ANT 121 - Introduction to Cultural Anthropology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as SOC 121; credit is not given for both ANT 121 and SOC 121.*

### **ANT 123 - Introduction to Archaeology**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *SOC 111 or SOC 121 or ANT 121 or permission of department chair.* **Crosslisted:** *Also offered as SOC 205; credit is not given for both ANT 205 and SOC 205.*

## **Architecture and Interior Design**

### **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. **Crosslisted:** Also offered as ACH 104H; credit is not given for both ACH 104 and ACH 104H.

### **ACH 104H - Materials and Methods for Interior Design 1 - Honors**

*3 credit hours - Two hours of lecture and three hours of studio weekly; one term.*

This course meets the Diversity Requirement. 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. **Prerequisite(s):** Eligibility for Honors courses. **Crosslisted:** Also offered as ACH 104; credit is not given for both ACH 104 and ACH 104H. **Note:** Complete and present an honors capstone research that extends beyond the classroom.

### **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. **Crosslisted:** Also offered as ACH 105H; credit is not given for both ACH 105 and ACH 105H.

### **ACH 105H - Textiles and Textile Applications - Honors**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This is an honors course. 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. **Prerequisite(s):** Eligibility for Honors Courses. **Crosslisted:** Also offered as ACH 105; credit is not given for both ACH 105 and ACH 105H. **Note:** Complete and present an honors capstone research that extends beyond the classroom.

### **ACH 106 - Residential Design Studio**

*3 credit hours - One hour of lecture weekly and four hours of laboratory weekly; one term.*

Apply the interior design process from initial client interview, through schematic design, development, and final presentations. Examine and apply the principles and elements of design in residential settings. Develop different forms of communicating design through verbal, written, and technology based methods. Determine furnishing layouts, textiles, interior finishes, lighting, and color solutions for residential interior applications. Projects range from basic to more complex interior design solutions. Lab fee \$40. **Prerequisite(s):** ACH 100 and ACH 111 or permission of department chair. **Crosslisted:** Also offered as ACH 106H; credit is not given for both ACH 106 and ACH 106H.

### **ACH 106H - Residential Design Studio - Honors**

*3 credit hours - One hour of lecture weekly and four hours of laboratory weekly; one term.*

This is an honors course. Apply the interior design process from initial client interview, through schematic design, development, and final presentations. Examine and apply the principles and elements of design in residential settings. Develop different forms of communicating design through verbal, written, and technology based methods. Determine furnishing layouts, textiles, interior finishes, lighting, and color solutions for residential interior applications. Projects range from basic to more complex interior design solutions. Lab fee \$40. **Prerequisite(s):** ACH 100, ACH 111 and eligibility for Honors courses, or permission of department chair. **Crosslisted:** Also offered as ACH 106; credit is not given for both ACH 106 and ACH 106H. **Note:** Complete and present an honors capstone research that extends beyond the classroom.

### **ACH 111 - Graphic Communication 1: Composition and Delineation**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

(formerly ACH 111 - Architectural Design 1) Examine the built environment through exploration of basic design concepts and learning design vocabulary. Explore various drawing types and production methods representative of the design and construction industries. Develop designs using composition and presentation techniques utilized in the architecture, interior, landscape and construction professions. Lab fee \$40. **Corequisite(s):** ACH 121 or permission of department chair.

### **ACH 112 - Graphic Communication 2: Design and Representation**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Expand on basic drawing and design concepts from ACH 111. Study advanced communication skills used in the design professions. Develop various rendering techniques and apply them during schematic design, design development, and final documentation of a design project. Visualize designs through various scales of digital and physical models. Lab fee \$40.



**Prerequisite(s):** ACH 111 and ACH 121.

### **ACH 113 - Analysis of the Built Environment**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Analyze the built environment by exploring the concept of site as a unique combination of measurable attributes. Examine interrelated topics including human engagement, spatial elements, diversity, and context, to form a multifaceted analysis and understanding of place. Create a foundation for advanced study of Landscape Architecture and the built environment. Lab fee \$40.

### **ACH 114 - History of Contemporary Landscape Design**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Chronological overview of the design of contemporary open spaces and the birth of Landscape Architecture as a profession. Examine various design theories, the importance and responsibility of open space, and their influence on landscape design. Explore themes of ecology and sustainability, program and function, and aesthetics with an emphasis on critical thinking with regard to design theory and application. Lab fee \$40.

### **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 - One hour lecture and six 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. Lab fee \$40. **Prerequisite(s):** ACH 111 or permission of department chair.

### **ACH 117 - Landscape Architecture: Plant Identification**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Examine urban woody plants and methods for their identification. Identify plant materials by common and scientific name, and their environmental requirements. Explore trees, shrubs, vines, and groundcovers used in the landscape industry with regard to common planting design applications. Lab fee \$40.

### **ACH 118 - Landscape Architecture: Materials of Construction**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Explore landscape construction materials and their application for implementing a landscape design. Examine various materials and methods with regard to structural integrity, human safety issues, ecological concerns, and sustainability. Identify best practices in details pertaining to plant material and hardscape, and their integrations into the site. Lab fee \$40. **Prerequisite(s):** ACH 111 and ACH 121.

### **ACH 121 - Construction Technology 1**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

(formerly ACH 121 - Architectural Materials and Methods 1) Examine the built environment through exploration of basic materials and methods used in construction. Apply environmental factors from site analysis to general design principles. Evaluate structural theory, wood frame construction methods, thermal and moisture protection, fenestration and interior finishes commonly used in building design. Create construction details of connections commonly used to join materials in residential construction. Lab fee \$40. **Corequisite(s):** ACH 111 or permission of the department chair.

### **ACH 122 - Construction Technology 2**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Continue to examine the built environment through exploration of materials and methods used in construction. Apply sustainable design practices commonly found in commercial construction systems, such as masonry, steel, and concrete. Emphasize construction methods used in structural systems, use of building systems and detailing of commercial construction. Lab fee \$40. **Prerequisite(s):** ACH 111 and ACH 121, or permission of department chair.

### **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. **Note:** *Completion of ACH 245 is highly recommended prior to taking this course.*

### **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(s):** *ACH 106 (formerly ACH 101) or ACH 211 or permission of department chair.*

### **ACH 203 - 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(s):** *ACH 104, ACH 105, ACH 106, or permission of department chair.* **Crosslisted:** *Also offered as ACH 203H; credit is not be given for both ACH 203 and ACH 203H.*

### **ACH 203H - Commercial Design Studio - Honors**

*4 credit hours - Three hours of lecture and two hours of studio weekly; one term.*

This is an honors course. 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(s):** *ACH 104, ACH 105, ACH 106, or permission of department chair and eligibility for Honors Courses.* **Crosslisted:** *Also offered as ACH 203; credit is not be given for both ACH 203 and ACH 203H.* **Note:** *Complete and present an honors capstone research that extends beyond the classroom.*

### **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(s):** *ACH 104 or ACH 211.* **Crosslisted:** *Also offered as ACH 204H; credit is not given for both ACH 204 and ACH 204H.*

### **ACH 204H - Interior Construction Detailing - Honors**

*3 credit hours - Two hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. 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(s):** *ACH 104 or ACH 211 and eligibility for Honors Courses.* **Crosslisted:** *Also offered as ACH 204 ; credit is not given for both ACH 204 and ACH 204H.* **Note:** *Complete and present an honors capstone research that extends beyond the classroom.*

### **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(s):** *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(s):** 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(s):** 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(s):** 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(s):** 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(s):** ACH 203 (formerly ACH 102) and ACH 245.

### **ACH 211 - Architectural Studio 1: Form, Space and Order**

*4 credit hours - One hour of lecture and six hours of laboratory weekly; one term.*

Explore the design process as a method for developing architectural design solutions. Analyze design precedents and apply them to studio projects. Review formal ordering systems that inform two and three dimensional design, architectural composition and urban design. Examine site influences on development of design strategies. Document concept development from abstract two-dimensional and three-dimensional compositions to designs that address specific programmatic and symbolic goals. Lab fee \$40. **Prerequisite(s):** ACH 112 and ACH 245. **Note:** Concurrent enrollment recommended in ACH 240 and ACH 242.

### **ACH 212 - Architectural Studio 2: Design and Synthesis**

*4 credit hours - One hour of lecture and six hours of laboratory weekly; one term.*

Expand on the fundamental design principals from ACH 211 and identify physical and environmental concerns regarding design. Review essential spatial, formal, material, sustainable, and experiential dimensions of architectural problems of varying complexity. Explore the appropriate applications of hand and digital delineation solutions and their implementation in the design process. Analyze design precedents to understand their material properties, structural concepts, as well as responses to site, environmental and cultural factors. Apply the use of structure and materials for creating environmentally responsive designs. Develop a portfolio documenting work completed in the program. Lab fee \$40. **Prerequisite(s):** ACH 211 and ACH 242. **Crosslisted:** Also offered as ACH 212H; credit is not given for both ACH 212 and ACH 212H.

### **ACH 212H - Architectural Studio 2: Design and Synthesis**

*4 credit hours - One hour of lecture and six hours of laboratory weekly; one term.*

This is an honors course. Expand on the fundamental design principals from ACH 211 and identify physical and environmental concerns regarding design. Review essential spatial, formal, material, sustainable, and experiential dimensions of architectural

problems of varying complexity. Explore the appropriate applications of hand and digital delineation solutions and their implementation in the design process. Analyze design precedents to understand their material properties, structural concepts, as well as responses to site, environmental and cultural factors. Apply the use of structure and materials for creating environmentally responsive designs. Develop a portfolio documenting work completed in the program. **Prerequisite(s):** ACH 211 and ACH 242 and eligibility for Honors Courses. **Crosslisted:** Also offered as ACH 212; credit is not given for both ACH 212 and ACH 212H. **Note:** Complete and present an honors capstone research that extends beyond the classroom.

### **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(s):** 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(s):** ACH 203 (formerly ACH 102) or permission of department chair.

### **ACH 216 - Construction Management**

*4 credit hours - Two hours of lecture and four hours of laboratory weekly; one term.*

Explore basic principles and skills required to organize and manage large construction projects. Examine the professional role and liability during the design and construction process. Focus on the construction project from the organizational management perspective. Lab fee \$40. **Prerequisite(s):** ACH 122 or concurrent enrollment in ACH 122 or permission of department chair.

### **ACH 218 - Construction Operations**

*4 credit hours - Two hours of lecture and four hours of laboratory weekly; one term.*

Explore basic principles and elements required to organize, operate and manage small-, medium- and large-sized construction companies. Apply processes of estimating, bidding, scheduling, procurement, value engineering and construction safety. Analyze the construction project from the executive perspective. Lab fee \$40. **Prerequisite(s):** ACH 216 or permission of the department chair.

### **ACH 219 - Construction Contract Administration**

*3 credit hours - One hour lecture and four hours of laboratory weekly; one term.*

Examine the construction contract document set from a contractor's point of view. Review and interpret construction contracts and conditions, specifications and drawings. Explore the legality of the construction document set from bidding requirements through contract changes. Examine the relationship between the project manual and construction drawings Lab fee \$40.

**Prerequisite(s):** ACH 122 or permission of the department chair.

### **ACH 221 - History of World Architecture 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** Also offered as ART 221; credit is not given for both ACH 221 and ART 221.

### **ACH 222 - History of World Architecture 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Examine world architectural styles from the Renaissance through the present, including indigenous architecture in Africa and the Americas, and consider contemporary

problems 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. **Crosslisted:** Also offered as ART 222; credit is not given for both ACH 222 and ART 222.

### **ACH 223 - History of American Architecture**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** 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(s):** ACH 206 and ACH 235 or concurrent enrollment of ACH 235 with permission of department chair.

### **ACH 230 - Cost Estimating for Construction**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Examine the role of cost estimating in the construction process. Identify concerns and processes related to and involved with estimating construction costs. Review economic factors that affect construction costs. Categorize and calculate construction costs by building materials and systems. Lab fee \$40. **Prerequisite(s):** ACH 122 and ACH 219 or concurrent enrollment in ACH 122 and ACH 219 and eligibility for MAT 012, or permission of department chair. **Corequisite(s):** ACH 122 and ACH 219

### **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(s):** ACH 111 and ACH 121.

### **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(s):** CTA 100 or CTA 103 and either ACH 202 or ACH 204 or ACH 211 or permission of department chair.

### **ACH 240 - Construction Documentation**

*3 credit hours - Two hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Arts and Humanities General Education Requirement. 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(s):** 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(s):** ACH 111 and ACH 121. **Crosslisted:** Also offered as ACH 242H; credit is not given for both ACH 242 and ACH 242H.

### **ACH 242H - Environmental Systems for Design - Honors**



*3 credit hours - Two hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. 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(s):** ACH 111 and ACH 121 and eligibility for Honors Courses. **Crosslisted:** Also offered as ACH 242; credit is not given for both ACH 242 and ACH 242H. **Note:** Complete and present an honors capstone research that extends beyond the classroom.

### **ACH 245 - Digital Technologies 1**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Review computer applications used by architects, interior designers, and others involved in design and construction. Discuss how common and specialized CAD software applied to the design and construction industry along with the specialized hardware associated with these fields. Explore the use and application of peripherals such as plotters and scanners. Practice how basic computer functions, file management, graphic presentation, and CAD are applied to design and construction. Lab fee \$40.

**Prerequisite(s):** ACH 111 and CTA 100 or CTA 103 or permission of department chair. **Note:** Credit is not given for both ACH 245 and ENT 241.

### **ACH 255 - Digital Technologies 2**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Apply advanced digital drawing skills used in the architectural design professions. Construct and organize CAD drawings with techniques necessary for digital design presentations and construction documents. Explore in-depth commands and features to generate multiple printing and model formats including laser cutting. Lab fee \$40. **Prerequisite(s):** ACH 245 or permission of the department chair. **Note:** This course counts as one of the required CAD electives.

### **ACH 262 - Architectural Travel Study 1**

*3 credit hours - 30 hours of lecture and 45 hours of laboratory.*

Explore significant architecture in various trip destinations. Analyze site specific architecture through tours and in-person observations. Experience architecture from several time periods that has influenced design throughout the world. Examine architectural design styles within the context of the trip destination such as monuments, outdoor spaces, museums, civic and religious buildings, along with other historic and contemporary structures. **Crosslisted:** Also offered as ACH 262H; credit not given for both ACH262 and ACH 262H. **Note:** This travel study course is taught primarily on site and requires pre and post-trip meetings. Students are required to sign up for the associated travel section and pay for travel fees separately. Students are also required to have a valid passport 90 days prior to departure and valid 90 days after the return date.

### **ACH 262H - Architectural Travel Study 1-Honors**

*3 credit hours - 30 hours of lecture and 45 hours of laboratory*

This is an Honors course. Explore significant architecture in various trip destinations. Analyze site specific architecture through tours and in-person observations. Experience architecture from several time periods that has influenced design throughout the world. Examine architectural design styles within the context of the trip destination such as monuments, outdoor spaces, museums, civic and religious buildings, along with other historic and contemporary structures. **Prerequisite(s):** Eligibility for Honors courses. **Crosslisted:** Also offered as ACH 262; credit not given for both ACH 262 and ACH 262H. **Note:** Complete and present an honors capstone research that extends beyond the classroom. This travel study course is taught primarily on site and requires pre and post-trip meetings. Students are required to sign up for the associated travel section and pay for travel fees separately. Students are also required to have a valid passport 90 days prior to departure and valid 90 days after the return date.

### **ACH 263 - Architectural Travel Study 2**

*3 credit hours - 30 hours of lecture and 45 hours of laboratory*

Further explore significant architecture in different destinations not previously studied in ACH 262. Analyze site specific architecture through tours and in-person observations. Experience architecture from several time periods that has influenced design throughout the world. Examine architectural design styles within the context of the trip destination such as monuments, outdoor spaces, museums, civic and religious buildings, along with other historic and contemporary structures. **Prerequisite(s):** ACH 262 and permission of department chair. **Crosslisted:** Also offered as ACH 263H; credit not given for both ACH 263 and ACH 263H. **Note:** This travel study course is taught primarily on site and requires pre and post-trip meetings. Students are required to sign up for the associated travel section and pay for travel fees separately. Students are also required to have a valid passport 90 days prior to departure and valid 90 days after the return date.

### **ACH 263H - Architectural Travel Study 2-Honors**

*3 credit hours - 30 hours of lecture and 45 hours of laboratory*

This is an Honors course. Further explore significant architecture in different destinations not previously studied in ACH 262. Analyze site specific architecture through tours and in-person observations. Experience architecture from several time periods that has influenced design throughout the world. Examine architectural design styles within the context of the trip destination such as monuments, outdoor spaces, museums, civic and religious buildings, along with other historic and contemporary

structures. **Prerequisite(s):** Eligibility for Honors courses and ACH 262 or ACH 262H and permission of department chair. **Crosslisted:** Also offered as ACH 263; credit not given for both ACH 263 and ACH 263H. **Note:** Complete and present an honors capstone research that extends beyond the classroom. This travel study course is taught primarily on site and requires pre and post-trip meetings. Students are required to sign up for the associated travel section and pay for travel fees separately. Students are also required to have a valid passport 90 days prior to departure and valid 90 days after the return date.

### **ACH 265 - Digital Studio**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

Articulate the role of technology in design professions through multiple studio projects. Explore the use of various technologies through the sequences of the design process to transition from free-hand design concepts to three-dimensional modeling software. Produce various renderings and image types for use in digital presentations and create a three-dimensional print. Use SketchUp, plug-ins, and Photoshop software. Lab fee \$40. **Prerequisite(s):** ACH 245. **Crosslisted:** Also offered as ACH 265H; credit is given for both ACH 265 and ACH 265H. **Note:** This course counts as one of the required CAD electives.

### **ACH 265H - Digital Studio - Honors**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

This is an honors course. Articulate the role of technology in design professions through multiple studio projects. Explore the use of various technologies through the sequences of the design process to transition from free-hand design concepts to three-dimensional modeling software. Produce various renderings and image types for use in digital presentations and create a three-dimensional print. Use SketchUp, plug-ins, and Photoshop software. Lab fee \$40. **Prerequisite(s):** ACH 245 and eligibility for Honors Courses. **Crosslisted:** Also offered as ACH 265; credit is given for both ACH 265 and ACH 265H. **Note:** This course counts as one of the required CAD electives. Complete and present an honors capstone research that extends beyond the classroom.

### **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(s):** 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(s):** 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(s):** 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(s):** 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.

## **ACH 281 - Special Topics in Architecture - Architectural Travel Study**

*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 100 - Two-Dimensional Design**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Three-Dimensional Design**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Learn the application of elements, principles and processes of making three-dimensional art forms. Apply in functional and nonfunctional designs using traditional and contemporary techniques related to clay, wood, metal and mixed medium. Explores the integration of visual elements and design concepts through developing studio projects. 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.*

Learn to work with color by studying color mixing, color relationships and harmonies, color systems, and the psychological and expressive aspects of color. Develop hand skills and digital skills in projects designed for studio artists and commercial designers. No previous art courses are necessary. Lab fee \$30.

### **ART 106 - Digital Design**

*3 credit hours - Two hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Computing and Information Technology Competency Requirement. 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 - 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 - 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 - Digital Photography 1**

*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 - 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 photo-graphic paper.

## **ART 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(s):** ART 121 or permission of department chair. **Note:** Students are required to provide 35mm SLR film camera.

## **ART 125 - Drawing 1**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** Also offered as ART 125H; credit is not given for both ART 125 and ART 125H.

## **ART 125H - Drawing 1 - Honors**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This is an honors course. 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. **Prerequisite(s):** Eligibility for Honors Courses. **Crosslisted:** Also offered as ART 125; credit is not given for both ART 125H and ART 125.

## **ART 131 - Painting 1**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

Study the current context, history, materials and techniques of oil painting. Learn about light and shadow while using a limited palette to paint simple still lifes. Develop an understanding of color harmony while creating complex paintings with a full palette. Lab fee \$40. **Prerequisite(s):** ART 125 or permission of department chair.

## **ART 135 - Sculpture 1: Clay Modeling and Mixed Media**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Learn fundamental sculptural processes including modeling forms in clay, stone carving, mold-making, casting, wood carving and mixed media fabrication techniques. Study the history, design concepts, material/tools, terminology and aesthetics, of sculpture and space. Develop comprehensive sculptural compositions applied in functional/nonfunctional settings and site-specific installations. Lab fee \$60. **Note:** No previous art instruction is necessary

## **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(s):** ART 100 and ART 125 or permission of department chair.

## **ART 138 - Metal Art Fabrication**

*3 credit hours - Two hours of lecture and two hours lab weekly; one term.*

Explore basic and advanced techniques and processes related to metal fabrication and sculptural forms. Learn welding techniques, metal forming and a variety of metal surface applications. Create conceptual artworks with metal art techniques and processes including metal casting. Lab fee \$65.

## **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(s):** 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(s):** ART 125 or permission of department chair.

### **ART 145 - Ceramics 1**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** Also offered as ART 145H ; credit is not given for both ART 145 and ART 145H.

### **ART 145H - Ceramics 1 - Honors**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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. **Prerequisite(s):** Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as ART 145; credit not given for both ART 145H and ART 145. **Note:** Work with faculty member to select a specific project.

### **ART 146 - Ceramics 2**

*3 Credit Hours - Two hours of lecture and two hours of studio weekly; one term.*

Build upon knowledge acquired in ART 145 or ART 145H. 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(s):** ART 145 or ART 145H or permission of department chair. **Crosslisted:** Also offered as ART 146H; credit is not given for both ART 146 and ART 146H.

### **ART 146H - Ceramics 2 - Honors**

*3 Credit Hours - Two hours of lecture and two hours of studio weekly; one term.*

This is an honors course. Build upon knowledge acquired in ART 145H or 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(s):** Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121, and ART 145H or ART 145 or permission of department chair. **Crosslisted:** Also offered as ART 146; credit is not given for both ART 146H and ART 146. **Note:** Work with faculty member to select a specific project.

### **ART 148 - 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(s):** ART 145 or permission of department chair.

### **ART 149 - 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(s):** ART 145 or permission of department chair.

### **ART 154 - 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. Learn about modeling, texturing, lighting, rendering, animation, rigging, and dynamics through the creation of virtual 3D objects and images. 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 original 2D games. Design original sprite graphics, and animations. Produce interactive games using a 2D game engine. 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. Model, texture, rig, and animate a

variety of game objects, including environments, vehicles and characters. Make and modify game textures using 2D graphics software. Create playable game levels by importing assets into a 3D game engine. Lab fee \$50.

### **ART 157 - 3D Game Prototyping**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

Learn how to make video games using a 3D game engine and premade assets. Develop skills in level design, scripting, dynamics, rendering, and user interface design. 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 - 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 - 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 - 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 - 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 for use online, in games and animations. Learn how to create and utilize vector and bitmap graphics, script interactivity, and publish them to the Internet. 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 - Introduction to Film**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Introduction to American Film**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Study the complex relationship between American film and culture. Review and discuss the aesthetics and manifestation of film in American society. **Crosslisted:** *Also offered as AMS 181; credit is not given for both ART 181 and AMS 181.*

## **ART 200 - 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(s):** ART 125 or permission of department chair.

## **ART 201 - 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(s):** ART 200 or permission of department chair.

## **ART 202 - 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(s):** ART 200 or permission of department chair.

## **ART 209 - History of Western Art 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. An introduction to the development of architecture, painting and sculpture in the Western World from prehistoric times through the Middle Ages. Class 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.*

This course meets the Arts & Humanities General Education Requirement. An introduction to the development of architecture, painting, sculpture and, secondarily, landscape architecture in the Western World from the Renaissance to the present. Class 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.*

(formerly ART/CAT 212) This course meets the Arts & Humanities General Education Requirement. 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 - 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(s):** ART 180 or AMS 181 or ART 181 or permission of program coordinator.

## **ART 216 - 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(s):** ART 180 or AMS 181 or ART 181 or permission of program coordinator.

## **ART 218 - 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(s):** ART 180 or ENG 200 or THA 125 or permission of the department chair. **Crosslisted:** 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.*

This course meets the Arts & Humanities General Education Requirement. 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.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. An introduction to the history 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.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** Also offered as ACH 221; credit is not given for both ART 221 and ACH 221.

## **ART 222 - History of World Architecture 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Examine world architectural styles from the Renaissance through the present, including indigenous architecture in Africa and the Americas, and consider contemporary problems 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. **Crosslisted:** Also offered as ACH 222; credit is not given for both ART 222 and ACH 222.

## **ART 223 - History of American Architecture**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** 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. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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 - African American Art**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** Also offered as AFA 228; credit is not given for both ART 228 and AFA 228.

## **ART 229 - Art of Traditional and Tribal Cultures**



*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *Nine credits of art courses preferably studio art courses or permission of department chair.*

### **ART 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 - 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 \$60. **Prerequisite(s):** *ART 131 or permission of department chair.*

### **ART 233 - 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 \$60. **Prerequisite(s):** *ART 232 or permission of department chair.*

### **ART 235 - 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(s):** *ART 135 or permission of department chair.*

### **ART 236 - Digital Photography 2**

*3 credit hours - Two hours of lecture and two hours of laboratory; one term.*

Gain the skills needed to produce more expressive, thought-provoking photographs, using the tools of the digital darkroom. Develop technical expertise in camera operation while also getting hands-on experience with photographic software such as Photoshop and Lightroom. Learn advanced techniques for color management and inkjet printing. Lab fee: \$60.

**Prerequisite(s):** Prerequisite: ART 120 or permission of department chair. **Note:** Note: Students must have a DSLR camera and an external hard drive for the class.

### **ART 237 - 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(s):** *ART 120 or permission of department chair.* **Note:** *Students are required to provide a digital single lens reflex (D-SLR) camera.*

### **ART 238 - 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(s):** *ART 121 or permission of department chair.*

### **ART 239 - 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(s):** *ART 120 or ART 121 or permission of department chair.* **Note:**

*Students are required to have a manual operation DSLR camera.*

### **ART 240 - 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(s):** ART 140 or permission of department chair.

### **ART 242 - 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(s):** ART 142 or permission of department chair.

### **ART 245 - 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 or ART 146H. 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(s):** ART 146 or ART 146H or permission of department chair. **Crosslisted:** Also offered as ART 145H; credit is not given for both ART 245 and ART 145H.

### **ART 245H - Ceramics 3 - Honors**

*3 credit hours - Two hours of lecture and two hours of studio weekly; one term.*

This is an honors course. Build on the knowledge acquired in ART 146 or ART 146H. 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(s):** Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121; and ART 146 or ART 146H or permission of department chair. **Crosslisted:** Also offered as ART 245; credit is not given for both ART 245H and ART 245. **Note:** Work with faculty member to select a specific project.

### **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(s):** 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(s):** ART 125 or permission of department chair.

### **ART 248 - 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(s):** ART 148.

### **ART 250 - 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(s):** 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 1**

*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 during the creation of a game. Lab fee \$50.

### **ART 256 - Game Production Studio**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly ART 256 (257) - Gaming Capstone) Collaborate with a team of students on a semester long project working on the development of a real game or simulation. Learn about the game creation pipeline and project management. Lab fee \$50.

### **ART 258 - Game Character Design**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly ART 258 - Game Character Development) Learn through hands on experience the process of creating 3D video game characters. Create polygonal models, generate textures and normal maps, rig, animate, and export assets into a game engine to produce a fully playable game character. Lab fee \$50.

### **ART 259 - Gaming Practicum**

*3 credit hours - One and one half hours of seminar and six hours of related work weekly; one term.*

Focus on various game development topics not ordinarily emphasized in other gaming courses, and work on student games under the supervision of a faculty advisor. **Prerequisite(s):** *Permission of department chair.*

**Note:** *Course may be repeated for a total of 12 credit hours.*

### **ART 260 - 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 160. Study hands on pre-production, production, post production, studio production and distribution through the creation of original videos. Lab fee \$50. **Prerequisite(s):** *ART 160 or permission of department chair.*

### **ART 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 - 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 fliers, brochures, newsletters, corporate identity packages and more. Lab fee \$40. **Prerequisite(s):** 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(s):** 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(s):** ART 170 or permission of department chair.

## **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(s):** 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. Create simple game levels for each piece of hardware studied. Utilize a range of gaming technologies that may include game controllers, heads up displays, touch screens, computer mice, and motion controllers. Lab fee \$50.

## **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 - Digital Arts Internship**

*3 credit hours - One hour seminar, eight 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(s):** 15 credit hours of Digital Arts courses with a grade of "C" or better, or permission of department chair.

## **ART 280 - Special Topics in Art - Landscape Drawing**

Provides students with the opportunity to concentrate on a topic of particular interest. A maximum of eight credit hours earned from special topics courses maybe 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.

## **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 maybe 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.

## **ART 281 - Special Topics in Art - Landscape Painting**

Provides students with the opportunity to concentrate on a topic of particular interest. A maximum of eight credit hours earned from special topics courses maybe 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.

### **ART 282 - Special Topics in Art - Animation 2**

*3 credit hours - Two hours lecture and two hours laboratory weekly; one term.*

Develop an understanding of character animation with an emphasis on acting and storytelling. Utilize facial expressions, body language, and dialogue to create short narrative sequences. Animate with 2D or 3D software. Focus on realistic weight and timing to convey the illusion of life. Lab fee \$50. **Note:** Successful completion of ART 251 or experience with digital animation is recommended prior to enrollment in ART 282.

### **ART 288 - Special Topics in Art - Figure Painting**

Provides students with the opportunity to concentrate on a topic of particular interest. A maximum of eight credit hours earned from special topics courses maybe 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.

### **ART 290 - Special Topics in Art - Materials and Methods of Painting**

Provides students with the opportunity to concentrate on a topic of particular interest. A maximum of eight credit hours earned from special topics courses maybe 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.

### **ART 292 - Special Topics in Art - Public Art and Site-specific Installation Interventions**

Provides students with the opportunity to concentrate on a topic of particular interest. A maximum of eight credit hours earned from special topics courses maybe 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.

### **ART 297 - Special Topics in Art - Ceramic Surfaces - Glazing and Firing**

Provides students with the opportunity to concentrate on a topic of particular interest. A maximum of eight credit hours earned from special topics courses maybe 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.

## **Astronomy**

### **AST 105 - The Cosmic Frontier**

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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.*

### **AST 112 - Stars and Stellar Systems**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

### **AST 114 - The Solar System**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

## **AST 120 - Life in the Universe**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement and the Interdisciplinary and Emerging Issues General Education Requirement. 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(s):** *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(s):** *28 or more credit hours and permission of department chair.*

## **Biology**

### **BIO 101 - Fundamentals of Biology**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - Biology for the 21st Century**

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - General Botany**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - General Zoology**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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 through an examination of animal form and physiology. Lab fee \$45. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

### **BIO 107 - Environmental Science**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - Ecosystems and the Environment**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.*

### **BIO 113 - Introduction to Horticulture**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math or permission of department chair.*

### **BIO 135 - Principles of Nutrition**

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - Principles of Nutrition and Laboratory**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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.

**Crosslisted:** *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. **Crosslisted:** *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.*

This course meets the Biological and Physical Sciences General Education Requirement. Examine the study of normal aging, the theories that exist to explain aging and the changes that occur in the anatomy and physiology of the human body as it ages.

Discuss normal aging processes and disease states.

### **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(s):** *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 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(s):** *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 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(s):** *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 - Estuarine Biology**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 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(s):** *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.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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.*

**Crosslisted:** *Also offered as BIO 215H; credit is not given for both BIO 215 and BIO 215H.*

### **BIO 215H - Restoration Ecology - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. 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(s):** *Eligibility for Honors courses and 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.* **Crosslisted:** *Also offered as BIO 215; credit is not given for both BIO 215H and BIO 215.*

### **BIO 220 - Genetics**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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(s):** *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 - General Microbiology**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. Study of the fundamental principles of microbiology, the diversity of microorganisms and the relation of microorganisms to disease and industry. Laboratory work includes the examination 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(s):** *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.* **Crosslisted:** *Also offered as BIO 223H ; credit is not given for both BIO 223 and BIO 223H.*

### **BIO 223H - General Microbiology - Honors**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an Honors course. This course meets the Biological and Physical Sciences General Education Requirement. Study of the fundamental principles of microbiology, the diversity of microorganisms and the relation of microorganisms to disease and industry. Laboratory work includes the examination 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(s):**

Eligibility for Honors courses and 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. **Crosslisted:** Note: Also offered as BIO 223; credit is not given for both BIO 223 and BIO 223H.

### **BIO 230 - Structure and Function of the Human Body**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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 - Human Biology 1**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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, and nervous 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(s):** 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 advisor for math eligibility.

### **BIO 232 - Human Biology 2**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. Study the anatomy and physiology of the circulatory, lymphatic, respiratory, urinary, muscular, digestive, endocrine and reproductive systems. Additional topics include body fluid composition, acid-base balance, electrolytes and early human development. Lab fee \$30. **Prerequisite(s):** BIO 231 and eligibility for ENG 111 or ENG 115 or ENG 121.

### **BIO 233 - Anatomy and Physiology 1**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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 - BIO 232 and BIO 233-BIO 234.

### **BIO 234 - Anatomy and Physiology 2**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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(s):** 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.*

## **Business Administration**

### **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. **Crosslisted:** *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.*

This course will emphasize 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.

**Crosslisted:** *Also offered as ESI 104; credit is not given for both BPA 104 and ESI 104.*

### **BPA 105 - Exploring the Future**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** *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 106 - Introduction to Project Management**

*3 credit hours - Three hours weekly; one term.*

(formerly BPA 116 - Introduction to Project Management) 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(s):** *CTA 100 or CTA 103 and eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as CTA 106; credit is not given for both BPA 106 and CTA 106.*

### **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. **Crosslisted:** *Also offered as ESI 111; credit is not given for both BPA 111 and ESI 111.*

### **BPA 113 - Consumer Economics and Personal Finance**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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. **Crosslisted:** *Also offered as ECO 113; credit will not be given for BPA 113 and also ECO 113.*



### **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. **Crosslisted:** 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. **Crosslisted:** 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(s):** 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(s):** 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(s):** 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. **Crosslisted:** 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 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. **Crosslisted:** 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.*

Integrates concepts with office simulations. Topics include payroll and taxes, meeting and conference planning, travel arrangements, business 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. **Crosslisted:** *Also offered as CTA 156; credit is not given for both BPA 156 and CTA 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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). **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** *Also offered as GSS 174; credit is not*

given for both BPA 174 and GSS 174.

### **BPA 201 - Financial Accounting**

*3 credit hours - Three hours weekly; one term.*

(formerly BPA 211 Principles of Accounting 1). 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(s):** *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(s):** *BPA 201 or permission of department chair.* **Note:** *Credit will not be given for both BPA 202 and BPA 212.*

### **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(s):** *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: CTA 100 or CTA 103. Also offered as CJS 205, CTS 205 and LGS 205; credit is not given for BPA 205 and also CJS 205, CTS 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(s):** *BPA 132.*

### **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(s):** *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(s):** *BPA 201 (formerly BPA 211).*

### **BPA 217 - Small Business Accounting**

*3 credit hours - Three hours weekly; one term.*

Use Quickbook® 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair.* **Crosslisted:** *Also offered as ESI 217; credit is not given for both BPA 217 and ESI 217.* **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.*

### **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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** BPA 220.

### **BPA 227 - Entrepreneurial Opportunity in Expanding Markets: Cannabis Legalization**

*3 credit hours - Three hours weekly; one term.*

Examine the entrepreneurial opportunities that are created as markets change and expand; specifically, the issues involving cannabis, currently legal for medical and/or recreational use in a number of states and the District of Columbia. Explore business through the lens of the emerging cannabis industry as well as the businesses that arise as a result of it. Examine the economic and tax impact, the legal and regulatory environment and financing challenges for medical and recreational based businesses using the newly emerging market as a starting point for inquiry. **Prerequisite(s):** BPA 111

### **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. **Crosslisted:** 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(s):** Eligibility for any general education math course. **Crosslisted:** 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(s):** 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(s):** 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(s):** BPA 235 or permission of department chair.

### **BPA 239 - Procurement and Materials Management**

*3 credit hours - Three hours lecture weekly; one term.*

Survey the organization and operations of the procurement and warehousing functions in today's modern businesses. Study procurement processes of sourcing, vendor evaluation and selection, negotiation, contract management, and purchasing ethics. Explore warehouse operations involving shipping, receiving, materials handling, inventory control, and warehouse safety.

### **BPA 240 - Logistics Technologies**

*3 credit hours - Three hours lecture weekly; one term.*

Survey the requirements for technology usage in today's transportation and logistics operations. Identify hardware and software solutions that are used to support information management and decision making processes in transportation, warehousing and logistics. Study hardware solutions, software solutions and the link between these solutions and transportation operations.

**Prerequisite(s):** BPA 235

### **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(s):** 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(s):** 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(s):** 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. **Crosslisted:** Also offered as ESI 246; credit will not be given for both BPA 246 and ESI 246. **Note:** Students are encouraged to take BPA 111 before enrolling in this course.

### **BPA 250 - Legal Issues for Business**

*3 credit hours - Three hours weekly; one term.*

Learn legal consequences in the launch and operation of a business. 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. Study government regulation and property interests, and intellectual property law. Lab fee \$5. **Crosslisted:** 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.*

Study basic principles of law and their impact on common business transactions. Explore 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. **Crosslisted:** Also offered as BPA 253H, LGS 253, and LGS 253H; credit is not given for BPA 253 and also BPA 253H, LGS 253, or LGS 253H.

### **BPA 253H - Business Law 1 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Study basic principles of law and their impact on common business transactions. Explore 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. **Prerequisite(s):** Eligibility for Honors courses. **Crosslisted:** Also offered as BPA 253, LGS 253 and LGS 253H; credit is not given for BPA 253H and also BPA 253, LGS 253 or LGS 253H.

### **BPA 254 - Business Law 2**

*3 credit hours - Three hours weekly; one term.*

Examine the legal consequences of a variety of business decisions, including the form of business organization. Explore 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. Evaluate government regulation of business, stressing antitrust laws, employer-employee relations and securities regulations. Survey estate planning and trusts. Lab fee \$5. **Prerequisite(s):** BPA 253 or BPA 253H or LGS 253 or LGS 253H. **Crosslisted:** Also offered as BPA 254H, LGS 254 and LGS 254H; credit is not given for BPA 254 and also BPA 254H, LGS 254 or LGS 254H.

### **BPA 254H - Business Law 2 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Examine the legal consequences of a variety of business decisions, including the form of business organization. Explore 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. Evaluate government regulation of business, stressing antitrust laws, employer-employee relations and securities regulations. Survey estate planning and trusts. Lab fee \$5. **Prerequisite(s):** BPA 253 or BPA 253H or LGS 253 or LGS 253H and eligibility for Honors courses. **Crosslisted:** Also offered as BPA 254, LGS 254 and LGS 254H; credit is not given for BPA 254H and also BPA 254, LGS 254 or LGS 254H.

### **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(s):** BPA 241 and either CTA 100 or CTA 103 (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(s):** 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. **Crosslisted:** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** BPA 103 or ESI 103. **Crosslisted:** 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 hours work weekly*

A course designed to give students in business technology areas an opportunity to acquire practical experience with classroom learning. Objectives are set by the supervising employer, the student and the faculty member. **Prerequisite(s):** *Permission of instructor or department chair.* **Crosslisted:** *Also offered as ESI 275; credit is not given for both BPA 275 and ESI 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 276 - Internship in Business 2**

*3 credit hours - 15 hours work weekly.*

A continuation of BPA 275, the course offers supervised experience in business and industry. **Prerequisite(s):** *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(s):** *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 maybe 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.*

## **BPA 282 - Entrepreneurial Opportunities in Expanding Markets: Marijuana Legalization**

*3 credit hours - Three hours weekly; one term.*

Examine the entrepreneurial opportunities that are created as markets change and expand; specifically, the issues involving marijuana, currently legal for medical and/or recreational use in a number of states and the District of Columbia. Explore business through the lens of the emerging marijuana industry as well as the businesses that arise as a result of it. Examine the economic and tax impact, the legal and regulatory environment and financing challenges for medical and recreational based businesses using the newly emerging market as a starting point for inquiry. **Prerequisite(s):** *BPA 111.*

## **BPA 283 - Special Topics: Mindful Leadership**

*3 credit hours - Three hours lecture weekly; one term.*

Explore the basic concepts of mindfulness as it applies to more effective leadership. Experience mindfulness practice and learn the organizational and personal benefits of the practice in the work setting.

## **BPA 286 - Special Topics in Business and Management - Advanced Investment Topics**

*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 maybe 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.*

## **BPA 287 - Special Topics: Procurement and Materials Management**

*3 credit hours - Three hours lecture weekly; one term.*

Survey the organization and operations of the procurement and warehousing functions in today's modern businesses. Study procurement processes of sourcing, vendor evaluation and selection, negotiation, contract management, and purchasing ethics. Explore warehouse operations involving shipping, receiving, materials handling, inventory control, and warehouse safety.

## Chemistry

### 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(s):** *Eligibility for MAT 011.*

### CHE 103 - World of Chemistry

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. Conceptual chemistry for non science 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(s):** *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 - General Chemistry 1

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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.* **Crosslisted:** *Also offered as CHE 111H.* **Note:** *Credit is not given for both CHE 111 and CHE 103 or CHE 111H and CHE 103 or CHE 115.*

### CHE 111H - General Chemistry 1 - Honors

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. This course meets the Biological and Physical Sciences General Education Requirement. 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. **Prerequisite(s):** *Eligibility for Honors courses and 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.* **Crosslisted:** *Also offered as CHE 111 ..* **Note:** *Credit is not given for both CHE 111H and CHE 103 or CHE 111 and CHE 103 or CHE 115.*

## CHE 112 - General Chemistry 2

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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. **Crosslisted:** Also offered as CHE 112H; credit is not given for both CHE 112 and CHE 112H.

## CHE 112H - General Chemistry 2 - Honors

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

This is an honors course.

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** Eligibility for Honors courses and 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. **Crosslisted:** Also offered as CHE 112; credit is not given for both CHE 112H and CHE 112.

## CHE 113 - Fundamentals of Organic and Biochemistry

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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 - General, Organic and Introduction to Biochemistry

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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 134 - Chemistry Topics for Engineering

1 credit hour - One hour of lecture weekly; one term.

Study general chemistry topics relating to phase transitions, crystalline solids and semiconductors, chemical equilibrium including weak electrolytes, electrochemistry, kinetics and introductory organic chemistry. **Prerequisite(s):** 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. **Note:** This course is intended for students transferring in certain engineering programs to the University of Maryland College Park. Consult with the engineering department chair before registering.

## 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(s):** CHE 112 or CHE 112H. **Crosslisted:** Also offered as CHE 213H; credit is not given for both CHE 113 and CHE 213 or CHE 213 and CHE 213H.

### **CHE 213H - Organic Chemistry 1 - Honors**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. 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(s):** CHE 112 or CHE 112H and eligibility for Honors courses. **Crosslisted:** Also offered as CHE 213; credit is not given for both CHE 113 and CHE 213H or CHE 213H 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(s):** CHE 213 or CHE 213H. **Crosslisted:** Also offered as CHE 214H; credit is not given for both CHE 214 and CHE 214H.

### **CHE 214H - Organic Chemistry 2 - Honors**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. 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(s):** CHE 213 or CHE 213H and eligibility for Honors courses. **Crosslisted:** Also offered as CHE 214; credit is not given for both CHE 214H and CHE 214.

### **CHE 280-299 - Special Topics in Chemistry**

*1-3 credit hours -*

Independent study for qualified students who wish to enrich their back-grounds 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(s):** *Sophomore standing and permission of department chair.*

## **Communications (Journalism, Speech)**

### **COM 101 - Introduction to Mass Media**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.*

### **COM 110 - Introduction to Interpersonal Communication**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Fundamentals of Oral Communication**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** COM 102.

## **COM 116 - Fundamentals of Oral Communication for Non-Native Speakers**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** 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 - Oral Interpretation**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Explore narrative, poetry, and drama through oral performance. Recommended for students majoring in English, elementary or secondary education or theater.

## **COM 141 - Group Communication and Leadership**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.

## **COM 200 - Intercultural Communication**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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(s):** 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 - Journalism Practicum**

*1 credit hour - Two 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(s):** Successful completion of COM 102 or permission of department chair.



## COM 276 - Journalism Practicum

*2 credit hours - Five 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(s):** *Successful completion of COM 102 or permission of department chair.*

## COM 277 - Journalism Practicum

*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(s):** *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

### CTA 001 - Elementary PC Skills

*1 equivalent hour - 25 hours; one term.*

(formerly CSI 001 - Elementary PC Skills) 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.*

### CTA 100 - Computing and Information Technology

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 112 - Computing and Information Technology) This course meets the Computer Technology General Education Requirement and the Computing and Information Technology Competency Requirement. 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 Office applications, including word processing, spreadsheets, databases, and presentations, and the Windows operating system. Designed for the nonmajor. Lab fee \$25. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

**Crosslisted:** *Also offered as CTA 100H; credit is not given for both CTA 100 and CTA 100H. Note: Credit is not given for both CTA 100 and CTA 103.*

### CTA 100H - Computing and Information Technology - Honors

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

This is an honors course. This course meets the Computer Technology General Education Requirement and the Computing and Information Technology Competency Requirement. 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 Office applications, including word processing, spreadsheets, databases, and presentations, and the Windows operating system. Designed for the nonmajor. Lab fee \$25. **Prerequisite(s):** *Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121. Crosslisted: Also offered as CTA 100; credit is not given for both CTA 100 and CTA 100H. Note: Credit is not given for both CTA 100H and CTA 103H.*

**Note:** *Credit is not given for both CTA 100H and CTA 103H.*

### CTA 103 - Theories and Applications of Digital Technology

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 113 - Theories and Applications of Digital Technology) This course meets the Computer Technology General Education Requirement and the Computing and Information Technology Competency Requirement. 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 experiences to incorporate the knowledge of hardware and software. Lab fee \$25. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as CTA 103H; credit is not given for both CTA 103 and CTA 103H. **Note:** This is the first course in computing for students planning to major in a technology field and an excellent choice for students interested in science, engineering and mathematics. Credit is not given for both CTA 100 and CTA 103.

### **CTA 103H - Theories and Applications of Digital Technology - Honors**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

This is an honors course. This course meets the Computer Technology General Education Requirement and the Computing and Information Technology Competency Requirement. 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 experiences to incorporate the knowledge of hardware and software. Lab fee \$25. **Prerequisite(s):** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as CTA 103; credit is not given for both CTA 103 and CTA 103H. **Note:** This is the first course in computing for students planning to major in a technology field and an excellent choice for students interested in science, engineering and mathematics. Credit is not given for both CTA 100H and CTA 103H.

### **CTA 106 - Introduction to Project Management**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 116 - Introduction to Project Management) 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(s):** CTA 100 or CTA 103 and eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as BPA 106; credit is not given for both CTA 106 and also for BPA 106.

### **CTA 110 - Personal Computer Office Suite Applications**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 121 - Personal Computer Office Suite Applications) 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: CTA 100 or CTA 103.

### **CTA 111 - Personal Computer Word Processing Applications**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 120 - Personal Computer Word Processing Applications) 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 2016 industry certification exam. A student is not guaranteed certification. Lab fee \$80. **Note:** Users with no prior software applications experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

### **CTA 112 - Personal Computer Presentation Graphics Applications**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 125 - Personal Computer Presentation Graphics Applications) This course meets the Computing and Information Technology Competency Requirement. 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 2016 industry certification exam. A student is not guaranteed certification. Lab fee \$80. **Note:** Users with no prior software applications experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

### **CTA 113 - Personal Computer Information Management Applications**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 126 - Personal Computer Information Management Applications) Use Microsoft Outlook to learn how to manage communications by using email, fax, address book features, public folders and remote work options. Describe the use of groupware application software. 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 2016 industry certification exam. A student is not guaranteed certification. Lab fee \$80. **Note:** Users with no prior software applications experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

### **CTA 115 - Personal Computer Database Management Systems**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 122 - Personal Computer Database Management Systems) 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 2016 industry certification exam. A student is not guaranteed certification. Lab fee \$80. **Note:** Users with no prior software applications experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

### **CTA 116 - Personal Computer Spreadsheet Applications**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 124 - Personal Computer Spreadsheet Applications) 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 2016 industry certification exam. A student is not guaranteed certification. Lab fee \$80. **Note:** Users with no prior software applications experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

### **CTA 120 - Help Desk Concepts**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 129 - Help Desk Concepts) 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **CTA 156 - Electronic Commerce**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 156 - Electronic Commerce) 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. **Crosslisted:** *Also offered as BPA 156; credit is not given for both CTA 156 and BPA 156.*

### **CTA 194 - Ethics and the Information Age**

*3 credit hours - Three hours weekly; one term.*

(formerly CSI 194 - Ethics and the Information Age) This course meets the Arts & Humanities General Education Requirement and the Interdisciplinary and Emerging Issues General Education Requirement. Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as PHL 194 and CTA 194H; credit is not given for both CTA 194 and PHL 194 or both CTA 194 and CTA 194H.*

### **CTA 194H - Ethics and the Information Age - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Interdisciplinary and Emerging Issues General Education Requirement. Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. **Prerequisite(s):** *Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as CTA 194 and PHL 194H; credit is not given for both CTA 194H and CTA 194 or both CTA 194H and PHL 194H.*

### **CTA 275 - Internship Experience in Computer Technologies 1**

*3 credit hours -*

(formerly CSI 275 - Internship Experience in Computer Technologies 1) 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(s):** *(1) Successful completion of 12 credit hours of CTA courses; (2) minimum grade point average of 2.5; and (3) permission of CTA department chair prior to*

enrollment.

## **CTA 276 - Internship Experience in Computer Technologies 2**

*3 credit hours -*

(formerly CSI 276 - Internship Experience in Computer Technologies 2) 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(s):** (1) *Successful completion of CTA 275;* (2) *minimum grade point average of 2.5;* and (3) *permission of CTA department chair prior to enrollment.*

## **CTA 280-299 - Special Topics in Computer Technologies**

*1-8 credit hours -*

(formerly CSI 280-299 - Special Topics in Computer Technologies) 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(s):** *Will vary depending on course offering.*

## **CTP 110 - Internet Fundamentals**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 127 - Internet Fundamentals) 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 CTA 103 before enrolling in CTP 110.*

## **CTP 111 - HTML/CSS Programming**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 118 - HTML/CSS Programming) 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.*

## **CTP 112 - Mobile Web Development**

*3 credit hours - Three hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 119 - Mobile Web Development) 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(s):** *CTP 111 or permission of the CTP department chair.*

## **CTP 115 - Introductory Object-Oriented Program Analysis and Design**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 117 - Introductory Object-Oriented Program Analysis and Design) This course meets the Computer Technology General Education Requirement. 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. **Crosslisted:** Also offered as CTP 115H. Credit is not given for both CTP 115 and CTP 115H. **Note:** *It is highly recommended that students who do not have a working knowledge of computers complete CTA 103 before enrolling in CTP 115. Students with UML and Object Oriented Programming experience should contact the computer science department chair before selecting this course.*

## **CTP 115H - Introductory Object-Oriented Program Analysis and Design - Honors**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

This is an honors course. 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. **Prerequisite(s):** *Eligibility for Honors courses.* **Crosslisted:** Also offered as CTP 115. Credit is not given for both CTP 115 and CTP 115H. **Note:** *It is highly recommended that students who do not have a working knowledge of computers complete CTA 103 before enrolling in CTP*

115H. Students with UML and Object Oriented Programming experience should contact the Computer Science department chair before selecting this course.

### **CTP 118 - Web Development using HTML/CSS**

*4 credit hours - Four hours of lecture weekly; one term*

Learn how to develop Web content for a variety of environments using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Learn to format text, develop lists, create hyperlinks, construct tables and create forms on a Web document. Describe styling for the mobile Web, use of multimedia, and interactivity. 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. Credit is not given for both CTP 118 and CTP 111 or CTP 118 and CTP 112.

### **CTP 120 - Introduction to WWW Publishing**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 128 - Introduction to WWW Publishing) Learn how to create WWW documents using Graphical User Interface soft-ware 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 CTP 110 Internet Fundamentals before taking this course.*

### **CTP 130 - Programming in PHP/MySQL**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 138 - Programming in PHP/MySQL) Use fundamental design principles and problem-solving techniques introduced in CTP 115 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(s):** *CTP 115 and CTP 111 or permission of CTP department chair.*

### **CTP 135 - Programming in JavaScript**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 149 - Programming in JavaScript) 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(s):** *CTP 111 and CTP 115 or permission of CTP department chair.*

### **CTP 136 - jQuery**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 151 - jQuery) 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(s):** *CTP 111 and CTP 115 or permission of CTP department chair.*

### **CTP 145 - Relational Databases and SQL**

*4 credit hours - Four hours of lecture / directed laboratory weekly; one term.*

(formerly CSI 172 - Relational Databases and SQL) Learn the fundamental concepts of database systems including design, implementation, and security using Oracle. Learn to create a database, build various database objects, and manipulate data using the structured query language (SQL). Use this universal database programming language to write simple and complex queries to retrieve, insert, update, delete, and filter information in the database. This course is the first in the series of Oracle database administration courses and addresses the core material of both the SQL Fundamentals and the SQL Expert certification exams needed to become an Oracle Certified Associate. Lab fee \$35. **Prerequisite(s):** *CTA 103 or permission of the CTP department chair.*

### **CTP 147 - PL-SQL Programming**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 182 - PL-SQL Programming) 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(s):** *CTP 145 with a grade of C or better or permission of the CTP department chair.*

## **CTP 150 - Computer Science 1**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 163 - Computer Science 1) This course meets the Computer Technology General Education Requirement. Use fundamental design principles and problem-solving techniques introduced in *CTP 115* 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(s):** *CTP 115* or permission of CTP department chair. **Note:** *CTP 115* prerequisite is waived for students that complete AP Computer Science. Credit is not given for both *CTP 150* and *CSI 161* or *CSI 162*.

## **CTP 200 - Systems Analysis and Design**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CTS 200 - Systems Analysis and Design) This course meets the Computer Technology General Education Requirement. 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 (RDMS). Use hands-on lab experience to incorporate knowledge of the project management software package. Lab fee \$25. **Prerequisite(s):** CTA 100, CTA 103, or CTP 115.

## **CTP 215 - Access Visual Basic Applications (VBA) Programming**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 222 - Access Visual Basic Applications (VBA) Programming) 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(s):** *CTP 115* and *CTA 115* or permission of the CTP department chair.

## **CTP 227 - Web Server Administration**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 227 - Web Server Administration) 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.

## **CTP 230 - Android Programming**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term*

(formerly CSI 230 - Android Programming) 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(s):** *CSI 161*, *CTP 150*, or permission of the CTP department chair.

## **CTP 232 - iPad/iPhone iOS Programming 1**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 232 - iPad/iPhone iOS Programming 1) 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(s):** *CTP 150* or *CSI 161* or permission of the CTP department chair.

## **CTP 233 - iPad/iPhone iOS Programming 2**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 233 - iPad/iPhone iOS Programming 2) Learn advanced technologies used in developing applications for iOS devices such as the iPhone and the iPad through lecture and 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(s):** *CTP 232* or permission of the CTP department chair.

## **CTP 235 - Advanced World Wide Web Server-Side Development**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 248 - Advanced World Wide Web Server-Side Development) 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(s):** CTP 130 and CTP 135 and any one of the following: CSI 161, CTP 150 or permission of the CTP department chair.

## **CTP 245 - Database Administration 1**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 224 - Database Administration 1) 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(s):** CTP 145 with a grade of C or better or permission of the CTP department chair.

## **CTP 247 - Database Administration 2**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 225 - Database Administration 2) 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(s):** CTP 245 with a grade of C or better or permission of the CTP department chair.

## **CTP 250 - Computer Science 2**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(Formerly CSI 250 - Data Structures in C++) 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(s):** A grade of C or better is required in CTP 150 or CSI 162. **Note:** Students are expected to know object-oriented programming concepts before taking this course.

## **CTP 255 - Computer Organization**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 255 - Computer Organization) 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(s):** CSI 161 or CTP 150 or permission of CTP department chair.

## **CTP 275 - Internship Experience in Computer Technologies 1**

*3 credit hours -*

(formerly CSI 275 - Internship Experience in Computer Technologies 1) 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(s):** (1) Successful completion of 12 credit hours of CTP courses; (2) minimum grade point average of 2.5; and (3) permission of CTP department chair prior to enrollment.

## **CTP 276 - Internship Experience in Computer Technologies 2**

*3 credit hours -*

(formerly CSI 276 - Internship Experience in Computer Technologies 2) 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(s):** (1) Successful completion of CTA 275; (2) minimum grade point average of 2.5; and (3) permission of CTP department chair prior to enrollment.

## **CTP 280-299 - Special Topics in Computer Technologies**

*1-8 credit hours -*

(formerly CSI 280-299 - Special Topics in Computer Technologies) 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.

### **CTS 103 - Theory and Troubleshooting Microcomputers 1**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly EET 160 - Theory and Troubleshooting Microcomputers 1) 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.

### **CTS 105 - Microcomputer Operating Systems**

*3 credit hours - Three hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 130 Microcomputer Operating Systems) Investigate the purposes, features and characteristics of microcomputer operating systems. Utilize current microcomputer operating systems to manage computer resources, performance, and security. Apply virtualization tools to run multiple operating systems on a single computer. Lab fee \$35. **Note:** It is highly recommended students who do not have a working knowledge of computers complete CTA 103 before enrolling in CTS 105.

### **CTS 110 - Network Essentials**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 132 - Network Essentials) 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(s):** CTA 103 or both CTS 103 and CTS 203. **Note:** CTS 103 and CTS 203 may be taken concurrently with CTS 110 with permission of the Cybersecurity, Networking and Digital Forensics department chair.

### **CTS 115 - Operating Systems**

*4 credit hours - Four hours of lecture weekly; one term.*

(formerly CSI 133 - Operating Systems) 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(s):** CTA 103 and one programming language.

### **CTS 120 - Introduction to UNIX/LINUX**

*4 credit hours - Four hours of lecture /directed laboratory weekly; one term.*

(formerly CSI 135 - Introduction to UNIX/LINUX) Learn the basic elements of the UNIX/LINUX operating system including the hierarchical file structure. Send and receive electronic mail, create and edit documents, write shell programs and provide system security. Hands-on experience with a multi-user UNIX/LINUX system is provided and emphasized. Lab fee \$25. **Note:** It is highly recommended that students who do not have a working knowledge of computers complete CTA 103 or CTS 105 before enrolling in CTS 120.

### **CTS 130 - Networking 1**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 157 - Networking 1) 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(s):** CTS 110

### **CTS 131 - Networking 2**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 158 - Networking 2) 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(s):** CTS 130 with a grade of "C" or better or permission of CTS department chair.

## **CTS 140 - Network Security Fundamentals**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(Formerly CSI 165 - Network Security Fundamentals) 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 \$40. **Prerequisite(s):** CTS 110 or CTS 130. **Note:** CTS 110 and CTS 130 may be taken concurrently with CTS 140 with permission of the CTS department chair.

## **CTS 170 - Digital Forensics 1**

*3 credit hours - Three hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 207 - Cyber Forensics 1) Explore a professional approach to computer and cybercrime investigations. Learn to identify potential electronic evidence, create strategies to locate and recover evidence, and perform forensic analysis. Discuss legal and ethical considerations of computer crime investigations. Lab fee \$60. **Prerequisite or Corequisite:** CTS 105. **Crosslisted:** Also offered as CJS 170; credit is not given for CTS 170 and CJS 170. **Note:** CTS 105 may be taken concurrently with CTS 170.

## **CTS 203 - Theory and Troubleshooting Microcomputers 2**

*3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.*

(formerly EET 205 - Theory and Troubleshooting Microcomputers 2) 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.

## **CTS 205 - Cyberlaw**

*3 credit hours - Three hours weekly; one term.*

(formerly CSI 205 - Cyberlaw) 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(s):** CJS 111 or LGS 111 or LGS 253. **Crosslisted:** Also offered as BPA 205, CJS 205 and LGS 205; credit is not given for CTS 205 and also BPA 205, CJS 205 and LGS 205. **Note:** Students with no prior computer experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

## **CTS 207 - Digital Forensics 2**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(Formerly CSI 208 - Cyber Forensics 2) Recover and analyze digital evidence using industry standard commercial and open source. 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 \$100. **Prerequisite(s):** CTS 170 or CJS 170. **Crosslisted:** Also offered as CJS 207; credit is not given for CTS 207 and CJS 207.

## **CTS 209 - Digital Forensics 3**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 209 - Cyber Forensics 3) 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(s):** CTS 207 or CJS 207

## **CTS 210 - Information Systems Security**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 214 - Information Systems Security) 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(s):** CTS 110 or CTS 130 or permission of CTS department chair.

## **CTS 215 - Server Administration**

*4 credit hours - Three hours of lecture and two hours of lab weekly; one term.*

Install and configure Windows and Unix server. Create and manage users and groups. Manage protocol support, disk administration, shells, web servers, and network security features. Implement boot-up and shutdown process, and file system structures. Obtain a basic understanding of server virtualization. This course covers both Windows and Linux/Unix server platforms. Master the tools and concepts that would be utilized by a junior-level network administrator. Lab fee \$50.



**Prerequisite(s):** CTS 105, CTS 110, and CTS 120.

### **CTS 220 - UNIX/LINUX Shell Programming**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 235 - UNIX/LINUX Shell Programming) 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(s):** CTS 120 or permission of CTS department chair.

### **CTS 222 - UNIX/LINUX System Administration**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 236 - UNIX/LINUX System Administration) 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(s):** CTS 120.

### **CTS 223 - Advanced UNIX/LINUX System Administration**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 237 - Advanced UNIX/LINUX System Administration) 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(s):** CTS 222

### **CTS 225 - Wireless LANs**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 269 - Wireless LANs) 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(s):** CTS 110 or CTS 130.

### **CTS 230 - Networking 3**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 257 - Networking 3) 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(s):** CTS 131 with a grade of "C" or better or permission of the CTS department chair.

### **CTS 231 - Networking 4**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 258 - Networking 4) 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(s):** CTS 230 with a grade of "C" or better or permission of the CTS department chair.

### **CTS 232 - CISCO Certified Network Associate (CCNA) Preparation**

*1 credit hour - 15 hour lecture per term.*

(formerly CSI 259 - CISCO Certified Network Associate (CCNA) Preparation)

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, access lists, network

security, WAN technologies and troubleshooting. Lab fee \$25. **Prerequisite(s):** CTS 231 or permission of CTS department chair.

### **CTS 234 - Windows Server**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 265 - Windows Server) 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(s):** CTS 105 or CTS 110 or CTS 230.

### **CTS 235 - Windows Server Networking**

*3 credit hours - Three hours of lecture weekly; one term.*

(formerly CSI 266 - Windows Server Networking) 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(s):** CTS 234 or permission of CTS department chair.

### **CTS 240 - Advanced Network Defense**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 217 - Advanced Network Defense) 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(s):** CTS 140. **Note:** Basic knowledge of Unix/Linux and Windows is recommended.

### **CTS 241 - IP Telephony - Foundation**

*3 credit hours - Three hours weekly; one term.*

(formerly CSI 261 - IP Telephony - Foundation) 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(s):** CTS 231 or permission of CTS department chair. **Note:** This course is intended for students with a data technology background as well as those currently working in the telephone or computer industries.

### **CTS 242 - Network Intrusion Detection and Penetration Testing**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(Formerly CSI 219 - Network Intrusion Detection and Penetration Testing) 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 \$50. **Prerequisite(s):** CTS 140. **Note:** A working knowledge of Linux is highly recommended prior to taking this course.

### **CTS 250 - Certified Ethical Hacking and Countermeasures**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 262 - Certified Ethical Hacking and Countermeasures.) 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(s):** CTS 240 or permission of CTS department chair.

### **CTS 260 - IP Telephony - Quality of Service (QoS)**

*3 credit hours - Three hours weekly; one term.*

(formerly CSI 264 - IP Telephony - Quality of Service (QoS) 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(s):** CTS 241 or permission of CTS department chair. **Note:** This course is intended for students with a data technology background as well as those currently working in the telephone or computer industries.

### **CTS 265 - CCNP ROUTE: Implementing IP Routing**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly one term.*

(formerly CSI 272 - CCNP ROUTE: Implementing IP Routing) 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(s):** CTS 231 or Proof of CCNA Certification or permission of CTS department chair.

### **CTS 266 - CCNP SWITCH: Implementing IP Switching**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 273 - CCNP SWITCH: Implementing IP Switching) 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 comprehensive labs to reinforce configuration skills. Lab fee \$100.

**Prerequisite(s):** CTS 265 or permission of CTS department chair.

### **CTS 267 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks**

*4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.*

(formerly CSI 274 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks) 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(s):** CTS 266 or permission of CTS department chair.

### **CTS 270 - Information Security Capstone**

*3 credit hours - Three hours of lecture and directed laboratory weekly; one term.*

(formerly CSI 270 - Information Security Capstone) 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(s):** CTS 240 or CTS 242.

### **CTS 275 - Internship Experience in Computer Technologies 1**

*3 credit hours -*

(formerly CSI 275 - Internship Experience in Computer Technologies 1) 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(s):** (1) Successful completion of 12 credit hours of CTS courses; (2) minimum grade point average of 2.5; and (3) permission of CTS department chair prior to enrollment.

### **CTS 276 - Internship Experience in Computer Technologies 2**

*3 credit hours -*

(formerly CSI 276 - Internship Experience in Computer Technologies 2) 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(s):** (1) Successful completion of CTA 275; (2) minimum grade point average of 2.5; and (3) permission of CTS department chair prior to enrollment.

### **CTS 280-299 - Special Topics in Computer Technologies**

*1-8 credit hours -*

(formerly CSI 280-299 - Special Topics in Computer Technologies) 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(s):** Will vary depending on course offering.

## **Criminal Justice and Law Enforcement**

### **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(s):** *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(s):** *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(s):** *CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director.* **Corequisite(s):** *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(s):** *CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150, and approval from the Police Academy Director.* **Corequisite(s):** *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(s):** SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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. **Crosslisted:** 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. **Crosslisted:** 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as LGS 138; credit is not given for both CJS 138 and LGS 138.

### **CJS 170 - Digital Forensics 1**

*3 credit hours - Three hours of lecture and directed laboratory weekly; one term.*

(formerly CJS 207 - Cyber Forensics 1) Explore a professional approach to computer and cybercrime investigations. Learn to identify potential electronic evidence, create strategies to locate and recover evidence, and perform forensic analysis. Discuss legal and ethical considerations of computer crime investigations. Lab fee \$60. **Prerequisite or Corequisite:** CTS 105 **Crosslisted:** Also offered as CTS 170 ; credit is not given for CJS 170 and CTS 170 . **Note:** CTS 105 may be taken concurrently with CJS 170 .

### **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 203 - Principles of Campus Security**

*3 credit hours - Three hours lecture weekly; one term.*

Explore the assorted methods of providing school and campus security. Study methods including but not limited to forming campus safety groups, conducting security assessments, assessing environmental factors that influence the implementation and sustenance of campus security initiatives, and the use of electronic safety systems. Study methods designed to identify, suppress and eradicate disruptive activity from a campus environment. Explore methods that encourage collaborative approaches to



maintain a safe and productive learning environment. **Prerequisite or Corequisite:** CJS 111 or HLS 111

### **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(s):** CJS 111 or LGS 111 or LGS 253. **Crosslisted:** Also offered as BPA 205, CTS 205 and LGS 205; credit is not given for CJS 205 and also BPA 205, CTS 205 and LGS 205.

**Note:** Students with no prior computer experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.

### **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(s):** CTA 103.

### **CJS 207 - Digital Forensics 2**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

(Formerly CJS 208 - Cyber Forensics 2) Recover and analyze digital evidence using of industry standard commercial and open source. 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 \$100. **Prerequisite(s):** CJS 170 or CTS 170. **Crosslisted:** Also offered as CTS 207; credit is not given for CJS 207 and CTS 207.

### **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. **Crosslisted:** 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. **Crosslisted:** Also offered as LGS 215; credit is not given for both CJS 215 and LGS 215.

### **CJS 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. **Crosslisted:** 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(s):** CJS 111 or LGS 111 or permission of legal studies director. **Crosslisted:** 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(s):** 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(s):** 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(s):** CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director. **Corequisite(s):** 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. Lab includes operation of a police vehicle on a skill pad, skid pad, urban grid and a highway response course. **Prerequisite(s):** 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(s):** 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(s):** 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(s):** SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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(s):** 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. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** 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(s):** 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(s):** 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(s):** CJS 111 or HLS 111. **Crosslisted:** 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(s):** CJS 111 or HLS 111. **Crosslisted:** 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(s):** 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(s):** *CJS 111 or HLS 111.* **Crosslisted:** *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. **Crosslisted:** *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. **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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:** *CJS 111 or LGS 111.* **Crosslisted:** *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(s):** Permission of institute director.

## Cyber

### 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(s):** CTS 131, ENG 111 or ENG 115 or ENG 121 eligibility. **Corequisite(s):** CTS 140, CTS 230.

## Dance

### DAN 100 - Dance History

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** 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(s):** 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(s):** THA 132 or permission of dance coordinator or department chair. **Crosslisted:** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** DAN 211 or permission of department chair.

### **DAN 215 - Beginning Pointe Technique**

*1 credit hour - One half 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(s):** 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(s):** *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(s):** *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(s):** *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(s):** *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 263 - West African Music and Dance**

*3 credit hours - One hour of lecture and three hours of studio weekly; one term.*

Study the practical and theoretical traditions of West African music and dance. Experience the rhythms, songs, movements, and languages of Ghana and other West African countries using an interdisciplinary approach that reflects the integrated nature of drumming, dancing, and singing in West Africa. Perform a range of musical styles and a variety of traditional and contemporary choreographies. **Crosslisted:** Also offered as MUS 263; credit is not given for both DAN 263 and MUS 263.

## **DAN 280-299 - Special Topics in Dance**

*1-3 credit hours -*

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.

## **DAN 282 - Special Topics in Dance - Dance Repertory**

*1-3 credit hours -*

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.

## **DAN 284 - Special Topics in Dance - West African Music and Dance**

*1-3 credit hours -*

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.

## **Economics**

### **ECO 113 - Consumer Economics and Personal Finance**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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. **Crosslisted:** *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.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **ECO 121 - Introduction to Economics**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for MAT 141 (formerly MAT 131).*

## **ECO 212 - Principles of Economics 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *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(s):** *Eligibility for any general education math course.* **Crosslisted:** *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 002 - Preparing for Praxis Core: Reading Skills

*1 noncredit hour - Three hours weekly; five sessions.*

Review the application of reading skills necessary for successful completion of Praxis Core Academic Skills for Educators Test. Reviews skills for comprehension of reading material and critical analysis of content as well as emphasize test-taking strategies. Praxis Core is a state-mandated assessment required for earning teacher certification.

### EDU 003 - Preparing for Praxis Core: Math Skills

*1 noncredit hour - Three hours weekly; five sessions.*

Review the application of math skills necessary for successful completion of Praxis Core Academic Skills for Educators Test. Reviews key mathematics concepts, including problem solving, reasoning, estimating and interpreting quantitative information. Emphasize test-taking strategies. Praxis Core is a state-mandated assessment required for earning teacher certification.

### EDU 004 - Preparing for Praxis Core: Writing Skills

*1 noncredit hour - Three hours weekly; five sessions.*

Review the application of writing skills necessary for successful completion of Praxis Core Academic Skills for Educators Test. Reviews the grammar and language rules in writing, including error recognition and essay writing. Emphasize test-taking strategies. Praxis Core 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 policy and issues. **Prerequisite(s):** *ENG 111 or ENG 115 or ENG 121.* **Note:** *Course requirements include 15 hours of fieldwork, which requires an additional cost and a background check.*

### EDU 131 - Children's Literature

*3 credit hours - Three hours weekly; one term.*

Examine literary trends and materials for young children. Explore 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. **Prerequisite(s):** *ENG 111 or ENG 115 or ENG 121.* **Note:** *Course requirements include 15 hours of fieldwork, which requires an additional cost and a background check.*

### 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. **Prerequisite(s):** *EDU 111 or EDU 132 or permission of assistant director/department chair.* **Note:** *Course requirements include 15 hours of fieldwork, which requires an additional cost and a background check.*

### 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(s):** *ENG 111 or ENG 115 or ENG 121.*

### EDU 210 - 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 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.

**Prerequisite(s):** EDU 214, EDU 133 and passing Praxis scores or equivalent or a bachelor's degree. **Note:** Course requirements include 15 hours of fieldwork, which requires an additional cost and a background check.

### **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.*

This course meets the Diversity Requirement. 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(s):** 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(s):** 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 - 3 hours weekly; 5 weeks.*

Learn about the importance of observation and assessment in evaluating young children. Identify appropriate observation methods, interpret collected data and apply assessment to the children and classroom. Recognize and implement observation techniques to create teaching strategies that enhance children's development. **Prerequisite(s):** EDU 132 or permission of department chair.

### **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.*

Examine 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. Explore the infant/toddler curriculum, select age-appropriate materials and methods and create 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.*

Examine leadership skills, management practices and supervisory functions required for effective administration of a child development center. Explore 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(s):** 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.*

Of comprehensive school, family and community partnerships. Examines strategies for targeting hard to reach families. Learn about practical applications for students' individual school or for a community agency will be made.

### **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(s):** 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(s):** EDU 133 and MAT 221 or MAT 222 or MAT 223. **Note:** Also offered as EDU 242H; credit is not given for both EDU 242H and EDU 242.

### **EDU 242H - Foundations of Reading and Language Arts - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an Honors course. 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(s):** Eligibility for Honors courses and EDU 133 and MAT 221 or MAT 222 or MAT 223. **Note:** Also offered as EDU 242; credit is not given for both EDU 242H and EDU 242.

### **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(s):** 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(s):** 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(s):** 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. **Prerequisite(s):** EDU 214. **Prerequisite or Corequisite:** EDU 242H. **Note:** Course requirements include 15 hours of fieldwork, which requires an additional cost and a background check.

### **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(s):** 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(s):** 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(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **EDU 253 - Inclusive Secondary Instructional Practices**

*3 credit hours - Three hours weekly; one term.*

Learn about the requirements of special education mandates regarding the accommodation and adaptation of instruction for secondary students with special needs. Examine individual needs through appropriate adaptations to curriculum, instruction, resources and management techniques for the inclusive classroom at the designated age/grade level. **Prerequisite(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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.



## **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(s):** A bachelor's degree and seeking teacher certification or permission from department chair.

## **EDU 264 - World Language Teaching Methods**

*3 credit hours - Three hours weekly, one term.*

Examine current world language teaching methodologies and standards. Design teaching strategies to develop student communication skills and cultural awareness. Develop assessment strategies for the K-12 world language classroom.

**Prerequisite(s):** A bachelor's degree and seeking teacher certification or permission from department chair.

## **EDU 269 - Inclusive Early Childhood and Elementary Instructional Practices**

*3 credit hours - Three hours weekly, one term.*

Learn about the requirements of special education mandates regarding the accommodation and adaptation of instruction for early childhood and elementary age students with special needs. Examine individual needs through appropriate adaptations to curriculum, instruction, resources and management techniques for the inclusive classroom at the designated age/grade level.

**Prerequisite(s):** EDU 214.

## **EDU 270 - Supporting ESL Students in the Regular Classroom**

*1 credit hour - Three hours weekly; five weeks.*

Discover theories of language acquisition, describe characteristics of ESL (English language learners) students and dispel myths about second language learners. Examine challenges that English language learners face in the regular classroom and how learning strategies may be adapted to assist the students meet these challenges. This course is intended 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 280-299 - Special Topics in Education**

*credit hours vary - Three hours weekly; one term.*

Provides an intensive study of current or specialized themes, topics or methods in the field of education. **Prerequisite(s):** Will vary depending on course offering.

## **EDU 282 - Special Topics in Education-Problem Based Learning for STEM**

*2 credit hours - Thirty hours of lecture per term.*

Explore how to more effectively develop Science, Technology, Engineering, and Math (STEM) lessons with high student engagement. Engage in hands-on problem-based learning activities across multiple topic areas, discover the engineering design process, experience many strategies firsthand, and apply them to student learning. Provide peer observations, self-reflect to apply course content to current practice and learn techniques designed for immediate use. **Note:** This course for current teachers will be offered in partnership with the U. S. Naval Academy STEM Center for Education and Outreach.

## **EDU 283 - Special Topics in Education- Advanced PBL for STEM**

*1 credit hour - 15 hours per term*

Effectively develop Science, Technology, Engineering, and Math (STEM) lessons with high student engagement. Review pertinent research for problem based learning, experience the strategies firsthand, actively participate with other teachers within a learning community regarding problem based learning (PBL) strategies, and create an action plan to incorporate STEM activities into student learning. **Prerequisite(s):** EDU 282. **Note:** This course for current teachers will be offered online in partnership with the U. S. Naval Academy STEM Center for Education and Outreach.

## **EDU 290 - Brain Based Learning**

*1 credit hour - Three hours weekly; five weeks*

Explore the latest neuroscience research and the implications of these findings for child care professionals and school personnel. Apply neuroscience research findings to early childhood and educational environments, curricula and family communication.

Relate social emotional development and emotional intelligence to school readiness, curricula and the learning environment.

**Prerequisite(s):** EDU 214.

## Electronic Engineering Technology

### 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.*

Learn basic techniques for analyzing direct and alternating current circuits and reading simple schematic diagrams. Solve problems and trouble-shoot circuits involving resistance, capacitance, inductance, voltage, current, and, power. Lab fee \$25.

**Prerequisite(s):** Eligibility for general education credit math.

### 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(s):** 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 busses with random access memory (RAM). Lab fee \$25. **Prerequisite(s):** 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, optoelectronics 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(s):** *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(s):** *EET 150.* **Note:** *Students may take EET 150 and EET 260 concurrently. Please contact department chair.*

## **EET 265 - Electronics Technician Capstone**

*3 credit hours - One hour of lecture and four hours of lab weekly; one term.*

Design and build a project in an area of electricity, electronics or communications to reinforce and demonstrate practical lab and system troubleshooting skills. Work directly with a faculty mentor through the design, build and test phases. Present project at completion. Prepare for Certified Electronics Technician Associate (CETA) examination. Lab fee \$50. **Prerequisite(s):** *EET 118, EET 130, EET 150, and EET 231.*

## **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(s):** *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(s):** *Will vary depending on course offering.*

## **Emergency Medical Technician**

### **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 - Emergency Medical Responder**

*3 credit hours - 37 hours of lecture, 14 hours of laboratory; one term.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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 (EMT)**

*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 in an

ambulance. Successful completion leads to Health Care Provider CPR and AED certification and eligibility to take the Maryland State Practical Exam and the National Registry of Emergency Medical Technician's Written Examination. 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. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **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(s):** (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(s):** (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(s):** (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(s):** (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(s):** 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(s):** (1) EMT 110, EMT 111; and (2) permission of the department chair. **Corequisite(s):** 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(s):** EMT 110, EMT 111 and permission of the EMT department chair. **Corequisite(s):** 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. Through supervised hospital clinical and field experience, prepare the EMT-Intermediate student to transition to field practice and develop in the role of pre-hospital provider. Successful completion leads to eligibility to take the Maryland State EMT Intermediate certification exam. Students are expected to practice selected procedures on each other during college lab. Lab fee \$75. Clinical fee \$25. **Prerequisite(s):** 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(s):** (1) EMT 113; (2) EMT 114; and (3) permission of

the department chair.

## Emergency Medical Technician-Paramedic

### 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(s):** 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(s):** EMT 140 and EMT 147.

### 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(s):** Permission of EMT department chair.

### EMT 200 - EMT-Intermediate to Paramedic Bridge Skills Mastery 1

2 credit hours -

Gain supervised hospital clinical and field experience to prepare the EMT-Intermediate to transition into the role of the 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.

**Prerequisite(s):** EMT-Intermediate certification; BIO 230 or BIO 232 or BIO 234. **Corequisite(s):** EMT 201 and EMT 202.

### 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. **Prerequisite(s):** EMT-Intermediate certification and BIO 230 or BIO 232 or BIO 234. **Corequisite(s):** EMT 200 and EMT 202.

### 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. **Prerequisite(s):** EMT-Intermediate certification and BIO 230 or BIO 232 or BIO 234. **Corequisite(s):** EMT 200 and EMT 201

### EMT 210 - EMT-Intermediate to Paramedic Bridge Skills Mastery 2

4 credit hours -

Gain supervised hospital clinical and field experience to prepare the EMT-Intermediate to transition into the role of the 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. **Prerequisite(s):** EMT 200, EMT 201 and EMT 202.

**Corequisite(s):** EMT 213 and EMT 214.

### 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. **Prerequisite(s):** EMT 200, EMT 201 and EMT 202. **Corequisite(s):** EMT 210 and EMT 214.

## **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. **Prerequisite(s):** *EMT 200, EMT 201 and EMT 202. Corequisite(s): EMT 210 and EMT 213.*

## **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(s):** *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(s):** *Permission of the EMT department chair.*

## **Engineering**

### **EGR 120 - Introduction to Engineering Design**

*3 credit hours - Two hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Computing and Information Technology Competency Requirement. 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(s):** Eligibility for MAT 191 and ENG 111 or ENG 115 or ENG 121 or permission of engineering department chair.

### **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(s):** *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(s):** *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(s):** *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(s):** *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(s):** 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(s):** 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(s):** MAT 151 or more advanced mathematics course.

### **EGR 250 - Intermediate Programming for Engineers**

*3 credit hours - Two hours of lecture and two hours of lab weekly; one term.*

Learn intermediate principles of software development, including high level languages, object-oriented design, documentation, data structures, graphs and dynamic memory allocation. Develop programs primarily using the C programming language for various applications including analysis of digital and analog circuits, cryptography, bio-informatics, embedded software, game programming, image processing, and wireless sensor networks. Lab fee \$30. **Prerequisite(s):** Eligibility for MAT 191 and completion of EGR 120 or permission of engineering department chair.

### **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(s):** 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(s):** 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 tele-communications, 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 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. 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(s):** 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(s):** 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(s):** Permission of department chair or advisor. **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 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. **Prerequisite(s):** Eligibility for RDG 027 and required scores on the college's placement test. **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 basic skills for reading and writing critically about literature. Students must earn a grade of C or better in ENG 002 and complete their reading requirements to gain eligibility for ENG 111. **Prerequisite(s):** ENG 001 or eligibility for RDG 027 and required scores on the college's placement test. **Note:** Degree-seeking students with no reading requirements must take designated paired sections of ENG 002 and ENG 111 as part of the Accelerated Learning Program.

### **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 basic 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 RDG 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(s):** *Eligibility for RDG 027 or permission of the department chair.*

### **ENG 111 - Composition and Introduction to Literature 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the English Composition General Education Requirement. Learn single-paragraph and multi-paragraph writing. Gain substantial writing practice both in and out of class. Analyze short fiction and poetry.

**Prerequisite(s):** *Required scores on the SAT, ACT, or the college's placement test; or a grade of C or better in ENG 002 or ENG 003 and, if necessary, in RDG 028 or RDG 029 or RDG 090.*

### **ENG 112 - Composition and Introduction to Literature 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the English Composition General Education Requirement. 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(s):** *ENG 111.*

### **ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers**

*3 credit hours - Three hours weekly; one term.*

This course meets the English Composition General Education Requirement. 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(s):** *Required scores on the college's placement test or successful completion of ESL 387, ESL 396, ESL 398, and ESL 399.*

### **ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers**

*3 credit hours - Three hours weekly; one term.*

This course meets the English Composition General Education Requirement. 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(s):** *ENG 115 or the equivalent or permission of the department chair.*

### **ENG 121 - Composition and Literature**

*3 credit hours - Three hours weekly; one term.*

This course meets the English Composition General Education Requirement. 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(s):** *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.* **Crosslisted:** *Also offered as ENG 121H; credit is not given for both ENG 121 and ENG 121H.* **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 121H - Composition and Literature - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the English Composition General Education Requirement. 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(s):** *Eligibility for Honors Courses and 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. **Crosslisted:** Also offered as ENG 121; credit is not given for both ENG 121H and ENG 121. **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.

Complete and present an honors capstone research project that extends beyond the classroom.

### **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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

### **ENG 161 - Introduction to Linguistics**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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.

### **ENG 200 - Introduction to Creative Writing**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** 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(s):** 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(s):** 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(s):** ART 180 or ENG 200 or THA 125 or permission of the department chair. **Crosslisted:** 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(s):** ENG 200 or permission of department chair.

## **ENG 205 - Creative Writing: Portfolio Development**

*2 credit hours - Two lecture hours 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 only for students completing the AA in Fine Arts -Creative Writing Option program. This course should be taken during the student's final semester in the program. **Prerequisite(s):** *ENG 200 and two of the following: ENG 201, ENG 202, ENG 203, ENG 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(s):** *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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

## **ENG 211 - World Literature 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 211H; credit is not given for both ENG 211 and ENG 211H.

## **ENG 211H - World Literature 1 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 211; credit is not given for both ENG 211H and ENG 211. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

## **ENG 212 - World Literature 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* *ENG 211 or ENG 211H is not a prerequisite.* **Crosslisted:** Also offered as ENG 212H; credit is not given for both ENG 212 and ENG 212H.

## **ENG 212H - World Literature 2 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. Study literature from Europe, the Americas, Africa and Asia, from the 18<sup>th</sup> 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* *ENG 211 or ENG 211H is not a prerequisite.* **Crosslisted:** Also offered as ENG 212; credit is not given for both ENG 212H and ENG 212. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

## **ENG 213 - British Literature 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 213H; credit is not given for both ENG 213 and ENG 213H.

213H.

### **ENG 213H - British Literature 1 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 213; credit is not given for both ENG 213H and ENG 213.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 214 - British Literature 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. ENG 213 or ENG 213H is not a prerequisite.* **Crosslisted:** *Also offered as ENG 214H; credit is not given for both ENG 214 and ENG 214H.*

### **ENG 214H - British Literature 2 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. ENG 213 or ENG 213H is not a prerequisite.* **Crosslisted:** *Also offered as ENG 214; credit is not given for both ENG 214 and ENG 214H.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 215 - Early American Literature: Colonial to 1865**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

**Crosslisted:** *Also offered as ENG 215H; credit is not given for both ENG 215 and ENG 215H.*

### **ENG 215H - Early American Literature: Colonial to 1865 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 215; credit is not given for both ENG 215H and ENG 215.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 216 - American Literature, 1865-1945: Realism to Modernism**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 216H; credit is not given for both ENG 216 and ENG 216H.*

### **ENG 216H - American Literature, 1865 - 1945: Realism to Modernism - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 216; credit is not given for both ENG 216H and ENG 216.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

## **ENG 217 - Contemporary American Literature: 1945-present**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 217H; credit is not given for both ENG 217 and ENG 217H.*

## **ENG 217H - Contemporary American Literature:1945 - present - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 217; credit is not given for both ENG 217H and ENG 217.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

## **ENG 220 - The Bible as Literature**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 220H; credit is not given for both ENG 220 and ENG 220H.*

## **ENG 220H - The Bible as Literature - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 220; credit is not given for both ENG 220H and ENG 220.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

## **ENG 221 - Introduction to Shakespeare**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Study representative works selected from Shakespeare's tragedies, comedies, histories, romances, and sonnets, with attention to historical and cultural contexts.

**Prerequisite(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 221H; credit is not given for both ENG 221 and ENG 221H.*

## **ENG 221H - Introduction to Shakespeare - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. Study representative works selected from Shakespeare's tragedies, comedies, histories, romances, and sonnets, with attention to historical and cultural contexts.

**Prerequisite(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 221; credit is not given for both ENG 221H and ENG 221.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

## **ENG 222 - The American Novel**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 222H; credit is not given for both ENG 222 and ENG 222H.*

## **ENG 222H - The American Novel - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors courses*

and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslisted:** Also offered as ENG 222; credit is not given for both ENG 222H and ENG 222. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

### **ENG 223 - The British Novel**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 223H; credit is not given for both ENG 223 and ENG 223H.

### **ENG 223H - The British Novel - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. Study representative British novels from the 18<sup>th</sup> 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 223; credit is not given for both ENG 223H and ENG 223. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

### **ENG 224 - Modern American Poetry**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 224H; credit is not given for both ENG 224 and ENG 224H.

### **ENG 224H - Modern American Poetry - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. Study representative 20<sup>th</sup> and 21<sup>st</sup> 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 224; credit is not given for both ENG 224H and ENG 224. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

### **ENG 225 - African American Literature**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. This course meets the Diversity Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as AFA 225, AFA 225H and ENG 225H; credit is given for only one of the following: AFA 225, AFA 225H, ENG 225 or ENG 225H.

### **ENG 225H - African American Literature -Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as AFA 225, AFA 225H and ENG 225; credit is given for only one of the following: AFA 225, AFA 225H, ENG 225 or ENG 225H. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

### **ENG 226 - Ethnic American Literature**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. This course meets the Diversity Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** Also offered as ENG 226H; credit is



not given for both ENG 226 and ENG 226H.

### **ENG 226H - Ethnic American Literature - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 226; credit is not given for both ENG 226H and ENG 226.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 227 - Literary Nonfiction**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Study representative readings in literary nonfiction. Discuss types of nonfiction writing, literary traditions and style, including the Personal Essay, Literary Journalism, Nature/Science writing, the Literary Memoir, Travel Writing and Humor. **Prerequisite(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 227H; credit is not given for both ENG 227 and ENG 227H.*

### **ENG 227H - Literary Nonfiction - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. Study representative readings in literary nonfiction. Discuss types of nonfiction writing, literary traditions and style, including the Personal Essay, Literary Journalism, Nature/Science writing, the Literary Memoir, Travel Writing and Humor. Complete and present an honors capstone research project that extends beyond the classroom. **Prerequisite(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 227; credit is not given for both ENG 227H and ENG 227.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 228 - Literature in English by Women**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. This course meets the Diversity Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as GSS 228, GSS 228H and ENG 228H; credit is given for only one of the following: GSS 228, GSS 228H, ENG 228 or ENG 228H.*

### **ENG 228H - Literature in English by Women - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as GSS 228, GSS 228H and ENG 228; credit is given for only one of the following: GSS 228, GSS 228H, ENG 228 or ENG 228H.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 235 - Modern Drama**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 235H; credit is not given for both ENG 235 and ENG 235H.*

### **ENG 235H - Modern Drama - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 235; credit is not given for both ENG 235H and ENG 235.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **ENG 250 - Literature of the Chesapeake Bay**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Prerequisite(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 250H; credit is not given for both ENG 250 and ENG 250H.*

### **ENG 250H - Literature of the Chesapeake Bay- Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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. **Prerequisite(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as ENG 250; credit is not given for both ENG 250H and ENG 250.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

### **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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.*

### **ENG 275 - Creative Writing: Literary Publishing Practicum - Working on Amaranth**

*1 credit hour - Two 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. **Corequisite(s):** *ENG 200 or permission of department.*

### **ENG 276 - Creative Writing: Literary Publishing Practicum - Working on Amaranth**

*2 credit hours - Five hours weekly; one term.*

Opportunity to work on the student creative writing journal under the supervision of the faculty advisor. 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. **Corequisite(s):** *ENG 200 or permission of department.*

### **ENG 277 - Creative Writing: Literary Publishing Practicum - Working on Amaranth**

*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 advisor. 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. **Corequisite(s):** *ENG 200 or permission of department.*

### **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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

### **ENG 281 - Special Topics in English - Gender and Sexuality and Vampire Literature**

*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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

### **ENG 282 - Special Topics in English - Global Literature and Social Change**

*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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.*

## **English as a Second Language**

### **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 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. **Crosslisted:** 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.*

This course will emphasize 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.

**Crosslisted:** 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. **Crosslisted:** *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. **Crosslisted:** *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. **Crosslisted:** *Also offered as BPA 127; credit is not given 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. **Crosslisted:** *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. **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair.* **Crosslisted:** *Also offered as BPA 217; credit is not given for both ESI 217 and BPA 217.*

**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.*

### **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. **Crosslisted:** *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. **Crosslisted:** Also offered as BPA 246; credit will not be given for both ESI 246 and BPA 246. **Note:** Students are encouraged to take BPA 111 before enrolling in this course.

## **ESI 250 - Legal Issues for Business**

*3 credit hours - Three hours weekly; one term.*

Learn legal consequences in the launch and operation of a business. 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. Study government regulation and property interests, and intellectual property law. Lab fee \$5. **Crosslisted:** 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. **Crosslisted:** 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(s):** BPA 103 or ESI 103. **Crosslisted:** 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 hours work weekly.*

A course designed to give students in business technology areas an opportunity to acquire practical experience with classroom learning. Objectives are set by the supervising employer, the student and the faculty member. **Prerequisite(s):** Permission of instructor or department chair. **Crosslisted:** Also offered as BPA 275; credit is not given for both ESI 275 and 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.

## **Future**

### **FTR 105 - Exploring the Future**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** 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.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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. **Crosslisted:** 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 101 - Introduction to Women's Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Interdisciplinary and Emerging Issues General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

### **GSS 102 - Introduction to Masculinity Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Interdisciplinary and Emerging Issues General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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.*

This course meets the Health/Fitness/Wellness General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** Also offered as HEA 113; credit is not given for both GSS 113 and HEA 113

### **GSS 115 - Women and Minorities in Science**

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as PHS 115; credit is not given for both GSS 115 and PHS 115. **Note:** 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. **Crosslisted:** Also



offered as HEA 117; credit is not given for both HEA 117 and GSS 117.

### **GSS 169 - Music, Power and Gender**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** Also offered as BPA 174; credit is not given for both GSS 174 and BPA 174.

### **GSS 210 - Images of Women**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** Also offered as AMS 211; credit is not given for both GSS 211 and AMS 211.

### **GSS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. Examine the diversity of lesbian, gay, bisexual and transgender (LGBT) behaviors, orientations, identities, communities, and issues from a transhistorical, 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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(s):** PSY 111 or permission of department chair.

**Crosslisted:** 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.*

This course meets the Diversity Requirement. Learn current information concerning biological, psychological and sociological aspects of human sexual functioning and related concerns. **Prerequisite(s):** *PSY 111 or permission of department chair.*

**Crosslisted:** *Also offered as PSY 216; credit is not given for both GSS 216 and PSY 216.*

### **GSS 217 - Women of the Western World**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. Study and analyze women's experiences, social roles and contributions to the development of Western society from ancient times to the 21st century. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as HIS 217; credit is not given for both GSS 217 and HIS 217.*

### **GSS 218 - History of Women in America: 1607-Present**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *GSS 101, SOC 111 or SOC 121.* **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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(s):** *PSY 111 or permission of department chair.* **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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 - Literature in English by Women**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as GSS 228H, ENG 228, and ENG 228H; credit is given for only one of the following: GSS 228, GSS 228H, ENG 228 or ENG 228H.*

## **GSS 228H - Literature in English by Women - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslisted:** *Also offered as GSS 228, ENG 228 and ENG 228H; credit is given for only one of the following: GSS 228, GSS 228H, ENG 228 or ENG 228H.* **Note:** *Complete and present an honors capstone research project that extends beyond the classroom.*

## **GSS 229 - Women, Crime and Prison**

*3 credit hours - Three hours weekly; one term.*

This course meets the Diversity Requirement. 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. **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** *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.

## **GSS 281 - Special Topics in Gender and Sexuality Studies - Gender and Sexuality in Vampire Literature**

*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.

## **Geography**

## **GEO 100 - Introduction to Geography**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. Focus on the geographer's view of the interaction of people with their physical and human environments. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **GEO 101 - Physical Geography**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. Learn about the physical environment, principles and patterns of weather and climate, soils, vegetation, earth materials and landforms. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **GEO 102 - World Regional Geography**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. Study major world regions, their populations, natural environments, cultural and economic development within a global context. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **GEO 103 - Cultural Geography**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. Examine the human environment by studying political, cultural, economic, urban and population patterns of human use of the earth. **Prerequisite(s):** *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(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as PHS 107; credit is not given for both GEO 107 and PHS 107.* **Note:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## Health

### HEA 100 - Assessment and Theory of Fitness and Health

*3 credit hours - Three hours weekly; one term.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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.*

This course meets the Health/Fitness/Wellness General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** *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.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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 - The Health Consumer in Today's World

*3 credit hours - Three hours weekly; one term.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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. **Crosslisted:** *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.

**Crosslisted:** 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. **Crosslisted:** Also offered as BIO 138; credit is not given for both HEA 138 and BIO 138.

### **HEA 150 - First Aid and Safety - CPR**

*3 credit hours - Three hours weekly; one term.*

This course meets the Health/Fitness/Wellness General Education Requirement. 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 AACC 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 - Care and Prevention of Athletic Injuries**

*3 credit hours - Three hours weekly; one term.*

(formerly PHE 295) Theoretical and practical methods of preventing and treating injuries; techniques of taping, bandaging and massaging; and use of rehabilitative methods.

## **Health Information Technology**

### **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(s):** *BIO 231 or BIO 233, BIO 232 or BIO 234, CTA 100 or CTA 103, 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(s):** *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(s):** *HIT 111 (with a C or better).*

### **HIT 200 - Electronic Health Records**

*2 credits - two 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(s):** *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(s):** *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(s):** *HIT 111, MDA 113, MDA 114 and CTA 100.*

### **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(s):** *HIT 111, MDA 113, MDA 114 and CTA 100.*

### **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(s):** *HIT 111 (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(s):** *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(s):** *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. **Prerequisite(s):** *MDA 116, HIT 221 and HIT 222.*



## **HIT 276 - Health Information Technology Practicum**

*3 credit hours - 160 hours supervised unpaid field experience; one term.*

Participate in a supervised practicum in a college laboratory using simulation software and clinical practice setting. Perform functions related to the analysis and reporting requirements for health records, release of information, coding of medical data, data abstracting, Diagnostic Related Groups (DRG) coding and assignment. Students will take a mock Registered Health Information Technician national accreditation examination. Clinical fee \$30. **Prerequisite(s):** *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(s):** *Will vary depending on course offering.*

## **History**

### **HIS 111 - History of Western Civilization 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **HIS 112 - History of Western Civilization 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **HIS 211 - History of the United States 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as HIS 211H; credit is not given for both HIS 211 and HIS 211H.*

### **HIS 211H - History of the United States 1 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Study United States history from colonization through the Civil War in an honors seminar environment of readings and extensive discussion. **Prerequisite(s):** *Participation in the Honors Program and eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as HIS 211; credit is not given for both HIS 211H and HIS 211.*

### **HIS 212 - United States History Since the Civil War**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. Explore American politics, cultures, economics and the interaction of class, race and gender through reading, critical thinking and writing, from the Civil War to the present. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **HIS 214 - African American History**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **HIS 217 - Women of the Western World**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. Study and analyze women's experiences, social roles and contributions to the development of Western society from ancient times to the 21st century. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as GSS 217; credit is not given for both HIS 217 and GSS 217.*

### **HIS 218 - History of Women in America: 1607-Present**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **HIS 281 - Special Topics in History - The Italian Renaissance (travel-study course)**

*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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **HIS 292 - Special Topics in History - Nazi Germany: 1932-1945**

*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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **HIS 295 - Special Topics in History - The Counseling Detective: A History of Victorian Society Reflected in the Sherlock Holmes Stories**

*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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **Homeland Security Management**

### **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 11<sup>th</sup> 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(s):** *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(s):** *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 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. **Prerequisite(s):** *HLS 111 or permission of director.*

## **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. **Crosslisted:** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *CJS 111 or HLS 111.* **Crosslisted:** *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(s):** *CJS 111 or HLS 111.* **Crosslisted:** *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, cybercrime, 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(s):** *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(s):** *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(s):** *CJS 111 or HLS 111.* **Crosslisted:** *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. **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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 tabletop 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(s):** *HLS 111 and HLS 260 or permission of the director.*

## **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. **Crosslisted:** *Also offered as CJS 270; credit will not be given for both HLS 270 and CJS 270.*

## **Honors**

### **HON 100 - Knowledge and Freedom: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Read and discuss the philosophy of Plato, Dewey, and Fromm and works by Thoreau, Shakespeare, Douglass, Huxley, Bambara, 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(s):** *Admission to the honors program.*

### **HON 105 - Utopia and Dystopia: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *Admission to the honors program.*

### **HON 110 - Industrialism and Social Change: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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(s):** *Admission to the honors program.*

### **HON 120 - Science and Human Understanding: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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(s):** *Admission to the honors program.*

### **HON 125 - Infinity and Human Perspectives: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** Admission to the honors program.

### **HON 130 - Imagination and Reflection: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** Admission to the honors program.

### **HON 140 - Society and the Individual: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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(s):** Admission to the honors program.

### **HON 150 - The Environment and Human Society: An Honors Seminar**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** Admission to the honors program.

### **HON 155 - The Artificial Human in Films and Literature: An Honors Seminar**

*3 credits hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** 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(s):** Submission to honors coordinator and approval of honors contract application. **Corequisite(s):** This course must be taken concurrently with another 3-4 credit non-honors course.

### **HON 245 - Honors Leadership**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement. 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(s):** 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(s):** Admission to the honors program.

### **Hotel/Restaurant Management**

*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 - 30 hours of lecture and 45 hours of laboratory.*

Learn the fundamentals of cooking, knife skills, culinary terminology, and equipment usage. Study product identification and applied cooking techniques 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 \$225. **Prerequisite or Corequisite:** A current ServSafe sanitation certification, HRM 119, or permission of the Director of the HCAT Institute. **Note:** Student 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(s):** 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 a 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(s):** 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.*

Learn 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 \$145. **Prerequisite or Corequisite:** A current ServSafe sanitation certification, HRM 119, or permission of the Director of the HCAT Institute. **Note:** 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 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 \$175. **Prerequisite(s):** *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 \$150. **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 \$240. **Prerequisite(s):**

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 \$220. **Prerequisite(s):** 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 \$290. **Prerequisite(s):** 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 - Garde 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; pate, terrines, galantines, and sausages as well as use traditional preservation techniques and create decorative centerpieces. Students will also plan, prepare, and present a garde manger buffet. Lab fee \$290. **Prerequisite(s):** 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(s):** 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(s):** 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 \$275. **Prerequisite(s):** 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(s):** 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 firsthand knowledge of flavor, sensory perception, and contemporary cooking techniques including amuse bouché, appetizers and desserts. Create and prepare a multi-course meal in an à la carte setting. Lab fee \$350. **Prerequisite(s):** 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 \$175. **Prerequisite(s):** 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 \$195.

**Prerequisite(s):** 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**

*3 credit hours - Three hours weekly; 45 hours of lecture.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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(s):** *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 foodservice operations. Emphasis is on systems of food and labor cost controls, budgets for food service operations and menu analysis, pricing and planning. **Prerequisite(s):** *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(s):** *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(s):** *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(s):** *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(s):** *HRM 111 and either HRM 121 or HRM 124 or permission of the Director of the HCAT Institute.*

## **HRM 275 - Internship in Hotel/ Restaurant Management**

*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.

**Prerequisite(s):** HRM 251, HRM 260. **Note:** Enrollment in internship course requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the HCAT internship coordinator.

## **HRM 280 - Special Topics in Hotel /Restaurant Management - Introduction to the Casino Gaming Industry**

*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.

## **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.

## **HRM 281 - Special Topics in Hotel /Restaurant Management - Casino Operations 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.

## **Human Services**

### **HUS 100 - Introduction to Human Services**

*3 credit hours - Three hours weekly, one term.*

Explore Human Services as a profession. Study the evolution and history of Human Services and social welfare policy. Examine the Generalist Practice and the role of the Human Service Professional. Investigate professional ethics and values in Human Services, and the underlying philosophies, attitudes, and human service delivery models. Learn skills and intervention strategies, including case management, as well as various approaches to helping. Begin the process of self-awareness and growth in relation to helping others. **Prerequisite(s):** *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(s):** *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). **Crosslisted:** *Also offered as HUS 102H; credit is not given for both HUS 102 and HUS 102H.*

### **HUS 102H - Physiological Aspects of Chemical Dependence - Honors**

*3 credit hours - 45 hours of lecture; one term.*

This is an honors course. 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). **Prerequisite(s):** *Eligibility for Honors courses.* **Note:** *As part of the course, students will complete a capstone research project: Students will refine their research and critical thinking skills to complete the project successfully. Also offered as HUS 102; credit is not given for both HUS 102H and HUS 102.*

### **HUS 114 - Counseling, Assessment and Case Management**

*3 credit hours - Three hours weekly; one term.*

Examine professionalism in the counseling field, including professional ethics and legal duties. Learn the components of a helping relationship. Explore counseling and case management skills and techniques. Demonstrate communication skills that enhance the exchange of information including multicultural interviewing techniques. Apply assessment and the subsequent treatment planning skills associated with case management and counseling. Determine and evaluate outcome goals for

intervention. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Corequisite(s):** HUS 115 or permission of department chair. **Crosslisted:** Also offered as HUS 114H; credit is not given for both HUS 114 and HUS 114H.

### **HUS 114H - Counseling, Assessment and Case Management - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Examine professionalism in the counseling field, including professional ethics and legal duties. Learn the components of a helping relationship. Explore counseling and case management skills and techniques. Demonstrate communication skills that enhance the exchange of information including multicultural interviewing techniques. Apply assessment and the subsequent treatment planning skills associated with case management and counseling. Determine and evaluate outcome goals for intervention. **Prerequisite(s):** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121. **Corequisite(s):** HUS 115 or permission of department chair. **Crosslisted:** Also offered as HUS 114; credit is not given for both HUS 114 and HUS 114H. **Note:** As part of the course, students will complete a capstone research project. Students will refine their research and critical thinking skills to complete the project successfully.

### **HUS 115 - Fieldwork: Counseling, Assessment and Case Management**

*3 credit hours - 90 minutes of lecture weekly; 100 hours of supervised fieldwork; one term.*

Provides supervised fieldwork placement where students implement theories and techniques learned in the lecture class. Lab fee \$15. **Prerequisite(s):** HUS 101. **Corequisite(s):** 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(s):** 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(s):** 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

### **HUS 150 - Introduction to Aging Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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. **Crosslisted:** 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. **Crosslisted:** Also offered as BIO 152; credit is not given for both HUS 152 and BIO 152.

### **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). **Crosslisted:** 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(s):** HUS 211 or permission of department chair.

### **HUS 211 - Crisis Intervention and Counseling**

*3 credit hours - Three hours weekly; one term.*

Examine underlying principles of crisis intervention including situational crisis, developmental crisis, and special populations. Learn specific crisis assessments and case management techniques, and practice skills in interviewing, individual and group crisis intervention and counseling. Determine and apply professional ethics in hypothetical case situations. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121, HUS 114 or appropriate experience, e.g., employment that calls for interviewing and counseling, or permission of department chair. **Corequisite(s):** 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(s):** HUS 115 or permission of department chair. **Corequisite(s):** 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(s):** 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. **Crosslisted:** *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 240 - Gambling Addiction**

*3 credit hours - Three hours weekly; one term*

Examine gambling addiction from biological, psychological, and social perspectives. Gain knowledge and clinical understanding related to the etiology and prevention of this addiction, as well as identification and treatment of those with a pathological gambling disorder. Explore and apply clinical screening tools, diagnostic criteria and interventions through case studies.

Investigate personal, familial and social consequences of problem gambling. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

## **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(s):** *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(s):** *HUS 114, PSY 111 or permission of department chair.*

## **Humanities**

### **HUM 101 - Introduction to Fine Arts**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **HUM 111 - Nature and the Arts**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Science and Human Creativity**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - American Folk Arts**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Images of Women**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** Also offered as GSS 210; credit is not given for both HUM 210 and GSS 210.

## Internship Experience

### 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. **Prerequisite(s):** (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. **Note:** Students are strongly encouraged to consult with the Internship office to explore this opportunity.

### 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. **Prerequisite(s):** (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. **Note:** Students are strongly encouraged to consult with the Internship office to explore this opportunity.

### 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. **Prerequisite(s):** (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. **Note:** Students are strongly encouraged to consult with the Internship office to explore this opportunity.

## Library Information

### 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.

## Mathematics

### MAT 005 - Arithmetic

*1 equivalent hour - Two hours weekly; one eight week session.*

Develop proficiency in arithmetic topics such as whole numbers, fractions, decimals, percents, ratio and proportion, measurement and reading graphs. Lab fee \$15. **Note:** MAT 005 is not included in the developmental sequence of courses leading to eligibility for credit level mathematics.



## **MAT 010 - Pre-Algebra**

*2 equivalent hours - Two hours weekly; one term.*

Learn pre-algebra topics such as arithmetic of fractions, decimals, signed numbers, literal expressions, linear equations, polynomials and word problems. Attention will be given to study skills. This course prepares students for MAT 011 and is intended for students who need a review of introductory algebra skills. Lab fee \$15. **Prerequisite(s):** Achieve an appropriate score on the Mathematics Placement Test. **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 such as operations on real numbers; simplifying expressions; solving first-degree equations, inequalities and application problems; graphing linear equations and solving systems of linear equations by graphing; simplifying exponents; operations on polynomials; factoring polynomials; and solving quadratic equations with applications by factoring. **Prerequisite(s):** Achieve an appropriate score on the Mathematics Placement Test, or completion of MAT 010 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Note:** A grade of at least C in MAT 011 is required to enroll in MAT 012 or MAT 013B. A grade of A is required to enroll in MAT 013A/ MAT 141 offered as a one term accelerated combination course.

## **MAT 011E - Beginning Algebra, Two-Week Extension**

*1 equivalent hour - Eight hours weekly; one two week term.*

Continue studying a portion of the topics in MAT 011 which may include solving equations and applications, graphing, polynomial operations and factoring polynomials. **Prerequisite(s):** Students must have successfully completed the minimum required coursework in a computer-intensive section of MAT 011. Permission of instructor required.

## **MAT 012 - Intermediate Algebra**

*4 equivalent hours - Four hours weekly; one term.*

Study intermediate algebra topics. Topics include linear, rational, radical, quadratic, exponential and logarithmic equations and functions; systems of linear equations; graphing linear and non-linear functions; inequalities; and problem solving. A brief review of beginning algebra topics is also included. MAT 012 provides a high level of algebraic preparation for students pursuing MAT 141 - College Algebra and Trigonometry 1 or MAT 151 - Introductory Analysis (Pre-Calculus Mathematics). **Prerequisite(s):** Achieve an appropriate score on the Mathematics Placement Test, or completion of MAT 011 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Note:** A grade of at least C in MAT 012 is required to enroll in any of the first college-level mathematics general education courses including MAT 100, MAT 133, MAT 135, MAT 141, MAT 221 and MAT 222. A grade of B or better is required to enroll in MAT 151. Students should enroll in only **one** of the following courses: MAT 012 or MAT 013A or MAT 013B.

## **MAT 012E - Intermediate Algebra, Two-Week Extension**

*1 equivalent hour - Eight hours weekly; one two-week session.*

Continue studying a portion of the topics in MAT 012 which may include rational, radical, quadratic, exponential and logarithmic equations and functions; graphing linear and non-linear functions; and problem solving. **Prerequisite(s):** Students must have successfully completed the minimum required coursework in a computer intensive section of MAT 012. Permission of instructor required.

## **MAT 013A - Accelerated Intermediate Algebra**

*2 equivalent hours - Two hours weekly; one term.*

An accelerated study of intermediate algebra topics specifically focused on the essential skills and applications in MAT 141 - College Algebra and Trigonometry 1. Topics include linear, rational, radical, quadratic, exponential and logarithmic equations and functions; systems of linear equations; graphing linear and non-linear functions; and inequalities. A brief review of beginning algebra topics is also included. **Prerequisite(s):** Achieve an appropriate score on the Mathematics Placement Test and completion of high school algebra 2 with a grade of at least B, or completion of MAT 011 with a grade of A. **Note:** Students who register for MAT 013A must also register for the paired section of MAT 141. The courses are linked to provide an accelerated pathway for completing both the developmental requirement and College Algebra and Trigonometry 1 in the same semester. Students must complete MAT 013A with a grade of at least C in order to start MAT 141. Students should enroll in only **one** of the following courses: MAT 012 or MAT 013A or MAT 013B.

## **MAT 013B - Accelerated Intermediate Algebra**

*2 equivalent hours - Two hours weekly; one term.*

An accelerated study of intermediate algebra topics supporting the problem solving skills of liberal arts mathematics courses including MAT 100 - The Nature of Mathematics, MAT 133 - Finite Mathematics, MAT 135 - Statistics, and MAT 221 - Fundamental Concepts of Mathematics 1 and MAT 222 - Fundamental Concepts of Mathematics 2. Topics include linear, rational, radical, quadratic, exponential and logarithmic equations and functions; systems of linear equations; graphing linear and

non-linear functions; and inequalities. A brief review of beginning algebra topics is also included. **Prerequisite(s):** *Achieve an appropriate score on the Mathematics Placement Test, or completion of MAT 011 with a grade of at least C, or successful completion of an approved mathematics preparation course.* **Note:** *MAT 013B provides students an accelerated pathway to credit mathematics courses for programs of study that do not require MAT 141 or MAT 151. Students should enroll in only one of the following courses: MAT 012 or MAT 013A or MAT 013B.*

### **MAT 035 - Pre-Statistics**

*4 equivalent hours - Four hours lecture weekly; one term.*

Study algebra topics essential for statistics such as operations on real numbers, simplifying expressions, solving linear equations and inequalities, and graphing linear equations. Explore concepts in probability and statistics including set theory, experiments, counting, measures of central tendency and dispersion, lines of best-fit and graphical representations of data. Use technology for a data analysis project. **Prerequisite(s):** *Achieve an appropriate score on the Mathematics Placement Test or completion of MAT 010 with a grade of at least C, or successful completion of an approved mathematics preparation course.* **Note:** *A grade of at least C in MAT 035 is required to enroll in MAT 135 or MAT 135H.*

### **MAT 100 - The Nature of Mathematics**

*3 credit hours - Three hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013B with a grade of at least C, or successful completion of an approved mathematics preparation course.*

### **MAT 133 - Finite Mathematics**

*3 credit hours - Three hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013B with a grade of at least C, or successful completion of an approved mathematics preparation course.* **Note:** *Credit is not given for both MAT 133 and MAT 233.*

### **MAT 135 - Statistics**

*3 credit hours - Three hours weekly; one term.*

This course meets the Mathematics General Education Requirement. Use meaningful data to explore concepts in probability and statistics including measures of central tendency and dispersion. Develop statistical literacy by studying graphical representations of data, discrete and continuous probability distributions, and sampling techniques and theory. Construct and interpret confidence intervals, find lines of best-fit, and perform hypothesis tests for means, proportions, and independence. Technology use is required throughout the course for statistical analyses. **Prerequisite(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013B or MAT 035 with a grade of at least C, or successful completion of an approved mathematics preparation course.* **Crosslisted:** *Also offered as MAT 135H; credit is not given for both MAT 135 and MAT 135H, or for both MAT 135 and MAT 223.*

### **MAT 135H - Statistics - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Use meaningful data to explore concepts in probability and statistics including measures of central tendency and dispersion. Develop statistical literacy by studying graphical representations of data, discrete and continuous probability distributions, and sampling techniques and theory. Construct and interpret confidence intervals, find lines of best-fit, and perform hypothesis tests for means, proportions and independence. Technology use is required throughout the course for statistical analyses. **Prerequisite(s):** *Eligibility for honors courses; achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013B or MAT 035 with a grade of at least C, or successful completion of an approved mathematics preparation course.* **Crosslisted:** *Also offered as MAT 135; credit is not given for both MAT 135H and MAT 135, or for both MAT 135H and MAT 223.* **Note:** *Extra assignments and class meeting times may be required.*

### **MAT 141 - College Algebra and Trigonometry 1**

*3 credit hours - Three hours weekly; one term.*

(formerly MAT 131 College Algebra) This course meets the Mathematics General Education Requirement. 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(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013A 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.*

This course meets the Mathematics General Education Requirement. 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(s):** *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.*

This course meets the Mathematics General Education Requirement. 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(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E 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 - Calculus and Analytic Geometry 1**

*4 credit hours - Four hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** *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.* **Crosslisted:** *Also offered as MAT 191H; credit is not given for both MAT 191 and MAT 191H.* **Note:** *Credit is not given for both MAT 191 and MAT 122 or MAT 191 and MAT 230.*

## **MAT 191H - Calculus and Analytic Geometry 1 - Honors**

*4 credit hours - Four hours weekly; one term.*

This is an honors course. 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(s):** *Eligibility for Honors Courses and 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.* **Crosslisted:** *Also offered as MAT 191; credit is not given for both MAT 191 and MAT 191H.*

**Note:** *Credit is not given for both MAT 191 and MAT 122 or MAT 191 and MAT 230.*

*Extra class meeting times and assignments may be required.*

## **MAT 192 - Calculus and Analytic Geometry 2**

*4 credit hours - Four hours weekly; one term.*

This course meets the Mathematics General Education Requirement. Learn numerical and analytical techniques for integration and apply these techniques to solve problems involving definite integrals. Other topics include solving separable differential 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(s):** *MAT 191 or equivalent.* **Crosslisted:** *Also offered as MAT 192H; credit is not given for both MAT 192 and MAT 192H.*

## **MAT 192H - Calculus and Analytic Geometry 2 - Honors**

*4 credit hours - Four hours weekly; one term.*

This is an honors course. Learn numerical and analytical techniques for integration and apply these techniques to solve problems involving definite integrals. Other topics include solving separable differential 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(s):** *Eligibility for Honors courses and MAT 191 or equivalent.* **Crosslisted:** *Also offered as MAT 192; credit is not given for both MAT 192 and MAT 192H.* **Note:** *Extra class meeting times and assignments may be required.*

### **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(s):** *MAT 192 or equivalent.*

**Crosslisted:** *Also offered as MAT 201H; credit is not given for both MAT 201 and MAT 201H.*

### **MAT 201H - Calculus and Analytic Geometry 3 - Honors**

*4 credit hours - Four hours weekly; one term.*

This is an honors course. 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(s):**

*Eligibility for Honors Courses and MAT 192 or equivalent.* **Crosslisted:** *Also offered as MAT 201; credit is not given for both MAT 201 and MAT 201H.*

### **MAT 202 - Linear Algebra**

*4 credit hours - Four hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** *MAT 191 or equivalent.*

### **MAT 212 - Differential Equations**

*4 credit hours - Four hours weekly; one term.*

Analyze and solve ordinary differential equations of various types: separable, exact, linear equations of all orders and systems of linear equations. Master techniques including integrating factors, undetermined coefficients, the Wronskian, variation of parameters, reduction of order, power series, Laplace transforms and numerical approximations. Solve systems of linear equations using operator methods, numerical approximations and matrix methods. Apply these techniques to various applications including trajectories, mixing, growth, decay, vibrating springs, electric circuits and resonance. Use a mathematical software system as an integral and substantial part of the course. **Prerequisite(s):** *MAT 192.*

### **MAT 221 - Fundamental Concepts of Mathematics 1**

*4 credit hours - Four hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013B with a grade of at least C, or successful completion of an approved mathematics preparation course.*

### **MAT 222 - Fundamental Concepts of Mathematics 2**

*4 credit hours - Four hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** *Achieve an appropriate score on the mathematics part of the ACT or SAT, or score at an appropriate level on the Mathematics Placement Test, or completion of MAT 012 or MAT 012E or MAT 013B with a grade of at least C, or successful completion of an approved mathematics preparation course.*

### **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(s):** *MAT 221 or MAT 222 or equivalent.* **Note:** *Credit is not given for both MAT 223 and MAT 135.*

## **MAT 230 - Elementary Calculus (For Business and Social Sciences)**

*3 credit hours - Three hours weekly; one term.*

This course meets the Mathematics General Education Requirement. 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(s):** 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(s):** 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(s):** 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(s):** MAT 191 and one scientific programming language. **Corequisite(s):** 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 110 - Mechanical Components and Electric Motors**

*4 credit hours - Fours 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 - Fours 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(s):** 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(s):** 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(s):** 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.

**Prerequisite(s):** MEC 110, MEC 120, and MEC 130 or permission of department chair.

### **MEC 280 - Special Topics in Mechatronics - Advanced Motor Controllers**

*4 credit hours - Four hours of lecture and directed laboratory weekly; one term.*

Study the fundamentals of AC and DC motor control technology. Learn about motor operations, control techniques, variable frequency drives, sensors, motor efficiency and power. Use technical documentation such as data sheets, circuit diagrams and wiring schematics in hands-on laboratory exercises and projects. Lab fee \$30. **Prerequisite(s):** EET 130 and MEC 110 and MEC 130 or permission of engineering department chair.

### **MEC 280-299 - Special Topics in Mechatronics Technology**

*1-5 credit hours -*

Focuses on current or specialized topics in mechatronics engineering technology designed to meet expressed needs and interests within the community. 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(s):** Will vary depending on course offering.

### **Medical Assisting**

#### **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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

#### **MDA 111 - Laws and Ethics for Health Professionals**

*2 credit hours - Two hours weekly; one term.*

(formerly MDA 111 - Introduction to Allied Health and Medical Ethics) 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** MDA 115 or permission of the Medical Assisting department coordinator.

**Corequisite(s):** MDA 113.

## **MDA 118 - Intravenous Therapy**

*3 credit hours - Three hours weekly; one term.*

Learn 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. **Prerequisite(s):** MDA 110, MDA 111, MDA 113, and RXN 211, or permission of the department chair.

## **MDA 119 - Electrocardiography and Cardiac Diagnostics**

*3 credit hours - Three hours weekly; one term.*

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. **Prerequisite(s):** MDA 110, MDA 111, MDA 113, and RXN 211, or permission of the department chair.

## **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. 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. Lab fee \$100.

### **MDA 140 - Clinical Medical Assisting 1**

*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(s):** MDA 113, MDA 115, MDA 117. **Corequisite(s):** 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(s):** BIO 230 (or equivalent) and MDA 113 or permission of the Medical Assisting department coordinator.

### **MDA 142 - Clinical Medical Assisting 2**

*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.

**Prerequisite(s):** MDA 113, MDA 115, MDA 117. **Corequisite(s):** 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(s):** BIO 230 (or equivalent) and MDA 113 or permission of Medical Assisting department coordinator. **Corequisite(s):** AHT 114.

### **MDA 274 - Professional Seminar**

*1 credit hour - Three hours weekly, one term.*

Learn the traits and behaviors of the professional medical assistant, and the importance of credentialing. Prepares the student for the externship experience. 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(s):** ACA 100, MDA 113, MDA 115, MDA 117, MDA 140, and MDA 142.

### **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(s):** 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(s):** Will vary depending on course offering.

## **Medical Laboratory Technician**

### **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(s):** *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(s):** *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(s):** *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(s):** *CHE 111, MLT 101.*

### **MLT 204 - Clinical Immunology/Immunoematology**

*4 credit hours - 45 lecture and 30 laboratory; one term.*

Learn principles and practices of clinical immunology and clinical immunoematology (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(s):** *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(s):** *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(s):** *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(s):** *MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.* **Corequisite(s):** *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(s):** *MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.* **Corequisite(s):** *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(s):** *MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.* **Corequisite(s):** *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.

**Prerequisite(s):** *MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.* **Corequisite(s):** *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(s):** *MLT 202, MLT 203, MLT 204, and MLT 205 or by permission of the department chair.* **Corequisite(s):** *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(s):** *Will vary depending on course offering.*

## **Music**

### **MUS 100 - Music Appreciation**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Music Fundamentals**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *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(s):** 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(s):** 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(s):** 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(s):** 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(s):** MUS 151 or permission of department chair.

## **MUS 160 - History of Popular Music**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Highlights of Music History: Music of the 20th Century**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Highlights of Music History: Music and the Theater**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. A study of opera, musical comedy and other

theatrical forms. Investigates interplay between music and requirements of drama.

### **MUS 163 - Highlights of Music History: Keyboard Masterpieces**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Highlights of Music History: The Symphony**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Highlights of Music History: Jazz**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Music, Power and Gender**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement, the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** 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(s):** 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 192 - Applied Music: Acoustic Bass**

*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 192B - Applied Music: Acoustic Bass**

*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 193 - Applied Music: Bassoon Traditional**

*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 193B - Applied Music: Bassoon Traditional**

*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 194 - Applied Music: Cello Traditional**

*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 194B - Applied Music: Cello Traditional**

*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 195 - Applied Music: Clarinet Traditional**

*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 195B - Applied Music: Clarinet Traditional**

*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 196 - Applied Music: Electronic Synthesizer**

*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 196B - Applied Music: Electronic Synthesizer**

*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 197 - Applied Music: Euphonium Traditional**

*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 197B - Applied Music: Euphonium Traditional**

*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 198 - Applied Music: Flute Traditional**

*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 198B - Applied Music: Flute Traditional**

*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 199 - Applied Music: Acoustic Guitar Traditional**

*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 199B - Applied Music: Acoustic Guitar Traditional**

*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 200 - Applied Music: Harp**

*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 200B - Applied Music: Harp**

*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 204 - Applied Music: Horn Traditional**

*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 204B - Applied Music: Horn Traditional**

*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 206 - Applied Music: Oboe Traditional**

*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 206B - Applied Music: Oboe Traditional**

*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 207 - Applied Music: Organ**

*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 207B - Applied Music: Organ**

*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 208 - Applied Music: Percussion Traditional**

*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 208B - Applied Music: Percussion Traditional**

*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 209 - Applied Music: Piano Traditional**

*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 209B - Applied Music: Piano Traditional**

*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 210 - Applied Music: Saxophone Traditional**

*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 210B - Applied Music: Saxophone Traditional**

*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 211 - Applied Music: Trombone Traditional**

*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 211B - Applied Music: Trombone Traditional**

*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 212 - Applied Music: Trumpet Traditional**

*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 212B - Applied Music: Trumpet Traditional**

*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(s):** 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, including 12-tone and serial music. Learn writing in small forms. Continue developing sight singing, dictation and keyboard skills. Analysis of works relating to problems being studied.

**Prerequisite(s):** MUS 213 or permission of department chair.

### **MUS 215 - Applied Music: Tuba Traditional**

*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 215B - Applied Music: Tuba Traditional**

*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 216 - Applied Music: Viola**

*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 216B - Applied Music: Viola**

*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 217 - Applied Music: Music: Violin Traditional**

*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 217B - Applied Music: Violin Traditional**

*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 218 - Applied Music: Voice Traditional**

*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 218B - Applied Music: Voice Traditional**

*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 219 - Applied Music: Electric Bass Guitar Traditional**

*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*

**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 219B - Applied Music: Electric Bass Guitar Traditional**

*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 220 - Applied Music: Dulcimer**

*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*

**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 220B - Applied Music: Dulcimer**

*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 221 - Applied Music: Composition Traditional**

*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 221B - Applied Music: Composition Traditional**

*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 222 - Applied Music: Conducting Traditional**

*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 222B - Applied Music: Conducting Traditional**

*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 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(s):** *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(s):** *MUS 101 or permission of department chair.*

## **MUS 262 - World Music: Music as Culture**

*3 credit hours - Three hours weekly, one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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, class and gender on music.

## **MUS 263 - West African Music and Dance**

*3 credit hours - One hour of lecture and three hours of studio weekly; one term.*

Study the practical and theoretical traditions of West African music and dance. Experience the rhythms, songs, movements, and languages of Ghana and other West African countries using an interdisciplinary approach that reflects the integrated nature of drumming, dancing, and singing in West Africa. Perform a range of musical styles and a variety of traditional and contemporary choreographies. **Crosslisted:** Also offered as DAN 263; credit is not given for both MUS 263 and DAN 263.

## **MUS 280 - Special Topics in Music - Opera Workshop**

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.

## **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.

## **MUS 281 - Special Topics in Music - Chamber Singers**

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.

## **MUS 284 - Special Topics in Music - West African Music and Dance**

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.

## **Nursing**

### **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(s):** *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(s):** *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(s):** NUR 100, or CNA certification with permission of the Director of Nursing. **Corequisite(s):** 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.*

Learn the roles of the nurse as provider, manager and member within the discipline of nursing. Gain an understanding of the nursing process in the role of care provider. Acquire the concepts, principles and skills used in assessing and providing care for patients. Demonstrate competencies and practice skills. Lab fee \$200. Clinical fee \$200. **Prerequisite(s):** BIO 231 or BIO 233 or equivalent with grade of B or better. **Corequisite(s):** NUR 121 and NUR 122 and BIO 232 or BIO 234 or equivalent.

## **NUR 121 - Basic Physical Assessment**

*1 credit hour - 15 hours of lecture and 15 hours of directed laboratory per term; one term.*

Gain foundational skills and physical assessment techniques and concepts necessary for beginning the assessment and implementation phase of the nursing process. Learn and practice assessment skills in a faculty directed laboratory setting and directed clinical experiences to facilitate the application of the content to client-centered care. Practice selected procedures on each other during directed laboratory. **Prerequisite(s):** BIO 231 or BIO 233 or equivalent with grade of B or better.

**Corequisite(s):** NUR 120 and NUR 122 and BIO 232 or BIO 234 or equivalent.

## **NUR 122 - Nursing Perspectives 1**

*1 credit hour - 15 hours of lecture per term.*

Learn concepts pertaining to the discipline of nursing and the health care delivery system. Gain instruction in the development of nursing as a discipline and the evolution of nursing education. Acquire knowledge of the legal and ethical aspects of the profession including the Nurse Practice Act, the State Board of Nursing and professional organizations. **Prerequisite(s):** BIO 231 or BIO 233 or equivalent with grade of B or better. **Corequisite(s):** NUR 120 and NUR 121 and BIO 232 or BIO 234 or equivalent.

## **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.*

Develop concepts, principles and skills used in caring for clients with compensated alterations of functioning within a single system. 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(s):** 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(s):** 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(s):** 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. **Prerequisite(s):** NUR 220 and NUR 221.

## **NUR 180 - Veteran to RN Transition**

*2 credit hours - 90 hours of directed lab; 8 weeks*

Gain supervised and directed laboratory experiences to prepare Navy Corpsmen and/or Army Medics to transition into the role of the Registered Nurse. Lab fee \$50. Clinical fee: \$100. **Prerequisite(s):** BIO 231 and BIO 232 or BIO 233 and BIO 234, PSY 111 and PSY 211, ENG 111 and ENG 112 or ENG 115 and ENG 116 or ENG 121, general education mathematics, BIO 223 with grades of C or better. **Note:** Requires dual enrollment with American Public University System and permission of the Director of

*Nursing and Healthcare Initiatives.*

## **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(s):** *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(s):** NUR 131 and PSY 211 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(s):** *NUR 220 and NUR 221 with a grade of C or better.* **Corequisite(s):** *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(s):** *NUR 220, NUR 221 with a grade of C or better.* **Corequisite(s):** *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(s):** *NUR 220 and NUR 221.*

## **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(s):** *Permission of nursing department.*

## Paralegal Studies

### LGS 100 - Introduction to the Law

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Social and Behavioral Sciences General Education Requirement. 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(s):** *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(s):** *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 experience 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(s):** *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. **Crosslisted:** *Also offered as CJS 135; credit is not given for both LGS 135 and CJS 135.* **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 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. **Crosslisted:** *Also offered as CJS 136; credit is not given for both LGS 136 and CJS 136.* **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 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Grade of "C" or better in LGS 111.* **Prerequisite or Corequisite:** *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(s):** *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(s):** *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(s):** *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(s):** *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). **Crosslisted:** *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(s):** *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:** *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(s):** *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(s):** *CJS 111 or LGS 111 or LGS 253.* **Crosslisted:** *Also offered as BPA 205, CJS 205 and CTS 205; credit is not given for LGS 205 and also BPA 205, CJS 205 and CTS 205.* **Note:** *Students with no prior computer experience are encouraged to take one of the following before taking this course: CTA 100 or CTA 103.*

### **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(s):** *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. **Crosslisted:** *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. **Crosslisted:** *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(s):** *LGS 111 or CJS 111 or permission of legal studies director.* **Crosslisted:** *Also offered as CJS 217; credit is not given for both LGS 217 and CJS 217.* **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 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(s):** *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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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 - Legal Issues for Business**

*3 credit hours - Three hours weekly; one term.*

Learn legal consequences in the launch and operation of a business. 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. Study government regulation and property interests, and intellectual property law. Lab fee \$5. **Crosslisted:** Also offered as BPA 250 and ESI 250; credit will be given for only one of the following: BPA 250, ESI 250, LGS 250. **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 253 - Business Law 1**

*3 credit hours - Three hours weekly; one term.*

Study basic principles of law and their impact on common business transactions. Explore 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 (partnership and corporations) to be organized. Lab fee \$5. **Crosslisted:** Also offered as LGS 253H, BPA 253 and BPA 253H; credit is not given for LGS 253 and also LGS 253H, BPA 253 and BPA 253H.

### **LGS 253H - Business Law 1 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Study basic principles of law and their impact on common business transactions. Explore 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 (partnership and corporations) to be organized. Lab fee \$5. **Crosslisted:** Also offered as LGS 253, BPA 253 and BPA 253H; credit is not given for LGS 253H and also LGS 253, BPA 253 or BPA 253H.

### **LGS 254 - Business Law 2**

*3 credit hours - Three hours weekly; one term.*

Examine the legal consequences of a variety of business decisions, including the form of business organization. Explore 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. Evaluate government regulation of business, stressing antitrust laws, employer-employee relations and securities regulations. Survey estate planning and trusts. Lab fee \$5. **Prerequisite(s):** LGS 253 or LGS 253H or BPA 253 or BPA 253H. **Crosslisted:** Also offered as LGS 254H, BPA 254 and BPA 254H; credit is not given for LGS 254 and also LGS 254H, BPA 254 or BPA 254H.

### **LGS 254H - Business Law 2 - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. Examine the legal consequences of a variety of business decisions, including the form of business organization. Explore 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. Evaluate government regulation of business, stressing antitrust laws, employer-employee relations and securities regulations. Survey estate planning and trusts. Lab fee \$5. **Prerequisite(s):** LGS 253 or LGS 253H or BPA 253 or BPA 253H and eligibility for Honors courses. **Crosslisted:** Also offered as LGS 254, BPA 254 and BPA 254H; credit is not given for LGS 254H and also LGS 254, BPA 254 or BPA 254H.

### **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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** Also offered as GSS 270; credit is not given for both LGS 270 and GSS 270. **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 advisor before registering for this course.

## **LGS 271 - Civil Rights Law**

*3 credit hours - Three hours weekly; one term.*

This course meets the Diversity Requirement. 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:** LGS 111 or CJS 111. **Crosslisted:** 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(s):** 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(s):** LGS 111 or permission of legal studies director.

## **LGS 281 - Special Topics in Paralegal Studies - Maryland Workers' Compensation Law**

*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(s):** LGS 111 or permission of legal studies director.

## **Pharmacy Technician**

### **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(s):** 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(s):** 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 - Pharmacy Calculations**

*3 credit hours - Three hours weekly, one term.*

Learn the essential math concepts and skills that are used on the job by the pharmacy technician. Gain knowledge of pharmacy calculations, conversions, measurements, drug preparations, and application of equations including calculations required for IVs, unit doses and solution preparations for both adults and pediatric patient populations. **Prerequisite(s):** RXN 111 and RXN 112, CTA 100, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator. **Corequisite(s):** 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(s):** RXN 111, RXN 112, CTA 100, MDA 113, BIO 230 or BIO 232 or BIO 234 or the permission of the department coordinator. **Corequisite(s):** RXN 210, RXN 212, and RXN 213 or permission of the department coordinator.

### **RXN 212 - Hospital Pharmacy Practice**

*3 credit hours - 30 hours lecture and 15 hours laboratory weekly; one term.*

Learn the terminology, equipment, and principles of extemporaneous compounding. Practice the principles of parenteral admixture services and medication administration. Lab fee \$120. **Prerequisite(s):** RXN 111, RXN 112, CTA 100, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator. **Corequisite(s):** RXN 210, RXN 211 and RXN 213.

### **RXN 213 - Community Pharmacy Practice**

*3 credit hours - 30 hours lecture and 15 hours laboratory weekly; one term.*

Learn the operation of a pharmacy dispensing system with emphasis on the management of pharmaceuticals and drug distribution systems. Lab fee \$120. **Prerequisite(s):** RXN 111, RXN 112, CTA 100, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator. **Corequisite(s):** 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(s):** RXN 210, RXN 211, RXN 212, RXN 213 with a minimum grade of C in each course. **Corequisite(s):** 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(s):** RXN 210, RXN 211, RXN 212, RXN 213 with a minimum grade of C in each course.

**Corequisite(s):** RXN 215.

## **Philosophy**

### **PHL 100 - Critical Thinking**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

### **PHL 111 - Introduction to Philosophy**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Discuss theories of nature, knowledge and value and study readings that have influenced our thinking on these matters. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

### **PHL 141 - Introduction to Logic**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Learn types of arguments often used by writers, politicians and scientists. Methods for distinguishing sound from unsound reasoning are examined and applied. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

### **PHL 142 - Ethics**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Learn theories of good and evil and methods of making decisions regarding these matters. **Prerequisite(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

## **PHL 146 - Contemporary Moral Problems**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **PHL 151 - Modern Logic**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **PHL 194 - Ethics and the Information Age**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement and the Interdisciplinary and Emerging Issues General Education Requirement. Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as CTA 194 and PHL 194H; credit is not given for both PHL 194 and CTA 194 or both PHL 194 and PHL 194H.*

## **PHL 194H - Ethics and the Information Age - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement and the Interdisciplinary and Emerging Issues General Education Requirement. Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. **Prerequisite(s):** *Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as PHL 194 and CTA 194H; credit is not given for both PHL 194H and PHL 194 or both PHL 194H and CTA 194H.*

## **PHL 201 - Western Religions**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Learn religions most important to the development of Western culture. Readings from Greeks, Romans, Islam, Judaism and Christianity are sources of discussions. **Prerequisite(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **PHL 202 - Asian Religions**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Learn religions most important to cultures of India, China and Japan. Readings from Hinduism, Buddhism, Taoism, Shintoism and other traditions are sources of discussions. **Prerequisite(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **PHL 223 - Philosophy and Gender**

*3 credit hours - Three hours weekly; one term.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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.

## **Physical Education**

### **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. **Crosslisted:** *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(s):** 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**

*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(s):** 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. Lab fee \$10. **Prerequisite(s):** 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(s):** 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(s):** *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(s):** *HEA 295 and completion of a minimum of 12 credit hours with a GPA of 2.0 or higher.*

## **Physical Education: Physical Education Skills Laboratories**

### **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 100 - General Physical Science

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** Also offered as PHS 100H; credit is not given for both PHS 100 and PHS 100H.

### PHS 100H - General Physical Science - Honors

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. 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(s):** *Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** Also offered as PHS 100; credit is not given for both PHS 100H and 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** Also offered as GEO 107; credit is not given for both PHS 107 and GEO 107. **Note:** This course does not satisfy the curricular requirements for a laboratory science course.

### PHS 109 - General Oceanography

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - History of Science

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *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 - Physical Geology

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### PHS 115 - Women and Minorities in Science

*3 credit hours - Three hours weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** Also offered as GSS 115; credit is not given for both PHS 115 and GSS 115. **Note:** This course does not satisfy the curricular requirements for a

*laboratory science course.*

### **PHS 119 - Fundamentals of Weather**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. Explore basic principles of atmospheric science and investigate types of interesting weather phenomena. Learn about atmospheric warming mechanisms, development of clouds, global and regional wind patterns and all categories of severe weather developments. Analyze and interpret weather maps, satellite images and atmospheric thermodynamic diagrams. Develop informed conclusions about Earth's weather and climate changes. Lab fee \$30. **Prerequisite(s):** Eligibility for MAT 141 (formerly MAT 131) and ENG 111 or ENG 115 or ENG 121.

### **PHS 200 - Earth and Space Science**

*4 credit hours - Three hours of lecture and two hours of lab weekly, one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** PHS 100.

### **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.

## **Physical Therapist Assistant**

### **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(s):** 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(s):** PTA 101, BIO 231 or BIO 233, MAT 141 (formerly MAT 131), ENG 111 and PSY 111. **Corequisite(s):** 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(s):** PTA 102, PTA 106 and BIO 232 or BIO 234. **Corequisite(s):** 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(s):** PTA 102, PTA 106 and BIO 232 or BIO 234. **Corequisite(s):** 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(s):** PTA 101, BIO 231 or BIO 233, MAT 141 (formerly MAT 131), ENG 111 and PSY 111. **Corequisite(s):** 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(s):** 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(s):** PTA 104, PTA 105 and PSY 211. **Corequisite(s):** 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(s):** PTA 104, PTA 105 and PSY 211. **Corequisite(s):** 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(s):** PTA 104, PTA 105 and PSY 211. **Corequisite(s):** 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(s):** PTA 201, PTA 202 and PTA 203. **Corequisite(s):** 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(s):** PTA 201, PTA 202 and PTA 203. **Corequisite(s):** 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(s):** PTA 201, PTA 202 and PTA 203. **Corequisite(s):** 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(s):** PTA 204 and PTA 206. **Corequisite(s):** 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 105 - Foundation of Physician Assistant Practice**



*5 credit hours - 60 hours of lecture, 32 hours of laboratory and 2 hours of clinical practice; one term.*

Learn medical interviewing techniques and physical examination skills by performing physical exams on simulated patients in the laboratory. Gain an understanding of the Physician Assistant profession by covering professional issues in ethics, government and law. Acquire basic electrocardiogram reading and interpretation skills. Lab fee \$300. Clinical fee \$200. **Prerequisite(s):** Admission to the physician assistant program. **Corequisite(s):** PHA 110

### **PHA 110 - Applied Medical Sciences**

*7 credit hours - 100 hours of lecture and 5 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(s):** Admission to the physician assistant program. **Corequisite(s):** 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(s):** PHA 105 and PHA 110. **Corequisite(s):** 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(s):** PHA 105 and PHA 110. **Corequisite(s):** 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(s):** PHA 105 and PHA 110. **Corequisite(s):** 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(s):** PHA 112, PHA 114, PHA 115 and PHA 120. **Corequisite(s):** PHA 119, PHA 121, PHA 122, PHA 123 and PHA 211.

### **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(s):** PHA 112, PHA 114, PHA 115 and PHA 120. **Corequisite(s):** PHA 118, PHA 121, PHA 122, PHA 123 and PHA 211.

### **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(s):** PHA 105 and PHA 110. **Corequisite(s):** 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(s):** PHA 112, PHA 114, PHA 115 and PHA 120. **Corequisite(s):** PHA 118, PHA 119, PHA 122, PHA 123 and PHA 211.

## **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(s):** PHA 112, PHA 114, PHA 115 and PHA 120. **Corequisite(s):** PHA 118, PHA 119, PHA 122, PHA 123 and PHA 211.

## **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(s):** PHA 112, PHA 114, PHA 115 and PHA 120. **Corequisite(s):** PHA 118, PHA 119, PHA 121, PHA 122, and PHA 211.

## **PHA 211 - Clerkship Boot Camp**

*1 credit hour - 15 hours of lecture; one term.*

Explore program clinical policies, time management, and self-care practices. Practice EKG and radiology interpretation skills. Apply interdisciplinary communication strategies. Produce electronic medical records for medical coding and billing practice to improve patient care. **Prerequisite(s):** PHA 112, PHA 114, PHA 115, PHA 120. **Corequisite(s):** PHA 118, PHA 119, PHA 121, PHA 122, PHA 123.

## **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(s):** PHA 221, PHA 222 and PHA 223.

## **PHA 219 - Clerkship 1**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a supervised clinical experience designed to provide the student with an opportunity to obtain medical data, and formulate and implement a medical diagnosis and treatment plan. The clinical experience will be in one of the required specialties such as internal medicine or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 118, PHA 119, PHA 121 and PHA 123 and 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700.

**Prerequisite(s):** PHA 219

## **PHA 221 - Clerkship 3**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 220.

## **PHA 222 - Clerkship 4**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 221



### **PHA 223 - Clerkship 5**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 222

### **PHA 224 - Clerkship 6**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 223.

### **PHA 225 - Clerkship 7**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 224 .

### **PHA 226 - Clerkship 8**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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 or an elective sub-specialty such as cardiology. Engage in tutorial sessions and on-site evaluation by faculty. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** PHA 225.

### **PHA 227 - Clerkship 9**

*4 credit hours - 180 clinical hours minimum; one term.*

Participate in a 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. Students must demonstrate clinical competence and pass an examination to complete the course. Clinical fee \$700. **Prerequisite(s):** 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 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 - How Things Work**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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 - Fundamentals of Physics 1**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. Explore and study the physics of mechanics, heat, and fluids. Meets the requirements of career programs and transfer programs in liberal arts, secondary education and health-related fields that require algebra-based general physics. Lab fee \$40. **Prerequisite(s):** 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 - Fundamentals of Physics 2**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. A continuation of PHY 111, this course covers topics in electricity, magnetism, optics and modern physics. Lab fee \$40. **Prerequisite(s):** PHY 111.

### **PHY 120 - Sound and Light - An Interdisciplinary Approach**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** 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 - General Physics 1**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121; MAT 191 or concurrent enrollment with permission of department chair. **Crosslisted:** Also offered as PHY 211H; credit is not given for both PHY 211 and PHY 211H. **Note:** Credit is not given for both PHY 111 and PHY 211.

### **PHY 211H - General Physics 1 - Honors**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. 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(s):** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121; MAT 191 or concurrent enrollment with permission of department chair. **Crosslisted:** Also offered as PHY 211. **Note:** Credit is not given for both PHY 211H and PHY 211 and PHY 211H and PHY 111.

### **PHY 212 - General Physics 2**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This course meets the Biological and Physical Sciences General Education Requirement. Continuation of PHY 211, with emphasis on theory, problems and practical applications in topics of heat, electricity and magnetism. Lab fee \$40.

**Prerequisite(s):** PHY 211 and MAT 192 or concurrent enrollment in MAT 192 with permission of department chair.

**Crosslisted:** Also offered as PHY 212H; credit is not given for both PHY 212 and PHY 212H.

### **PHY 212H - General Physics 2 - Honors**

*4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.*

This is an honors course. Continuation of PHY 211, with emphasis on theory, problems and practical applications in topics of heat, electricity and magnetism. Lab fee \$40. **Prerequisite(s):** PHY 211H and MAT 192H or concurrent enrollment in MAT 192H with permission of department chair. **Crosslisted:** Also offered as PHY 212; credit is not given for both PHY 212H and PHY 212.

### **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(s):** *PHY 212.* **Prerequisite or Corequisite:** *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(s):** *28 or more credit hours and permission of department chair.*

## **Political Science**

### **PLS 100 - Introduction to Civic Literacy**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. Survey of themes comprising civic literacy - leadership, delegation of authority, individual rights and community needs - as viewed from political and cultural perspectives.

### **PLS 111 - American Government**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **PLS 113 - State and Local Government**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

### **PLS 200 - International Relations**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** *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(s):** *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.

## **Practical Nursing**

### **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(s):** *BIO 231, BIO 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(s):** *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(s):** LPN 193.

## **Psychology**

### **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.*

This course meets the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as AFA 102; credit is not given for both PSY 102 and AFA 102.

### **PSY 105 - Exploring the Future**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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. **Crosslisted:** 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.*

This course meets the Social and Behavioral Sciences General Education Requirement. Explore 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. **Crosslisted:** Also offered as PSY 111H; credit is not given for both PSY 111 and PSY 111H.

### **PSY 111H - Introduction to Psychology - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Social and Behavioral Sciences General Education Requirement. Explore 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. **Crosslisted:** Also offered as PSY 111; credit is not given for both PSY 111H and PSY 111.

### **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. **Crosslisted:** Also offered as HUS 151; credit is not given for both PSY 151 and HUS 151.

## **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(s):** 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(s):** PSY 111 or permission of department chair.

## **PSY 211 - Developmental Psychology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement.

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(s):** PSY 111 or PSY 111H or permission of department chair. **Crosslisted:** Also offered as PSY 211H; credit is not given for both PSY 211 and PSY 211H.

## **PSY 211H - Developmental Psychology - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for Honors courses and PSY 111 or PSY 111H or permission of department chair.

**Crosslisted:** Also offered as PSY 211; credit is not given for both PSY 211H and PSY 211.

## **PSY 212 - Personality Psychology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** PSY 111 or permission of department chair.

## **PSY 214 - Abnormal Psychology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** PSY 111 or PSY 111H or permission of department chair. **Crosslisted:** Also offered as PSY 214H; credit is not given for both PSY 214 and PSY 214H.

## **PSY 214H - Abnormal Psychology - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for Honors courses and PSY 111 or PSY 111H or permission of department chair. **Crosslisted:** Also offered as PSY 214; credit is not given for both PSY 214H and PSY 214.



## **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(s):** PSY 111 or permission of department chair.

**Crosslisted:** 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.*

This course meets the Diversity Requirement. Learn current information concerning biological, psychological and sociological aspects of human sexual functioning and related concerns. **Prerequisite(s):** PSY 111 or permission of department chair.

**Crosslisted:** 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.*

This course meets the Diversity Requirement. 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(s):** PSY 111 or permission of department chair. **Crosslisted:** 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.*

This course meets the Diversity Requirement. 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. **Crosslisted:** 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(s):** PSY 111 or permission of department chair.

## **PSY 224 - Multicultural Psychology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Diversity Requirement. Examine the role of culture in the psychological development of individuals and groups. Explore topics such as privilege, sexuality and gender, abnormal psychology, motivation, development, violence and social interaction. **Prerequisite(s):** PSY 111 or PSY 111H 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(s):** PSY 111 or permission of department chair. **Crosslisted:** Also offered as SPT 232; credit is not given for both PSY 232 and SPT 232.

## **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(s):** MAT 141 (formerly MAT 131), MAT 135 and either PSY 111 or SOC 111. **Crosslisted:** 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.

**Crosslisted:** 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 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. **Prerequisite(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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. **Prerequisite(s):** *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(s):** *Will vary depending on course offering.*

## Radiologic Technology

### **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(s):** *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(s):** *RAD 101.* **Corequisite(s):** *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(s):** *RAD 101.* **Corequisite(s):** *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(s):** *RAD 111 and RAD 112 with grades of C or better.* **Corequisite(s):** *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(s):** *RAD 111 and RAD 112 with grades of C or better.* **Corequisite(s):** *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(s):** *RAD 111 and RAD 112 with grades of C or better.* **Corequisite(s):** *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(s):** *RAD 121, RAD 122 and RAD 123.* **Corequisite(s):** *RAD 212.*

### **RAD 212 - Clinical Radiography 3**

*6 credit hours - 270 clinical hours; one term.*

Gain additional experience in routine radiographic procedures while developing skills in more advanced procedures such as specialized contrast procedures and atypical orthopedic procedures. Study the theory and applications on advanced patient management techniques that include ECG analysis, vital signs, oxygen and venipuncture skills to enhance the student radiographers' patient care management skills in the clinical setting. Clinical fee \$175. **Prerequisite(s):** *RAD 121, RAD 122 and RAD 123 with grades of C or better.* **Corequisite(s):** *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(s):** RAD 211 and RAD 212 with grades of C or better.

**Corequisite(s):** 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(s):** RAD 211 and RAD 212 with grades of C or better. **Corequisite(s):** RAD 231.

### **RAD 251 - Radiation Biology and Protection**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Computing and Information Technology Competency Requirement. 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(s):** RAD 231 and RAD 232 with grades of C or better. **Corequisite(s):** RAD 252.

### **RAD 252 - Clinical Radiography 5**

*6 credit hours - 24 hours of clinical laboratory weekly; one term.*

This course meets the Health/Fitness/Wellness General Education Requirement and the Computing and Information Technology Competency Requirement. 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(s):** RAD 231 and RAD 232 with grades of C or better. **Corequisite(s):** RAD 251.

### **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(s):** Permission of radiologic technology department chair.

## **Reading**

### **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.

### **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. 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. 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(s):** 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.

### **RDG 040 - Academic Literacies**

*5 equivalent hours - Five hours weekly; one term.*

Explore and critically evaluate a variety of academic texts. Identify, discuss, and write about abstract ideas from a variety of complex academic texts. Expand and connect readings to other meaningful texts, to the world, and to lived experiences. Develop an understanding of the writing process in order to produce authentic academic writing, thus preparing students for success in college level reading and writing. **Prerequisite(s):** Eligibility for any combination of English and/or reading developmental requirements, excluding RDG 026. **Note:** RDG 040 is offered in an accelerated format, allowing students to complete their developmental reading and English requirements in one semester. Students earning a grade of "C" in RDG 040 will be eligible to take a combined ENG 111 and ENG 002 pairing (ALP); students earning a grade of "B" or better in RDG 040 will be eligible for ENG 111 (and will not need to take ENG 002).

### **RDG 080-099 - Special Topics in Reading**

*1-5 credit hours -*

An intensive study of current or specialized themes or topics in reading. Some courses may require placement testing and/or prerequisites.

### **RDG 090 - Academic Literacies**

*5 credit hours -*

Explore and critically evaluate a variety of academic texts. Identify, discuss, and write about abstract ideas from a variety of complex academic texts. Expand and connect readings to other meaningful texts, to the world, and to the lived experiences of the students. Develop an understanding of the writing process in order to produce authentic academic writing, thus preparing students for success in college level reading and writing. **Prerequisite(s):** *Eligibility for any combination of English and/or reading developmental requirements, excluding RDG 026.* **Note:** *RDG 090 is offered in an accelerated format, allowing students to complete their developmental reading and English requirements in one semester. Students must earn a grade of "C" or better in RDG 090 to gain eligibility for ENG 111.*

## **Reading and Writing for Success**

### **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 102 - Introduction to Masculinity Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement; the Interdisciplinary and Emerging Issues General Education Requirement; the Social and Behavioral Sciences General Education Requirement; and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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 - Exploring the Future**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement. This course meets the Diversity Requirement. 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. **Crosslisted:** 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 - Introduction to Sociology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as SOC 111H; credit is not given for both SOC 111 and SOC 111H.

## **SOC 111H - Introduction to Sociology - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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. **Prerequisite(s):** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as SOC 111; credit is not given for both SOC 111H and SOC 111. **Note:** Complete and present an honors capstone research project that extends beyond the classroom.

## **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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as ANT 120; credit is not given for both SOC 120 and ANT 120.

## **SOC 121 - Introduction to Cultural Anthropology**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** Also offered as ANT 121; credit is not given for both SOC 121 and ANT 121.

## **SOC 122 - Social Problems**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121.

## **SOC 123 - Introduction to Archaeology**

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement. 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(s):** Eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslisted:** 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

## **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(s):** *SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as CJS 132; credit will be not given for both SOC 132 and CJS 132.*

## **SOC 150 - Introduction to Aging Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Social and Behavioral Sciences General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *Also offered as HUS 150; credit is not given for both SOC 150 and HUS 150.*

## **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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *SOC 111 or ANT 121 or SOC 121 or permission of department chair.* **Crosslisted:** *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(s):** *SOC 111.*

## **SOC 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies**

*3 credit hours - Three hours weekly; one term.*

This course meets the Interdisciplinary and Emerging Issues General Education Requirement and the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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 cultures, including pre-industrial, industrial, post-industrial societies and developing countries. **Prerequisite(s):** *GSS 101, SOC 111 or SOC 121.* **Crosslisted:** *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(s):** *SOC 111 or PSY 111 and eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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.*

This course meets the Diversity Requirement. 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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *MAT 141 (formerly MAT 131), MAT 135 and either PSY 111 or SOC 111.* **Crosslisted:** *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. **Crosslisted:** *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(s):** *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(s):** *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(s):** *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.

### **SOC 281 - Special Topics in Sociology - Sociology of Religion**

*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.

## **Sport Studies**

### **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. **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or ENG 121.* **Crosslisted:** *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(s):** *Eligibility for ENG 111 or ENG 115 or SPT 210.* **Crosslisted:** *Also offered as GEO 210; credit will not be given for both SPT 210 and GEO 210.*

### **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 103 - Professional Skills for STEM**

*1 credit hour - Ten hours lecture and five hours directed lab, weekly; one term.*

(formerly STM 103 - Core Skills for STEM 3) 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. **Prerequisite(s):** 12 credits complete of MEC, EET, or CTS prefixed courses or permission of engineering department chair.

## **Surgical Technology**

### **SGT 100 - Pathophysiology and Pharmacology for Surgical Technologists**

*3 credit hours - 45 hours lecture; one term.*

Analyze concepts related to pathophysiology and pharmacology as they relate to the surgical setting. **Prerequisite(s):** Acceptance into the Surgical Technology Program. **Corequisite(s):** BIO 223.

### **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(s):** 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(s):** SGT 100 and SGT 102 with a grade of C or better. **Corequisite(s):** SGT 200.

### **SGT 200 - Surgical Technology Clinical 1**

*7 credit hours - 260 hours of clinical laboratory per term.*

(Formerly SGT 200 Surgical Technology Practicum 1) Learn the basic format and procedures used in the operating room. Includes step by step experience to 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(s):** SGT 100, and SGT 102 with a grade of C or better. **Corequisite(s):** 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(s):** SGT 108 and SGT 200 with a grade of C or better.

### **SGT 205 - Surgical Technology Clinical 2**

*5 credit hours - 188 hours of clinical laboratory per term; 8 weeks.*

(Formerly SGT 205 Practicum 2 for Surgical Technology) 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(s):** SGT 108 and SGT 200 with a grade of C or better. **Corequisite(s):** SGT 202

### **SGT 206 - Surgical Technology Clinical 3**

*5 credit hours - 188 hours of clinical laboratory per term; 8 weeks.*

(Formerly SGT 206 Practicum 3 for Surgical Technology) 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(s):** SGT 205 with a grade of C or better. **Corequisite(s):** SGT 202, and SGT 209

### **SGT 209 - Surgical Technology Perspectives**

*1 credit hour - 15 hours of lecture; eight weeks.*

Analyze current issues and trends that impact the profession of surgical technology. **Prerequisite(s):** SGT 108, SGT 200, heater Arts

### **THA 111 - Introduction to Theater**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** THA 132 or permission of department chair or coordinator of dance. **Crosslisted:** 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.*

Gain an introduction 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(s):** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121.

### **THA 132 - Acting 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - 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(s):** 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 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(s):** 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(s):** THA 121 or THA 122 or THA 132 or permission of department chair.

### **THA 180 - Play Production**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 181 - Play Production**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 182 - Play Production**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 183 - Play Production**

*3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 280-299 - Special Topics in 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.

### **THA 282 - Special Topics in Theater - Professional Theater in Performance**

*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.

### **THA 286 - Special Topics in Theater - Make-up for the Actor**

*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.

## **Massage Therapy**

### **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 nonprofessional. 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 - Fundamentals of Massage Therapy**

*7 credit hours - 60 hours of lecture and 90 hours of college laboratory.*

Learn musculoskeletal anatomy for the massage therapist, and the basic theory and techniques necessary for administering Swedish relaxation massage. Lab fee \$60. **Prerequisite(s):** MAS 100 with a grade of C or better; admission into the Massage Therapy Program

### **MAS 111 - Intermediate Massage Therapy**

*6 credit hours - 60 hours of lecture and 60 hours of college laboratory; one term.*

Learn pathology for massage therapists. Gain intermediate training in soft tissue and movement modalities. Enhance the ability to utilize creative problem-solving skills through practical applications. Learn the techniques that are necessary for deep tissue massage therapy. Lab fee \$60. **Prerequisite(s):** A grade of C or better in MAS 110. **Corequisite(s):** MAS 120

### **MAS 113 - Advanced Massage Therapy**

*6 credit hours - 60 hours of lecture and 60 hours of college laboratory; one term.*

(formerly MAS 113 Advanced Massage Techniques)

Learn advanced techniques in soft tissue and movement modalities. Utilize creative, problem-solving skills through practical applications. Examine techniques necessary for myofascial release, sports, chair and prenatal massage. Lab fee \$60.

**Prerequisite(s):** A grade of C or better in MAS 111 and BIO 230 or BIO 232 or BIO 234. A passing grade in MAS 120.

**Corequisite(s):** MAS 121

### **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(s):** 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 120 - Massage Therapy Clinic 1**

*1 credit hour - 30 hours of college laboratory; one term.*

Practice Massage Therapy techniques and gain experience providing massage therapy to clients in a clinic setting.

**Prerequisite(s):** MAS 110. **Corequisite(s):** MAS 111. **Note:** Specific clinic hours will vary from week to week based on appointment schedule.

### **MAS 121 - Massage Therapy Clinic 2**

*1 credit hour - 30 hours of college laboratory; one term.*

Gain additional practice and experience in massage therapy techniques and providing massage therapy to clients in a clinic setting. **Prerequisite(s):** MAS 111, MAS 120. **Corequisite(s):** MAS 113. **Note:** Specific clinic hours will vary from week to week based on appointment schedule.

### **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(s):** 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(s):** Permission of the program coordinator.

## **Veterinary Science Technology**

### **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 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(s):** *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(s):** *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 finger-spelled 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(s):** *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.*

This course meets the Diversity Requirement. 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(s):** *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 Language 3, 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(s):** *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(s):** *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(s):** *ASL 212 with a grade of C or better or permission of department chair.*

## **World Languages: Arabic**

### **ARB 111 - Elementary Arabic 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary Arabic 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *ARB 111 or one year of high school Arabic or permission of department chair.* **Note:** *Not for native speakers.*

### **ARB 211 - Intermediate Arabic 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge acquired in ARB 112. Enhance understanding of basic pronunciation and grammar necessary for reading, writing and conversing in Arabic.

**Prerequisite(s):** *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(s):** *ARB 112 or three years of high school Arabic or permission of department chair.*

## **World Languages: Chinese**

### **CHI 111 - Elementary Chinese 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary Chinese 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *CHI 111 or one year of high school Chinese or permission of department chair.* **Note:** *Not for native speakers.*

### **CHI 211 - Intermediate Chinese 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** *CHI 112 or two years of high school Chinese or permission of department chair.* **Note:** *Not for native speakers.*

## **World Languages: French**

### **FRE 111 - Elementary French 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary French 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in FRE 111 with emphasis on speaking, reading and writing. **Prerequisite(s):** *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(s):** *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(s):** *FRE 111 or one year of high school French or permission of department chair.* **Note:** *Not for native speakers.*

### **FRE 211 - Intermediate French 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of French culture. **Prerequisite(s):** *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(s):** *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(s):** *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(s):** *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(s):** 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(s):** FRE 211 or three years of high school French or permission of department chair. **Note:** Not for native speakers.

## **FRE 280-299 - Special Topics in French**

*3 credit hours - Three hours weekly; one term.*

An in-depth examination of a topic in French language or French and Francophone civilization and culture. 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 work with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. **Prerequisite(s):** FRE 212 or four years of high school French or permission of the department chair.

## **World Languages: German**

### **GER 111 - Elementary German 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary German 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in GER 111 with emphasis on speaking, listening, reading and writing. **Prerequisite(s):** 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(s):** GER 112 or two years of high school German or permission of department chair. **Note:** Not for native speakers.

### **GER 211 - Intermediate German 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of German culture. **Prerequisite(s):** 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(s):** GER 211 or two years of high school German or permission of department chair. **Note:** Not for native speakers.

### **GER 225 - Modern German Civilization and Culture 1**

*3 credit hours - Three hours lecture weekly; one term.*

Study the culture and civilization of German-speaking Europe from the Enlightenment to the early twentieth century. Develop reading, writing, speaking, and listening skills. Taught in German. **Prerequisite(s):** GER 212 or four years of high school German or permission of department chair. **Note:** Not for native speakers.

## World Languages: Greek

### GRK 111 - Elementary Greek 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Develop vocabulary and grammar skills for reading and writing classical Greek. Learn about classical Greek culture and civilization.

### GRK 112 - Elementary Greek 2

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in GRK 111. Read and translate short selections from a wide variety of Greek authors and the New Testament. **Prerequisite(s):** GRK 111 or permission of the department chair.

## World Languages: Hebrew

### HEB 111 - Elementary Hebrew 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Introduction to basics of pronunciation and grammar necessary for reading, 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 - Elementary Hebrew 2

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Continuation of HEB 111 with emphasis on speaking, reading and writing. **Prerequisite(s):** HEB 111 or one year of high school Hebrew or permission of department chair. **Note:** Not for native speakers.

### HEB 113 - Elementary Biblical Hebrew 1

*3 credit hours - Three hours weekly; one term.*

Develop vocabulary and grammar skills for reading and writing Biblical Hebrew. **Note:** This course is not designed to teach spoken modern Hebrew. It focuses solely on reading, writing, and translating biblical (ancient) Hebrew.

## World Languages: Italian

### ITA 111 - Elementary Italian 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary Italian 2

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in ITA 111 with emphasis now on speaking, reading and writing. **Prerequisite(s):** 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(s):** ITA 112 or two years of high school Italian or permission of department chair. **Note:** Not for native speakers.

### ITA 211 - Intermediate Italian 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build vocabulary and grammar skills for the purpose of reading, writing, listening, and speaking. Discuss aspects of Italian culture. **Prerequisite(s):** 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(s):** ITA 212 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(s):** 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(s):** ITA 212 or four years of high school Italian or permission of department chair. **Note:** Not for native speakers.

## **World Languages: Japanese**

### **JPN 111 - Elementary Japanese 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary Japanese 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** JPN 111 or one year of high school Japanese or permission of department chair. **Note:** Not for native speakers.

### **JPN 113 - Elementary Japanese 3**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** JPN 112 or two years of high school Japanese or permission of department chair. **Note:** Not for native speakers.

### **JPN 114 - Elementary Japanese 4**

*3 credit hours - Three hours weekly, one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** 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(s):** JPN 114, four years high school Japanese or permission of department chair. **Note:** Not for native speakers.

## World Languages: Korean

### KOR 111 - Elementary Korean 1

*3 credit hours - Three hours weekly; one term.*

Learn basic pronunciation and grammar necessary for reading, writing and conversing in Korean. Not for those who have experience with the Korean language. **Note:** Not for native speakers.

## World Languages: Latin

### LAT 111 - Elementary Latin 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Develop vocabulary and grammar skills for reading and writing Latin. Learn about classical Roman culture and civilization.

### LAT 112 - Elementary Latin 2

*3 credit hours - Three hours of lecture weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in LAT 111. Read and translate short selections from a wide variety of Latin authors. **Prerequisite(s):** LAT 111 or one year of high school Latin or permission of department chair.

## World Languages: Portuguese

### PRT 111 - Elementary Portuguese 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** PRT 111 or one year of high school Portuguese or permission of department chair.

### PRT 119 - Accelerated Beginning Portuguese

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Develop an understanding of basic pronunciation and grammar necessary for reading, writing and speaking in Portuguese. **Note:** Designed for students who have studied Indo-European language. Credit is not given for both PRT 119 and PRT 111, or PRT 119 and PRT 112. Not for native speakers.

### PRT 211 - Intermediate Portuguese 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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(s):** PRT 112 or PRT 119 or two years of high school Portuguese or permission of department chair. **Note:** Not for native speakers. Not for native speakers.

## World Languages: Russian

### RUS 111 - Elementary Russian 1

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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 - Elementary Russian 2

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in RUS 111 with



emphasis on reading, writing, speaking and translating. **Prerequisite(s):** RUS 111 or one year of high school Russian or permission of department chair. **Note:** Not for native speakers.

### **RUS 211 - Intermediate Russian 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge acquired in RUS 112. Continue to advance students understanding of basic pronunciation and grammar necessary for reading, writing and conversing in Russian. **Prerequisite(s):** RUS 112 or two years of high school Russian or permission of department chair. **Note:** Not for native speakers.

## **World Languages: Spanish**

### **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 - Elementary Spanish 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. 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. **Crosslisted:** Also offered as SPA 111H; credit is not given for both SPA 111 and SPA 111H. **Note:** Not for native speakers.

### **SPA 111H - Elementary Spanish - Honors**

*3 credit hours - Three hours weekly; one term.*

This is an honors course. This course meets the Arts & Humanities General Education Requirement. 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. **Prerequisite(s):** Eligibility for Honors courses. **Crosslisted:** Also offered as SPA 111; credit will not be given for both SPA 111 and SPA 111H. **Note:** Not for native speakers.

### **SPA 112 - Elementary Spanish 2**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build upon knowledge learned in SPA 111 with emphasis on speaking, reading and writing. **Prerequisite(s):** 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 elementary Spanish for reading, writing, listening and speaking. This course is 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. 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(s):** 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(s):** 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(s):** *Permission of department chair.*

## **SPA 211 - Intermediate Spanish 1**

*3 credit hours - Three hours weekly; one term.*

This course meets the Arts & Humanities General Education Requirement. Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of Spanish and Spanish-American culture.

**Prerequisite(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *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(s):** *SPA 211 or three years of high school Spanish or permission of department chair.* **Note:** *Not for native speakers.*

## **SPA 280-299 - Special Topics in Spanish**

*3 credit hours - 3 hours weekly; one term.*

An in-depth examination of a topic in Spanish language or Spanish and Spanish-American civilization and culture. 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 work with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings.

**Prerequisite(s):** *SPA 212 or four years of high school Spanish or permission of department chair.* **Note:** *Not for native speakers.*

# The College: About Anne Arundel Community College (AACC)

## Anne Arundel Community College Mission

### College Vision

Anne Arundel Community College is a premier learning community that transforms lives to create an engaged and inclusive society.

### 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 our diverse community by offering high quality, affordable, accessible and innovative lifelong learning opportunities.

### 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.

### **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, A.A.S. degree and the Early Childhood Education/Early Childhood Special Education, A.A.T. degree. The EMT - Paramedic, A.A.S. 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, A.A.S. program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Hotel/Restaurant Management, Hospitality Business Management Option, A.A.S. degree is accredited by the Accrediting Commission for Programs in Hospitality Administration (ACPHA). The Hotel/Restaurant Management, Culinary Arts Option, A.A.S. degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The Human Services, A.A.S. program is accredited by the Council for Standards in Human Service Education (CSHSE). The Medical Assisting, Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board. The National Accrediting Agency for Clinical Laboratory Sciences has accredited the Medical Laboratory Technician, A.A.S. program through April 2022. The Nursing, A.S. 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 or [www.acenursing.org/](http://www.acenursing.org/)) and approved by the State of Maryland Board of Nursing. The Pharmacy Technician, Certificate program is accredited by the American Society of Health-System Pharmacists. For information about accreditation of the Physical Therapist Assistant program, see the Physical Therapist Assistant, A.A.S. section of this catalog. For information about accreditation of the Physician Assistant program, see the Physician Assistant Studies, Professional Certificate section of this catalog. The Radiologic Technology, A.A.S. program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Surgical Technology, A.A.S. program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The Architecture and Interior Design, Architecture Option, A.A.S. degree option is approved by the American Institute of Architects. The paralegal studies associate of applied science (see the Paralegal Studies, Business Option, A.A.S., Paralegal Studies, General Practice Option, A.A.S., and Paralegal Studies, Litigation Option, A.A.S. sections of this catalog) and certificate (see the Paralegal Studies, Business Option, Certificate, Paralegal Studies, General Practice Accelerated Option, Certificate, Paralegal Studies, General Practice Option, Certificate, Paralegal Studies, Litigation Option, Certificate, and Paralegal Studies, Nurse Paralegal Option, Certificate sections of this catalog) programs are approved by the American Bar Association. The AACCTesting Center received accreditation from the National College Testing Association.

### **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.

### **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 Collegewide Policies and Procedures .

### **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 access 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.

## **Engaged Learning**

In 2008 and again in 2015, Anne Arundel Community College received the Community Engagement Classification from the Carnegie Foundation. The selection recognizes the college's excellent alignment among mission, culture, leadership, resources, and practices that support dynamic and noteworthy community engagement.

## **Spirit of Community**

**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*

### **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.

### **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).

### **The Arnold Campus**

The Arnold campus is approximately five miles north of Annapolis and 18 miles south of Baltimore. **Click here to take a virtual tour or view the map of the Arnold Campus.**

### **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 advising, 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.

For Maps, Locations, Directions and more information: [www.aacc.edu/locationsandmaps/default.cfm](http://www.aacc.edu/locationsandmaps/default.cfm)

## **Academic Support and Learning Enhancements**

### **Find Support in the Classroom**

In addition to benefitting from a student to teacher ratio of 17 to 1, students can access support in classrooms by registering for Student Success Courses (ACA 100) or courses in Accelerated Learning Programs or Learning Communities. Individualized support is available for students registered for all courses through our Tutoring Center.

### **Connect to Student Success Programs**

Adelente Summer Bridge Program, Black Male Initiative, Summer Bridge to Success, First Year Experience, Mentoring, and Student Achievement and Success Program (SASP) all offer connections to resources - often including scholarships - and a supportive community of peers.

### **Become a Math and Science Wiz**

Our college works with students to develop core math and science skills. We offer a Math Tutoring Lab, Overcoming Math Anxiety Workshops, Science Tutoring and Open Lab, Smarthinking, and Supplemental Instruction.

### **Build Expertise in Writing and Reading**

Students can access experts in writing and reading during their academic experience through the Writing Center, the Virtual Writing Center and the Reading Lab.

### **Access Do-It-Yourself Help, 24/7**

Our college provides opportunities to students who take online courses or seek assistance outside the classroom. We offer Smarthinking, a Virtual Writing Center, and other Online Self Help Resources.

### **Participate in Academic and Wellness Workshops**

Academic Advisors and Personal Counseling staff run Pathways to Success Workshops and Wellness Workshops each semester that are designed to help students in all areas of life, including time management, test anxiety and stress management.



## **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 noncredit 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/esj](http://www.aacc.edu/esj).

### **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**

The Sarbanes Center provides leadership and support for community-based learning and scholarly outreach. Collaborating with the community, the center designs and develops mutually beneficial opportunities to enhance student learning beyond the classroom; conducts professional consulting, training, and research; encourages civic participation; and contributes to the greater good. Students applying their classroom learning can explore the future through problem-based consulting experiences with local non-profits (The Institute for the Future: [www.aacc.edu/future](http://www.aacc.edu/future)); intern through on-the-job work experiences related to a student's major that include an employer mentor and a faculty advisor (The Internship Office: [www.aacc.edu/internships](http://www.aacc.edu/internships)); research through semi-annual survey experiences including survey design, public outreach, and results analysis (The Center for the Study of Local Issues: [www.aacc.edu/csli](http://www.aacc.edu/csli)); travel in short-term faculty-led travel experiences to domestic and international locations (The Office of Travel Study and Global Engagement: [www.aacc.edu/travelstudy](http://www.aacc.edu/travelstudy)); and volunteer through service-learning in short-term community service experiences that enhance classroom learning combined with faculty-guided reflection (The Center for Learning through Service: [www.aacc.edu/servicelearning/communityservice.cfm](http://www.aacc.edu/servicelearning/communityservice.cfm)). Website: [www.aacc.edu/getexperience](http://www.aacc.edu/getexperience).

### **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).

# Academic Calendar

*Note: The academic calendar is subject to change. In the event the college experiences unscheduled closings, session start and end dates may be adjusted within the term. Specific details as to locations, days and hours of registration to be announced in the schedules of classes.*

To view the current Academic Calendar visit: [www.aacc.edu/collegecalendar](http://www.aacc.edu/collegecalendar)

## Fall Term 2016

August 27	Fall term begins
August 29 - December 11	15-week session
August 29 - October 23	First 8 week session*
September 2	No classes start 4:30 p.m. or after
September 9 - December 18	Weekend session*
September 3-5	Labor Day break (no classes)
September 12 - December 11	13-week session classes
October 24 - December 18	Second 8 week session*
November 1	Deadline for submitting application for December graduation
November 23	No classes start 4:30 p.m. or after
November 24-27	Thanksgiving break
December 12-18	Final exams (15 and 13 week session)
December 23	Fall term ends

\* Final exam will be given during the last class.

*Note: Designated science classes with laboratory requirements will start Aug. 27*

## Winter Term 2017

January 3	Winter term begins
January 3-13	2 week session
January 16	Dr. Martin Luther King, Jr. Day (no classes)

January 17 Winter term ends

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

## **Spring Term 2017**

January 18 Spring term begins

January 18 - May 7 15 week session

January 18 - March 12 First 8 week session\*

January 20 - May 14 Weekend session\*

January 30 - May 7 13 week session

March 1 Deadline for submitting application for May graduation

March 13-19 Spring Break (no classes)

March 21 - May 15 Second 8 week session\*

May 8-14 Final exams (15 and 13 week session)

May 21 Spring term ends

*\* Final exam will be given during the last class.*

## **Summer Term 2017**

May 22 Summer term begins

May 22 First summer session begins

May 27 -May 29 No Classes (Memorial Day break)

June 3 - July 23 Weekend Classes

June 12 Second summer session begins

July 1-4 No classes (Independence Day Break)

July 5 Third summer session begins

August 20 Summer term ends

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

# Tuition, Fees and Payments

## Tuition per credit hour\*

Residents of Anne Arundel County	\$108
Residents of other Maryland counties	\$208
Residents of other states and foreign students	\$367

## 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.

<b>Registration fee per term</b>	\$25
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## General student fees\*

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

## Individual course fees\*

Lab/clinical fees	<i>vary per course</i>
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

## Parking/Traffic Violations

See fees listed on page: [www.aacc.edu/publicsafety/traffic.cfm](http://www.aacc.edu/publicsafety/traffic.cfm)

\*Tuition and fees are subject to change without notice. Please visit [www.aacc.edu/tuitionfees](http://www.aacc.edu/tuitionfees) for current rates.

## Course Fees

Refer to the online catalog ([catalog.aacc.edu](http://catalog.aacc.edu)) to view a complete list of the Course Fees.

## Payment of Tuition and Fees

For specific payment information on tuition and fees, visit [www.aacc.edu/tuitionfees/paymentmethods.cfm](http://www.aacc.edu/tuitionfees/paymentmethods.cfm).

## 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 openaccess computer labs.

**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 student registers after the first day of the session.

**Parking and Traffic Violation fees** are charged to all students who violate any of the parking or traffic violations.

**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.

## Financial Aid

It 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 of study. *More details can be found in the online catalog. See also [www.aacc.edu/aid](http://www.aacc.edu/aid)*

## 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 registration may be canceled for non-payment. For more information,



please contact the Cashier's office at [cashiersoffice@aacc.edu](mailto:cashiersoffice@aacc.edu). Students are responsible for any charges not covered by third party assistance.

## 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 on the IRS Tax Benefits for Education: Information Center website.

## Refunds

**Drop/Withdraw with a Refund:** 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 class by the deadline. Refund Deadlines are published in the schedule of classes and are also listed below.

If you stop attending a class but do not officially drop the class, you continue to be financially responsible for all tuition and fees and receive a failing grade.

Classes dropped prior to the Refund Deadline are eligible for a full refund.

Students are provided a full refund when the college cancels a class.

REFUND DEADLINES	
FOR CLASSES SCHEDULED EIGHT WEEKS OR MORE	FOR CLASSES SCHEDULED SEVEN WEEKS OR FEWER
<ul style="list-style-type: none"> <li>Students may drop the class for five calendar days after the date of the first scheduled class meeting and receive a full refund.</li> </ul>	<ul style="list-style-type: none"> <li>Students may drop the class for two calendar days after the date of the first scheduled class meeting and receive a full refund. No refunds will be given after that date.</li> </ul>
<ul style="list-style-type: none"> <li>Students have five additional calendar days to withdraw from the class and receive a 60% reduction of the <b>tuition, general student fees and lab fees</b> charged for the class.</li> </ul>	<ul style="list-style-type: none"> <li>For hybrid and online classes, the first day of the session is considered the first scheduled class meeting.</li> </ul>
<ul style="list-style-type: none"> <li>If a student withdraws more than 10 calendar days after the date of the first scheduled class meeting, no refunds will be issued.</li> </ul>	
<ul style="list-style-type: none"> <li>For hybrid and online classes, the first day of the session is considered the first scheduled class meeting.</li> </ul>	

**Students who are enrolled in noncredit classes**, no refund will be given after the first scheduled class meeting.

All students receiving federal student aid should be aware that withdrawing from a class/classes might affect the amount of financial aid they will receive.

## Financial Aid Refunds

Students who officially withdraw from a 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 Cashier's 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 for credit classes 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;
    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. An active duty member of the United States Armed Forces will be in-county for tuition purposes.
    2. The spouse or child of an active duty member of the United States Armed Forces is exempt from being charged 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 be considered either the in-county or the out-of-county for tuition purposes based on where he/she resides, as demonstrated by supporting documentation (see section F).

3. The spouse or child of a qualified member of the United States Armed Forces 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 be considered out-of-county (in-state) for tuition purposes.
4. A qualified member of the Maryland National Guard will be considered out-of-county for tuition purposes unless they are a resident of the county. Those members of the Maryland National Guard who are residents of the county will be considered in-county rate.
5. 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 four years 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 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 be considered 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. Students who are honorable United States Armed Forces qualify veterans will be classified as "out-of-county, in-state" residents for tuition purposes, even if residing outside the state of Maryland.

## Designated Tuition Rates

The college policy supports designated tuition rates for the following:

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

High school students who attend a public high school located in the state of Maryland, Anne Arundel County home schooled students, as well as, some Anne Arundel County private schools 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 (ECAP) application form. All remaining tuition and fees must be paid on or before the due date or risk being dropped from your classes. 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 below.

### ***Maryland Foster Care and Maryland Unaccompanied Homeless Youth Recipients***

A Maryland Foster Care and Maryland Unaccompanied Homeless Youth recipient is exempt from paying tuition and mandatory fees if the recipient:

- is enrolled at the institution by the date the recipient reaches the age of 25; and
- continues to be exempt from paying tuition and fees until 5 years after first enrolling and 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**

*Waivers to Tuition Policy* supports tuition waivers for the following:

#### ***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 and certain qualified noncredit continuing education 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 Cashier's 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/socialsecurity.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 Cashier's 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. Direct questions to 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 [www.aacc.edu/tuitionfees/dreamact.cfm](http://www.aacc.edu/tuitionfees/dreamact.cfm).

### **Tuition Reductions**

College policy supports tuition reductions for the following:

#### ***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 on MHEC's website. 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
Massage Therapy	Degree and Certificate
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

### **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 on MHEC's website. 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

### **Workforce Innovation and Opportunity Act (WIOA)**

Many of our areas of study provide career enhancement that may meet guidelines set forth by the federal Workforce Innovation and Opportunity Act (WIOA). The Anne Arundel Workforce Development Corporation, Anne Arundel County's WIOA 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 WIOA 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 WIOA-approved AACC areas of study can call the Admissions and Enrollment Development office at **410-777-2246**.

# 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 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 Admissions 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).

## Military/Veteran Resource Center

Among its many outreach initiatives for veterans, military personnel and their dependents, AACC staffs a Military/Veteran Resource Center on the Arnold campus in the Library, Room 112. The following services are available through the center:

- Peer support and mentoring
- Access to computers with printing, copying, & faxing
- Lending program for books and graphing calculators
- Referrals to the on-campus Mental Health Specialist
- Financial aid information & application assistance
- Lounge area with T.V., couches, movies, internet, coffee, and study tables
- Support from the counseling office and quick access to counselors
- Resource workshops to assist veterans
- Study area and networking area for veterans
- Disabled Veterans compensation information
- Meeting area for the Student Veterans of America
- Referrals to Military/Veteran Support Advisor

Please feel free to contact us at (410) 777-4838.

## Tuition for Active Duty Members of the Armed Forces

For more information about the tuition policy for active duty military, please visit <http://www.aacc.edu/military/active>.

## GoArmyEd

For more information, please visit GoArmyEd website at [www.goarmyed.com](http://www.goarmyed.com) or 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. For more information, see [www.aacc.edu/military/active/ROTC.cfm](http://www.aacc.edu/military/active/ROTC.cfm)

While at Anne Arundel Community College, students may enroll in:

- Air Force ROTC at the University of Maryland College Park
- Army ROTC at the University of Maryland College Park
- 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.

## **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.

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

# Campus Life

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 Engagement 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 Government Association or as a club, organization or board sponsored by the association. Student organizations must register annually with the Office of Student Engagement.

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. With the approval of the Executive Board of the Student Government Association, the SGA president will confirm nomination of students to Academic Forum committees. Website: [www.aacc.edu/studentengagement](http://www.aacc.edu/studentengagement).

## 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 Government Association, college clubs and organizations as well as the Office of Student Engagement 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 Government Association

The Student Government 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 Government 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/studentengagement/sa](http://www.aacc.edu/studentengagement/sa)

### **Cocurricular Organizations**

AACC has over 75 clubs that are run by students, supported by the Student Government Association and recognized by the college administration.

Students who want to join any of the organizations and clubs may obtain information from the Student Engagement staff. New clubs and organizations may be formed through the Student Government Association and the Office of Student Engagement. All clubs must register annually with the Office of Student Engagement in order to maintain active status. Website: [www.aacc.edu/studentengagement/clubs](http://www.aacc.edu/studentengagement/clubs).

A complete list of the clubs can be found here: <http://www.aacc.edu/studentengagement/clubsandorgs/>

### **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, an online and printed newspaper edited by students, is distributed throughout the campus. The newspaper contains editorials, articles, photographs and cartoons by students. [www.thecampuscurrent.com](http://www.thecampuscurrent.com)

### **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; Chi Alpha Epsilon, 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 must 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 official transcripts from all postsecondary institutions attended. They shall comply with the standards enumerated previously, according to their years of participation at the collegiate level with regards to the specific sport. Eligibility is determined based on a student's entire academic record including Anne Arundel Community College and transfer institutions.

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 <http://www.aaccathletics.com>.

## **Health and Wellness**

### **College Health Services**

The college health suite, located in Student Union Room 120, is staffed by registered nurses and provides assistance if you are ill or injured. Services include health insurance information, medical referrals, reproductive health referrals, health and wellness information, blood pressure screening, HIV testing, non-prescription medications, first aid, lactation room, gender neutral restroom, stressless room, and condom distribution. 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. All services are free and confidential. Low cost tuberculosis skin testing is available by appointment, when required for academic purposes.

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, located in the Health Services suite, Student Union Room 120, offers free one-on-one tobacco cessation coaching, nicotine patches, lozenges and gum, as well as referrals to community agencies for additional free or low-cost services. For office hours or information, call **410-777-2480**.

### **Student Insurance**

Health Services provides assistance for accessing the Maryland Health Connection and related services. For additional information call **410-777-2480**.

### **Substance Abuse Office**

The Substance Abuse Education Office (SAEO), is located in the Health Services Suite, Student Union Room 120. The SAEO prepares the campus community with knowledge, skills and tools necessary for making educated choices regarding substance use. We offer free and confidential individual information sessions, assessments, referrals and support as well as campus-wide educational programming, sponsored events and classroom guest lecturing. Based on the special needs of students in recovery, the SAEO has established a Collegiate Recovery Center (CRC) located in SUN Room 208B, and sponsors weekly AA and NA meetings. The SAEO is also advisor to SPEAR (Spreading Prevention and Awareness Resources), a peer education group and official SGA club. For additional information call **410-777-2527** or **410-777-2480**.

## **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).

Visit the AACC Bookstore, online at [www.aaccbooks.com](http://www.aaccbooks.com) or in person, to obtain the most current information about your textbooks. In addition to new textbooks the store also carries less expensive used books and digital books when available.

## **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 2-5 years. This "gold standard" center is accredited by the National Association for the Education of Young Children and licensed by the 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 educated and experienced 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 7:00 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 2-10 years of age during the Fall and Spring semesters.

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, sushi, grill items, hot entrees, pizza, soups, salads, hot and cold beverages and snacks.

Subway is located in the Careers Center (first floor) and offers breakfast sandwiches, subs made to order, soups, snacks and beverages.

Chick Fil-A is located in the first floor atrium of the CALT (Center for Applied Learning and Technology) building. Its offerings include breakfast sandwiches, chicken sandwiches, salads, soup, ice cream, beverages and snacks.

For hours, 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 and Campus Police**

Officers patrol the Arnold campus 24 hours a day, seven days per week. The college buildings located at the Glen Burnie Town Center, HCAT and Arundel Mills have a public safety officer patrolling those buildings during normal business hours. The Public Safety & Police office is located in the Central Services Building. The office is open from 7 a.m. to 11 p.m. seven days a week. The Department of Public Safety & Police is accredited by the International Association of Campus Law Enforcement Administrators (IACLEA).

Headquartered in the Central Services Building, the public safety & police officers provide an array of services, including:

- escort services
- traffic/parking regulation enforcement
- jump starting vehicles
- emergency contacting of students
- opening locked vehicles
- response to crimes & medical emergencies
- rendering first aid
- taking reports of all campus incidents

The AACC Department of Public Safety & Police publishes campus crime statistics annually in the Safety and Security report in accordance with the 20 U.S.C. 1092(F), the federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. 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 safety and security, such as policies concerning drug and alcohol prohibition, weapons, as well as crime prevention information, the reporting of crimes, and sexual assault. For a printed copy of this report, contact the college Department of Public Safety & Police at **410-777-2440**.

### **Lost and Found**

A lost and found service is located at the Department of Public Safety & Police in the Central Services Building. Items found on campus should be turned into the Department of Public Safety & Police. Items found at off-campus facilities should be turned into the site coordinator.

### **Traffic and Parking Violations**

#### ***Maryland Vehicle Law***

All of the provisions of the Maryland Vehicle Law relating to traffic upon the highways and Anne Arundel County ordinances relating to motor vehicles shall be enforced on the traffic upon the roadways, driveways, paths, parking facilities and grounds of the Community College in addition to the AACC Parking and Traffic Regulations.

### ***Authorization to Enforce***

Members of the Anne Arundel Community College Department of Public Safety & Police shall be authorized to enforce the traffic and parking regulations of the College.

### ***Parking and Traffic Regulations***

College parking and traffic restrictions are indicated by these regulations and/or signs, street markings or curb markings. It is the responsibility of all faculty, staff, students and visitors 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. Questions relating to these regulations may be directed to the Department of Public Safety & Police.

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. You must also yield to pedestrians who may be crossing the roadways.

### ***Parking Regulations***

Parking permits are not issued to students. AACC does not guarantee a parking space for students or accept liability for damages sustained to vehicles using college parking facilities. Irresponsibility regarding traffic and parking regulations may result in a citation, restriction, suspension and/or towing of the vehicle at the owner's expense.

Park vehicles 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 posted or marked by yellow curbs as reserved for the physically disabled, loading zones, visitors and motorcycle parking.
- Areas posted as reserved for faculty/staff or reserved (numbered) spaces.
- Areas marked by cones or other temporary markings as being reserved.

### ***Exceptions***

Students and visitors 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.

### ***No Parking Areas***

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.

### ***Towing***

AACC reserves the right to remove any vehicle on campus parked in a driveway, 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 is responsible for towing and storage costs. The college is not responsible for any damage to a towed vehicle.

### ***Traffic/Parking Citation Appeal Requests***

If you would like to appeal a traffic or parking citation you received, you must complete an online appeal. Appeal requests must be submitted within 14 calendar days of the violation.

Employees and Students may file an appeal within MyAACC (Self-Services tab - Communication drop box).

Visitors to the College may file an appeal using the online Visitor's Appeal Form.



### ***Handicap Parking***

It is against the Maryland Vehicle Law and college regulations 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.

Do not use a parking space for the physically disabled unless you have a placard issued in your name. The Maryland 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. 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 & Police 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 & Police to have their permit verified. Special college parking permits can be obtained on a temporary basis through the Department of Public Safety & Police to faculty, staff and students with physical disabilities who lack state-issued license plates or hang tags. A physician's written statement is required.

### **Vehicle Registration**

#### ***Faculty/Staff***

Employees wishing to park in Faculty/Staff reserved spaces or numbered permit spaces must obtain a college Faculty/Staff parking permit. The permits are valid for the current academic year (September 1st of the current year to August 31st of the next year). Permits must be properly displayed on the rear view 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 & Police.

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.

#### ***College Employee Parking Permit Request Instructions***

1. Login to MyAACC
2. Select the tab for "Self Services."
3. Click on "Employees"
4. Click on "Parking Permit Request"
5. Select the authorization checkbox and submit.

### **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

The School of Continuing Education and Workforce Development (CEWD) offers an extensive array of year around learning opportunities. Exciting, high quality courses and programs allow students of all ages and backgrounds to seek career training; earn academic credit towards a degree in Teacher Education or Hospitality; boost basic skills or learn English as a Second Language as well as enrich their lives through the pursuit of new interests. Many of these program areas receive grant support allowing tuition to remain highly affordable and in some cases classes are offered at no charge to qualifying students.

Day, evening and weekend courses are located at all college sites and over 100 other county locations. In addition, many classes are offered online.

In the area of workforce development, the Corporate Training Group (CTG) is a leader in the region's economic well-being and advancement. The group provides state-of-the-art training and business services to companies and organizations, entrepreneurs, and government agencies. Critical business skills such as cyber security, leadership, supervision and strategic planning as well as customized classes to meet individual employer needs are available. Training and services can also be brought right to an employer's location. Contact the Corporate Training Group at 410-777-2732 or visit the CTG website <http://www.ctgaacc.com/> to arrange for a consultative meeting or to obtain information about the full array of business services and training opportunities.

New award winning career training is always being added to the college schedules. Check out our Casino Dealer School which prepares students for certification in Blackjack, craps, mini baccarat, roulette, carnival games, poker, and pai gow, and employment as a table game dealer at any casino. Classes are available mornings, afternoons and evenings. Learn more at [www.aacc.edu/hcat/dealerschool](http://www.aacc.edu/hcat/dealerschool).

To address the ever-changing training needs of individuals, from those new to using technology to experienced professionals including those in IT and cybersecurity, Cyber and Technology Training offers a dynamic array of courses, Spanning from computer fundamentals, 3D printing and Unmanned Aerial Systems (UAS) to advanced computer programming or cybersecurity certification preparation, courses are offered to respond to the rapidly developing workplace and regional workforce demands.

There are also over 100 continuing education certificate programs which prepare students for work in a range of occupations including dental assistant, cyber analyst, truck driver and various other trades. Licensure and certification classes in areas such as child care, real estate and allied health are available. Learn more about these programs at [www.aacc.edu/coned/certificates](http://www.aacc.edu/coned/certificates).

With courses for both the career changer as well as for personal growth and enrichment, the college has one of the largest and most varied programs just for adults ages 50 and up in the state. Classes are offered at local Senior Centers as well as at the Arnold campus. Individuals age 60 and older may be eligible for free tuition. Information is available through the LifeStages Center on Aging office and at [www.aacc.edu/seniors](http://www.aacc.edu/seniors).

The college also has a year around program for Kids in College. Classes range from science and technology to theater and sports for the student seeking either enrichment or advancement in a subject area. In addition, programming is run each summer in a camp format in both full and half-day formats. See [www.aacc.edu/kic](http://www.aacc.edu/kic).

For more information on the School of Continuing Education and Workforce Development see [www.aacc.edu/cewd](http://www.aacc.edu/cewd) or contact the Instructional Support Center at 410-777-2325 or email [iscenter@aacc.edu](mailto:iscenter@aacc.edu).

AACC offers continuing education certificates to students who successfully complete a course or series of courses that result in improved skills or technical knowledge.

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
- National Restaurant Association Manage First Professional®
- Photovoltaic Installation Preparation
- Real Estate Agent
- Real Estate Appraiser
- ServSafe Alcohol™
- ServSafe® Certificate

Cyber and Technology training for certification exam preparation includes:

- Cisco Certified Network Associate (CCNA)
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- CompTIA Certified Technical Trainer (CTT+)
- CompTIA Healthcare IT Technician (HIT)
- CompTIA Linux+
- CompTIA Cloud Computing
- EC-Council Certified Ethical Hacker (CEH)
- Certified Information Systems Professional (CISSP)
- IT Infrastructure Library v3 Foundation (ITIL)

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/cewd](http://www.aacc.edu/cewd).

### **Center on Aging**

AACC's Center on Aging is nationally known and each year offers hundreds of classes for thousands of middle-aged and older adults.

#### ***LifeStages***

LifeStages is a program for middle-aged and older adults. Courses focus on topics such as career transitions and enhancement, caring for aging parents, new technology and challenges and opportunities unique to older adults. For more information call 410-777-1184 or visit [www.aacc.edu/lifestages](http://www.aacc.edu/lifestages).

#### ***Seniors***

AACC offers noncredit courses in health and wellness, art, history, computers, languages, literature and more. Classes are held at area senior centers and the Arnold campus. Quarterly registration fee is required and the tuition portion of course cost is waived for those 60 and over. For information call 410-777-1319 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 **410-777-1806** 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 **410-777-2884** 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, Dental assisting, 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**.

### **Corporate Training Group**

The Corporate Training Group (CTG) offers a full complement of training and business solutions to area businesses, government agencies and other organizations.

CTG conducts client outreach to the business and public sectors to develop relationships that yield education and training services targeted to customer needs. 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 CTG 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, CTG can facilitate the entire process from enrollment through graduation. In many instances, this can be achieved on-site at the client's location. CTG 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, CTG 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
- Cybersecurity and Digital Forensics
- 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 Hanover. 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 Corporate Training Group 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 CTG website [www.ctgaacc.com/](http://www.ctgaacc.com/).

### **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.

### **Cyber and Technology Training**

Individuals can sharpen technology and cyber skills through noncredit courses designed for working professionals looking to upgrade skills or specializations, students preparing for industry certifications, those looking to begin or change careers, and individuals who have personal goals to learn more about technology. Courses range from introductory level to advanced and meet during the day, evening, or weekends, online or at sites throughout the county.

Topics include:

- 3D Printing
- Certification Exam Preparation
- Cloud Computing
- Computer Software Applications
- Cybersecurity & Information Assurance
- Database Design & Development
- eLearning and Instructional Design
- Graphics, Web Design & Development
- Mobile Device Technologies
- Programming
- Scripting
- Social Media Technology
- IT Project Management
- Unmanned Aerial Systems
- Web Design
- Wireless

For information, call 410-777-1353 or visit [www.aacc.edu/it](http://www.aacc.edu/it).

### **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/sstc](http://www.aacc.edu/sstc).

### **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 education and training to meet the hospitality, culinary and tourism needs of students and industry. In addition to American Culinary Federation Education Foundation (ACF) and the Accreditation Commission for Programs in Hospitality Administration (ACPHA) accredited degree programs, HCAT offers credit certificates, noncredit cooking classes for beginner and accomplished home cooks, workforce development training, industry education/certification classes and customized business contract training. Classes are offered at the HCAT culinary center in the Glen Burnie Town Center in their commercial kitchen labs and dedicated technology-smart classrooms and on the Arnold campus in the baking/pastry kitchen lab, culinary kitchen lab and wine demonstration café. The HCAT credit 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 program may apply for a waiver of the out-of-county tuition differential for courses included in these programs. For further information about the world-class hospitality programming, call 410-777-2398 or the toll-free hotline 1-866-456-HCAT (4228) or visit our website at [www.aacc.edu/hcat](http://www.aacc.edu/hcat) or on Facebook at [www.facebook.com/AACCHCAT](https://www.facebook.com/AACCHCAT).

#### ***HCAT Casino Dealer School***

HCAT prepares students to become casino table games dealers in their state-of-the-art casino labs located at the Arundel Mills campus. Gaming is one of the fastest growing industries on the East Coast with six casinos in Maryland alone. Students can earn a continuing education certificate in any of the eight different table games: Blackjack, poker, mini baccarat, carnival games, roulette, craps, pai gow poker, pai gow tiles, in preparation for employment as a casino dealer. Classes are offered mornings, afternoons and evenings, Monday through Friday. For information, call 410-777-2743 or visit our website at [www.aacc.edu/hcat/dealerschool](http://www.aacc.edu/hcat/dealerschool).

### **Lifelong Learning**

Lifelong Learning offers non-credit, personal enrichment classes to meet community need. Courses include the arts, photography, music, dance, floral design, and writing. Various fitness and recreational topics are taught both on campus and at area recreational locations. Community development needs are addressed through nonprofit and volunteer management courses. History, languages, and personal finance classes are popular topics. For more information visit our website <http://www.aacc.edu/lifelonglearning/>.

#### ***Women's Institute***

Women's Institute offers courses in many areas designed to enrich and empower women. Courses include basic home repair, business and finance, creative pursuits and women's wellness. 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, languages, and various sports. 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.

### ***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 Arnold campus.

## **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 (welding, plumbing, electrical, construction estimating and HVAC)
- Job Corps (advanced culinary and pre-apprenticeship electrical)
- Truck and bus driving
- Veterinary assistant

Job training may be paid with Workforce Innovation and Opportunity Act (WIOA) funds (if eligible) and continuing education scholarship funds (if eligible).

Contract training for Job Corps and the Department of Corrections also is offered.

For information call **410-777-2447**, **410-777-2924** or visit the website: [www.aacc.edu/cewd](http://www.aacc.edu/cewd).

### ***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 Cooling Contractors (MDPHCC). Courses complement on-the-job training. For information, call **410-777-2924**.

## **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., Pathway to Teaching Adults.). 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 Pre-service/ 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. Parents can also take advantage of our Parenting One-on-One program which provides individualized instruction enabling a greater degree of customization and flexibility in scheduling. For more information, call **410-777-2159** or visit [www.aacc.edu/parenting](http://www.aacc.edu/parenting)

# Academic Support Services

## Academic Advising

Academic advisors on the Arnold campus, AACC at Arundel Mills (AMIL), Glen Burnie Town Center (GBTC), and the Ft. Meade Army Education Center (FTM) 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.

For information visit [www.aacc.edu/advising](http://www.aacc.edu/advising) or [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## Career Services

Career services provides a variety of resources to assist students in making vocational and career decisions. These resources are free and include:

1. Career Counseling and Career Assessments to assist 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. A Career and Transfer Resource Center (CTRC) offering information on occupations, job trends, career development and planning, resume-writing, interviewing skills, job searching, transfer colleges and universities and open hours through the CTRC Success Express.
3. 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.

For more information visit <http://www.aacc.edu/careers/careerservices>

## 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 support 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 visit [www.aacc.edu/employmentservices](http://www.aacc.edu/employmentservices).

## Disability Support Services (DSS)

The college is an Americans With Disabilities Act (ADA)/Title 504 compliant institution. (Please see the ADA policy on this web page: [www.aacc.edu/studentpolicies/](http://www.aacc.edu/studentpolicies/)). 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.

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 such as a complete IEP or 504 plan, medical records, psychological evaluation 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, completion of a Disability Verification Form by a certified professional clinician may be required.

Equipment and services that may be provided include sign language interpreters, extended tutoring hours, books in alternative format, audio recording of lectures, amplification systems, note takers, wheelchair tables, print enlargers, voice recognition software, screen readers software, Kurzweil 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 by the beginning of a term.

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 **410-777-2306** via [dss@aacc.edu](mailto:dss@aacc.edu) or visit [www.aacc.edu/disability](http://www.aacc.edu/disability).

[Click here to view a video about Disability Support Services at AACC.](#)

### **Personal Counseling Services**

Personal Counseling Services allows students to speak individually with Masters/Doctoral level licensed clinical counselors 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. Counselors provide personal counseling and make referrals for continued counseling or other community-based resources as necessary. In addition to appointments, counseling services offers a variety of wellness workshops. 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, including an extensive list of self-help resources, visit [www.aacc.edu/advising/Counservwelcome.cfm](http://www.aacc.edu/advising/Counservwelcome.cfm)

## **Resources to Support Learning**

### **Testing and Assessment Services**

The Testing Department administers a variety of exams to support student success including placement, make-up, certifications and other proctored exams. The office also administers exams for classroom and distance learning courses. For more information visit: [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.

### **Transfer Services**

Transfer Services is committed to assisting students in creating the best transfer possible by offering a variety of services. The Career and Transfer Resource Center (CTRC) offers information about U.S. educational institutions, college major data books,

handouts describing Maryland public institutions general education distributions and other pertinent information, and information on scholarships and financial aid. A Transfer College Fair is held twice a year in the fall and spring semesters. These are supplemented throughout the year by visitation of four year college personnel.

For more information including links to transfer decision making sites and for access to ARTSYS, the University System of Maryland's (USM) web-based system designed to support development of a transfer plan visit [www.aacc.edu/transfer](http://www.aacc.edu/transfer).

## **Tutoring Services**

The Tutoring Office provides one-on-one, small group, and Smarthinking online tutoring in numerous subject areas with flexible timeframes and locations. The office also provides support in a variety of walk-in lab environments including:

- Business/Accounting Lab at the Arnold campus.
- SASP Walk-in Tutoring for SASP participants.
- Math Labs at the Arnold and Arundel Mills locations.
- The Learning Assistance Center, located at the Arnold campus and the Glen Burnie Town Center offers walk-in assistance and a place for students to meet with tutors one-on-one or in small groups.

All tutoring services are free of charge.

For hours of operation or more information, please visit the tutoring website at [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 in Library Room 102 and at Arundel Mills in Room 206.

For more information, please view the website: [www.aacc.edu/tutoring/mathlab](http://www.aacc.edu/tutoring/mathlab).

#### **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 more information visit [www.aacc.edu/reading/lab](http://www.aacc.edu/reading/lab).

### **Science Tutoring and Open Labs**

*Science Tutoring Center (STC)* - Tutoring by faculty members is available in the Science Tutoring Center (STC), Room 5 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: [www.aacc.edu/science/studentresources.cfm](http://www.aacc.edu/science/studentresources.cfm)

*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.

## **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, underprepared for college, minority, or military veteran. Services include up to \$1000 scholarships to eligible students; one-on-one relationships with advisors, 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. Additionally, SASP offers summer bridge programs, a program targeting the needs of black males; a program for first-time students with developmental requirements; and resources for military veterans and their families.

For more information, visit us in LBRY 129, call 40-777-2530, or visit our website: [www.aacc.edu/sasp/](http://www.aacc.edu/sasp/)

### **Summer Bridge Programs**

During the summer, the Student Achievement and Success Program (SASP), in conjunction with faculty and staff, conducts a free four-week Summer Bridge Program with African American Themes and a two-week Adelante Hispanic Summer Bridge Program both aimed at easing the transition from high school and connecting students to support resources. A Bridge Program is also offered at Arundel Mills.

For more information, visit us in LBRY 129, call 410-777-2530, or visit our website: [www.aacc.edu/sasp/](http://www.aacc.edu/sasp/)

### **Black Male Initiative (BMI)**

The Black Male Initiative (BMI) addresses the needs and challenges that black male students attending Anne Arundel Community College face. It aims to build community and connect students with support services and resources. Services include \$500 incentive scholarships; monthly roundtable forums; leadership retreat; annual summit; network opportunities with AACC professional staff, administration and faculty.

For information call 410-777-2549, visit LBRY 129, or visit our website: [www.aacc.edu/sasp/bmi.cfm](http://www.aacc.edu/sasp/bmi.cfm)

### **First Year Experience (FYE)**

First Year Experience (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 utilizing faculty-led lab sessions, academic success coaches and proactive academic monitoring for those who desire to build a foundation for success.

For information call 410-777-2530, visit LBRY 129, or visit our website: [www.aacc.edu/sasp/fye.cfm](http://www.aacc.edu/sasp/fye.cfm)

### **Military Veteran Resource Center (MVRC)**

The Military Veteran Resource Center (MVRC) offers support and assistance to veterans transitioning back into the civilian world. The center helps veterans complete their education; connect veterans with community services and advocates for the development of new services. The Military Support Advisor serves as the initial point of contact for new and continuing military, veterans and their families.

For information call 410-777-4838, visit LBRY 112, or visit our website: [www.aacc.edu/military](http://www.aacc.edu/military)

### **Supplemental Instruction (SI)**

This service is offered for a 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 advisors 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 and Virtual 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 assistance on a walk-in basis. English department faculty members help students prepare written assignments in all subjects and understand errors on graded papers. They 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).

Live online writing assistance is available to all AACC students. Through AACC's Virtual Writing Center, students can schedule and attend one-on-one, online, synchronous and voice-interactive sessions with AACC Writing Center faculty or Research Librarians.

View these videos: about AACC's Writing Centers, about the Virtual Writing Center and a First-Look at the Virtual Writing Center.

More information can be found at [www.aacc.edu/writingcenter/VWC.cfm](http://www.aacc.edu/writingcenter/VWC.cfm).



# Administration and Faculty

The Directory of Offices and the current listing of full-time faculty can be found at: [catalog.aacc.edu](http://catalog.aacc.edu)

## Board of Trustees

**REV. DR. DIANE R. DIXON-PROCTOR**  
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**LAWRENCE W. ULVILA, JR.**

## President and College Officers

*Note: The date following each person's position is the year in which he or she began employment at the college.*

**DAWN LINDSAY, ED.D.**  
*PRESIDENT, 2012*  
B.A., B.S.W., M.Ed., Western Maryland (now McDaniel) College  
Ed.D., Pepperdine University

**MICHAEL H. GAVIN, PH.D.**  
*INTERIM VICE PRESIDENT FOR LEARNING, 2014*  
B.A., Dickinson College; M.A., American University;  
Ph.D., University of Maryland

**FELICIA L. PATTERSON**  
*VICE PRESIDENT FOR LEARNER SUPPORT SERVICES, 2008*  
B.B.A., Howard University; M.A., University of Denver

**MELISSA A. BEARDMORE**  
*VICE PRESIDENT FOR LEARNING RESOURCES MANAGEMENT, 2001*  
B.B.A. Loyola University Maryland, C.P.A.

**NANCI A. BEIER**  
*REGISTRAR, 1998*  
B.S., M.A., Bowie State University

## **Administrative Staff**

*Note: The date following each person's position is the year in which he or she began employment at the college.*

### **ARTHUR B. AULT**

*Director Institutional Research, 2015*

B.A., UMBC; M.S., University of Utah; PH.D, University of Minnesota

### **THIHA AYE**

*Director of eLearning and instructional technology, 2000*

M.S., Western Illinois University

### **BETH A. BATTURS-MARTIN**

*Director and associate professor of nursing and healthcare initiatives, 1996*

B.S.N., Bloomsburg University; M.S.N., Villanova University

### **DANIEL B. BAUM**

*Executive director of public relations and marketing, 2011*

B.A., Hampshire College

### **KATHLEEN M. BEAUMAN**

*Executive director of instructional partnerships, 1991*

B.S., Eastern Michigan University; M.S., University of Maryland University College

### **SHEELA BECTON**

*Director of application services, 2013*

B.A., Osmania University, India; B.A., UMUC;

M.A., University of Maryland University College

### **BRUCE BOWMAN**

*Dean, School of Science & Technology, 2015*

B.S., Indiana University; M.S., U.S. Air Force Institute of Technology;

M.Phil., Columbia University; Ph.D., Columbia University

### **SUZANNE L. BOYER**

*Executive director of human resources, 2009*

B.A., University of Maryland Baltimore County;

M.A., College of Notre Dame of Maryland

### **TIFFANY F. BOYKIN**

*Assistant dean for student services, 2016*

B.A., University of Maryland; M.S., Towson University;

Ph.D., Morgan State University

### **SUSAN M. CALLAHAN**

*Director of budget, 2008*

B.S. University of Buffalo; C.P.A.

### **KATHY CAMPBELL**

*Director, technology support services, 2003*

B.S., Ohio State University; MBA, Case Western Reserve University

### **DAWN D. CARTER**

*Director of client services, Center for Workforce Solutions, 2000*

A.S., Genesee Community College; B.S., Charleston Southern University;  
M.A., Webster University

**MAURICE L. CHAPUT JR.**

*Executive director of administrative services, 2001*

B.S., Catholic University of America

**KAREN COOK**

*Dean, School of Business & Law, 1999*

B.A., Montclair State University; J.D., California Western School of Law

**CATHLEEN H. DOYLE**

*Director of Sarbanes center for public and community service, 1999*

B.S., University of Richmond; M.B.A., Loyola College

**COLLEEN K. EISENBEISER**

*Interim dean of learning advancement and the virtual campus, 2003*

B.A., St. Joseph College; M.S., Southern Connecticut State University;  
Ph.D., Northcentral University

**SARA B. EGER**

*Director of cyber & technology training, 2013*

B.A., Kenyon College; M.A., Walden University

**JAMES A. FELTON III**

*Chief diversity officer, 2014*

B.A., McDaniel College; M.S., McDaniel College

**RICKA K. FINE**

*Dean of planning, research, and institutional assessment, 2010*

B.S., Iowa State University; M. Ed., Towson University;  
Sc.D., Johns Hopkins Bloomberg School of Public Health

**BONNIE J. GARRETT**

*Director of counseling, advising and retention services, 1989*

B.S., University of Maryland College Park;  
M.S., University of Maryland University College

**MICHAEL H. GAVIN**

*Interim vice president for learning, 2014*

B.A., Dickinson College; M.A., American University; Ph.D., University of Maryland

**SONJA R. GLADWIN**

*Director of sales and solutions, Center for Workforce Solutions, 2001*

A.A., Anne Arundel Community College; B.S., University of Baltimore;  
M.S., Johns Hopkins University

**SHIRIN M. GOODARZI**

*Chief technology officer, information services, 2002*

B.S., M.S., University of Illinois at Chicago

**JOHN F. GRABOWSKI**

*Dean for enrollment services, 1993*

B.S., University of Maryland; M.S., Johns Hopkins University;  
Ph.D., University of Maryland

**LARRY GREGORY**

*Director of facilities maintenance and operations, 2012*  
B.A., Towson University

**FAITH A. HARLAND-WHITE**

*Dean of School of Continuing Education and Workforce Development, 1984*  
B.S., University of Massachusetts; M.G.A., University of Maryland;  
Ph.D., American University

**RICHARD C. HEATH**

*Director of financial aid, 1998*  
A.A.S., Onondaga Community College; B.S., Sam Houston State University; M.A.,  
Columbia International University

**ERIK HUNTER**

*Director of student conduct and special projects, 2014*  
B.S., Ramapo College of New Jersey; M.A., Montclair State University

**JACQUELINE S. JACKSON**

*Dean of student services, 2014*  
B.S., M.S., Western Illinois University; Ph.D., Old Dominion University

**SANDRA J. JONES**

*Director of continuing professional education, 2000*  
A.A., Anne Arundel Community College; B.A., University of Maryland Baltimore County;  
M.A., University of Maryland University College

**KIP A. KUNSMAN**

*Assistant dean of workforce development, 2006*  
B.S., University of Maryland Baltimore County; M.S., Towson University

**ANDREW P. LITTLE**

*Executive director of finance, 2004*  
B.S., B.A., University of Maryland College Park; C.P.A.

**MARY ELLEN MASON**

*Director of hotel, culinary arts and tourism institute, 1999*  
B.A., M.B.A., Strayer University, F.M.P.

**THOMAS J. MCGINN III**

*Director of admissions and enrollment development, 1995*  
A.A., Worcester Junior College; B.S., M.B.A., Nichols College

**VOLLIE MELSON**

*Executive Director of institutional advancement/foundation, 2014*  
B.S., George Washington University; M.A., George Washington University

**DEBORAH MEYER-MERCADO**

*Director of sponsored programs, 1999*  
B.S., University of Maryland University College;  
M.B.A., M.S.B., Johns Hopkins University

**KEVIN B. MILLER**

*Director of document services, 2014*  
B.A., George Mason University

**ALICIA M. MORSE**

*Dean of the School of Liberal Arts and professor, mathematics, 1994*

B.A., University of Maine; M.S., University of Central Florida

**STEVEN M. PEGG**

*Director of auxiliary services, 1979*

B.S., University of Maryland University College

**TERRY D. PORTIS**

*Director of the center on aging, 2007*

B.S., Covenant College; M.S., North Carolina A&T State University; Ed.D., Argosy University

**TYRONE POWERS**

*Director of the homeland security and criminal justice institute; and professor, criminal justice, 1994*

B.S., Coppin State College; M.P.A., University of Cincinnati;

Ph.D., American University

**DENNIS W. RIVENBURGH**

*Director of the physician assistant program, 2014*

B.S., Southern Connecticut State University; M.S., Central Connecticut State University, MS, ATC, PA-C

**MARTHA D. ROTHSCHILD**

*Controller, 2000*

B.S., Bryan College

**LISA A. SANFORD**

*Director of HR operations, 2013*

B.S., Penn State University; M.A., Saint Francis University

**MELANIE L. SCHERER**

*Director of purchasing and contracting, 2014*

B.A., DePaul University

**CHERYL L. SCHRAM**

*Director of instructional support center, 1988*

A.A., Anne Arundel Community College; B.S., University of Maryland

**CLAIRE L. SMITH**

*Interim associate vice president for learning, 2000*

B.S., M.S., Virginia Polytechnic Institute and State University;

Ed.D., University of Maryland Eastern Shore

**CYNTHIA K. STEINHOFF**

*Director and professor of library, 1983*

B.S., Edinboro State College; M.S.L.S., Clarion State College;

M.B.A., University of Baltimore

**CHRISTINE M. STORCK**

*Director of student engagement, 1984*

B.S., State University of New York at Oneonta; M.S., Central Connecticut State College

**JAMES M. TAYLOR**

*Director of capital development, 1998*

A.A., Essex Community College; B.S., University of Maryland Baltimore County

**CHARLENE TEMPLETON**

*Assistant dean of continuing education, 2005*  
B.S., M.D.E., University of Maryland University College

**DAVID C. THOMAS**

*Interim dean of the school of health sciences, 1997*  
B.S., M.G.A., University of Maryland; P.T.

**KAREN L. TOBAT**

*Director of management advisory services, 2014*  
B.S., University of Maryland University College; M.S., University of Maryland University College, CPA

**LOUANN M. TRACY**

*Director of lifelong learning, 2001*  
B.A., Susquehanna University; M.A., University of Phoenix

**FRANCES M. TURCOTT**

*Director of special projects, 1996*  
B.S., M.S., University of Tennessee

**KRISTEN VICKERY**

*Director of testing, 2008*  
B.S., University of Maryland; M.Ed., University of Maryland University College

**JANICE WATLEY**

*Director of Student Achievement and Success Program (SASP), 2007*  
B.A., Colorado State University; M.Ed., Colorado State University

**JOHN W. WILLIAMS**

*Director of information security, 2015*  
BSME, US Naval Academy; MSEE, US Naval Academy

**MICHAEL YEAKEY**

*Director of occupational skills, 1990*  
B.A., Michigan State University; M.A., Bowie State University

**Administrative Staff Emeritus**

**MS. PATRICIA A. CASEY-WHITEMAN, 2015**

*Associate Vice-President for Learning*

**ANDREW L. MEYER, Ed.D., 2013**

*Vice President of Learning*

**Program Coordinators/Instructional Specialists**

*Note: The date following each person's position is the year in which he or she began employment at the college.*

**NAKIA BARRITEAU**

*Program coordinator, internships, 2015*  
B.A., Hampton University; M.A., University of Baltimore

**STEPHEN M. BERRY**

*Instructional specialist, engaged learning business management and entrepreneurial studies institute, 2010*

B.A., Lynchburg College; M.Div., Princeton Theological Seminary;  
M.B.A., University of Maryland University College

**PATRICIA A. BRADY**

*Instructional specialist, physical therapist assistant program, 2005*

B.S., P.T., University of Maryland Eastern Shore; M.S., Johns Hopkins University;  
D.Sc.P.T., University of Maryland Baltimore

**RENA S. BURKOWSKY**

*Curriculum coordinator, basic skills, 1998*

B.A., State University of New York at Fredonia; M.Ed., University of Missouri-St. Louis

**LYNNE A. BRUMMITT**

*Program coordinator and assistant professor, massage therapy, 2008*

B.S., Virginia Polytechnic Institute and State University; M.A., University of Maryland;  
NCTMB, Baltimore School of Massage; LMT

**BRYAN DEEHRING**

*Instructional Specialist, Cybersecurity, 1995*

B.S., Virginia Tech; B.A., Virginia Tech

**LYNDA P. FITZGERALD**

*Coordinator, performing arts - dance, 1987*

B.A., Connecticut College; M.A., Stanford University

**ERIN GABLE**

*Instructional specialist and CLE coordinator, legal studies institute, 2011*

B.A., Florida State University; J.D., University of Baltimore

**STEPHANIE L. GOLDENBERG**

*Program coordinator, center for learning through service, 2012*

B.A., Salisbury State University; M.S., Johns Hopkins University

**JANET LEA HADDOCK**

*Instructional specialist, architecture and interior design, 2006*

B.A.I.D., Iowa State University, Certified Interior Designer #4333 California

**SUZANNE HEWES**

*Clinical coordinator, physician assistant program, 2012*

B.S., Washington College; M.S., Hood College;

B.S., Physician Assistant, Alderson Broaddus College

**JOHN V. JOHNSON**

*Instructional specialist, hotel, culinary arts and tourism institute, 2008*

B.S., Towson University, C.E.C., C.C.E., A.A.C.

**LINDA J. JOHNSON**

*Academic coordinator of clinical education, physical therapist assistant program, 2004*

B.S., P.T., Ithaca College; M.S., Pennsylvania State University

**ANDREW D. KIM**

*Associate instructional specialist, 2013*

A.A., Anne Arundel Community College; NREMT-P



**STEPHEN KREIDER**

*Program coordinator, student engagement, 2015*

B.S., Pennsylvania State University; M.S., University of Memphis

**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.

**AMIRA MILLS**

*Program coordinator, hotel, culinary arts and tourism institute, 2014*

University of Windsor; Richard Stockton College of New Jersey Institute for Gaming Management;  
Atlantic Cape Community College

**LINDSEY MYERS**

*Instructional data specialist, learning, 2015*

B.S., York College of Pennsylvania; M.B.A., York College of Pennsylvania;  
M.A., The Ohio State University; Ph.D., A.B.D. The Ohio State University

**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

**SHARON L. PUGH**

*Clinical coordinator, 2014*

B.S., Florida State 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

**RANDALL STAHL**

*Instructional specialist, HCAT, 2016*

B.A., University of Pittsburgh

**KERRY E. TAYLOR**

*Curriculum coordinator, reading, 2001*

B.A., M.Ed., Ed.D., George Washington University

**VERONICA TOWNSEND**

*Instructional specialist, workforce development, 2011*

B.A., College of William & Mary

**MARY TURNER**

*Curriculum coordinator for the center on aging, 2013*

B.A., College of Holy Cross

**WILLIAM M. VOLK**

*Coordinator, strategic partnerships, 2012*

B.A., McDaniel College; M.P.A., University of Baltimore

**PEGGY WALTON**

*Instructional specialist, engineering, 2016*

B.S., University of Maryland Baltimore County

**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

**PETER WIRIG**

*Program coordinator, legal studies institute, 2015*

B.S., Towson University; J.D., University of Baltimore School of Law

**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.

# Academic Regulations and Policies

*Collegewide Policies, Ways to Earn Credit, Academic Awards, and a Glossary for the catalog can be found at: [catalog.aacc.edu](http://catalog.aacc.edu)  
For questions regarding academic regulations, contact an academic advisor.*

## 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 see Academic Integrity Procedures for investigative adjudication and resolution of an alleged academic dishonesty.

## Academic Standing

Students who have an adjusted grade point average (GPA) of 2.0 or higher 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 is 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

Adjusted Cumulative Credit Hours Attempted	Adjusted GPA for Probation	Adjusted GPA for Dismissal
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 Reinstatement 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 the Financial Aid webpage.

## 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 advisor. 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 Disability Support Services.

For information regarding Anne Arundel Community College's compliance and complaints concerning the Americans with Disabilities Act contact the Federal Compliance Office and Title IX Coordinator at [complianceofficer@aacc.edu](mailto:complianceofficer@aacc.edu) or by telephone 410-777-1239 or Maryland Relay at 711.

## Credit Hours

A credit hour is the unit by which academic work is measured. Each course 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 Grades and Quality Points).

**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.

### **Dismissal for Academic Reasons 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 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 who have been dismissed one time from the college for academic reasons and who wish to be reinstated must:

1. Meet with an academic advisor to develop a suitable academic plan. The academic advisor will help the student identify strategies to assure academic success. The student will be directed to use college academic support services and encouraged to develop realistic goals.
2. After meeting with an academic advisor, the student will be permitted to register for courses. For the initial term returning after a first dismissal, readmitted students may register with the following restrictions:
  - Readmitted students may only register for courses offered in a 13-week or a 15-week term, either fall or spring.
  - Readmitted students will be limited to two courses which must be repeats of courses in which they earned D or F grades. The Student Success course (ACA 100) is strongly recommended and may be added as a third course.

**Second Dismissal** - Students who have been dismissed twice from the college for academic reasons and who wish to be reinstated must:

1. Sit out one 15-week term before being eligible for reinstatement.
2. Meet with an academic advisor to develop a suitable academic plan. The academic advisor will help the student identify strategies to assure academic success. The student will be directed to use college academic support services and encouraged to develop realistic goals.
3. After meeting with an academic advisor, the student will be permitted to register for courses. For the initial semester returning after a second dismissal, readmitted students may register with the following restrictions:
  - Readmitted students may only register for courses offered in a 13-week or a 15-week term, either fall or spring.
  - Readmitted students may only register for courses offered in a face-to-face format.
  - Readmitted students will be limited to two courses which must be repeats of courses in which they earned D or F grades. The Student Success course (ACA 100) is strongly recommended and may be added as a third course. Academic advisors may require ACA 100 as a condition of reinstatement.

**Further Dismissals** - Students who have been academically dismissed from the college more than twice shall not be reinstated. In extraordinary circumstances only, reinstatement may be granted by the Committee on Academic Standards.

See also Dismissal for Non-Academic Reasons

### **Exceptions to the Academic Regulations**

Students who wish to request an exception to an academic regulation may do so by submitting a petition to the Committee on Academic Standards. Examples of an exception to an academic regulation include requests to substitute one course for another, to be readmitted after multiple dismissals, or to repeat a course more than one time. Approval of these requests is neither automatic nor guaranteed; each is evaluated on its own merits. The Committee on Academic Standards acting for the faculty, has jurisdiction over all matters concerning the application of academic regulations.

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 advisor, Disability Support Services, or the applicable Department Chair/Director.

Petition forms must be received in the Records and Registration office two business days prior to an Academic Standards Committee 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 received by the Records and Registration office within 30 days of the committee's original decision date. An appeal form and filing procedures can be obtained from the Records and Registration office or an academic advisor.

## **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. 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 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 make a request to withdraw from the college or from individual courses by consulting with an academic advisor in the Counseling, Advising and Retention Services office, obtaining an advisor'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 of a serious nature.

Students who have more than 10 entries of W, WP and WF may be required to meet with an academic advisor to review their educational plan before their next registration.

Students receiving financial aid should consult the Satisfactory Academic Progress (SAP) Policy 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. 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.

### **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.

For information regarding Anne Arundel Community College's compliance and complaints concerning discrimination contact the Federal Compliance officer and Title IX Coordinator at [complianceofficer@aacc.edu](mailto:complianceofficer@aacc.edu) or by telephone at 410 - 777-1239 or Maryland Relay at 7111.

### **Student Records**

#### **FERPA: 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.

See FERPA: Family Education Rights and Privacy Procedures. A student's FERPA rights begin on the first day the student begins attending classes at AACC.

### **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 20% of the class has been completed.

### **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.

### **Education Records**

Education records include any record maintained by the college directly related to a student or students. These records include admission, academic, billing, 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 enrollment status, 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 enrollment status, and degrees earned as directory information. To have directory information withheld, notify the registrar in writing.

### Law Enforcement Unit Records

The college may disclose law enforcement unit record to anyone, including federal, State, or local law enforcement authorities, without the consent of student or parent. A law enforcement record is defined as a record that is: created by the law enforcement unit; created for a law enforcement purpose; and maintained by the law enforcement unit.

### 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.

### 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 account. 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.

Letter Grade	Meaning	Quality Point Value per Credit Hour in Credit Courses
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

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 adjusted GPA does not include previous attempts of a repeated course or grades for both courses when receipt of credit is restricted to only one of the paired courses (example: credit is not given for both MAT-141 and MAT-151). See an academic advisor with questions.

### **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. 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, forced 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).

Should a student have a grievance about an assigned grade or evaluation rating, the student should follow the grievance about academic assessment procedure. See <https://www.aacc.edu/aid/file/aacccomplaintprocedures.pdf>

### **Incomplete Work**

The grade designator of I (incomplete) is assigned only in exceptional circumstances and is a temporary grade indicator. An incomplete may be taken only with permission and cooperation of the instructor. A grade indicator of I 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 30 days 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 submit interim grades for every student on the current class roster for sessions of 10 weeks or longer. Interim grades are 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

## Grade Point Average (GPA) and Quality Point Total

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* 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* does not include:
  - the previous grade(s) earned in a course when the course has been repeated
  - courses that have been forgiven

## 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.

## Registration Policy

Students at Anne Arundel Community College must register for class before the first scheduled class meeting. In the case of online or hybrid classes, a student must register the day before the first day of the session. Detailed information is provided within our Registration webpage.

## 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 advisor 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/Standing	13-15 Week Term Session Maximum	10 Weeks or Less Term Session Maximum	4 Weeks or Less Term Session Maximum
Regular	18	9	6
Developmental	13	7	4
ESL	13	7	4
Probationary/Probation	14	7	4
Nondegree	11	7	4

Credit hours are noted near course titles in the Course Descriptions section 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 advisor 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

All students who wish to pursue a degree or certificate must be assessed. Students may retest for English and/or reading one time. Retesting in English/reading is not allowed after attending or starting English or reading classes. Students seeking a retest in mathematics must first successfully complete the appropriate noncredit review course. Retesting in mathematics is not allowed after enrollment in mathematics classes. Attempting to take an assessment test more than the approved policy allows violates the college's Academic Integrity Policy . Any assessment test score which is found to be the result of unauthorized repeat testing will be discarded.

### Developmental Courses

Students required to take developmental courses in English, reading, or math must pass those courses to be eligible to register for a credit English or math 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 advisor.

Students who are assigned developmental status and who complete their developmental requirements will be changed to regular status.

## **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 an academic program specified in their original application. Students are encouraged to meet with an academic advisor 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 in the Undeclared program.

## **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 advisor before submitting a petition.

Some courses restrict award of credit based on overlap of content as noted in the course description. Students who take two courses for which they cannot receive credit for both will have one of the courses marked as forgiven. However, both grades remain on the student's record and transcript.

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 Financial Aid webpage for more information.

## **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. Students must submit a graduation application and graduation fee through MyAACC. 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 Cancelled 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 Anne Arundel Community 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.
3. Completion of the course and general education 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. Submission of a graduation application and the graduation fee through MyAACC by the deadline.

## 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 75 credits, 15 of which must be earned at Anne Arundel Community College.
3. Achieve an adjusted cumulative grade point average of 2.0 or higher at Anne Arundel Community College.
4. Submit a graduation application and the graduation fee through MyAACC by the deadline.

## **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 ENG 111, ENG 115, or ENG 121.
3. Achievement of an adjusted cumulative GPA of 2.0 or higher.
4. Submission of a graduation application and the graduation fee through MyAACC by the deadline.

## **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 Records and Registration office. (There is no graduation fee for a letter of recognition.) Letters of recognition are not a formal award and therefore not noted on the official transcript.

## **Fast Track Option**

For programs that have been identified as having a Fast Track Option, general education, health, computing and information technology and competency, and diversity requirements are considered satisfied for those students who have earned an associate, baccalaureate, or master's degree from a U.S. regionally accredited college or university and whose program of study included at least 20 credit hours of general education courses (excluding physical education activity courses). Students must fulfill all other graduation requirements. Official transcripts from all previous institutions attended must be submitted to the Records and Registration office.

## **Reverse Transfer Award of the Associate Degree**

Reverse transfer award of the associate degree (reverse transfer) allows a student who transferred to a four-year institution prior to earning an associate degree to transfer credits back to Anne Arundel Community College to fulfill the remaining requirements for the associate degree while continuing to work toward a bachelor degree. 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 at the four-year institution for the award of an associate degree. College transfer credit criteria and graduation requirements apply to reverse transfer students. Students should complete the reverse transfer degree application form found on the reverse transfer website and send all official transcripts to initiate the review.

## **Residency Requirements for Tuition Purposes Policy**

Students at Anne Arundel Community College are charged tuition according to their residence for tuition purposes and are classified as one of the following:

- in-county residents (a resident 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 (a resident of a state other than Maryland or a foreign country).

Students have the responsibility to provide appropriate documentation to establish residency for tuition purposes.

Students shall be considered "in-county" or "out-of-county, in-state" residents of Maryland for tuition purposes if:

- they maintain their legal domicile there for or a period of not less than three months before the starting date of the session for which they enroll;
- or
- if another person or persons maintaining legal domicile in Maryland had contributed more than one-half of the student's financial support during the most recent completed tax year;
- or
- they are receiving an Edward T. Conroy Memorial Scholarship from the Maryland Higher Education Commission.

Tuition for members of the United States Armed Forces, their spouses and dependent children:

- Students who are members of the United States Armed Forces, regardless of domicile, duty station or residence, will be classified as "in-county" residents for tuition purposes;
- Students who are a spouse or dependent child of a member of the United States Armed Forces who resides in Anne Arundel County will be classified as "in-county" residents for tuition purposes regardless of the length of residency;
- Students who are the spouse or dependent child of a member of the United States Armed Forces who resides in Maryland, outside of Anne Arundel County, will be classified as "out of county, in state" residents for tuition purposes regardless of the length of residency;
- Students who are the spouse or dependent child of a member of the United States Armed Forces whose domicile or duty station changes from an in-state location to a location outside of the state of Maryland will be classified as "out-of-county, in-state" residents for tuition purposes as long as they remain continuously enrolled;
- Students who are honorable United State Armed Forces qualified veterans will be classified as "out-of-county, in-state" residents for tuition purposes, even if residing outside the state of Maryland;
- Students who are receiving Montgomery or Post-9/11 GI Bill educational benefits who enroll within three years of discharge and their spouse or dependent children who enroll within three years of the qualified veteran's (transferor's) discharge will be classified as either "in county," if a resident of Anne Arundel County, or "out-of-county, in-state," even if residing outside the state of Maryland, for tuition purposes;
- Students receiving a Fry Scholarship will be classified as either "in county" if a resident of Anne Arundel County or "out-of-county, in-state," even if residing outside the state of Maryland, for tuition purposes.

Students who are Anne Arundel County public school teachers who enroll in a course required for employment are classified as "in-county resident" for tuition purposes even if residing outside of Anne Arundel County.

The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

## **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.

## **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, <http://www.aacc.edu/aid/consumerinfo.cfm> or contact the Maryland Higher Education Commission at 410-767-3301 or <http://www.mhec.state.md.us/>*

## **Title 13B Maryland Higher Education Commission**

Click here to read the Annotated Code of Maryland (COMAR Title 13B) Maryland Higher Education Commission transfer policies.

# FERPA: 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.

## **Title 13B Maryland Higher Education Commission**

### Authorization

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

### Applicability of Policies

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

### Rationale

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

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



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

Successful and harmonious articulation depends upon:

Firm agreement that the needs of the student should be a primary concern in developing articulation procedures, while maintaining the integrity of educational programs;

Establishment of clear and equitable policies to assure optimum accessibility for transfer students with minimal loss of credits and minimal duplication of course content;

Mechanisms for evaluation and resolving difficulties students may encounter in moving from one school to another;

Free and continuous communications among institutions;

Mutual respect for institutions and their missions;

Adaptability, within a context of understanding that changes affect not only the institution making changes but also the students and institutions impacted by the changes;

Free exchange of data among institutions;

Timely exchange of information relative to students' progress.

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

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

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

In more specific ways this document's purpose is to:

Define broad areas of agreement among the public two-year and four-year institutions of higher education pertaining to facilitating the transfer of students within these segments;

Provide a mechanism for continuous evaluation of programs, policies, procedures, and relationships affecting transfer of students;

Provide such revisions as are needed to promote the academic success and general well-being of the transfer student;

Provide a system of appeals beginning on the campus level to resolve difficulties that students experience in transfer.

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

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.

In this chapter, the following terms have the meanings indicated.

### Terms Defined.

"A.A. degree" means the Associate of Arts degree.

"A.A.S. degree" means the Associate of Applied Science degree.

"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.

"A.S. degree" means the Associate of Sciences degree.

"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.

"English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

"General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

"General education program" means a program that is designed to:

Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;

Encourage the pursuit of life-long learning; and

Foster the development of educated members of the community and the world.

"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.

"Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

"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.

"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.

"Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

"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.

"Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

"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:

History and cultural diversity;

Concepts of groups, work, and political systems;

Applications of qualitative and quantitative data to social issues; and

Interdependence of individuals, society, and the physical environment.

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

#### .02-1 Admission of Transfer Students to Public Institutions.

##### Admission to Institutions.

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.

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:

Satisfied the admission criteria of that receiving public institution as a high school senior; and

Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

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.

If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

Based on criteria developed and published by the receiving public institution; and

Made to provide fair and equal treatment for native and transfer students.

##### Admission to Programs.

A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

Are developed and published by the receiving public institution; and

Maintain fair and equal treatment for native and transfer students.

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:

Based on criteria developed and published by the receiving public institution; and

Made to provide fair and equal treatment for native and transfer students.

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.

#### Receiving Institution Program Responsibility.

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.

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

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.

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:

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:

Arts and humanities,

Social and behavioral sciences,

Biological and physical sciences,

Mathematics, and

English composition; or

Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

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

General education programs of public institutions shall require at least.

One course in each of two disciplines in arts and humanities;

One course in each of two disciplines in social and behavioral sciences;

Two science courses, at least one of which shall be a laboratory course;

One course in mathematics at or above the level of college algebra; and

One course in English composition.

#### Interdisciplinary and Emerging Issues.

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:

Be integrated into other general education courses or may be presented as separate courses; and

Include courses that:

Provide an interdisciplinary examination of issues across the five areas, or

Address other categories of knowledge, skills, and values that lie outside of the five areas.

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.

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.

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.

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

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.

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

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

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.

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.

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.

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 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.

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.

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.

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.

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.

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.

A.A.S. Degrees.

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.

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.

Student Responsibilities. A student is held:

Accountable for the loss of credits that:

Result from changes in the student's selection of the major program of study,

Were earned for remedial course work, or

Exceed the total course credits accepted in transfer as allowed by this chapter; and

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

.05 Transfer of Nongeneral Education Program Credit.

Transfer to Another Public Institution.

Credit earned at any public institution in the State is transferable to any other public institution if the:

Credit is from a college or university parallel course or program;

Grades in the block of courses transferred average 2.0 or higher; and

Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

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.

Credit earned in or transferred from a community college is limited to:

1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and

The first 2 years of the undergraduate education experience.

Nontraditional Credit.

The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with

the State minimum requirements.

Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:

Technical courses from career programs;

Course credit awarded through articulation agreements with other segments or agencies;

Credit awarded for clinical practice or cooperative education experiences; and

Credit awarded for life and work experiences.

The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory

completion of the next course in sequence in the academic area.

The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall

be substituted for the upper division course.

Program Articulation.

Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.

Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.06 Academic Success and General Well-Being of Transfer Students.

Sending Institutions.

Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.

Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

The sending institution shall:

Provide to community college students information about the specific transferability of courses at 4-year colleges;



Transmit information about transfer students who are capable of honors work or independent study to the receiving institution;  
and

Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

#### Receiving Institutions.

Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

#### .07 Programmatic Currency.

A 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.

Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

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.

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.

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.

The findings of the Transfer Mediation Committee are considered binding on both parties.

#### .09 Appeal Process.

Notice of Denial of Transfer Credit by a Receiving Institution.

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.

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.

A receiving institution shall include in the notice of denial of transfer credit:

A statement of the student's right to appeal; and

A notification that the appeal process is available in the institution's catalog.

The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

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.

Response by Receiving Institution.

A receiving institution shall:

Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

Respond to a student's appeal within 10 working days.

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.

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.

Appeal to Sending Institution.

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.

A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

Consultation Between Sending and Receiving Institutions.

Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

The receiving institution shall inform a student in writing of the result of the consultation.

The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

.10 Periodic Review.

Report by Receiving Institution.

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.

An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

A receiving institution shall include in the reports comparable information on the progress of native students.

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.

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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