

Disclaimer: Anne Arundel Community College's 2018-2019 Print Version Catalog

The online version of the Anne Arundel Community College catalog (catalog.aacc.edu) is the official reference for the college's academic programs, courses, and academic procedures. A print copy of the college catalog does not represent the fullest, and most current catalog information available to users. The online catalog should be used as a guide in planning a course of study and in meeting requirements for graduation. The program requirements listed in the AACC online catalog represent the requirements in the official document of record and supersede any information that may be contained in any bulletin of any school or department, or any print version of the catalog.

Notice of Nondiscrimination

AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer at 410-777-1239 or Maryland Relay 711.

Table of Contents

Majors and Programs	1
Course Descriptions	405
Approved General Education Courses	498
About Anne Arundel Community College	514
Admissions	520
Continuing Education and Workforce Development	533
About our Degrees	542
Tuition, Fees and Payments	546
Academic Regulations	577
Title 13B	590
Administration	599
Military and Veteran Education	606

Majors and Programs

Addiction Counseling (A.A.S.)

Title of Major: Addiction Counseling, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.HUS.ADD-CNSL

Total Credit Hours: A minimum of 60

See www.aacc.edu to learn more about the Addiction Counseling Degree Program

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 <https://health.maryland.gov/bopc/> for requirements.

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.

Additional Program Requirements

Students must earn a grade of C or better in all human services courses. 200 hours of unpaid clinical fieldwork in a community addiction agency is required in order to complete the program.

Range of Occupations

- Addiction counselor

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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**
- CTP 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

- PSY 214 - Abnormal Psychology *3 credit hours*
This course meets a General Education Requirement while simultaneously meeting a Program Requirement for this degree. This course is required for Fast Track students.
- 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*
- 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*
- Electives *0-4 credit hours*
**for those who complete ENG 121.*
 Recommend: HUS 211, HUS 228/CJS 228, CJS 229, CJS 231, SOC 132

Computer Competency Requirement

Satisfied by CTA 100 or CTP 103.

Diversity Requirement

Satisfied by HUS 101 requirement.

Fast Track

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:

- 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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Addiction Counseling (certificate)

Title of Certificate: Addiction Counseling, Certificate

Award: Certificate

Code: CRT.HUS.ADD-CNSL

Total Credit Hours: 24

See www.aacc.edu to learn more about the Addiction Counseling Certificate program

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 <https://health.maryland.gov/bopc/> for requirements.

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

- Addiction counselor

Additional Program Requirements

Students must earn a grade of C or better in all human services courses. 100 hours of unpaid clinical fieldwork in a community addiction agency is required in order to complete the program.

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*
- 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*

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Administrative Medical Assistant (lor)

Title of Letter of Recognition: Administrative Medical Assistant, Letter of Recognition

Award: 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.

Students completing the Administrative Medical Assistant Letter of Recognition from AACC are eligible to take the National Healthcareer Association Certified Medical Administrative Assistant (CMAA) exam.

Entrance/Admission Requirements

Entrance Requirements

1. Eligibility for ENG 111.
2. MDA 113 (Medical Terminology).

Degree/Award Requirements

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Advanced Digital Forensics (certificate)

Title of Certificate: Advanced Digital Forensics, Certificate

Award: Certificate

Code: CRT.CIS.DIGIT-FRSC-A

Total Credit Hours: 25

About cybersecurity-networking-and-digital-forensics

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Program Outcomes

Upon successful completion of this program, 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.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

American Sign Language (lor)

Title of Letter: American Sign Language, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: A minimum of nine

American Sign Language

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.*

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

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 for more information.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

American Sign Language - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - American Sign Language, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.ASL

Total Credit Hours: 60

World Languages

Purpose: The Area of Concentration in American Sign Language will provide students a thorough and rigorous preparation to complete bachelors and masters-level training for careers as case managers, residential counselors, teaching assistants, job coaches, and administrative assistants. Other graduates choose to pursue further training to become ASL interpreters, or go on to graduate degree programs in social work, Deaf education, audiology, speech pathology, and business administration.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
OR
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
OR
- MAT 135 - Statistics *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-29 credits

Students with prior ASL knowledge are encouraged to meet with the ASL coordinator to determine placement into higher level courses.

Required Courses: 18 credits

- ASL 111 - American Sign Language 1 *3 credit hours*
- ASL 112 - American Sign Language 2 *3 credit hours*
- ASL 113 - American Sign Language 3 *3 credit hours*

- ASL 120 - Introduction to the American Deaf Community *3 credit hours*
ASL 120 fulfills the Diversity Requirement.
- OR**
- ASL 121 - Deaf Culture *3 credit hours*

- ASL 140 - Introduction to Interpreting *3 credit hours*
- ASL 211 - American Sign Language 4 *3 credit hours*

Electives: 6-11 credits

Recommend ASL courses from the following:

- ASL 114 - Fingerspelling and Numbers *3 credit hours*
- ASL 120 - Introduction to the American Deaf Community *3 credit hours*
- ASL 121 - Deaf Culture *3 credit hours*
- ASL 212 - American Sign Language 5 *3 credit hours*
- ASL 213 - Comparative Linguistics: American Sign Language and English *3 credit hours*
No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity in understanding and participating in expression through signing.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply an awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Communicate effectively at an intermediate level in American Sign Language with diverse audiences on academic and personal topics.
- Compare the linguistic systems of American Sign Language and English.
- Assess the intersection of Deaf culture and identity with hearing American society.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Architecture and Interior Design (A.A.S.)

Titles of Major: Architecture and Interior Design - Architecture, A.A.S. *and*
Architecture and Interior Design - Interior Design, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

About Architecture and Interior Design Department

Purpose: The degree prepares students for further study in the field of architecture and interior design while also preparing students to enter the workforce directly. There are two areas of concentration; Architecture and Interior Design.

Areas of Concentration: This degree requires that students choose a concentration in one of two 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 may vary, as listed below. To achieve a concentration, students must receive credit for every course requirement listed under that concentration.

Two Concentrations:

1. Architecture (code AAS.ACH.ID-ARCH):

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 concentration 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

2. Interior Design (code AAS.ACH.ID-INT-DSGN):

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

Architecture Area of Concentration:

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.

Interior Design Area of Concentration:

This 3-6-credit Arts and Humanities General Education Requirement is satisfied by ART 125. Students completing ENG 121 are required to meet a 6-credit Arts and Humanities General Education Requirement. To do this, these students must complete an additional Arts and Humanities 3-credit course chosen from the following: ACH 221, ACH 222, COM 111, or ENG 200

Biological and Physical Sciences: 3 credits

Recommend PHY 111 - Fundamentals of Physics I for Architecture students and PHY 120 - Sound and Light - An Interdisciplinary Approach for Interior Design students. See General Education Biological and Physical Sciences Requirements for a list of other approved courses.

Computer Technology: 4 credits

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

Mathematics: 3 credits

Architecture Area of Concentration:

- MAT 145 - Precalculus 1 3 credit hours

Interior Design Area of Concentration:

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

These are common program requirements for both areas of concentration.

- 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 242 - Environmental Systems for Design 3 credit hours
- ACH 245 - Digital Technologies 1 3 credit hours

Students must select one Area of Concentration in Architecture or Interior Design as specified below: 23 credit hours

Architecture Area of Concentration Requirements: 23 credits

*Degree Awarded: Architecture and Interior Design - Architecture
(AAS.ACH.ID-ARCH)*

- 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 *
- **OR**
- ACH 222 - History of World Architecture 2 3 credit hours *
- *ACH 221 or ACH 222 is a program requirement for Fast Track Students. These courses simultaneously satisfy the Arts and Humanities and Program Requirements.
- ACH 231 - Professional Practices in Architecture 3 credit hours
- ACH 240 - Construction Documentation 3 credit hours
- CAD Elective (chosen from list below)
- ACH History Elective (chosen from list below)

CAD Elective (computer-aided design)

Choose one from the following courses:

- 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

ACH History Elective

Required for both regular and Fast Track students. Choose one of the following courses:

- ACH 221 - History of World Architecture 1 3 credit hours
If not used for program requirement above
- ACH 222 - History of World Architecture 2 3 credit hours
If not used for program requirement above
- ACH 262 - Architectural Travel Study 1 3 credit hours
- ACH 263 - Architectural Travel Study 2 3 credit hours

Interior Design Area of Concentration Requirements: 23 credits

*Degree Awarded: Architecture and Interior Design, A.A.S. - Interior Design Concentration
(AAS.ACH.ID-INT-DSGN)*

- ACH 100 - Introduction to Interior Design 1 credit hour
- ACH 104 - Interior Finishes and Applications 3 credit hours
- ACH 105 - Textiles and Textile Applications 3 credit hours
- ACH 106 - Interior Design Studio 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
- Interior Design Capstone Studio (chosen from list below)

Interior Design Capstone Studio

Choose one course from the list below:

- ACH 203 - Commercial Design Studio *4 credit hours*
- ACH 205 - Residential Studio *4 credit hours*
- ACH 206 - Kitchen and Bath Design *4 credit hours*

Computer Competency Requirement

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

Diversity Requirement

General education requirement SOC 111 meets this requirement.

Fast Track Option

These associate degree programs have Fast Track Options for those holding a college degree.

Program Outcomes

Upon successful completion of the Architecture Area of Concentration, students will be able to:

- Design an architectural solution using principles and elements of design such as proportion, scale, movement, pattern, rhythm, symmetry, balance, contrast, theme, and unity.
- Present design solutions visually and orally and be able to defend decisions to individuals and groups.
- Assemble building materials and systems.
- Demonstrate and employ the architectural design and construction process.
- Use industry appropriate software and apply technology such as two and three dimensional design software.
- Identify and apply regulatory requirements relevant to planning and executing architectural design and construction.
- Respond effectively to environmental, health, safety and welfare issues during the architectural design and construction process.

Upon successful completion of the Interior Design Area of Concentration, students will be able to:

- Design an interior space using the principles of design such as scale, proportion, balance, rhythm, emphasis and harmony.
- Design an interior space using the elements of design such as space, shape, form, mass, line, texture, pattern, light and color.
- Implement the principles and elements of design when addressing preset client criteria.
- Apply stylistic elements to period design.
- Present design solutions visually and orally and be able to defend decisions to individuals and groups.
- Develop interior design presentations using a variety of formats.
- Experience how interior designer professionals develop design solutions.
- Use industry appropriate software and apply technology such as two and three dimensional design software.
- Identify and apply regulatory requirements relevant to planning and executing the interior design process.
- Respond effectively to environmental, health, safety and welfare issues during the interior design process.

This program aligns with all the college's core competencies.

Related Anne Arundel Community College Certificates

Architecture and Interior Design - Architectural CAD (certificate)

Architecture and Interior Design - Architectural Illustration (certificate)

Architecture and Interior Design - Advanced Interior Design (certificate)

Architecture and Interior Design - Interior Design (certificate)

Production Design (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Architecture and Interior Design - Advanced Interior Design (certificate)

Title of Certificate: Architecture and Interior Design - Advanced Interior Design, Certificate

Award: Certificate

Code: CRT.ACH.INT-DSN-ADV

Total Credit Hours: 33-34

See www.aacc.edu to learn more about the Architecture and Interior Design Department

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 33-34 credits

- ACH 202 - Space Planning *3 credit hours*
- ACH 205 - 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*

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Architecture and Interior Design - Architectural CAD (certificate)

Title of Certificate: Architecture and Interior Design, Architectural CAD, Certificate

Award: Certificate

Code: CRT.ACH.CAD

Total Credit Hours: 28

See www.aacc.edu to learn more about Architecture and Interior Design Department

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

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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 - Interior Finishes and Applications *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**
- CTP 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Architecture and Interior Design - Architectural Illustration (certificate)

Title of Certificate: Architecture and Interior Design - Architectural Illustration, Certificate

Award: Certificate

Code: CRT.ACH.ILLUSTRATION

Total Credit Hours: 29

See www.aacc.edu to learn more about Architecture and Interior Design Department

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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

Program Outcomes

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

- Apply a wide variety of techniques associated with delineating architectural design including the use of appropriate tools and technology.
- Apply common symbols, materials, scales, and terminology used in architectural design and illustration.
- Create architectural designs and models using a variety of techniques and technologies.
- Deliver written and oral presentations that explain and justify architectural plans or models to a professional audience.
- Apply construction technology concepts to the development of architectural plans and models.
- Describe environmental and regulatory factors affecting building design.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Architecture and Interior Design - Construction Management (certificate)

Title of Certificate: Architecture and Interior Design - Construction Management, Certificate

Award: Certificate

Code: CRT.ACH.CSTN-MGMT

Total Credit Hours: 36

See www.aacc.edu to learn more about Architecture and Interior Design Department

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 advisors regarding specific requirements.

Range of Occupations

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

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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

Program Outcomes

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

- Interpret single and multi-view drawings.
- Explain aspects of the construction process in written, graphic, and oral form.
- Assemble building materials and/or systems.
- Practice appropriate technology used in the construction process.
- Apply building codes and regulations in the construction process.
- Assess environmental, health, safety, and welfare issues in different construction contexts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Architecture and Interior Design - Construction Management Entrepreneurship (certificate)

Title of Certificate: Architecture and Interior Design - Construction Management Entrepreneurship, Certificate

Award: Certificate

Code: CRT.ACH.CSTN-ENTREP

Total Credit Hours: 35

See www.aacc.edu to learn more about Architecture and Interior Design Department

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Architecture and Interior Design - Interior Design (certificate)

Title of Certificate: Architecture and Interior Design - Interior Design, Certificate

Award: Certificate

Code: CRT.ACH.INT-DSGN

Total Credit Hours: 36

See www.aacc.edu to learn more about Architecture and Interior Design Department

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

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 36 credits

- ACH 100 - Introduction to Interior Design *1 credit hour*
- ACH 104 - Interior Finishes and Applications *3 credit hours*
- ACH 105 - Textiles and Textile Applications *3 credit hours*
- ACH 106 - Interior 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**
- CTP 103 - Theories and Applications of Digital Technology *4 credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Architecture and Interior Design - Landscape Design (certificate)

Title of Certificate: Architecture and Interior Design - Landscape Design, Certificate

Award: Certificate

Code: CRT.ACH.LAND-DSGN

Total Credit Hours: 27

See www.aacc.edu to learn more about Architecture and Interior Design Department

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 26 credits

- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- 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 - Sustainable Horticulture *4 credit hours*

- CTA 100 - Computing and Information Technology *4 credit hours*
OR
- CTP 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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Art History and Museum Studies -Visual Arts Transfer (A.A.)

Title of Major: Visual Arts Transfer - Art History and Museum Studies, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.VSL.ART-HIS-ME

Total Credit Hours: 60

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: Prepares students for transfer to a four-year program in art history, museum studies or education. Upon completion of the bachelor's degree, students with teaching certification will be eligible for a job as an art history teacher at a secondary institution (middle or high school). Those who wish to teach at a post-secondary institution (college or university) or work at a museum should pursue at minimum a master's degree after graduation from the four year school.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies the Arts and Humanities general education requirement and one of the Program Requirement for this degree.
- One elementary or intermediate course in French, German, Italian or Spanish *3 credit hours* *See Arts and Humanities general education courses for list of approved world language 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, Interdisciplinary Studies or Mathematics: 3-4 credits

See General Education Requirements and degree program required courses for a list of approved courses.

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

Recommend taking CTA 100 or CTP 103. Both meet the computer technology general education, and computer competency requirements.

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: 9 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours

Area of Concentration: 17-23 credits

Required Course: 3 credits

- ART 210 - History of Western Art 2 3 credit hours

Choose two courses 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

Electives: 8-14 credits

Recommend students check on transfer institution's requirements. No more than 3 credits hours of physical activity courses may be used as electives.

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 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.

ART 220, ART 228 and ART 229 all meet this requirement.

Program Outcomes

Upon successful completion of the Art History & Museum Studies Concentration, students will be able to:

- Describe the evolution of art over time.
- Analyze the ways that culture and technology impact art.
- Compare and contrast different ways that art is virtually and physically presented.
- Apply principles of art curation and criticism in written and verbal formats.
- Create original works of art analysis.
- Apply aesthetic theories in the evolution of art.
- Describe the role of Art Historians in society today.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Astronomy - Arts and Sciences Transfer (A.S.)

Title of Major: Arts and Sciences - Astronomy, A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.AST

Total Credit Hours: 60

See www.aacc.edu to learn more about Astronomy Department

Purpose: This program provides the foundation for study of and entry into astronomy programs at four-year institutions.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

Biological and Physical Sciences: 8 credits

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

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**
Students must choose one History course from the following:
 - HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
 - HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
 - HIS 211 - United States History through the Civil War *3 credit hours*
 - HIS 212 - United States History Since the Civil War *3 credit hours**The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.*

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of the courses listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) the History Social and Behavioral Sciences general education requirement.

Area of Concentration 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 212 - General Physics 2 *4 credit hours*
- PHY 213 - General Physics 3 *4 credit hours*
- Electives (consult with an advisor) *7-10 credit hours*
One of the electives 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.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Baking and Pastry Arts (certificate)

Title of Certificate: Baking and Pastry Arts, Certificate

Award: Certificate

Code: CRT.HRM.BAK-PASTRY

Total Credit Hours: 25

See www.aacc.edu to learn more about the Hotel, Culinary Arts and Tourism Institute

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

Additional Program Requirements

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Biology - Arts and Sciences Transfer (A.S.)

Title of Major: Arts and Sciences - General Biology A.S.

Award: Associate of Science degree, A.S

Code: AS.ARTS-SCLBIO

Total Credit Hours: 60

See www.aacc.edu to learn more about Biology Department

Purpose: This program provides preparation for entry into general biology, optometry, medical, dental, environmental, pharmaceutical and veterinary programs at four-year institutions.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 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

- Communications course *3 credit hours*
Strongly recommend COM 111 or COM 116
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

Biological and Physical Sciences: 8 credits

- BIO 103 - General Botany *4 credit hours*
- BIO 105 - General Zoology *4 credit hours*

Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours*
If appropriate, a different CTA course that also meets the computing and information technology competency requirement may be selected.

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

- MAT 145 - Precalculus 1 *3 credit hours*
OR
More advanced level if qualified from the list below.
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- SOC 111 - Introduction to Sociology *3 credit hours* **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-27 credits

- BIO 220 - Genetics 4 credit hours
- BIO 221 - Molecular Biotechniques 4 credit hours
- BIO 223 - General Microbiology 4 credit hours
- CHE 111 - General Chemistry 1 4 credit hours
- CHE 112 - General Chemistry 2 4 credit hours
- MAT 146 - Precalculus 2 3 credits
- Electives (consult with an advisor) 1-4 credit hours

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

Satisfied by SOC 111 requirement.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Accountant (certificate)

Title of Certificate: Business Accountant, Certificate

Award: Certificate

Code: CRT.BPA.BUS-ACCT

Total Credit Hours: 30

See www.aacc.edu to learn more about Business Administration Department

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

Additional Program Requirements

Completion of each of the required courses with a grade of C or better.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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 1 *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 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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Business Administration Transfer (A.S.)

Title of Major: Business Administration Transfer, A.S.

Award: Associate of Science degree, A.S.

Code: AS.BPA.ADM

Total Credit Hours: 60

See www.aacc.edu to learn more about Business Administration Department

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.

Additional Program Requirements

A program consisting of a core of courses essential for all business transfer students. Students are expected to work with their advisors to tailor a suitable mix of electives in order to meet the requirements of their intended transfer college.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 137 - College Algebra 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 credits
- 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.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Analyst (lor)

Title of Letter: Business Analyst, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 11

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program 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.

Range of Occupations

- Business analyst
- Database analyst

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Financial Accounting (certificate)

Title of Certificate: Business Management - Financial Accounting, Certificate

Award: Certificate

Code: CRT.BMT.FIN-ACCOUNT

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and a four-course concentration that allows the student to specialize in financial accounting.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

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

And choose two of the following:

- 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 256 - Financial Management *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*

Program Outcomes

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

1. Identify commonly used financial statements, their components, and how information from business transactions flows into these statements.
2. Execute the process of managerial decision making, including planning, directing, and controlling activities in a business environment.
3. Prepare financial statements in accordance with generally accepted accounting principles through analysis and synthesis of financial information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Advertising/Marketing (A.A.S.)

Title of Major: Business Management - Advertising/Marketing, A.A.S.

Code: AAS.BMT.ADV-MKT

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
- 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
OR
- ECO 211 - Principles of Economics 1 3 credit hours
- BPA Elective (consult with an advisor) 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.
- 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.

Area of Concentration Requirements: 12 credits

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

And choose two of the following:

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

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the advertising/marketing area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Apply marketing practices to create measurable results to meet marketing objectives.
- Develop revenue enhancement solutions by employing appropriate marketing strategies

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Advertising/Marketing (certificate)

Title of Certificate: Business Management - Advertising/Marketing, Certificate

Award: Certificate

Code: CRT.BMT.ADV-MRKT

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in advertising/marketing.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

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

And choose two of the following:

- 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*

Program Outcomes

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

- Apply marketing practices to create measurable results to meet marketing objectives.
- Develop revenue enhancement solutions by employing appropriate marketing strategies.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Business Communications (A.A.S.)

Title of Major: Business Management - Business Communications, A.A.S.

Code: AAS.BMT.BUS-COM

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
- 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
OR
- ECO 211 - Principles of Economics 1 3 credit hours
- BPA Elective (consult with an advisor) 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.
- 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.

Area of Concentration Requirements: 12 credits

- BPA 125 - Marketing Principles 3 credit hours
- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA Elective 2-3 credit hours
- CTA 100 - Computing and Information Technology 4 credit hours

OR

- CTA, CTP or CTS Elective 3-4 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the business communications area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Use technology to communicate effectively in a business setting.
- Produce written, oral, and visual documents or presentations appropriate to a business environment.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Entrepreneurship and Innovation (lor)

Title of Letter: Business Management, Entrepreneurship and Innovation, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

See www.aacc.edu to learn more about the Business Management Department

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

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Financial Accounting (A.A.S.)

Title of Major: Business Management - Financial Accounting, A.A.S.

Code: AAS.BMT.FIN-ACCOUNT

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services)

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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*
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
- 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
- OR**
- ECO 211 - Principles of Economics 1 3 credit hours
- BPA Elective (consult with an advisor) 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.
- 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.

Area of Concentration Requirements: 12 credits

- BPA 202 - Managerial Accounting 3 credit hours
- Also choose three of the following:
- 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 256 - Financial Management 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

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the financial accounting area of concentration, students will be able to:

1. Describe the dynamics of the changing global environment.
2. Apply information within financial statements for decision-making purposes.
3. Select, organize, consolidate and present ideas in a business-like manner.

4. Select, understand and apply economic information for decision-making purposes.
5. Research and understand laws and regulations impacting business activities.
6. Apply management principles and communication skills as a means to achieve business goals.
7. Apply ethical standards to guide decision-making.
8. Explain the value of diversity in the workplace.
9. Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
10. Apply marketing practices to create measurable results to meet marketing objectives.
11. Develop revenue enhancement solutions by employing appropriate marketing strategies

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Healthcare Professionals (A.A.S.)

Title of Major: Business Management - Healthcare Professionals, A.A.S.

Code: AAS.BMT.HEA-PROF

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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*
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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*

- 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
OR
- ECO 211 - Principles of Economics 1 3 credit hours
- BPA Elective (consult with an advisor) 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.
- 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.

Area of Concentration Requirements: 12 credits

- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA 140 - Introduction to Health Care Administration 3 credit hours
- BPA 145 - Leadership 3 credit hours
- BPA 171 - Principles of Supervision 3 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Requirements

Upon successful completion of healthcare professionals area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Apply state and federal healthcare policies in the operation of a healthcare enterprise.
- Use recent developments in healthcare to assess alternative management solutions in healthcare related problems and challenges.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Business Management - Healthcare Professionals (certificate)

Title of Certificate: Business Management - Healthcare Professionals, Certificate

Award: Certificate

Code: CRT.BMT.HEA-CR-PRF

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and four electives that allow the student to specialize in healthcare management.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

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

And choose two of the following:

- BPA 142 - Principles of Management *3 credit hours*
- BPA 145 - Leadership *3 credit hours*
- BPA 171 - Principles of Supervision *3 credit hours*
- BPA 253 - Business Law 1 *3 credit hours*

Program Outcomes

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

- Apply state and federal healthcare policies in the operation of a healthcare enterprise.
- Use recent developments in healthcare to assess alternative management solutions for healthcare related problems and challenges.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Human Resources (A.A.S.)

Title of Major: Business Management - Human Resources, A.A.S.

Code: AAS.BMT.HR

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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*
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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*
 - 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*
- OR**
- ECO 211 - Principles of Economics 1 *3 credit hours*
 - BPA Elective (consult with an advisor) *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.
 - 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.

Area of Concentration Requirements: 12 credits

- BPA 172 - Human Resource Management 3 credit hours

And choose three of the following:

- BPA 119 - Global Business 3 credit hours
- BPA 145 - Leadership 3 credit hours
- BPA 171 - Principles of Supervision 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

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Requirements

Upon successful completion of the human resources area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Analyze, create and implement human resource systems for employment, labor relations, compensation and benefits and performance assessment.
- Create training and development systems that effectively leverage human capital.

This program aligns with the college's core competencies.

Business Management - Human Resources (certificate)

Title of Certificate: Business Management - Human Resources, Certificate

Award: Certificate

Code: CRT.BMT.HR

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in human resources.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

- BPA 172 - Human Resource Management *3 credit hours*
- And choose three of the following:
- BPA 119 - Global Business *3 credit hours*
 - BPA 145 - Leadership *3 credit hours*
 - BPA 142 - Principles of Management *3 credit hours*
- OR**
- BPA 171 - Principles of Supervision *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*

Program Outcomes

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

- Analyze, create and implement human resource systems for employment, labor relations, compensation and benefits and performance assessment.
- Create training and development systems that effectively leverage human capital.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Leadership (A.A.S.)

Title of Major: Business Management - Leadership, A.A.S.

Code: AAS.BMT.LEADER

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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

Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
- 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

OR

- ECO 211 - Principles of Economics 1 3 credit hours
- BPA Elective (consult with an advisor) 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.

- 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.

Area of Concentration Requirements: 12 credits

- BPA 138 - Business and Professional Ethics 3 credit hours
- BPA 145 - Leadership 3 credit hours

And choose two of the following:

- BPA 105 - Exploring the Future 3 credit hours
- BPA 106 - Introduction to Project Management 3 credit hours
Prerequisite: CTA 100 or CTP 103.
- BPA 119 - Global Business 3 credit hours
- 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

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the leadership area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Engage in strategic thinking for organizational growth and change.
- Develop personal awareness, focus and clarity of purpose as a leader.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Leadership (certificate)

Title of Certificate: Business Management - Leadership, Certificate

Award: Certificate

Code: CRT.BMT.LEADER

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and a four-course concentration that allows the student to specialize in leadership.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

- BPA 138 - Business and Professional Ethics *3 credit hours*
- BPA 145 - Leadership *3 credit hours*

And choose two of the following:

- BPA 105 - Exploring the Future *3 credit hours*
- BPA 106 - Introduction to Project Management *3 credit hours*
BPA 106 has a prerequisite of CTA 100 or CTP 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

Program Outcomes

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

- Engage in strategic thinking for organizational growth and change.
- Develop personal awareness, focus and clarity of purpose as a leader.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Office Management (A.A.S.)

Title of Major: Business Management - Office Management, A.A.S.

Code: AAS.BMT.OFF-MGT

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
- 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*
OR
- ECO 211 - Principles of Economics 1 3 *credit hours*
- BPA Elective (consult with an advisor) 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.
- 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.

Area of Concentration Requirements: 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*

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the office management area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Support management with effective office administration.
- Prepare business documents.
- Manage employee, customer and institutional records.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Office Management (certificate)

Title of Certificate: Business Management - Office Management, Certificate

Award: Certificate

Code: CRT.BMT.OFFICE-MGT

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and a four-course concentration that allows the student to specialize in office management.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

Students must demonstrate eligibility for ENG 111 or ENG 115 to graduate with this certificate. See Academic Regulations (catalog.aacc.edu) for college-wide Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 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*

Program Outcomes

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

- Support management with effective office administration.
- Prepare business documents.
- Manage employee, customer and institutional records.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Small Business Management (A.A.S.)

Title of Major: Business Management - Small Business Management, A.A.S.

Code: AAS.BMT.SML-BUS.MGT

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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*
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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*
 - 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*
- OR**
- ECO 211 - Principles of Economics 1 *3 credit hours*
 - BPA Elective (consult with an advisor) *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.
- 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.

Area of Concentration Requirements: 12 credits

- BPA 120 - Small Business Management *3 credit hours*
- And choose three of the following:
- 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 146 - The Management of Sustainable Operations *3 credit hours*
 - BPA 172 - Human Resource Management *3 credit hours*
 - BPA 217 - Small Business Accounting *3 credit hours*
 - BPA 227 - Entrepreneurial Opportunity in Expanding Markets: Cannabis Legalization *3 credit hours*
 - BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours*
 - BPA 275 - Internship in Business 1 *3 credit hours*

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the small business management area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.

- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Devise a business plan that will enable the business to secure additional financing and to provide a road map for running the business.
- Develop skills necessary to effectively run and manage a small business.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Small Business Management (certificate)

Title of Certificate: Business Management - Small Business Management, Certificate

Award: Certificate

Code: CRT.BMT.SM-BUS-MGT

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related back ground and four electives that allow the student to specialize in small business management.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

- BPA 120 - Small Business Management *3 credit hours*
And choose three of the following:
- 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 172 - Human Resource Management 3 credit hours
- BPA 201 - Financial Accounting 3 credit hours
- BPA 217 - Small Business Accounting 3 credit hours
- BPA 227 - Entrepreneurial Opportunity in Expanding Markets: Cannabis Legalization 3 credit hours
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management 3 credit hours
- BPA 275 - Internship in Business 1 3 credit hours

Program Outcomes

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

- Devise a business plan that will enable the business to secure additional financing and to provide a road map for running the business.
- Develop skills necessary to effectively run and manage a small business.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Social Enterprise (A.A.S.)

Title of Major: Business Management - Social Enterprise, A.A.S.

Code: AAS.BMT.SOC-ENTP

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees

- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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*
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the

diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
 - 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
- OR**
- ECO 211 - Principles of Economics 1 3 credit hours
 - BPA Elective (consult with an advisor) 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.
 - 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.

Area of Concentration Requirements: 12 credits

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

And 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 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

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the social enterprise area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Understand the role of social enterprises in society and the impact on stakeholders.
- Differentiate between the resources and goals of social and traditional commercial business organizations.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Social Enterprise (certificate)

Title of Certificate: Business Management - Social Enterprise Area of Concentration, Certificate

Award: Certificate

Code: CRT.BMT.SOC.ENTPRISE

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and a four-course area of concentration that allows the student to specialize in social enterprise.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

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

And 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 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*

Program Outcomes

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

- Explain the role of social enterprises in society and the impact on stakeholders.
- Differentiate between the resources and goals of social and traditional commercial business organizations.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Supply Chain Management (A.A.S.)

Title of Major: Business Management - Supply Chain Management, A.A.S.

Code: AAS.BMT.SPLYCHN.MGT

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Management Department

Purpose: Provides comprehensive skills necessary for a successful and satisfying business career. Exposes students to all aspects of today's rapidly changing and technologically challenging business environment. Prepares students for careers in the global economy. Students who wish to major in business at a four-year college should enroll in the Business Administration transfer program or should carefully review and follow the special articulation agreement for 'Business Management' programs (see Transfer Services).

Additional 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 to select a four-course area of concentration that will permit them to enter a variety of business occupations. The groups of courses listed are examples of appropriate and logical selections in an area of concentration. Required courses cannot be used as area of concentration electives.

Range of Occupations

- Human resource manager
- Public relations manager
- Sales/marketing/advertising trainees
- Small-business owner/manager
- Supervisor

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 21-24 credits

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.

Mathematics: 3 credits

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

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

- Computer Technology
- Biology and Physical Sciences
- Mathematics

If your chosen course does not satisfy the computer competency requirement, it is highly recommended that your Social and Behavioral Sciences general education elective is SOC 111, which will satisfy the diversity requirement.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness 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
Students who elect not to take SOC 111 must satisfy the diversity requirement with an elective. See General Education Requirements and degree program required courses for a list of approved courses. If your chosen course does not satisfy the diversity requirement, it is highly recommended that your Biological and Physical Sciences, Computer Technology, or Mathematics general education elective satisfies the computer competency requirement.

Program Requirements: 24-27 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
- 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
- OR**
- ECO 211 - Principles of Economics 1 3 credit hours
- BPA Elective (consult with an advisor) 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.
- 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.

Area of Concentration Requirements: 12 credits

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

And choose two of the following:

- BPA 119 - Global Business 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 - Business Operations and Logistics 3 credit hours
- BPA 275 - Internship in Business 1 3 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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

Program Outcomes

Upon successful completion of the supply chain management area of concentration, students will be able to:

- Describe the dynamics of the changing global environment.
- Apply information within financial statements for decision-making purposes.
- Select, organize, consolidate and present ideas in a business-like manner.
- Select, understand and apply economic information for decision-making purposes.
- Research and understand laws and regulations impacting business activities.
- Apply management principles and communication skills as a means to achieve business goals.
- Apply ethical standards to guide decision-making.
- Explain the value of diversity in the workplace.
- Investigate different career opportunities and how they correspond with personal strengths and weaknesses.
- Apply logistics and purchasing concepts to improve supply chain operations.
- Apply quality management tools for process improvement.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management - Supply Chain Management (certificate)

Title of Certificate: Business Management - Supply Chain Management, Certificate

Award: Certificate

Code: CRT.BMT.SPLYCHN.MGMT

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and a four-course concentration that allows the student to specialize in supply chain management.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

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

And choose two of the following:

- BPA 119 - Global Business *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 - Business Operations and Logistics *3 credit hours*
- BPA 275 - Internship in Business *1 3 credit hours*

Related Anne Arundel Community College Certificate

- Transportation, Logistics, and Cargo Security (certificate)

Program Outcomes

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

- Apply logistics and purchasing concepts to improve supply chain operations.
- Apply quality management tools for process improvement.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management -Business Communications (certificate)

Title of Certificate: Business Management - Business Communications, Certificate

Award: Certificate

Code: CRT.BMT.BUS-COM

Total Credit Hours: A minimum of 18

See www.aacc.edu to learn more about the Business Management Department

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.

Additional Program Requirements

Two core courses that provide a business-related background and four electives that allow the student to specialize in business communications.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Program Requirements: 6 credits

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

Area of Concentration Requirements: 12 credits

- COM 111 - Fundamentals of Oral Communication *3 credit hours*

And choose three of the following:

- BPA 125 - Marketing Principles *3 credit hours*
 - BPA 138 - Business and Professional Ethics *3 credit hours*
 - BPA 142 - Principles of Management *3 credit hours*
 - CTA 100 - Computing and Information Technology *4 credit hours*
- OR**
- CTA, CTP, or CTS elective *3-4 credit hours*
 - BPA elective *3 credit hours*

Program Outcomes

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

- Use technology to communicate effectively in a business setting.
- Produce written, oral and visual documents or presentations appropriate to a business environment.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Business Management, Entrepreneurship and Leadership (lor)

Title of Letter: Business Management, Entrepreneurship and Leadership, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

See www.aacc.edu to learn more about the Business Management Department

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

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Chemistry - Arts and Sciences (A.S.)

Title of Major: Arts and Sciences - Chemistry, A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.CHE

Total Credit Hours: 60

See www.aacc.edu to learn more about the Chemistry Department

Purpose: Prepares students for transfer to four-year institutions offering Bachelor of Science degrees in various professional disciplines including chemistry and pharmacy.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- Communications course 3 credit hours
- Sophomore Literature course 3 credit hours
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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

- Social and Behavioral Sciences course (other than history) 3 credit hours **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration 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 advisor) 7-10 credit hours

One of the electives 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.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Cisco Certified Network Associate (CCNA) Preparation (certificate)

Title of Certificate: Cisco Certified Network Associate (CCNA) Preparation, Certificate

Award: Certificate

Code: CRT.CIS.CCNA

Total Credit Hours: 16

See www.aacc.edu to learn more about the Cybersecurity, Networking and Digital Forensics Department

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

Open Planner for this Certificate

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Cisco Certified Network Professional (CCNP) Preparation (certificate)

Title of Certificate: Cisco Certified Network Professional (CCNP) Preparation, Certificate

Award: Certificate

Code: CRT.CIS.CCNP

Total Credit Hours: 12

See www.aacc.edu to learn more about the Cybersecurity, Networking and Digital Forensics Department

Purpose: Plan, implement, verify and troubleshoot local and wide-area enterprise networks. Use advanced IP addressing and routing in implementing scalable and highly secure Cisco routers that are connected to LANs, WANs, and IPv6. Plan, configure, and verify the implementation of complex enterprise switching solutions that use the Cisco Enterprise Campus Architecture. Plan and perform regular maintenance on complex enterprise routed and switched networks. Use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 12 credits

- CTS 265 - CCNP ROUTE: Implementing IP Routing *4 credit hours*
- CTS 266 - CCNP SWITCH: Implementing IP Switching *4 credit hours*
- CTS 267 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks *4 credit hours*

Program Outcomes

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

- Plan, implement, verify and troubleshoot local and wide-area enterprise networks.
- Use advanced IP addressing and routing in implementing scalable and highly secure Cisco routers that are connected to LANs, WANs, and IPv6.
- Plan, configure, and verify the implementation of complex enterprise switching solutions that use the Cisco Enterprise Campus Architecture.
- Plan and perform regular maintenance on complex enterprise routed and switched networks.
- Use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Communications - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Communications, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.COMM

Total Credit Hours: 60

See www.aacc.edu to learn more about Communications

Purpose: Anne Arundel Community College's (AACC) Arts and Sciences Transfer Degree with a concentration in Communication is designed to help students transfer to colleges and universities that offer a baccalaureate degree with a major in speech communication, human communication, or mass communication.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
OR
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
OR
- MAT 135 - Statistics *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration: 24-29 credits

Students should check the requirements of their transfer school before selecting the courses listed below.

Choose an additional three courses beyond the COM course used to satisfy the Program Requirements from the following: 9 credits

- COM 110 - Introduction to Interpersonal Communication *3 credit hours*
- COM 111 - Fundamentals of Oral Communication *3 credit hours*
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
- COM 141 - Group Communication and Leadership *3 credit hours*
- COM 200 - Intercultural Communication *3 credit hours*
- COM 230 - Persuasive Message Strategies *3 credit hours*

And, choose one additional course from the following: 3 credits

- COM 101 - Introduction to Mass Media *3 credit hours*
- COM 102 - Writing for News Media 1 *3 credit hours*
- COM 110 - Introduction to Interpersonal Communication *3 credit hours*
- COM 111 - Fundamentals of Oral Communication *3 credit hours*
- COM 112 - Newspaper Editing and Production *3 credit hours*
- COM 116 - Fundamentals of Oral Communication for Non-Native Speakers *3 credit hours*
- COM 130 - Current Events in Global Context *3 credit hours*
- COM 141 - Group Communication and Leadership *3 credit hours*
- COM 200 - Intercultural Communication *3 credit hours*
- COM 202 - Writing for the News Media 2 *3 credit hours*
- COM 230 - Persuasive Message Strategies *3 credit hours*

Electives: 12-17 credits

Recommend students check on transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity in understanding and participating in human communications.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Communicate verbally and in writing about communications.
- Describe the characteristics of an effective listener and apply effective listening skills to specific situations and examples.
- Participate in small group and problem solving to include conflict management.
- Analyze/evaluate a message.
- Research for specific message formulation.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Information Systems - Database Administration (certificate)

Title of Certificate: Computer Information Systems -Database Administration, Certificate

Award: Certificate

Code: CRT.CIS.DATA-ADMN

Total Credit Hours: A minimum of 21

See www.aacc.edu to learn more about the Computer Science Department

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

Additional Program Requirements

Students must complete each of the required CTA, CTS, or CTP courses with a grade of C or better.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 21 credits

- 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
- CTS 110 - Network Essentials 4 credit hours
- CTS 120 - Introduction to UNIX/LINUX 4 credit hours

**CTP 103 is a prerequisite for courses included in this program. Students entering the program with technical expertise beyond the level of CTP 103 should meet with the department chair to waive the requirements for this course.*

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Computer Information Systems - Information Systems Technology (A.A.S.)

Title of Major: Computer Information Systems - Information Systems Technology, A.A.S.

Award: Associate of Applied Science

Code: AAS.CIS.INF-SYS

Total Credit Hours: 60

See www.aacc.edu to learn more about the Computer Information Systems Department

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 may be eligible to sit for the following certifications: MOS (Microsoft Office Specialist) Word 2016, MOS Excel 2016, MOS Access 2016, MOS Outlook 2016,

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- CTP 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 (CTP 103).

Health/ Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

- MAT 137 - College Algebra 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

Required Courses: 29 credits

- CTP 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

Choose two BPA, CTA/CTP/CTS elective courses: 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.*

Elective: 0-3 credits

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.

Computer Competency Requirement

General education requirement CTP 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.
- Provide user 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 DOS and Windows operating environments and DOS, UNIX/LINUX command structures, and Windows graphic user interface.
- Use DOS and Windows operating environments and DOS, UNIX/LINUX command structures, and Windows graphic user interface.
- Perform assembly, maintenance, and repair task involving microcomputer systems.
- Design basic database systems by incorporating problem-solving techniques used in developing business computer information systems.
- Resolve troubleshooting issues through the application of critical thinking skills.
- Recommend and implement appropriate solutions in the workplace.

This program aligns with the college's core competencies.

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 - Microsoft Office Specialist (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

General education requirement CTP 103 meets this requirement.

Computer Information Systems - Microsoft Office Specialist (certificate)

Title of Certificate: Computer Information Systems - Microsoft Office Specialist, Certificate

Award: Certificate

Code: CRT.CIS.MICROSOFT-OS

Total Credit Hours: 23

See www.aacc.edu to learn more about the Computer Information Systems Department

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 extensive training using productivity software necessary to support the electronic office and business.

The Microsoft Office Specialist emphasizes the development and expertise in Microsoft Office applications of Word, Excel, Access, PowerPoint and Outlook. This certificate can be used as a stepping stone to the Help Desk and Technical Support Certificate or the Information Systems Technology AAS degree program. *Note: Students can earn the Office Applications Specialist Letter of Recognition along with this certificate.*

Range of Occupations

- Applications software designer
- Office Manager
- Administrative Assistant
- Microsoft Office Certified Application Specialist trainer
- Personal computer specialist

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 23 credits

- BPA 162 - Business Communications *3 credit hours*
- CTA 111 - Personal Computer Word Processing 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 115 - Personal Computer Database Management Systems *4 credit hours*
- CTA 116 - Personal Computer Spreadsheet Applications *4 credit hours*

Program Outcomes

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

- Use Microsoft Word at a proficient level.
- Use Microsoft Excel at a proficient level.
- Use Microsoft Access at a proficient level.
- Use Microsoft PowerPoint at a proficient level.
- Provide user training in Microsoft Word.
- Provide user training in Microsoft Excel.
- Provide user training in Microsoft Access,
- Provide user training in Microsoft PowerPoint.
- Manage and analyze effectively office automation requirements.
- Analyze and design basic database systems by incorporating problem-solving techniques used in developing business computer information systems.
- Build and Analyze spreadsheets, add charts, conduct What-If Analysis.
- Prepare dynamic presentations.
- Use extensive word processing features such as MailMerge, Document Tracking features.

- Link and embed objects across applications software programs.
- Recommend and implement appropriate solutions in the workplace.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Information Systems - Personal Computer Specialist, Help Desk Specialist Option (certificate)

Title of Certificate: Computer Information Systems - Personal Computer Specialist - Help Desk Specialist Option, Certificate

Award: Certificate

Code: CRT.CIS.HELP-DESK

Total Credit Hours: A minimum of 30

See www.aacc.edu to learn more about the Computer Information Systems Department

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.

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 30 credits

- CTP 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Computer Information Systems - Scientific Programming Option (certificate)

Title of Certificate: Computer Information Systems - Scientific Programming Option, Certificate

Award: Certificate

Code: CRT.CIS.SCI-PROG

Total Credit Hours: A minimum of 22

See www.aacc.edu to learn more about the Computer Science Department

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Computer Network Management - UNIX/LINUX System Administrator (certificate)

Title of Certificate: Computer Network Management-UNIX/LINUX System Administrator, Certificate

Award: Certificate

Code: CRT.CIS.UNX-LNX-SYS

Total Credit Hours: 20

See www.aacc.edu to learn more about Cybersecurity, Networking and Digital Forensics

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 20 credits

- CTP 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 222 - UNIX/LINUX System Administration 4 *credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Science - Computer Science Transfer (A.S.)

Title of Major: Computer Science Transfer - Computer Science, A.S.

Award: Associate of Science degree, A.S.

Total Credit Hours: 60

Code: AS.CPS.COMP-SCI

See www.aacc.edu to learn more about the Computer Science Department

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 the Computer Science 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.

Additional Degree Requirements

A grade of C or better is required in each Computer Science Transfer course requirement.

Related Major

Students may wish to also review requirements for the similar major linked below.

- Information Systems - Computer Science Transfer (A.S.)

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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.

Arts and Humanities: 6 credits

Two different disciplines required. See General Education Arts and Humanities Requirements for a list of approved courses. Information Systems students are encouraged to take ECO 211.

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 with their transfer institutions for specific course requirements.

Computer Technology: 4 credits

- CTP 103 - Theories and Applications of Digital Technology 4 credit hours

Health/Fitness/Wellness: 3 credits

See Health/Fitness/Wellness 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 institutions for specific course requirements.

Program Requirements: 12 credits

Transfer institutions require a B or better in both CTP 150 and CTP 250.

- 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

Area of Concentration Requirements: 11-15 credits

- 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
- Electives: 0-4 credit hours

Computer Competency Requirement

General education requirement CTP 103 meets this requirement.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Design, correctly implement and document solutions to computational problems
- Analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Use current techniques, skills, and tools necessary for computing practice.
- Apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of software.

- Demonstrate an understanding of the complete System Development Lifecycle from planning and problem analysis through implementation and documentation.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Science - Database Development (certificate)

Title of Certificate: Computer Science - Database Development, Certificate

Award: Certificate

Code: CRT.CPS.DATA-DEV

Total Credit Hours: A minimum of 26

See www.aacc.edu to learn more about the Computer Science Department

Purpose: Prepares students for employment in the field of database development by acquiring or updating database development skills. This option develops skills in the SQL language syntax and usage, Microsoft Access, Oracle and provides experience in designing and implementing a production level, industrial grade database.

Additional Program Requirements

A grade of C or better is required in each Database Development certificate course requirement

Range of Occupations

- Database administrator
- Database analyst
- Software developer

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 26 credits

- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- CTP 115 - Introductory Object-Oriented Program Analysis and Design *4 credit hours*
- CTP 118 - Web Development using HTML/CSS *4 credit hours*
- CTP 130 - Programming in PHP/MySQL *3 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

Students entering the program with technical expertise beyond the level of CTP 103 and/or CTP 115 should meet with the Computer Science Department Chair.

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.
- Distinguish database connectivity with web services.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Construction Management (A.A.S.)

Title of Major: Construction Management, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.ACH.CONSTR-MGT

Total Credit Hours: 60

See www.aacc.edu to learn more about the Architecture and Interior Design Department

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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. Students who complete ENG 121 must complete 6 credits of Social and Behavioral Sciences to satisfy the full 25 credit general education requirement.

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 I 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
- CTP 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 145 - Precalculus 1 *3 credit hours*

Social and Behavioral Sciences: 3-6 credits

- SOC 111 - Introduction to Sociology *3 credit hours*
Students who complete ENG 121 must also complete ECO 116 to satisfy the full 25 credit general education requirement.

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 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 162 - Business Communications 3 credit hours

Choose one BPA Elective from the following courses: 3 credits

- BPA 106 - Introduction to Project Management 3 credit hours
- BPA 120 - Small Business Management 3 credit hours
- BPA 142 - Principles of Management 3 credit hours
- BPA 235 - Introduction to Transportation and Logistics 3 credit hours
- BPA 253 - Business Law 1 3 credit hours

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

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 Anne Arundel Community College Certificates

- Architecture and Interior Design - Construction Management (certificate)
- Architecture and Interior Design - Construction Management Entrepreneurship (certificate)

Program Outcomes

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

- Interpret single and multi-view drawings.
- Illustrate visually and orally.
- Assemble building materials and/or systems.
- Generate the construction process.
- Employ appropriate technology.
- Apply building codes and regulations.
- Assess environmental, health, safety and welfare issues.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Creative Writing (1or)

Title of Letter: Creative Writing, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: A minimum of nine

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.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Creative Writing - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Creative Writing, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.CREAT-W

Total Credit Hours: 60

See www.aacc.edu to learn more about Creative Writing

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
OR
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
OR
- MAT 135 - Statistics *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours
- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 credits

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) 3 credit hours **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration 24-29 credits

Required Courses: 5 credits

- ENG 200 - Introduction to Creative Writing 3 credit hours
- ENG 205 - Creative Writing: Portfolio Development 2 credit hours

Must take a minimum of 9 credit hours from from the following: 9 credits

Students should check the requirements of their transfer school before selecting the courses listed below.

- 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

Choose two courses from the following: 6 credits

Students should check the requirements of their transfer school before selecting the courses listed below.

- 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 225 - African American Literature *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*
- ENG 250 - Literature of the Chesapeake Bay *3 credit hours*

Electives: 4-9 credits

Students should check the requirements of their transfer school before selecting elective courses. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity in the writing process.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply an awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Use a wide range of writing techniques and considerations leading to intellectual and personal development appropriately in short narrative and poetic forms.
- Synthesize universal and individual experience into narrative and poetic form, which develop social and cultural awareness and an understanding of a wide range of human experience.
- Express emotional content in concrete language.
- Use and transcend models of narrative and poetic forms in a way that demonstrates imagination and originality.
- Apply critical thinking, a conscious process and a disciplined approach to producing creative written work, including research, self-evaluation of one's own work and habits, and working cooperatively by giving and receiving feedback.
- Engage with the landscape of established and contemporary literature through reading and creatively responding to literary forms and participate in the cultural community of creative writing.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Culinary Arts (certificate)

Title of Certificate: Culinary Arts, Certificate

Award: Certificate

Code: CRT.HRM.CUL-ART

Total Credit Hours: 25

See www.aacc.edu to learn more about the Hotel, Culinary Arts and Tourism Institute

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

Additional Program Requirements:

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

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*

Program Outcomes

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

- Apply accepted professional standards and codes of conduct in the workplace.
- Explain hospitality and culinary terminology.
- Analyze methods of service and management principles for all hospitality operations.
- Describe the dynamics of the changing global business environment.
- Discuss food and dietary issues from cultural, religious, historical, and geographical perspectives.
- Operate commercial kitchen equipment in a safe and efficient manner.
- Demonstrate proper cooking and sanitation techniques.
- Analyze marketing strategies to serve the current needs of the hospitality industry.
- Discuss contemporary hospitality and culinary trends.
- Apply accepted nutrition standards that lead to positive health benefits.
- Apply appropriate math skills to culinary arts operations and business environments.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Cyber Technology (certificate)

Title of Certificate: Cyber Technology, Certificate

Award: Certificate

Code: CRT.CIS.CYBER-TECH

Total Credit Hours: 32

See www.aacc.edu to learn more about the Cybersecurity, Networking and Digital Forensics Department

Additional Program Requirements

A grade of C or better is required in each Cyber Technology certificate course requirement.

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.

Related Industry Certifications

This program provides partial foundation for the following industry recognized certifications: A+ (CompTIA), Network+ (CompTIA) and the Security+ (CompTIA) and CCNA (Certified Cisco Network Administration)

Range of Occupations

- Computer User Support Specialist

- Help Desk Representative
- Technical Support Specialist
- Network Technician

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Cybercrime (A.A.S.)

Title of Major: Cybercrime, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.LEN.CYBR-CRME

Total Credit Hours: 60

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- CTP 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.

Technology: 4 credits

- CTP 103 - Theories and Applications of Digital Technology 4 credit hours

Wellness: 3 credits

See General Education 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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

Fulfilled by completing CTP 103 requirement.

Cybercrime (certificate)

Title of Certificate: Cybercrime, Certificate

Award: Certificate

Code: CRT.LEN.CYBR-CRME

Total Credit Hours: 38

See www.aacc.edu to learn more about Homeland Security and Criminal Justice Institute

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 38 credits

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CTP 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Dance - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Dance, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.DANCE

Total Credit Hours: 60

See www.aacc.edu to learn more about Dance

Purpose: For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in dance.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
OR
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*

OR

- MAT 135 - Statistics *3 credit hours*

OR

More advanced level if qualified from the list below:

- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration: 24-29 credits

Required Courses: 12 credits

- DAN 100 - Dance History *3 credit hours*
- 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*

Choose four courses 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*

Electives: 4-9 credits

Recommend students check on transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity in artistic expression.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply an awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Demonstrate a kinesthetic sense of awareness.
- Describe using examples and/or demonstrations how dance is as an effective form of non-verbal communication.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Data Literacy (certificate)

This program is pending approval by the Maryland Higher Education Commission.

Title of Certificate: Data Literacy, Certificate

Award: Certificate

Code: CRT.ECO.DATA-LTRCY

Total Credit Hours: 18

See www.aacc.edu to learn more about Economics Department

Purpose: Provides functional skills and literacies in simple data analysis within a common statistical software package. Introduces advanced techniques such as binary variables and logistic regression and prepares students to read and interpret results using those techniques. Major emphasis is on the work before and after an analysis, such as proposing a question, collecting data, interpreting results, and applying findings to improve decision making.

This program is intended for students already possessing an Associate's or Bachelor's degree who seek a career-boosting credential in the growing field of analytics. Data science training has grown and become very specific, so most certificates, including this one, introduce the field. They are unlikely to lead to a position with the title "data scientist" or "analyst." However, as data has become a more important piece of nearly all business decisions, the exposure to this element provides competencies and training that provide an edge over other job candidates, such as for acquiring or advancing in managerial positions.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 18 credits

- CTA 115 - Personal Computer Database Management Systems *4 credit hours*
- ECO 232 - Business Statistics *3 credit hours*
- ECO 233 - Data, Sampling, and Analytics *3 credit hours*
- ECO 270 - Data and Analysis Project Seminar *2 credit hours*

Electives

Choose two courses (6 credit hours) from the following list. Substitutions allowed with permission of the department chair of economics. Students are advised to choose courses related to their career goals. Students should work with current employers or faculty members to choose beneficial courses from this list.

- BPA 126 - Advertising and Sales Promotion *3 credit hours*
- BPA 127 - eMarketing *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 171 - Principles of Supervision *3 credit hours*
- BPA 172 - Human Resource Management *3 credit hours*
- BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management *3 credit hours*
- CJS 113 - Penology *3 credit hours*
- CJS 135 - Organized Crime *3 credit hours*
- COM 141 - Group Communication and Leadership *3 credit hours*
- COM 230 - Persuasive Message Strategies *3 credit hours*

- ECO 211 - Principles of Economics 1 3 *credit hours*
- ECO 212 - Principles of Economics 2 3 *credit hours*
- HLS 111 - Introduction to Homeland Security 3 *credit hours*
- HLS 112 - National Security Law 3 *credit hours*
- HLS 113 - Drugs, Addiction, Corruption and Crime 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*
- HRM 250 - Food, Beverage and Labor Cost Controls 3 *credit hours*
- HRM 251 - Food and Beverage Operations Management 3 *credit hours*
- HRM 253 - Catering Management 3 *credit hours*
- HRM 256 - Hotel Property Management 3 *credit hours*
- HRM 260 - Purchasing and Cost Controls 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 202 - Emerging Public Health Issues 3 *credit hours*

Program Outcomes

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

- Compose questions about an action or process that can be answered with the help of data and data analysis.
- Determine necessary characteristics of a data set and its variables to address a given question related to the chosen elective coursework.
- Determine what questions related to the chosen elective courses could be addressed with a given data set.
- Manage data sets as needed to calculate descriptive statistics, construct tables or graphs, and perform hypothesis tests.
- Use statistical software to perform hypothesis tests and estimate linear regression models.
- Apply results of reports including hypothesis tests, multivariate regressions, and logistic regressions to situations related to the chosen elective coursework.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Database Administration (lor)

Title of Letter: Database Administration, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours:

See www.aacc.edu to learn more about the Computer Science Department

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

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 1 3 *credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Database Administration - Database Management Systems (A.A.S.)

Title of Major: Database Management Systems - Database Administration, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

Code: AAS.CPS.DATABASE-ADM

See www.aacc.edu to learn more about the Computer Science Department

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 security. The students are eligible to sit for the following certifications: MOS Access 2013, Oracle PL/SQL Developer Certified Associate (comprised of the Oracle Database SQL Fundamentals exam and the Oracle Database Program with PL/SQL exam) and Oracle Database Administrator Certified Associate Certification (comprised of the Oracle Database SQL Fundamentals exam and the Oracle Administration exam).

Emphasizes the development of expertise in SQL syntax and usage, the development of both large and small scale databases, the roles and responsibilities of a database administrator, and the experiences in designing, implementing, monitoring, and maintaining a production level, industrial grade database. *Note: Students have the option of learning either Windows or LINUX/UNIX operating systems.*

Range of Occupations

- Database administrator (DBA)
- Database analyst
- Database manager
- Database architect
- Database engineer

Related Major

Students may wish to also review requirements for the similar major linked below.

- Database Development - Database Management Systems (A.A.S.)

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 completing ENG 121 will also need to complete 3 credits of electives.

Arts and Humanities: 3 credits

- CTP 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

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

Mathematics: 3 credits

- MAT 137 - College Algebra *3 credit hours*
Or more advanced level if qualified.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness Requirement 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: 18 credits

These are the common program requirements for both areas of concentration. Students must complete all of these courses with a grade of C or better.

- 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
- CTP 200 - Systems Analysis and Design 4 credit hours
- CTS 105 - Microcomputer Operating Systems 3 credit hours

Area of Concentration Requirements: 17-20 credits

- CTP 245 - Database Administration 1 3 credit hours
 - CTP 247 - Database Administration 2 3 credit hours
 - CTS 110 - Network Essentials 4 credit hours
 - CTS 120 - Introduction to UNIX/LINUX 4 credit hours
- 3-6 elective credits can be taken to complete this degree. Students must complete 60 credits to be awarded the degree.

Diversity Requirement

Students may satisfy the diversity requirement simultaneously as they satisfy the 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 the Database Administration Area of Concentration, 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.
- Examine database administration and security.

This program aligns with all the college's core competencies.

Related Anne Arundel Community College Certificates

- Computer Information Systems - Database Administration (certificate)
- Computer Information Systems, Database Developer, Certificate

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

General education requirement CTP 103 meets this requirement.

Database Development - Database Management Systems (A.A.S.)

Title of Major: Database Management Systems - Database Development, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

Code: AAS.CPS.DATABASE-DEV

See www.aacc.edu to learn more about the Computer Science Department

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 security. The students are eligible to sit for the following certifications: MOS Access 2013, Oracle PL/SQL Developer Certified Associate (comprised of the Oracle Database SQL Fundamentals exam and the Oracle Database Program with PL/SQL exam) and Oracle Database Administrator Certified Associate Certification (comprised of the Oracle Database SQL Fundamentals exam and the Oracle Administration exam).

Emphasizes the development of expertise in SQL syntax and usage, the development of both large and small scale databases, the experiences in designing and implementing a production level database, and the development of applications in a variety of settings that rely on back-end data stored in a database.

Range of Occupations

- Database developer
- Database architect
- Database application programmer
- Database application software designer
- Back-end developer

Related Major

Students may wish to also review requirements for the similar major linked below.

- Database Administration - Database Management Systems (A.A.S.)

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 completing ENG 121 will also need to complete 3 credits of electives.

Arts and Humanities: 3 credits

- CTP 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 Requirement for a list of approved courses.

Computer Technology: 4 credits

- CTP 103 - Theories and Applications of Digital Technology 4 credit hours

Mathematics: 3 credits

- MAT 137 - College Algebra 3 credit hours
Or more advanced level if qualified.

Health/Fitness/Wellness: 3 credits

See General Education Health/Fitness/Wellness Requirement 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: 18 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
- CTP 200 - Systems Analysis and Design 4 credit hours
- CTS 105 - Microcomputer Operating Systems 3 credit hours

Area of Concentration Requirements: 17-20 credits

- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 credit hours
- CTP 118 - Web Development using HTML/CSS 4 credit hours
- CTP 130 - Programming in PHP/MySQL 3 credit hours
- CTP 150 - Computer Science 1 4 credit hours

2-5 elective credits can be taken to complete this degree. Students must complete 60 credits to be awarded the degree.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track Option

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

Program Outcomes

Upon successful completion of the Database Development Area of Concentration, students will be able to:

- Review database concepts and data models.
- Apply normalization of databases.
- Employ design and implementation using structured query language.
- Distinguish database connectivity with web services.

This program aligns with all the college's core competencies

Related Anne Arundel Community College Certificates

- Computer Information Systems - Database Administration (certificate)
- Computer Science - Database Development (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

General education requirement CTP 103 meets this requirement.

Digital Forensics (certificate)

Change of program name from Cyber Forensics Certificate to Digital Forensics Certificate is pending approval of Maryland Higher Education Commission.

Title of Certificate: Digital Forensics, Certificate

Award: Certificate

Code: CRT.CIS.DIGITAL-FRSC

Total Credit Hours: 17-19

See www.aacc.edu to learn more about the Cybersecurity, Networking and Digital Forensics Department

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

Open Planner for this Certificate

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*
- Elective courses (chosen from below) *6-8 credit hours*

Elective Course Selection

Two electives must be selected from the following:

- 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Early Childhood Development (A.A.S.)

Title of Major: 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

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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.

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 229 - Observing and Assessing Young Children *1 credit hour*
- 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 242 - Foundations of Reading and Language Arts *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.*

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, click [here](#).

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Early Childhood Education/Early Childhood Special Education (A.A.T.)

Title of Major: Early Childhood Education/Early Childhood Special Education, A.A.T.

Award: Associate of Arts in Teaching (A.A.T.)

Code: AAT.EDU.ECE

Total Credit Hours: 63-66

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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 early childhood 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 early childhood 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 early childhood 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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information.
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

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 242 - Foundations of Reading and Language Arts 3 credit hours
OR
- EDU 242H - Foundations of Reading and Language Arts - Honors 3 credit hours
- EDU 247 - Early Childhood: Methods and Materials 3 credit hours
- HIS 211 - United States History through the Civil War 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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

Program requirements EDU 214 and EDU 247 meet this requirement.

Earth Science - Arts and Sciences (A.S.)

Title of Major: Arts and Sciences - Earth Science, A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.EARTH

Total Credit Hours: 60

About Physical Sciences Department

Purpose: Prepares students for transfer to four-year institutions offering Bachelor of Science degrees in various professional disciplines and science programs.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- Communications course 3 credit hours
- Sophomore Literature course 3 credit hours
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

Biological and Physical Sciences: 8 credits

- CHE 111 - General Chemistry 1 4 credit hours
- PHS 113 - Physical Geology 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

- Social and Behavioral Sciences course (other than history) 3 credit hours **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 23-26 credits

- PHS 109 - General Oceanography 3 credit hours
- PHY 211 - General Physics 1 4 credit hours
- PHY 212 - General Physics 2 4 credit hours
- **Electives** 12-15 credit hours

Suggested electives include:

- MAT 202 - Linear Algebra 4 credit hours
- MAT 212 - Differential Equations 4 credit hours
- PHS 119 - Fundamentals of Weather 4 credit hours
- PHY 213 - General Physics 3 4 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.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Ecosystem Restoration (certificate)

Title of Certificate: Ecosystem Restoration, Certificate

Award: Certificate

Code: CRT.SPM.ECOSYS

Total Credit Hours: A minimum of 28

See www.aacc.edu to learn more about Biology Department

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 28 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Ecosystem Restoration (lor)

Title of Letter: Ecosystem Restoration, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 10

See www.aacc.edu to learn more about the Biology Department

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Electrical Engineering (A.S.E.)

Title of Major: Electrical Engineering, A.S.E.

Award: Associate of Science in Engineering degree, A.S.E.

Code: ASE.EGR.ELEC

Total Credit Hours: 65

See www.aacc.edu to learn more about the Engineering Department

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 electrical 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

Additional 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

Completion of EGR 120 satisfies the computer competency requirement.

Electrocardiogram and Intravenous Therapy (Ior)

Title of Letter of Recognition: Electrocardiogram and Intravenous Therapy, Letter of Recognition

Award: 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.

Students completing the Electrocardiogram and Intravenous Therapy Technician Letter of Recognition from AACC are eligible to take the National Healthcareer Association Certified EKG Technician (CET) exam.

Entrance Requirements

1. Attendance at program information session or call **410-777-7310** for schedule. Detailed information regarding program, profession and academic requirements will be discussed.
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.

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*

Electrocardiogram and Intravenous Therapy Technician (certificate)

Title of Certificate: Electrocardiogram and Intravenous Therapy Technician, Certificate

Award: Certificate

Code: CRT.MDA.ECG-IV

Total Credit Hours: A minimum of 16

See www.aacc.edu to learn more about the Electrocardiogram & Intravenous Therapy Technician Certificate program

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.

Students completing the Electrocardiogram and Intravenous Therapy Technician Certificate from AACC are eligible to take the National Healthcareer Association Certified EKG Technician (CET) exam.

Occupational Goal: Electrocardiogram and Intravenous Therapy Technician.

Additional 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.

Entrance/Admission Requirements

Entrance Requirements

1. Attendance at program information session or call **410-777-7310** for schedule. Detailed information regarding program, profession and academic requirements will be discussed.
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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation 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*
- MDA 112 - Pharmacology for Health Professions *3 credit hours*
Corequisite Medical Terminology and permission of the department coordinator

- ACA 100 - Student Success Seminar *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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Electronics Engineering Technology (A.A.S.)

Title of Major: Electronics Engineering Technology, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.EGR.ELECTRONICS

Total Credit Hours: 61

See www.aacc.edu to learn more about the Engineering Department

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 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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- COM 110 - Introduction to Interpersonal Communication *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*
OR
- COM 141 - Group Communication and Leadership *3 credit hours*

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**
- CTP 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 145 - Precalculus 1 *3 credit hours*
- OR**
- MAT 151 - Accelerated Precalculus *4 credit hours*
- OR**
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*

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 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: 7-10 credits

Students must choose Technical Electives from the list below. Students taking ENG 111 & ENG 112 or ENG 115 & ENG 116 must complete 7 credits of Technical Electives. Students taking ENG 121 must complete 10 credits of Technical Electives.

- 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 146 - Precalculus 2 *3 credits*
- MAT 191 - Calculus and Analytic Geometry 1 *4 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
 - PHY 112 - Fundamentals of Physics 2 4 credit hours
 - PHY 212 - General Physics 2 4 credit hours
-
- ENT 241 - Computer-Aided Drafting 3 credit hours
- OR**
- ENT 260 - Solid Modeling with SolidWorks 3 credit hours
- With approval of the engineering department chair, one technical elective may be selected from the following areas: CTP or CTS.*

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:

- Explain what an electronic technician does.
- Apply the technician code of ethics in professional situations.
- Perform basic soldering operations.
- Describe 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.
- Communicate about electronics technology verbally and in writing.
- Use text-based and electronic information resources for research.

This program aligns with all the college's core competencies.

Related Anne Arundel Community College Certificates

- Electronics Technology (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

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

Electronics Technology (certificate)

Title of Certificate: Electronics Technology, Certificate

Award: Certificate

Code: CRT.EGR.ELEC-TECH

Total Credit Hours: A minimum of 22

See www.aacc.edu to learn more about the Engineering Department

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

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 22-23 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 145 - Precalculus 1 *3 credit hours* **OR**
- Any EET courses

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Elementary Education/Elementary Special Education (A.A.T.)

Title of Major: Elementary Education/Elementary Special Education, A.A.T.

Code: AAT.EDU.ELEM-ESE

Total Credit Hours: 63-66

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information.
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*

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 242 - Foundations of Reading and Language Arts *3 credit hours*
OR
- EDU 242H - Foundations of Reading and Language Arts - Honors *3 credit hours*

- HIS 211 - United States History through the Civil War *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*

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

Program requirements EDU 211 and EDU 214 meet this requirement.

Engineering Transfer (A.S.)

Title of Major: Engineering Transfer, A.S.

Award: Associate of Science degree, A.S.

Code: AS.EGR.EGR

Total Credit Hours: A minimum of 63

See www.aacc.edu to learn more about the Engineering Department

Purpose: Offers an opportunity to earn the first two years of a four-year engineering degree. Engineers design, analyze, build and test technological hardware, such as electronic systems and computers, automobiles and aircraft, communication equipment, roads and bridges. An engineering degree requires at least four years of college with the first two years mostly standardized across the country. Those first years include foundation courses such as math, physics and chemistry, as well as some engineering basic courses. Major branches of engineering are electrical, mechanical, civil and chemical. If possible, decide which branch to pursue by the second term as it might affect elective choices. Requirements of your transfer college may affect elective choices.

An engineering college program is rigorous, using advanced mathematics and physics to design and analyze hardware and processes. If more interested in the practical hands-on aspects of technology, consider the two-year Electronics Engineering Technology (A.A.S.) degree program in this catalog.

Additional 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.

Range of Occupations

- Leads to occupation of Engineering

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
- BIO 107 - Environmental Science *4 credit hours*

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.

Related Anne Arundel Community College Certificates

- Electronics Technology (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

English - Arts and Sciences Transfer (A.A.)

This program is pending approval by the Maryland Higher Education Commission and pending eligibility for financial aid.

Title of Major: Arts and Sciences - English, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCIENGLISH

Total Credit Hours: 60

See www.aacc.edu to learn more about English

Purpose: Anne Arundel Community College's Arts and Science Transfer Degree with a concentration in English is designed to help students transfer to colleges and universities that offer a baccalaureate degree with a major in English and will transfer to all Maryland four-year public colleges. Students who study English at AACC will be challenged with taking a position and defending it with logic and reason. They will be taught to read analytically--to ask why--and to think critically and write persuasively. Since all of these skills transfer well to the job market, students who choose to pursue AACC's Arts and Sciences Transfer Degree with a concentration in English set themselves up not only for transfer to four-year schools but for eventual careers across a wide range of occupations including publishing, journalism, media, advertising, marketing, public relations, education, technical communication, government, human services, public policy, research, law, and business.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*

- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
- OR**
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
- OR**
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
- OR**
- MAT 135 - Statistics *3 credit hours*
- OR**
- More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general

education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration: 24-29 credits

Required courses: 12 credits

From the following, choose an additional four courses beyond the ENG course (the Sophomore Literature Course) used to satisfy the program requirements. Students should check the requirements of their transfer school before selecting the courses listed below:

- 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 225 - African American Literature 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
- ENG 250 - Literature of the Chesapeake Bay 3 credit hours

For any one course in the list above, students may substitute one course from the following:

- ENG 160 - The Art and Science of Grammar 3 credit hours
- ENG 161 - Introduction to Linguistics 3 credit hours
- ENG 207 - Writing for Professionals 3 credit hours
- ENG 208 - Fundamentals of Editing 3 credit hours

Electives: 12-17 credits

Recommend students check transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity in understanding various forms of writing and communication.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply an awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Closely read, critically analyze, and interpret literary texts, with attention to language, form, convention, technique, and thematic content.
- Analyze literature in its historical, cultural, and intellectual context.
- Articulate the ways literature expands our understanding of abstract concepts, enduring questions, and the human experience.
- Apply critical thinking skills, secondary source material, and methodologies appropriate to the field of literary studies.
- Communicate reactions to and analyses of literature both orally and in writing.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Entrepreneurship (A.A.S.)

Title of Major: Entrepreneurship, A.A.S.

Award: Associate of Applied Sciences degree, A.A.S.

Code: AAS.ESI.ENTREP

Total Credit Hours: 60

See www.aacc.edu to learn more about the Entrepreneurial Studies Institute

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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 Requirement 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 - 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*

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Entrepreneurship (certificate)

Title of Certificate: Entrepreneurship, Certificate

Award: Certificate

Code: CRT.ESI.ENTREP

Total Credit Hours: 18

See www.aacc.edu to learn more about the Entrepreneurial Studies Institute

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Entrepreneurship, Entrepreneurship and Innovation (lor)

Title of Letter: Entrepreneurship, Entrepreneurship and Innovation, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

See www.aacc.edu to learn more about the Entrepreneurial Studies Institute

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

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Entrepreneurship, Entrepreneurship and Leadership (lor)

Title of Letter: Entrepreneurship, Entrepreneurship and Leadership, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

See www.aacc.edu to learn more about the Entrepreneurial Studies Institute

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

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Environmental Monitoring and Assessment (certificate)

Title of Certificate: Environmental Monitoring and Assessment, Certificate

Award: Certificate

Code: CRT.SPM.ENV-MTR

Total Credit Hours: A minimum of 34

See www.aacc.edu to learn more about the Biology Department

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 34 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Environmental Monitoring and Assessment (lor)

Title of Letter of Recognition: Environmental Monitoring and Assessment, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 11

See www.aacc.edu to learn more about the Biology Department

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Environmental Science - Arts and Sciences Transfer (A.S.)

Title of Major: Arts and Sciences, Environmental Science A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCIENV

Total Credit Hours: 60

See www.aacc.edu to learn more about the Biology Department

Purpose: Prepares students for transfer to four-year institutions offering Bachelor of Science degrees in various professional disciplines including environmental studies programs.

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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

Biological and Physical Sciences: 8 credits

- BIO 103 - General Botany *4 credit hours*
- BIO 107 - Environmental Science *4 credit hours*

Computer Technology, Interdisciplinary Studies or Mathematics: 4 credits

- CTA 100 - Computing and Information Technology *4 credit hours*
If appropriate, a different CTA course that also meets the computing and information technology competency requirement may be selected.

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

- MAT 145 - Precalculus 1 *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*

- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

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

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-27 credits

- BIO 105 - General Zoology *4 credit hours*
- BIO 210 - Ecological Principles and Environmental Assessment *4 credit hours*
- BIO 211 - Estuarine Biology *4 credit hours*
- OR**
- BIO 214 - Ecology *3 credit hours*
- BIO 215 - Restoration Ecology *3 credit hours*
- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*
- Electives (consult with an advisor) *1-5 credit hours*
No more than 3 credits of physical activity courses may be used as electives.

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 sophomore literature or health/fitness/wellness general education requirement. See Diversity Requirement for a list of approved courses.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.

- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Event Planning and Catering (certificate)

Title of Certificate: Event Planning and Catering, Certificate

Award: Certificate

Code: CRT.HRM.EVT-PLN-CAT

Total Credit Hours: 25

See www.aacc.edu to learn more about the Hotel, Culinary Arts and Tourism Institute

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

Additional Program Requirements

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Film Studies - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Film Studies (A.A.)

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.FLM-STDS

Total Credit Hours: 60

See www.aacc.edu to learn more about Film Studies

Purpose: For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in film study.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course 3-4 credit hours
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course 3 credit hours
OR
- Mathematics course 3-4 credit hours

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics 3 credit hours
OR
- MAT 135 - Statistics 3 credit hours
OR
More advanced level if qualified from the list below:
- MAT 137 - College Algebra 3 credit hours
- MAT 145 - Precalculus 1 3 credit hours
- MAT 146 - Precalculus 2 3 credits
- MAT 151 - Accelerated Precalculus 4 credit hours
- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours
- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours
- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 credits

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) 3 credit hours **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration 24-29 credits

Required Courses: 24 credits

- ART 160 - Video 1 3 credit hours
- ART 161 - Video Editing 3 credit hours
- ART 180 - Introduction to Film 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
- ENG 203 - Creative Writing: Writing for the Stage and Screen Workshop 3 credit hours

Electives: 0-5 credits

Electives must be approved by department chair. No more than 3 credits of physical activity courses may be used as elective.

Recommend ART courses from the following:

- ART 120 - Digital Photography 1 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours
- ART 212 - History of Photography 3 credit hours
- ART 220 - History of Modern Art 3 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity in understanding and participating in expression through film.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply an awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Learn to produce and refine audio and visual components of timed media through the use of current production technology.
- Apply an understanding of the form and content of timed media through analytical critical thinking and writing.
- Apply an understanding of the aesthetic and cultural history of timed media.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Financial Accounting (A.A.S.)

Title of Major: Financial Accounting, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.BPA.FIN-ACCT

Total Credit Hours: 60

See www.aacc.edu to learn more about the Business Administration Department

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.

Additional Degree Requirements

Students are expected to participate with their advisor in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

Range of Occupations

- Accounting assistant
- Accountant paraprofessional
- Accounts receivable or accounts payable clerk
- Billing auditor/specialist
- Bookkeeper
- Payroll accountant

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

Wellness: 3 credits

See General Education 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.

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

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Financial Accounting (certificate)

Title of Certificate: Financial Accounting, Certificate

Award: Certificate

Code: CRT.BPA.FIN-ACCT

Total Credit Hours: A minimum of 51

See www.aacc.edu to learn more about the Business Administration Department

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.

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

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 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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Forensic Studies - Forensic Police Science (A.A.S.)

Title of Major: Forensic Studies - Forensic Police Science, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

Code: AAS.CJS.ST-FOR.POL

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Additional Program Requirements

Students are expected to participate with their advisor in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

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
- Paralegal
- Police officer
- Private investigator

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

See General Education Requirements for a list of approved courses.

- Biological and Physical Sciences
- Computer Technology
- Mathematics

Health/Fitness/Wellness: 3 credits

- HEA 150 - Advanced First Aid, CPR and AED *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: 14 credits

- 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*

Area of Concentration Requirements: 21-24 credits

- CJS 136 - History of Homicide *3 credit hours*
- CJS 215 - Criminal Law *3 credit hours*
- CJS 216 - Criminal Evidence and Procedure *3 credit hours*
- CJS 225 - Criminal Justice Ethics *3 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*
Students who have not otherwise demonstrated competence in computing and information technology should choose a computer technology 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.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

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:

- Apply analytical and critical thinking skills in the context of criminal investigations.
- Write concise and effective reports that reflect a working knowledge of forensic science.
- Communicate concepts and theories about forensic science both verbally and in writing.

- Gather, analyze, preserve, and interpret information, artifacts and evidence.
- Conduct scientific measures and experiments that produce expected results.
- Document and describe scientific processes.
- Use scientific methods to solve problems in criminal investigations.
- Demonstrate sound laboratory skills, meeting scientific standards of precision and care.
- Describe the criminal justice system and the rules of evidence.
- Articulate ethical and professional standards of conduct and performance.
- Identify diversity and human rights issues pertaining to the legal system.
- Use technology to gather, compose, appraise and apply information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Forensic Studies - Forensic Scientist (A.A.S.)

Title of Major: Forensic Studies - Forensic Scientist, A.A.S.

Award: Associate of Applied Science, A.A.S.

Total Credit Hours: 60

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

Code: AAS.CJS.ST-FOR.SCT

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.

Additional Program Requirements

Students are expected to participate with their advisor in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 - Advanced First Aid, CPR and AED *3 credit hours* **OR**
- EMT 104 - Emergency Medical Responder *3 credit hours*

Mathematics: 3 credits

- MAT 137 - College Algebra *3 credit hours*

Social and Behavioral Sciences: 3 credits

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

Program Requirements: 14 credits

- 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*

Area of Concentration Requirements: 20-23 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

- 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 take ENG 121 and need an additional 3 credits to meet the 60 credit hours required for the degree.

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

Satisfied by SOC 111 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:

- Apply analytical and critical thinking skills in the context of criminal investigations.
- Write concise and effective reports that reflect a working knowledge of forensic science.
- Communicate concepts and theories about forensic science both verbally and in writing.
- Gather, analyze, preserve, and interpret information, artifacts and evidence.
- Conduct scientific measures and experiments that produce expected results.
- Document and describe scientific processes.
- Use scientific methods to solve problems in criminal investigations.
- Demonstrate sound laboratory skills, meeting scientific standards of precision and care.
- Describe the criminal justice system and the rules of evidence.
- Articulate ethical and professional standards of conduct and performance.
- Identify diversity and human rights issues pertaining to the legal system.
- Use technology to gather, compose, appraise and apply information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Game Art and Design - Visual Arts Transfer (A.A.)

Title of Major: Visual Arts Transfer - Game Art and Design, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.VSL.GAME.ART-DSGN

Total Credit Hours: 60

See www.aacc.edu to learn more about Visual Arts and Humanities

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. 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 the necessary training to secure an entry level job in that specific area. Students with existing degrees, wishing to focus specifically on developing game skills, or wishing to enter the game industry after completing an associate degree should also check out the Visual Arts Professional Game Development AAS area of concentration, and the Game Development Certificate. Students interested in game programming and game engineering should consider the Computer Science Transfer AS or Internet and Mobile Device Software Development AAS degrees and related certificates.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies one of the Arts and Humanities General Education requirements and one of the Program Requirements for this degree.
- One arts and humanities general education course 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.

Computer Technology, Interdisciplinary Studies 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: 9 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours

Area of Concentration Requirements: 17-23 credits

Students must complete all of these courses with a grade of C or better.

Required Courses: 10 credits

- ART 102 - Three-Dimensional Design 3 credit hours
- ART 106 - Introduction to Digital Design 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours
- ART 250 - Digital Portfolio Development 1 credit hour

Choose two to four courses from the following: 6-12 credits

- 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: 1-4 credit hours

Recommend students check on transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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 or health/fitness/wellness general education requirements. See Diversity Requirement for a list of approved courses.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Game Development (certificate)

Title of Certificate: Game Development, Certificate

Award: Certificate

Code: CRT.ART.GAME-DEV

Total Credit Hours: 18

See www.aacc.edu to learn more about Visual Arts and Humanities

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 Visual Arts Professional AAS Game Development Area of Concentration. 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, Visual Arts Transfer AA Game Art and Design Area of Concentration, and the Visual Arts Professional AAS Game Development Area of Concentration. Look under ART or CTP for specific course listings.

Range of Occupations

- Independent game developer
- Game artist
- Game designer

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Program Outcomes

Upon successful completion of the Game Development Area of Concentration, students will be able to:

- Produce and design game assets;
- Evaluate game software and hardware;
- Apply knowledge of game development, history, and testing in creation of game concepts and prototypes;
- Collaborate with others professionally on game development.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Game Development - Visual Arts Professional (A.A.S.)

Title of Major: Visual Arts Professional - Game Development, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.VSL-P.GAME-DEV

Total Credit Hours: 60

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: Designed to provide students with 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 Visual Arts Transfer AA-Game and Art Design area of concentration. The transfer 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, by allowing students to more easily transfer to a four year school to complete a bachelor degree. There is also a Game Development Certificate available for students who wish for a more focused study of the subject.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies the Arts and Humanities General Education requirements and one of the Program Requirements for this degree.

Biological and Physical Sciences: 3-4 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: 10 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 106 - Introduction to Digital Design 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.

Area of Concentration: 26-32 credits

Students must complete all of these courses with a grade of C or better.

Required Courses: 18 credits

- 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 to four courses from the following: 6-12 credits

- 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: 2-5 credits

Recommend students consult with Visual Arts faculty when selecting electives.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Game Development Area of Concentration, students will be able to:

- Produce and design game assets;
- Evaluate game software and hardware;
- Apply knowledge of game development, history, and testing in creation of game concepts and prototypes;
- Collaborate with others professionally on game development.

This program aligns with the college's core competencies.

Related Anne Arundel Community College Degrees and Certificates

- Game Art and Design - Visual Arts Transfer (A.A.)

- Game Development Certificate

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Computer Competency Requirement

ART 106 meets this requirement.

Gender and Sexuality Studies (certificate)

Title of Certificate: Gender and Sexuality Studies, Certificate

Award: Certificate

Code: CRT.GSS.STDS

Total Credit Hours: 15

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.

Additional Program Requirements

Completion of the required courses with a grade of C or better in each course.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 15 credits

- GSS 101 - Introduction to Women's Studies *3 credit hours*
- Four additional GSS courses *12 credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gender and Sexuality Studies (lor)

Title of Letter: Gender and Sexuality Studies, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

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.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gender and Sexuality Studies - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Gender and Sexuality Studies, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.GSS

Total Credit Hours: 60

See www.aacc.edu to learn more about Gender and Sexuality Studies

Purpose: To provide concentrated study of gender and sexuality within a larger liberal arts focus. This option is suitable for students who want to pursue a profession where the demonstration of specialized training in issues related to gender and sexuality is an asset, and/or for students who intend to transfer to a 4-year institution, but who have not decided on a specific major or career path and so prefer a interdisciplinary/multidisciplinary field of study. Because Gender and Sexuality Studies courses teach widely-applicable skills like critical thinking, problem solving, understanding other viewpoints, effective communication, and ethical decision making, this option is strong preparation for many career fields and for students who plan to pursue graduate or professional school degrees. The focus on issues of equity and inclusion make this option particularly useful for those who wish to work on social justice issues.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
OR
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
OR
- MAT 135 - Statistics *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*

- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration: 24-29 credits

Required courses: 6 credits

- GSS 101 - Introduction to Women's Studies *3 credit hours*
OR
- GSS 102 - Introduction to Masculinity Studies *3 credit hours*
- GSS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies *3 credit hours*

Choose one course from the following: 3 credits

- GSS 169 - Music, Power and Gender *3 credit hours*
- GSS 210 - Images of Women *3 credit hours*
- GSS 211 - Gender and Mass Media in the United States *3 credit hours*
- GSS 228 - Literature in English by Women *3 credit hours*

Choose one course from the following: 3 credits

- GSS 213 - Marriage and the Family *3 credit hours*
- GSS 215 - Psychology of Relationships *3 credit hours*
- GSS 216 - Human Sexuality *3 credit hours*
- GSS 221 - Psychology of Men *3 credit hours*
- GSS 222 - Psychology of Women *3 credit hours*
- GSS 223 - Philosophy and Gender *3 credit hours*

GSS Electives: 6 credits

Recommend students check on transfer institution's requirements.

Electives: 6-11 credits

Recommend students check on transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Explain the significance of social diversity and the ways in which cultural values are historically and socially situated.
- Apply an understanding of the ways in which gender and sexuality intersect with race, ethnicity, class, dis/ability, religion, and other variables of identity.
- Apply an understanding of structural inequality, power, privilege, and oppression in explaining difference.
- Apply an understanding of the role of gender and sexuality in the construction of individual identities, interpersonal relationships, and social institutions.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Graphic and Web Design - Visual Arts Transfer (A.A.)

This program is pending approval by the Maryland Higher Education Commission and is pending eligibility for Financial Aid.

Title of Major: Visual Arts Transfer - Graphic and Web Design, A.A.

Award: Associate of Arts degree, A.A.

Code: Contact Records Office

Total Credit Hours: 60

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: Prepares students for transfer to a four-year web or graphic design program at a traditional or art school. After graduation from a transfer institution, students will be eligible for an entry level position in the web or graphic design industry. Students should work closely with the Graphic Design and Web Design faculty to identify potential transfer schools. Students who already have a degree, wish to get a job after completion of only an associate degree, or wish to focus on just visual design, should check out the Visual Arts Professional A.A.S. Graphic Design, and Visual Arts Web Design Area of Concentrations and Certificates.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies one of the Arts and Humanities General Education requirements and one of the Program Requirements for this degree.
- One arts and humanities general education course other than ART *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: 3-4 credits

CTA 100 or CTP 103 meet both the computer technology general education, and computer competency requirements. See General Education Requirements and degree program required courses 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.

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: 9 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours

Area of Concentration: 17-23 credits

Required Courses: 10 credits

- ART 120 - Digital Photography 1 3 credit hours
- ART 166 - Graphic Design 1: Fundamentals 3 credit hours **OR**
- ART 170 - Web Design 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 class recommendation.

Choose two to three courses from the following: 6-10 credits

Students transferring to UMBC should consider ART 160 as an elective.

- ART 103 - Color 3 credit hours
- ART 106 - Introduction to Digital Design 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 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 118 - Web Development using HTML/CSS 4 credit hours

Electives: 0-7 credits

Recommend students check on transfer institution's requirements. No more than 3 credit hours of physical activity courses may be used as electives.

Computer Competency Requirement

See *Computing and Information Technology Competency Requirement for a list of approved courses. Elective course choice ART 106 meets this requirement.*

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Visual Arts Transfer - Graphic & Web Concentration, students will be able to:

- Apply principles of design to the creation of original works of art.
- Use different media to solve design problems.
- Express personal and client's points of view in digital and print designs.
- Effectively use new technologies to express visual ideas.
- Appraise the primary historical periods and cultural trends in art and graphic design.
- Develop a professional portfolio of work that demonstrates growth and maturation in personal artistic expression and that is suitable to present at interviews for both transfer and job-related activities.
- Communicate with a client about design projects.
- Develop client-based design work.
- Appraise typography and word usage within design.
- Investigate different graphic formats.
- Design for different platforms and devices.
- Write script for web pages.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Graphic Design (certificate)

Title of Certificate: Graphic Design, Certificate

Award: Certificate

Code: CRT.ART.GRPH-DSGN

Total Credit Hours: 28

See www.aacc.edu to learn more about Visual Arts and Humanities

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 Visual Arts Professional AAS Graphic Design Area of Concentration. 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

- 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 by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 28 credits

- ART 100 - Two-Dimensional Design *3 credit hours*
- ART 106 - Introduction to Digital Design *3 credit hours*
- ART 262 - Image & Design *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:

- Manipulate the elements of design using the principles of design.
- Use different media to solve design problems.
- Express a personal and/ or client's point of view.
- Use new technologies to express visual ideas.
- Use math in formatting for print.
- Present a thoughtful analysis based on research of a topic in art.
- Appraise the primary historical periods and cultural trends in art and graphic design.
- Apply critical thinking skills 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.

This program aligns with the college's core competencies.

Related Certificates

- Photography - Visual Arts (certificate)
- Media Production - Visual Arts (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Graphic Design - Visual Arts Professional (A.A.S.)

Title of Major: Visual Arts Professional - Graphic Design, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.VSL-P.GRPH-DSGN

Total Credit Hours: 60

See www.aacc.edu to learn more about Visual Arts and Humanities

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. This concentration may also allow professionals in a related industry to make a career change or supplement an existing degree.

Students will develop fundamental skills in graphic design, including drawing, typography, digital imaging, photography and page design and layout. Students will gain professional experience while working on client-based projects and completing a graphic design internship.

This is not intended as a transfer degree. Students who wish to obtain a bachelor's degree in Graphic Design should consider the Graphic and Web Design - Visual Arts Transfer (A.A.). There is also a Graphic Design (certificate) for those who wish for a more focused course of study.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies the Arts and Humanities General Education requirements and one of the Program Requirements for this degree.

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: 10 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 106 - Introduction to Digital Design 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.

Area of Concentration: 26-32 credits

Required Courses: 21 credits

- ART 262 - Image & Design 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 264 - Fundamentals of Typography 3 credit hours
- ART 266 - Graphic Design 2 3 credit hours

Choose one to three courses from the following: 3-9 credits

- ART 121 - Black and White Photography 3 credit hours
- ART 137 - Illustration 3 credit hours
- ART 161 - Video Editing 3 credit hours
- ART 170 - Web Design 1 3 credit hours
- ART 171 - Interactive Design 1 3 credit hours
- ART 247 - Lithographic Printmaking 3 credit hours
- ART 270 - Web Design 2 3 credit hours
- BPA 127 - eMarketing 3 credit hours

- CTP 118 - Web Development using HTML/CSS 4 credit hours
- ESI 103 - Introduction to Entrepreneurship 3 credit hours

Electives: 0-5 credits

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

Computer Competency Requirement

ART 106 meets this requirement.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Graphic Design Area of Concentration, students will be able to:

- Incorporate knowledge of design history into original design work;
- Apply conceptual techniques (sketching, storyboarding, etc.) as a preliminary process in the design of original work;
- Utilize principles and elements of design to respond to specific graphic design problems;
- Use mainstream technological tools to solve design problems and communicate complex information in a clear and creative format;
- Apply knowledge of production processes in the creation of a wide variety of design projects;
- Apply knowledge of typography, color, form, and layout, and apply this knowledge in a variety of design projects;
- Collaborate with local businesses, organizations, and non-profits to produce real-world, portfolio-ready design projects;
- Discuss primary historical periods and cultural trends in art and graphic design;
- Develop a professional portfolio of work, suitable to present at interviews for both transfer and job-related activities;
- Communicate with design instructors, peers and clients about select design projects.

This program aligns with the college's core competencies.

Related Anne Arundel Community College Degrees and Certificates

- Graphic and Web Design - Visual Arts Transfer (A.A.)
- Graphic Design (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Health Care Delivery Systems (certificate)

Title of Certificate: Health Care Delivery Systems, Certificate

Award: Certificate

Code: CRT.IHE.HEA-CARE.DS

Total Credit Hours: 12

See www.aacc.edu to learn more about the Health Care Delivery Systems Certificate program

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.

Additional Program Requirements

All Health Care Delivery Systems program students must receive a minimum grade of C in each medical assisting course. Students who receive a final grade below C in any medical assisting course will be awarded a grade of F in that course.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Entrance/Admission Requirements

Entrance Requirements

Eligibility for ENG 111 or ENG 115 or ENG 121.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 12 credits

- ACA 100 - Student Success Seminar *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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Health Information Technology (A.A.S.)

Special Admission Requirements - Program Application Deadline: July 15*

Title of Major: Health Information Technology, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.HET.HET

Total Credit Hours: A minimum of 63

See www.aacc.edu to learn more about the Health Information Technology Degree program

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).

Additional Program Requirements

A grade of C or better in all Health Information Technology and general education courses is required to progress in the program.

Range of Occupations

- Benefits coordinator
- Cancer registrar
- Coding professional
- Collections clerk
- Health information management (HIM) clerk
- HIM revenue cycle auditor
- Health information technician
- Insurance claims clerk
- Medical biller
- Medical office administrator
- Patient care coordinator
- Patient registrar

** 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 or call **410-777-7310** for schedule. You may also view the online information session. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
2. Submit a completed program application to Florestano 100.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Eligibility for general education math (see General Education Mathematics Requirements).
(Note: If developmental courses in English or mathematics are needed, the student will not be eligible for the program until completion of all developmental courses.)
5. Prerequisites must be completed with a minimum grade of "C" in each course by the application deadline.
6. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
7. Foreign educated students: must have their college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or WES (World Education Services) at 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 Health Information Technology program. Anne Arundel Community College's code for TOEFL is 5019.

Selection Criteria

Students will be admitted to the health information technology program each fall as the number of students permits. Applications received by the deadline will be assured consideration based on space availability. Applications received after the deadline may 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.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a Health Examination Record. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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.

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 program coordinator for additional information.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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.
- CTP 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*
- MDA 112 - 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 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 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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Health, Fitness, and Exercise Studies (A.S.)

Title of Major: 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

See www.aacc.edu to learn more about the Health, Fitness, and Exercise Studies Program

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, or municipal and community recreation
- Health coach
- Health promotion
- Sports conditioning

Additional Program Requirements

Students must earn a grade of C or better in all program requirements. Consult with an academic advisor 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 Technology Requirements for a list of approved courses.

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 - Advanced First Aid, CPR and AED *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 - Health Implications of Violence *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*

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

Satisfied by SOC 111 requirement.

Program Outcomes

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

- Design and instruct individualized exercise programs for healthy adults and special populations.
- Apply current technology in the health, fitness and exercise industry.
- Identify aspects of diversity as they relate to health and wellness.
- Identify and critique health-related lifestyle behaviors including national fitness and nutritional guidelines, as they relate to the dimensions of wellness.
- Apply legal and ethical issues and professional responsibilities within their scope of practice.
- Demonstrate basic injury prevention techniques and perform first aid and basic life support procedures.
- Identify how the skeletal and neuromuscular structures of the human body adapt and contribute to human performance.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Homeland Security Management - Homeland Security Management (A.A.S.)

Title of Major: Homeland Security Management, A.A.S.

Type of Award: Associate of Applied Science, A.A.S.

Code: AAS.HLS.HMLD.SEC-MGT

Total Credit Hours: 60

See www.aacc.edu to learn more about Homeland Security and Criminal Justice Institute

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.

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 and degree program required courses 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*

Program Requirements: 18 credits

- HLS 111 - Introduction to Homeland Security *3 credit hours*
- HLS 112 - National Security Law *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*
- SOC 111 - Introduction to Sociology *3 credit hours*

Area of Concentration Requirements: 18-21 credits

- CJS 206 - Cybercrime *3 credit hours*
- ECO 116 - Inside the Global Economy *3 credit hours*
- HLS 114 - Maryland and Terrorism *3 credit hours*
- HLS 211 - Intelligence Analysis and Security Management *3 credit hours*
- HLS 265 - Homeland Security, Emergency Management and Response Seminar *3 credit hours*
- **Elective (consult with an advisor) 3 credits**
Students who elect not to take a Computer Technology general education course must satisfy the computer competency requirement with this elective.
- **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.

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

Satisfied by SOC 111 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:

- Outline the essential qualifiers of national and international acts of terrorism.
- Outline the essential emergency qualifiers and response responsibilities of homeland security, to include responding to natural disasters.
- Outline global issues/concerns that contribute to threats against the homeland.
- Compare and contrast the principles of jurisdictions in local, federal and international agencies.
- Appraise the responsibility and operations of the media in terrorist threats.
- Appraise the legal constitutional and privacy issues associated with homeland security and homeland security agencies.
- 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, military and intelligence 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.
- Outline the myriad of weapons of mass destruction and mass disruption.
- 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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Homeland Security Management - Intelligence Analytics (A.A.S.)

Title of Major: Homeland Security Management - Intelligence Analytics, A.A.S.

Award: Associate of Applied Science, A.A.S.

Code: AAS.HLS.INTEL-ANLYS

Total Credit Hours: 60

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

Program Requirements: 18 credits

- HLS 111 - Introduction to Homeland Security 3 credit hours
- HLS 112 - National Security Law 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
- SOC 111 - Introduction to Sociology 3 credit hours

Area of Concentration Requirements: 18-21 credits

- CJS 206 - Cybercrime 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 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
- **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.

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

Satisfied by SOC 111 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:

- Outline the essential qualifiers of national and international acts of terrorism.
- Outline the essential emergency qualifiers and response responsibilities of homeland security, to include responding to natural disasters.
- Outline global issues/concerns that contribute to threats against the homeland.
- Compare and contrast the principles of jurisdictions in local, federal and international agencies.
- Appraise the responsibility and operations of the media in terrorist threats.
- Appraise the legal constitutional and privacy issues associated with homeland security and homeland security agencies.
- 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, military and intelligence 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.
- Outline the myriad of weapons of mass destruction and mass disruption.
- 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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Homeland Security Management - Transportation and Border Security (A.A.S.)

Title of Major: Homeland Security Management - Transportation and Border Security, A.A.S.

Award: Associate of Applied Science, A.A.S.

Code: AAS.HLS.TPT-BDR-SEC

Total Credit Hours: 60

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

Program Requirements: 18 credits

- HLS 111 - Introduction to Homeland Security 3 credit hours
- HLS 112 - National Security Law 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
- SOC 111 - Introduction to Sociology 3 credit hours

Area of Concentration Requirements: 18-21 credits

- ECO 116 - Inside the Global Economy 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
- HLS 114 - Maryland and Terrorism 3 credit hours
- HLS 211 - Intelligence Analysis and Security Management 3 credit hours
- HLS 265 - Homeland Security, Emergency Management and Response Seminar 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.

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

Satisfied by SOC 111 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:

- Outline the essential qualifiers of national and international acts of terrorism.
- Outline the essential emergency qualifiers and response responsibilities of homeland security, to include responding to natural disasters.
- Outline global issues/concerns that contribute to threats against the homeland.
- Compare and contrast the principles of jurisdictions in local, federal and international agencies.
- Appraise the responsibility and operations of the media in terrorist threats.
- Appraise the legal constitutional and privacy issues associated with homeland security and homeland security agencies.
- 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, military and intelligence 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.
- Outline the myriad of weapons of mass destruction and mass disruption.
- 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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Hotel/Lodging Management (certificate)

Title of Certificate: Hotel Lodging Management, Certificate

Award: Certificate

Code: CRT.HRM.HTL-LDG-MGT

Total Credit Hours: 21

See www.aacc.edu to learn more about the Hotel, Culinary Arts and Tourism Institute

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

Additional Requirements for this Program

Demonstrated eligibility for ENG 111 and MAT 100.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Hotel/Restaurant Management - Culinary Arts, Baking & Pastry, Hospitality Management (A.A.S.)

Total Credit Hours: 62

See www.aacc.edu to learn more about the Hotel, Culinary Arts and Tourism Institute

Accreditation: The Hotel/Restaurant Management Culinary Arts Concentration Associate of Applied Science degree and the Hotel/Restaurant Management Baking and Pastry Arts Concentration Associate of Applied Science degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The Hotel/Restaurant Management Business Management Concentration 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.

Uniform: Students are required to wear an approved chef uniform for production classes. See course description for specifics.

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 may vary, as listed below. To achieve a concentration, students must receive credit for every course requirement listed under that concentration.

Three Areas of Concentration

1. Hotel/Restaurant Management - Culinary Arts (AAS.HRM.CULINARY-A): The Culinary Arts area of concentration 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 Culinary Arts area of concentration requires 18 credit hours within the chosen concentration.

Range of Occupations

- Cook, Pastry Cook
- Manager-in-training
 - Catering and sales
 - Food and beverage
 - Food service manager in assisted living facility or nursing home
 - Bakery
 - Kitchen
 - Restaurant
 - Hotel

2. Hotel/Restaurant Management - Baking and Pastry Arts (AAS.HRM.BAK-PASTRY): The Baking and Pastry Arts area of concentration 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 Baking and Pastry Arts area of concentration requires 18 credit hours within the chosen concentration.

Range of Occupations

- Pastry Cook
- Manager-in-training
 - Catering and sales
 - Food and beverage
 - Food service manager in assisted living facility or nursing home
 - Bakery
 - Kitchen
 - Restaurant
 - Hotel

3. Hotel/Restaurant Management - Hospitality Management (AAS.HRM.HOSPITALITY): The Hospitality Management area of concentration prepares students for employment in the hospitality industry with essential skills and content

in hospitality operations. This concentration will integrate major business segments of the hospitality industry. This area of concentration offers the student essential courses both in hotel and food and beverage operations management. The Hospitality Management area of concentration requires 18 credit hours within the chosen concentration.

Range of Occupations

- Hotel/Restaurant Operations
- Manager-in-training
 - Catering and sales
 - Food and beverage
 - Food service manager in assisted living facility or nursing home
 - Restaurant
 - Hotel

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 taking ENG 121 should consider an elective to meet the minimum degree 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.

Computer Technology: 4 credits

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

Health/Fitness/Wellness: 3 credits

Students pursuing the Baking and Pastry Arts or Culinary Arts concentration must take HRM-190 to satisfy the Health/Fitness/Wellness general education requirement.

Students pursuing the Hospitality Management concentration should see General Education Health/Fitness/Wellness Requirements for a list of approved courses.

- 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: 19 credits

These are common program requirements for all three areas of concentration.

- 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 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

Students must select one Area of Concentration in Culinary Arts, Baking and Pastry Arts or Hospitality Business Management as specified below: 18 credits

Culinary Arts Area of Concentration Requirements: 18 credits

Degree Awarded: Hotel and Restaurant Management - Culinary Arts

- HRM 123 - Cooking Techniques 1 3 credit hours
- HRM 124 - Introduction to Baking and Pastry 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

Culinary Arts Concentration: Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course.

Baking and Pastry Arts Area of Concentration Requirements: 18 credits

Degree Awarded: Hotel and Restaurant Management - Baking and Pastry Arts

- HRM 124 - Introduction to Baking and Pastry 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
- Baking and Pastry Arts Concentration: Students who take ENG 121 and not ENG 111-112 should consider taking HRM 222 - Hospitality Sales and Marketing as an additional elective course.*

Hospitality Management Area of Concentration Requirements: 18 credits

Degree Awarded: Hotel and Restaurant Management - Hospitality Management

- BPA 100 - Accounting Basics 3 credit hours
 - BPA 142 - Principles of Management 3 credit hours
- OR**
- BPA 171 - Principles of Supervision 3 credit hours
 - HRM 213 - Hospitality Technology 3 credit hours
 - HRM 222 - Hospitality Sales and Marketing 3 credit hours
 - HRM 255 - Hotel Front Office Procedures 3 credit hours
 - HRM 256 - Hotel Property Management 3 credit hours
- Hospitality Management Concentration: Students who take ENG 121 and not ENG 111-112 should consider taking HRM 140 - Event Planning as an additional elective course.*

Computer Competency Requirement

General education requirement CTA 100 meets this requirement.

Diversity Requirement

HRM 232 program requirement fulfills diversity requirement.

Program Outcomes

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

- **PROFESSIONALISM:** Apply personal skills, including, but not limited to, adherence to accepted professional standards and codes of conduct. Apply hospitality and culinary terminology.
- **SERVICE:** Analyze methods of service and management principles for all hospitality operations.
- **TECHNOLOGY:** Use computer technology appropriately in hospitality and culinary operations. Apply technology to hospitality and culinary operations.
- **INCLUSIVENESS:** Explain the dynamics of the changing global business environment. Discuss food and dietary issues from cultural, religious, historical and geographical perspectives.
- **SAFETY & SANITATION:** Operate commercial kitchen equipment in a safe and efficient manner. Apply proper cooking and sanitation techniques. Obtain ServSafe® Sanitation Certificate.
- **LEADERSHIP:** Develop and meet the highest standards of professional competence, ethical behavior, technical excellence, and decision making.
- **MARKETING:** Examine strategies to serve the current needs of the hospitality industry. Discuss contemporary hospitality and culinary trends.
- **NUTRITION:** Apply accepted nutrition standards that lead to positive health benefits.
- **INDUSTRY MATH:** Apply appropriate math skills to culinary arts operations and business environments.
- **PURCHASING AND COST CONTROLS:** Apply principles of effective purchasing and of cost control, related to the hospitality and culinary industry.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Human Services (A.A.S.)

Title of Major: 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

See www.aacc.edu to learn more about the Human Services Degree Program

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 for Human Services (NOHS). For more information about NOHS and the Certified Human Services Professions visit 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

Additional Program Requirements

Students are strongly encouraged to start in the fall term and follow the prescribed program in order to finish in two years. Students must maintain a grade of C or better in all human services and fieldwork courses. They also must perform satisfactorily in the fieldwork area in order to graduate. Three fieldwork courses include 100 clinical (unpaid) hours within each term.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
- HUS 141 - Group Dynamics *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*

- HUS 114 - Counseling, Assessment and Case Management *3*
- HUS 115 - Fieldwork: Counseling, Assessment and Case Management *3 credit hours*
- PSY 111 - Introduction to Psychology *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*
This course meets a General Education Requirement while simultaneously meeting a Program Requirement for this degree. This course is required for Fast Track students.

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

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.

Fast Track

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:

1. Explain the historical development of Human Services.
2. Apply their understanding of diverse cultures to address the needs of culturally diverse groups.

3. Discuss how individuals, groups, families, organizations, communities and societies interact.
4. Perform the administrative aspects of service delivery.
5. Assess clients, design and implement specific and measurable goals.
6. Evaluate the conditions which promote or limit human functioning in the major human system.
7. Use basic counseling skills, techniques and social work practices in order to facilitate client services.
8. Identify client problems needing advocacy, community resources available to assist clients, and coordinate care through integration of services.
9. Use appropriate interpersonal skills with clients and team members and demonstrate professional behaviors.
10. Promote ethical practice by applying human services values and attitudes.
11. Articulate their own values, personalities, reaction patterns, interpersonal styles, limitations and self-care practices.
12. Show evidence of having completed 300 hours of fieldwork with Human Services Department approved fieldwork agencies.
13. Apply classroom learning to experiences in the field.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Human Services (certificate)

Title of Certificate: Human Services, Certificate

Award: Certificate

Code: CRT.HUS.HUS

Total Credit Hours: 30

See www.aacc.edu to learn more about the Human Services Certificate Program

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

Additional Program Requirements

Students must earn a grade of C or better in all human services and fieldwork courses.

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*
- 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 advisor *6 credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Information Assurance and Cybersecurity (A.A.S.)

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: a minimum of 61

See www.aacc.edu to learn more about the Cybersecurity, Networking and Digital Forensics Department

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.

Additional Program Requirements

A grade of C or better is required in each Information Assurance and Cybersecurity program course requirement.

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. Information Assurance and Cybersecurity - 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 Associate).

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. Information Assurance and Cybersecurity - Digital Forensics (code AAS.CIS.DIGITAL-FRSC): 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. Information Assurance and Cybersecurity - 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
- Linux administrator
- Windows Server administrator

- Network management
- WAN Management Technology
- System administrator

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- CTP 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

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

Mathematics: 3 credits

- MAT 137 - College Algebra *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*
 - 0-3 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-FRSC)

- 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.

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 the college's core competencies.

Related Anne Arundel Community College Certificates

- Network Security (certificate)
- Cisco Certified Network Associate (CCNA) Preparation (certificate)
- Advanced Network Security (certificate)
- Digital Forensics (certificate)
- Server Administration and Security (certificate)
- Advanced Digital Forensics (certificate)
- Cisco Certified Network Professional (CCNP) Preparation (certificate)
- Computer Network Management - UNIX/LINUX System Administrator (certificate)
- Cyber Technology (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Information Systems - Computer Science Transfer (A.S.)

Title of Major: Computer Science Transfer - Information Systems, A.S.

Award: Associate of Science, A.S.

Total Credit Hours: 60

Code: AS.CPS.INFO-SYS

See www.aacc.edu to learn more about the Computer Science Department

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 the Computer Science 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.

Additional Degree Requirements

A grade of C or better is required in each Computer Science Transfer course requirement.

Related Major

Students may wish to also review requirements for the similar major linked below.

- Computer Science - Computer Science Transfer (A.S.)

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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.

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 with their transfer institutions for specific course requirements.

Computer Technology: 4 credits

- CTP 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 credits*

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 institutions for specific course requirements. Students are encouraged to take ECO 211.

Program Requirements: 12 credits

Transfer institutions require a B or better in both CTP 150 and CTP 250.

- 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*

Area of Concentration: 11-15 credits

- BPA 201 - Financial Accounting 3 credit hours
- BPA 202 - Managerial Accounting 3 credit hours
- CTP 200 - Systems Analysis and Design 4 credit hours
- **Electives:** 1 - 5 credit hours

Computer Competency Requirement

General education requirement CTP 103 meets this requirement.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Design, correctly implement and document solutions to computational problems
- Analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Use current techniques, skills, and tools necessary for computing practice.
- Apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of software.
- Demonstrate an understanding of the complete System Development Lifecycle from planning and problem analysis through implementation and documentation.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.

This program aligns with all the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Intelligence Analytics (certificate)

Title of Certificate: Intelligence Analytics, Certificate

Award: Certificate

Code: CRT.HLS.INTEL-ANYL

Total Credit Hours: 16

See www.aacc.edu to learn more about Homeland Security and Criminal Justice Institute

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.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Internet Application Development (certificate)

Title of Certificate: Internet Application Development, Certificate

Award: Certificate

Code: CRT.CIS.DEV.INT-APP

Total Credit Hours: 22

See www.aacc.edu to learn more about the Computer Science Department

Purpose: Develop and apply web design, database manipulation, programming, server-side scripting skills to create interactive websites.

Range of Occupations

- Website application developer

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Internet Application Development - Internet and Mobile Device Application Development (A.A.S.)

Title of Major: Internet and Mobile Device Application Development - Internet Application Development, A.A.S.

Award: Associate of Applied Science degree, A.A.S

Code: AAS.CPS.INT-APP-DEV

Total Credit Hours: 60

See www.aacc.edu to learn more about the Computer Science Department

Purpose: Prepares students for careers requiring a strong background in computer technology. Covers fundamental concepts in software development, internet application development and mobile device application development.

Emphasizes the development expertise in software development using multiple Internet development languages. Emphasizes the roles and responsibilities of an Internet Application developer.

Range of Occupations:

- Front end developer
- Internet/Web Applications Developer
- Software Developer
- PHP Developer
- Web Content Manager
- Applications Developer

Related Major

Students may wish to also review requirements for the similar major linked below.

- Mobile Device Application Development - Internet and Mobile Device Application Development (A.A.S.)

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

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

- CTP 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 145 - Precalculus 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: 19 credits

Students must complete all of these with a grade of C or better.

- 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 135 - Programming in JavaScript *4 credit hours*
- CTP 150 - Computer Science 1 *4 credit hours*

Area of Concentration Requirements: 16-19 credits

- ART 170 - Web Design 1 3 credit hours
- ART 269 - Responsive Web Design 3 credit hours
- CTP 130 - Programming in PHP/MySQL 3 credit hours
- CTP 136 - jQuery 4 credit hours
- **Electives:** 3-6 credit hours

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track Option

These programs have Fast Track Options for those holding a college degree.

Program Outcomes

Upon successful completion of the Internet Applications Development Area of Concentration, students will be able to:

- Use HTML/CSS to create web pages
- Use JavaScript to create web pages
- Use jQuery to manipulate HTML DOM (Document Object Model)
- Use PHP to enhance web pages with user activity

These programs align with the college's core competencies.

Related Anne Arundel Community College Certificates

- Internet Application Development (certificate)
- Mobile Device Application Development (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Investigator Option (lor)

Center for Applied Learning and Technology
Room 208, 410-777-7063

Title of Letter: Investigator Option, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

See www.aacc.edu to learn more about Homeland Security and Criminal Justice Institute

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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Juvenile Justice (A.A.S.)

Title of Major: Juvenile Justice, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.CJS.JUV-JUST

Total Credit Hours: 60

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Additional Degree Requirements

Students are expected to participate with their advisor in tailoring a mix of electives that will satisfy their own needs with respect to immediate and long-term employment.

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

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 are 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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Law and Jurisprudence (A.A.)

Title of Major: Law and Jurisprudence, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.LGS.JURIS-TRANS

Total Credit Hours: 60

See www.aacc.edu to learn more about the Legal Studies Institute

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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.

Technology: 4 credits

See General Education 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 - United States History through the Civil War 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 credit hours
Choose one (or two if completed ENG 121*) of the following:
- BPA 253 - Business Law 1 3 credit hours
- ECO 121 - Introduction to Economics 3 credit hours
- HIS 227 - History of Medieval and Renaissance England 3 credit hours
- LGS 215 - Criminal Law 3 credit hours
- PLS 111 - American Government 3 credit hours
- PLS 113 - State and Local Government 3 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Law Enforcement and Criminal Justice (certificate)

Title of Certificate: Law Enforcement and Criminal Justice, Certificate

Award: Certificate

Code: CRT.LEN.LEN

Total Credit Hours: 24

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

Purpose: For students who are either preparing for or are currently employed in the field of criminal justice. The required courses 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

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*
- HLS 111 - Introduction to Homeland Security *3 credit hours* **OR**
- CJS 260 - Terrorism/Counterterrorism *3 credit hours* **OR**
- HLS 260 - Terrorism/Counterterrorism *3 credit hours*
- **Electives** (CJS or HLS) *6 credit hours*
- **Electives** (CJS or HLS or social science) *6 credit hours*
Note: Social science electives must be selected from PSY 111, SOC 111, SOC 132 or SOC 224.

Program Outcomes

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

- Apply critical thinking and analytical skills in a crime enforcement and public safety context.
- Conduct qualitative and quantitative research.
- Analyze, differentiate, and interpret varying data.
- Articulate concepts and theories of criminology, sociology, psychology as they pertain to the criminal justice system.
- Gather, analyze, preserve, and interpret information, artifacts and evidence.
- Apply the law in crime enforcement and public safety contexts.
- Describe the critical phases of the criminal justice system.
- Recall the U.S. Constitution Bill of Rights.
- Identify diversity and human rights issues pertaining to criminal justice.
- Articulate ethical and professional standards of conduct and performance as they pertain to criminal justice.
- Communicate verbally and in writing in law enforcement and criminal justice contexts.
- Use technology to gather, compose, appraise and apply information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Law Enforcement and Criminal Justice - Law Enforcement and Criminal Justice (A.A.S.)

Title of Major: Law Enforcement and Criminal Justice, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

Code: AAS.LEN.LEN

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Additional Program Requirements

Students who have career interests in a particular criminal justice agency, especially federal agencies, should consult with one of the criminal justice faculty to plan a program which is transferable to a four-year institution.

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 - Advanced First Aid, CPR and AED *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: 15 credits

- 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
- SOC 111 - Introduction to Sociology 3 credit hours

Area of Concentration Requirements: 19-22 credits

- CJS 112 - Police Operations 3 credit hours
- CJS 222 - Investigation and Criminalistics 4 credit hours

- CJS 121 - Police Administration 3 credit hours
- **OR**
- CJS 226 - Traffic and Public Safety 3 credit hours

- CJS 260 - Terrorism/Counterterrorism 3 credit hours
- **OR**
- HLS 111 - Introduction to Homeland Security 3 credit hours
- **OR**
- HLS 260 - Terrorism/Counterterrorism 3 credit hours
- **Elective (criminal justice or social justice) 3 credit hours**
- **Elective (criminal justice or 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.

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

Satisfied by SOC 111 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:

- Apply analytical and critical thinking skills in a law enforcement context.
- Conduct qualitative and quantitative research related to criminal justice and law enforcement.
- Analyze, differentiate, and interpret varying data.

- Articulate concepts and theories of criminology, sociology, psychology as they pertain to the criminal justice system.
- Gather, analyze, preserve, and interpret information, artifacts and evidence.
- Apply the law properly in contexts related to criminal justice and public safety.
- Describe the critical phases of the criminal justice system.
- Recall the U.S. Constitution Bill of Rights.
- Identify diversity and human rights issues pertaining to criminal justice.
- Articulate ethical and professional standards of conduct and performance.
- Communicate effectively both verbally and in writing in law enforcement situations.
- Use technology to gather, compose, appraise and apply information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Law Enforcement and Criminal Justice - Police Academy (A.A.S.)

Title of Major: Law Enforcement and Criminal Justice - Police Academy, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.LEN.POLICE.ACAD

Total Credit Hours: 60

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Additional Program Requirements

Students who have career interests in a particular criminal justice agency, especially federal agencies, should consult with one of the criminal justice faculty to plan a program which is transferable to a four-year institution. In addition, students enrolled in the Police Academy Option must meet specific admission requirements needed for police certification. Most police departments have specific requirements as to health, character and vision for entry-level employment. Students must determine if they meet these requirements before they enter the Law Enforcement and Criminal Justice degree program.

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

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 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 - Advanced First Aid, CPR and AED *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: 15 credits

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

Area of Concentration Requirements: 20-23 credits

- CJS 109 - Police Discipline and Organization *1 credit hour*
- CJS 112 - Police Operations *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 226 - Traffic and Public Safety 3 credit hours
- **Elective (consult with an advisor) 3 credit hours**
Students who completed 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.

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

Satisfied by SOC 111 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:

- Apply analytical and critical thinking skills in a law enforcement context.
- Conduct qualitative and quantitative research related to criminal justice and law enforcement.
- Analyze, differentiate, and interpret varying data.
- Articulate concepts and theories of criminology, sociology, psychology as they pertain to the criminal justice system.
- Gather, analyze, preserve, and interpret information, artifacts and evidence.
- Apply the law properly in contexts related to criminal justice and public safety.
- Describe the critical phases of the criminal justice system.
- Recall the U.S. Constitution Bill of Rights.
- Identify diversity and human rights issues pertaining to criminal justice.
- Articulate ethical and professional standards of conduct and performance.
- Communicate effectively both verbally and in writing in law enforcement situations.
- Use technology to gather, compose, appraise and apply information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Law Enforcement and Criminal Justice - Police Academy (certificate)

Title of Certificate: Law Enforcement and Criminal Justice - Police Academy, Certificate

Award: Certificate

Code: CRT.LEN.POLICE-ACAD

Total Credit Hours: 45

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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.

Academic and Integrity Standards

Anne Arundel Community College's Police Academy is certified by the Maryland Police Training Commission. With the exception of Firearms training, graduates must meet the minimal regulation, standard instruction, and testing requirements mandated by the Commission, as well as others required by the Director of the Academy and by Anne Arundel Community College. The Academy is a full-time program, requiring students to begin with an orientation course, generally offered in the summer, and additional courses in the subsequent fall, winter, and spring semesters. 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. Before graduating, students must comply with all financial, academic, ethical, and conduct-related policies established by the MPTC, the Institute for Homeland Security and Criminal Justice, and AACC. Within 2 years from completing the academy, students are eligible for immediate hire by any local law enforcement agency in the state of Maryland.

Additional Degree Requirements

To gain admittance into the police academy, students must first enroll in the college, take a college placement test (if required), and interview with a Police Academy Advisor. Once found eligible, the Academy Advisor will issue a Letter of Eligibility to the student. The Letter of Eligibility must be presented to Records and Registration before enrolling in the Police Academy Orientation course. Students will also be required to complete criminal and motor vehicle background checks; and a physical fitness examination. Students must be 21 years of age at the time of graduating from the academy. Students must be able to adhere to a rigorous, full-time course schedule set in advance by the Director of the Police Academy. Students must be willing to adhere to a para-military command structure. Students are required to purchase and wear authorized uniforms; attend academy meetings; successfully complete course assignments, assessments, and academy comprehensive examinations; and public service projects. Students will attend off-campus training such as an Emergency Vehicle Operations course and Standardized Field Sobriety Test Training. Many of our Recruit Officers remain employed, serve in the National Guard, or meet their obligations as parents, caregivers and business owners while attending the academy.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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 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.

Certificate Requirements: 45 credits

Summer Term

- CJS 109 - Police Discipline and Organization *1 credit hour*

Fall Term

- CJS 111 - Introduction to Criminal Justice *3 credit hours*
- CJS 215 - Criminal Law *3 credit hours*
- CJS 216 - Criminal Evidence and Procedure *3 credit hours*
- CJS 226 - Traffic and Public Safety *3 credit hours*
- CJS 214 - Physical Conditioning for Law Enforcement and Firefighter/Rescue Service Personnel *1 credit hour*

Winter Term

- 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 112 - Police Operations *3 credit hours*
 - 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 222 - Investigation and Criminalistics *4 credit hours*
 - CJS 225 - Criminal Justice Ethics *3 credit hours*
 - EMT 104 - Emergency Medical Responder *3 credit hours*
- OR**
- HEA 150 - Advanced First Aid, CPR and AED *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 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 45 credits must be completed to earn this certificate.

Program Outcomes

Upon successful completion of this program, academy students will be in full compliance with:

- The Maryland Police Training Commission's regulations and standards.
- The American Red Cross Association's First Responders Training standards.
- Maryland Police Emergency Vehicle Operations Course.
- ASP Baton Training regulations.
- NHTSA's DWI Detection and Standardized Field Sobriety Testing regulations.

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

- Apply critical thinking skills in law enforcement and public safety contexts.
- Conduct qualitative and quantitative research.

- Analyze, differentiate, and interpret varying data.
- Articulate concepts and theories of criminology, sociology, psychology as they pertain to the criminal justice system.
- Correctly gather, analyze, preserve, and interpret information, artifacts and evidence.
- Apply relevant law in police and public safety contexts.
- Describe the critical phases of the criminal justice system.
- Recall the U.S. Constitution Bill of Rights.
- Properly identify diversity and human rights issues pertaining to criminal justice.
- Articulate ethical and professional standards of conduct and performance pertaining to criminal justice.
- Communicate verbally and in writing in crime enforcement and public safety-related contexts.
- Use electronic communication devices appropriately.
- Correctly use technology to gather, compose, appraise and apply information.
- Demonstrate tactical skills in defensive training, employing chemical agents, making suspect arrests, maintaining street survival, operational communications, etc...
- Document and describe scientific processes.
- Use scientific methods to solve problems.
- Practice sound laboratory skills, meeting scientific standards of precision and care.
- Describe the criminal justice system and the rules of evidence.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Law Enforcement and Criminal Justice - Social Justice (A.A.S.)

Title of Major: Law Enforcement and Criminal Justice - Social Justice, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 60

Code: AAS.LEN.SOCIAL-JUST

About the Homeland Security and Criminal Justice Institute

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.

Additional Program Requirements

Students who have career interests in a particular criminal justice agency, especially federal agencies, should consult with one of the criminal justice faculty to plan a program which is transferable to a four-year institution.

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

Health/Fitness/Wellness: 3 credits

- HEA 150 - Advanced First Aid, CPR and AED *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: 15 credits

- 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
- SOC 111 - Introduction to Sociology 3 credit hours

Area of Concentration Requirements: 21-24 credits

- BPA 162 - Business Communications 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
- **Elective (criminal justice)** 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.

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

Satisfied by SOC 111 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:

- Apply analytical and critical thinking skills in a law enforcement context.

- Conduct qualitative and quantitative research related to criminal justice and law enforcement.
- Analyze, differentiate, and interpret varying data.
- Articulate concepts and theories of criminology, sociology, psychology as they pertain to the criminal justice system.
- Gather, analyze, preserve, and interpret information, artifacts and evidence.
- Apply the law properly in contexts related to criminal justice and public safety.
- Describe the critical phases of the criminal justice system.
- Recall the U.S. Constitution Bill of Rights.
- Identify diversity and human rights issues pertaining to criminal justice.
- Articulate ethical and professional standards of conduct and performance.
- Communicate effectively both verbally and in writing in law enforcement situations.
- Use technology to gather, compose, appraise and apply information.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Law Enforcement Evidence Technician Option (lor)

Title of Letter of Recognition: Law Enforcement Evidence Technician Option, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 11

See www.aacc.edu to learn more about the Homeland Security and Criminal Justice Institute

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

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*

Career and Educational Advancement Resources

Liberal Arts - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Liberal Arts, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCILIBERAL

Total Credit Hours: 60

Purpose: To provide a liberal arts education to students who wish to transfer to a four-year university or college and seek a baccalaureate degree. The Liberal Arts area of concentration provides a strong foundation in literature, philosophy, world languages, social science, and analytical and critical thinking skills, all of which prepare students for lifelong learning and social, cultural, and technological change. This area of concentration is designed to provide students with a broad-based liberal arts experience, enriching students' understanding of the physical and social world. 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 area of concentration rewarding.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this

degree.

OR

- Interdisciplinary Studies and Emerging Issues course *3 credit hours*

OR

- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*

OR

- MAT 135 - Statistics *3 credit hours*

OR

More advanced level if qualified from the list below:

- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration: 24-29 credits

- World Languages Sequence (sequence is 111 & 112 or 112 & 211 or 211 & 212 of same language) *6 credit hours*
This area of concentration requires 6 credit hours in the same language. Students who have completed two or more years of a language in high school and plan to continue that language must submit high school transcripts to World Languages department chair to determine proper placement into a World Language Sequence and to provide guidance on transferability to four-year institutions.
- Dance, Music, Theater or Visual Arts Elective course *3 credit hours*
- History or English Literature Elective (different than general education courses) *6 credit hours*

- Philosophy Elective course 3 credit hours
- Elective courses (advisor-approved) 6-11 credit hours
No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Demonstrate understanding of the value of tradition, innovation, and creativity.
- Demonstrate mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Demonstrate an awareness of social diversity and the ways in which cultural values are historically and socially situated.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Marketing (lor)

Title of Letter of Recognition: Marketing, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

About the Business Management Department

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

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Massage Therapy (A.A.S.)

Special Admission Requirements - Rolling Admission

Title of Major: Massage Therapy, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.IHE.MASS-THRPY

Total Credit Hours: 60

See www.aacc.edu to learn more about the Massage Therapy Degree program

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)

Additional Program Requirements

Students must receive a minimum final grade of C in all massage therapy courses and in BIO 230, BIO 231-BIO 232 or BIO 233-BIO 234 , in order to progress in the sequence of massage courses.

Students enrolled in the massage therapy course sequence are required to comply with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Code of Ethics.

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 is recommended or call 410-777-7310 for schedule. Detailed information regarding profession and academic requirements will be discussed.
2. Submit a completed program application to Florestano Building Room 100.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Completion of MAS 100 with a grade of C or better. If currently taking MAS 100 must complete with a C or better in order to gain full acceptance into the program and register for MAS 110.
5. 18 years of age or older on the first day of class.
6. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
7. Foreign educated students must have college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or at WES (World Education Services) at 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, ENG 115/ENG 116, or ENG 121 course sequence with grades of "C" or better prior to applying to the Massage Therapy program. Anne Arundel Community College's code for TOEFL is 5019.

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 massage therapy department.

Selection Criteria

Students will be admitted to the Massage Therapy course sequence on a rolling admission basis. Students will apply for the Massage Therapy 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, applicants must meet the following criteria:

- Must satisfactorily complete all academic and admission requirements.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a Health Examination Record.
- Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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. This course meets a General Education Requirement while simultaneously meeting a Program Requirement for this degree. This course is required for Fast Track students.
- MAS 100 - Introduction to Massage 1 credit hour
MAS 100 must be completed with a grade of C or better. If currently taking MAS 100, must complete with a C or better in order to gain full acceptance into the program and register for MAS 110.

Computer Technology: 4 credits

See General Education 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

- 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: 13-16

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

Fast Track

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:

- Plan and organize an effective massage and bodywork session.
- Perform massage therapy and bodywork for therapeutic benefit.
- Develop and implement a self-care strategy.
- Develop successful and ethical therapeutic relationships with clients.
- Develop a strategy for a successful practice, business or employment situation.
- Identify strategies for professional development.
- Obtain eligibility to sit for licensing exam.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Massage Therapy (certificate)

Special Admission Requirements - Rolling Admission

Title of Certificate: Massage Therapy, Certificate

Award: Certificate

Code: CRT.IHE.MASS-THRPY

Total Credit Hours: A minimum of 32

See www.aacc.edu to learn more about the Massage Therapy Certificate program

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)

Additional Program Requirements

Students must receive a minimum final grade of C in all massage therapy courses and in BIO 230, BIO 231-BIO 232 or BIO 233-BIO 234, in order to progress in the sequence of massage courses.

Students enrolled in the massage therapy course sequence are required to comply with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Code of Ethics.

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Entrance/Admission Requirements

Admission Requirements

1. Attendance at a program information session is recommended or call 410-777-7310 for schedule. Detailed information regarding profession and academic requirements will be discussed.
2. Submit a completed program application to Florestano Building Room 100.
3. Eligibility for ENG 111 or ENG 115 or ENG 121.
4. Completion of MAS 100 with a grade of C or better. If currently taking MAS 100 must complete with a C or better in order to gain full acceptance into the program and register for MAS 110 .
5. 18 years of age or older on the first day of class.
6. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.

7. Foreign educated students must have college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or at WES (World Education Services) at 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, ENG 115/ENG 116, or ENG 121 course sequence with grades of "C" or better prior to applying to the Massage Therapy program. Anne Arundel Community College's code for TOEFL is 5019.

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 from the massage therapy department.

Selection Criteria

Students will be admitted to the Massage Therapy course sequence on a rolling admission basis. Students will apply for the Massage Therapy 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, applicants must meet the following criteria:

- Must satisfactorily complete all academic and admission requirements.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a Health Examination Record.
- Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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 100 must be completed with a grade of C or better. If currently taking MAS 100, must complete with a C or better in order to gain full acceptance into the program and register for MAS 110.

- 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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Mathematics (A.S.)

Title of Major: Mathematics, A.S.

Award: Associate of Science degree, A.S.

Code: AS.MATH.MATH

Total Credit Hours: 60

See www.aacc.edu to learn more about Mathematics

Purpose: Prepares for transfer to a four-year institution and a major in mathematics or other subjects which require a strong mathematics background. Prepares also for further study in business, engineering, mathematics, physical sciences or statistics. Develops skills in analyzing and interpreting problems, in computer-based problem solving and in using mathematical reasoning to further the scientific method.

Range of Occupations

- With continued study after transfer, a mathematics degree may lead to positions in actuarial science, computer science, cryptology, demography, econometrics, engineering, mathematics, mathematics education, the physical sciences or statistics.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 CTP 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 CTP 103 or EGR 120 or EGR 250.
No more than 3 credits of physical activity courses may be used as electives.*

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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Mechatronics Engineering Technology (A.A.S.)

Title of Major: 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

See www.aacc.edu to learn more about the Engineering Department

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

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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**
- CTP 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 145 - Precalculus 1 *3 credit hours*
One of the following may be substituted for MAT 145: 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 - Rapid Prototyping Techniques *4 credit hours*
- MAT 146 - Precalculus *2 3 credits*
- 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*

Diversity Requirement

Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for arts and humanities or social and behavioral sciences.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Mechatronics Technology (certificate)

Title of Certificate: Mechatronics Technology, Certificate

Award: Certificate

Code: CRT.EGR.MECHATRONICS

Total Credit Hours: 28

See www.aacc.edu to learn more about the Engineering Department

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.

Range of Occupations

- Mechatronic technician
- Robotic technician
- Industrial automation technician
- Electro-mechanical fitter

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Media Production - Visual Arts (certificate)

Title of Certificate: Visual Arts - Media Production, Certificate

Award: Certificate

Code: CRT.VSL.MEDIA-PRDN

Total Credit Hours: A minimum of 27

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: The media 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 certificate 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.

Range of Occupations

- Camera operator
- Grip
- Video production assistant

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 27 credits

- ART 106 - Introduction to 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*

Program Outcomes

Upon successful completion of the Video Production Certificate, students will be able to:

- Create storyboards, use video equipment, and organize shoots and video crew;
- Create, mix, and edit images, sounds, and video into presentation for various genres;
- Develop skills in using digital video as a medium for storytelling;
- Produce analysis and criticism of films;
- Analyze the relationship between film and culture;
- Apply various critical methodologies to interpret films;
- Discuss history of film and film industry.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Media Production - Visual Arts Professional (A.A.S.)

Title of Major: Visual Arts Professional - Media Production, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.VSL-P.MEDIA-PROD

Total Credit Hours: 60

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: 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 program is not specifically designed for transfer to a four year institution. Should a student wish to transfer using this degree it is strongly recommended that the student consult with a transfer advisor and the department video coordinator to ensure an efficient transfer. Students may also wish to consider the Visual Arts Transfer AA degree or the Video Production Certificate.

Additional Degree Requirements

A grade of C or better is required in each Visual Arts Professional program course requirement.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies the Arts and Humanities General Education requirement and one of the Program Requirements for this degree.

Biological and Physical Sciences: 3 - 4 credits

A science lab is acceptable. See Biological and Physical Science General Education Requirements for a list of approved courses.

Biological and Physical Sciences, Computer Technology or Mathematics: 3-4 credits

See General Education Requirements and degree program required courses for a list of approved courses.

- Biological and Physical Sciences
- Computer Technology
- Mathematics

Health/Fitness/Wellness: 3 credits

See Health/Fitness/Wellness General Education Requirement 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: 10 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design *3 credit hours*
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 106 - Introduction to Digital Design *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.

Area of Concentration: 26-32 credits

Required Courses: 21 credits

- 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 Electives: 3-9 credits

Recommend students consult with Visual Arts faculty when selecting electives.

Electives: 0-2 credits

Computer Competency Requirement

ART 106 meets this requirement.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Media Production Area of Concentration, students will be able to:

- Create storyboards, use video equipment, and organize shoots and video crew;
- Create, mix, and edit images, sounds, and video into presentation for various genres;
- Develop skills in using digital video as a medium for storytelling;
- Produce analysis and criticism of films;
- Analyze the relationship between film and culture;
- Apply various critical methodologies to interpret films;
- Discuss history of film and film industry.

This program aligns with the college's core competencies.

Related Anne Arundel Community College Majors & Programs

- Film Studies - Arts and Sciences Transfer (A.A.)
- Media Production - Visual Arts (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Medical Assisting (A.A.S.)

Special Admission Requirements - Rolling Admission

Title of Major: Medical Assisting, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.MDA.MDA

Total Credit Hours: 60

See www.aacc.edu to learn more about about the Medical Assisting Degree program

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 Healthcareer Association exam 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.

Additional Program Requirements

All medical assisting program students must receive a minimum grade of C in each medical assisting and general education course. Students who receive a final grade below C in any medical assisting course will be awarded a grade of F in that course.

Range of Occupations

- Administrative medical assistant
- Clinical medical assistant
- Medical office management

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 or call **410-777-7310** for schedule. You may also view the online information session. Detailed information regarding profession, admission and academic requirements will be discussed.
2. Submit a program application to Florestano 100.
3. High school graduate or equivalency. Official transcripts required.
4. 18 years of age or older by first day of class.
5. Eligibility for ENG 111 or ENG 115 or ENG 121.
6. Eligibility for a mathematics general education course (see General Education Mathematics Requirements).
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. Prerequisites must be completed with a minimum grade of "C" in each course.
9. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
10. 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 or WES (World Education Services) at www.wes.org.
11. 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 Medical Assisting program. Anne Arundel Community College's code for TOEFL is 5019.

Note: The Medical Assisting program is a 1+1 program. Students complete the certificate courses in year one and the degree requirements in year two.

Selection Criteria

Students will be admitted to the medical assisting course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the Medical Assisting 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, applicants must meet the following criteria:

- Must satisfactorily complete all academic and admission requirements.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, Health Examination Record and submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

Medical Assisting Program Sequence

Program Requirements

Prerequisites

- ACA 100 - Student Success Seminar *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

- MDA 112 - 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*
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

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**
- CTP 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 145 - Precalculus 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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Medical Assisting (certificate)

Special Admission Requirements - Rolling Admission

Title of Certificate: Medical Assisting, Certificate

Award: Certificate

Code: CRT.MDA.MDA

Total Credit Hours: 31

See www.aacc.edu to learn more about the Medical Assisting Certificate program

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 Healthcareer Association exam 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 (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Range of Occupations

- Administrative medical assistant
- Medical assistant to physician

Additional Program Requirements

All medical assisting program students must receive a minimum grade of C in each medical assisting course. Students who receive a final grade below C in any medical assisting course will be awarded a grade of F in that course.

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 or call **410-777-7310** for schedule. You may also view the online information session. Detailed information regarding profession, admission and academic requirements will be discussed.
2. Submit a program application to Florestano 100.
3. High school graduate or equivalency. Official transcripts required.
4. 18 years of age or older by first day of class.
5. Eligibility for ENG 111 or ENG 115 or ENG 121.
6. 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.
7. Prerequisites must be completed with a minimum grade of "C" in each course.
8. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
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 or WES (World Education Services) at 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 Medical Assisting program. Anne Arundel Community College's code for TOEFL is 5019.

Selection Criteria

Students will be admitted to the medical assisting course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the Medical Assisting 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, applicants must meet the following criteria:

- Must satisfactorily complete all academic and admission requirements.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, Health Examination Record and submission of current American Heart Association Basic Life Support (BLS) CPR certification card.
- Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 31 credits

Prerequisites

- MDA 113 - Medical Terminology *3 credit hours*
- ACA 100 - Student Success Seminar *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*
- MDA 112 - 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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Medical Coding (certificate)

Special Admission Requirements - Program Application Deadline: July 15*

Title of Certificate: Medical Coding, Certificate

Award: Certificate

Code: CRT.IHE.MED-CODE

Total Credit Hours: 41-45

See www.aacc.edu to learn more about the Medical Coding Certificate program

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 Specialists and Certified Professional Coders work in physicians' offices, managed care organizations, ambulatory care centers or hospitals.

Additional Program Requirements

All coding students must receive a minimum grade of C in each medical coding course. Students who receive a final grade below a C in any medical coding course will be awarded a grade of F in that course.

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 or call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed.
2. Submit a program application to Florestano 100.
3. High school graduate or equivalency or associate degree or higher. Official transcripts required.
4. 18 years of age or older prior to registering for the final program course, HIT 275 - Medical Coding Practicum.
5. Eligibility for ENG 111.
6. Prerequisites must be completed with a minimum grade of "C" in each course by the application deadline.
7. Must have minimum adjusted grade point average (GPA) of 2.0 at this college.
8. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or WES (World Education Services) at 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 Medical Coding program. Anne Arundel Community College's code for TOEFL is 5019.

Selection Criteria

Students will be admitted to the medical coding program each fall as the number of students permits. Applications received by the deadline will be assured consideration based on space availability. Applications received after the deadline may 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.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation 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.*
- CTP 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 Coding 3 *credit hours*
- HIT 218 - Introduction to CPT/HCPCS Coding 3 *credit hours*
- MDA 112 - 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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Medical Laboratory Technician (A.A.S.)

Special Admission Requirements - Program Application Deadline: April 15*

Title of Major: Medical Laboratory Technician, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: 64-67

Code: AAS.MLT.MLT

See www.aacc.edu to learn more about the Medical Laboratory Technician Degree program

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

Additional Program Requirements

A grade of C or better in each medical laboratory technician and general education course is required to progress in the program. Students practice selected procedures on each other, and perform manual and automated testing in the college laboratory. Students are required, after successful completion of coursework, to perform 480 unpaid practicum hours in the clinical setting.

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 or call **410-777-7310** for schedule. You may also view the online information session. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
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 137.
5. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
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 or WES (World Education Services) at www.wes.org.
7. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Medical Laboratory Technician program. Anne Arundel Community College's code for TOEFL is 5019.

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.
- 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, Health Examination Record, and submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR 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.

Enrollment Restrictions

Limitations of hospital, clinical or laboratory facilities necessitate certain enrollment restrictions.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 *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*
- SOC 111 - Introduction to Sociology *3 credit hours*
(satisfies the college diversity requirement)
- MAT 137 - College Algebra *3 credit hours*
MAT 145, MAT 151 or MAT 191 will satisfy the MAT 137 requirement.
(Former MAT courses: MAT 121, MAT 131, MAT 141, or MAT 230 will also satisfy the MAT 137 requirement).
- MLT 101 - Urinalysis and Body Fluids *3 credit hours*
- MLT 102 - Quality Assurance and Quality Control *1 credit hour*

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**
- CTP 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/Immunochemistry *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.
- Apply ethical values and appropriate legal standards in clinical laboratory practice.
- 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.
- Apply knowledge of cultural and socioeconomic difference to the practice of medical laboratory technology.
- Demonstrate effective written, oral, and nonverbal communication with colleagues, other health care providers, and the public.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Mobile Device Application Development (certificate)

Title of Certificate: Mobile Device Application Development, Certificate

Award: Certificate

Code: CRT.CIS.MOBL-DEVICE

Total Credit Hours: 20

About the Computer Science Department

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

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Mobile Device Application Development - Internet and Mobile Device Application Development (A.A.S.)

Title of Major: Internet and Mobile Device Application Development - Mobile Device Application Development, A.A.S.

Award: Associate of Applied Science degree, A.A.S

Code: AAS.CPS.MOBL-APP-DEV

Total Credit Hours: 60

About the Computer Science Department

Purpose: Prepares students for careers requiring a strong background in computer technology. Covers fundamental concepts in software development, internet application development and mobile device application development.

Emphasizes the development of software development in iOS and Android platforms. Emphasizes the roles and responsibilities of a Mobile Device Application developer.

Range of Occupations:

- Software Developer
- Mobile Applications Developer
- Applications Developer
- Android/iOS Mobile Developer

Related Major

Students may wish to also review requirements for the similar major linked below.

- Internet Application Development - Internet and Mobile Device Application Development (A.A.S.)

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

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

- CTP 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 145 - Precalculus 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: 19 credits

Students must complete all of these with a grade of C or better.

- 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 135 - Programming in JavaScript 4 credit hours
- CTP 150 - Computer Science 1 4 credit hours

Area of Concentration Requirements: 16-19 credits

Students must complete all of these with a grade of C or better.

- ART 262 - Image & Design 3 credit hours
- ART 171 - Interactive Design 1 3 credit hours
- CTP 230 - Android Programming 4 credit hours
- CTP 232 - iPad/iPhone iOS Programming 1 4 credit hours
- Electives: 2-5 credit hours

Computer Competency Requirement

General education requirement CTA 103 meets this requirement.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Fast Track

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 applications for the iPad and iPhone using the iOS development environment.
- Develop applications for Android devices
- Demonstrate the use of design patterns
- Apply fundamental principles and methods of Computer Science to a wide range of applications

This program align with the college's core competencies.

Related Anne Arundel Community College Certificates

- Internet Application Development (certificate)
- Mobile Device Application Development (certificate)

Career and Educational Advancement Resources

Music - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Music, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.MUSIC

Total Credit Hours: 60

See www.aacc.edu to learn more about Performing Arts

Purpose: For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in music.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this

degree.

OR

- Interdisciplinary Studies and Emerging Issues course *3 credit hours*

OR

- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*

OR

- MAT 135 - Statistics *3 credit hours*

OR

More advanced level if qualified from the list below:

- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-29

Required Courses: 18 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 applied music 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 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 courses or one 1-credit and one 2-credit applied music courses 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 215 - Applied Music: Tuba Traditional 2 *credit hours*
- MUS 216 - Applied Music: Viola 2 *credit hours*
- MUS 217 - Applied 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: 0-5 credits

Recommend students check on transfer institution's 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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Describe social diversity and the ways in which cultural values are historically and socially situated.
- Accurately and authentically perform or create a musical composition using the skills acquired from Ensemble and Applied Music courses.
- Analyze and create a musical composition using various analytical and composition techniques acquired from Music Theory & Ear Training and Music History courses.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Network Security (certificate)

Title of Major: Network Security, Certificate

Award: Certificate

Code: CRT.CIS.NET-SEC

Total Credit Hours: 20

About the Cybersecurity, Networking and Digital Forensics Department

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

Additional Certificate Requirements

Students must satisfy the prerequisites for each course in the certificate or have permission of the coordinator of CyberStudies to take each course.

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 20 credits

- CTP 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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Nursing (A.S.)

Special Admission Requirements - Program Application Deadline: March 15*

Title of Major: Nursing, A.S.

Award: Associate of Science degree, A.S.

Code: AS.NUR.RN

Total Credit Hours: A minimum of 67

See www.aacc.edu to learn more about the Nursing Degree program

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)

Additional Program 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.

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.

**Beginning with the fall 2018 class, the program is no longer rolling admission. Applications for the fall 2018 class will be available December 2017 and due March 15, 2018.*

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 or call **410-777-7310** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
2. Submit a completed program application by the application deadline.
3. 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 prior to submitting program application.
4. The Test of Essential Academic Skills (ATI TEAS) is required prior to submitting program application with the scores indicated in the program admissions requirement booklet.
5. 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.
6. 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.

7. Eligibility for ENG 111 or ENG 115.
8. Eligibility for a general education Mathematics course.
9. Prerequisite(s) must be satisfactorily completed.
10. Must have a minimum adjusted grade point average (GPA) of 2.5 at this college.
11. 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 or WES (World Education Services) at www.wes.org.
12. 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.

Selection Criteria

Students will be admitted to the registered nursing course sequence each fall and spring semester as the number of students permit. Complete applications received by the deadline will be given a seat once confirmed complete and qualified. Seats are assigned on date and time complete application is received. 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. Once the class is full, even if it is prior to the deadline, students will have to wait for the next admission cycle to start in order to apply.

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.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, health examination record, and submission of current American Heart Association Basic Life Support (BLS) CPR certification card.
- Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 except for BIO 231/BIO 233, which must be taken prior to submitting application.

Term 1

- BIO 231 - Human Biology 1 4 credit hours
Must be completed with a B or better prior to submitting application. 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 submitting application. 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 137 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, Paramedic, 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 LPNs, Paramedics or 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. All other 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.

- BIO 231 - Human Biology 1.4 credit hours **AND**
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 **AND**
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, Paramedic, Veterans 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. NURS 152 must be taken the semester prior to starting the nursing course sequence.

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 - LPN, Paramedic or 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 the 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.

** For Veterans - Term 3 is not considered Full-Time by the US Department of Veterans Affairs, therefore benefits will be prorated.

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.

Paramedics

Official transcript from Paramedic training must be submitted to verify successful completion of Paramedic training from a state-approved licensed paramedic program.

Clinical Experience

The following material must be submitted to continue the application process.

- Official transcript from a state-approved licensed paramedic program.
- Copy of an active Maryland Paramedic license. Paramedics must have an active unencumbered Maryland license from the Maryland Institute for Emergency Medical Services Systems.
- Verification of current employment as a Paramedic 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

Clinical Experience

- Applicants must be a Medic/Corpsman to qualify for this program with at least one year of experience.
- Submit a copy of your DD-214 (Certification of Release or Discharge from Active Duty) as verification of your required medical service.

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Nursing Transfer - Arts and Sciences Transfer (A.S.)

Title of Major: Arts and Sciences - Nursing Transfer A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.NUR

Total Credit Hours: 60

See www.aacc.edu to learn more about Biology Department

Purpose: The Nursing Transfer program prepares students for transfer to area colleges and universities offering a bachelor of science degree in nursing.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirement: 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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

- 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 137 - College Algebra *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

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

Students must choose one History course from the following:
 - HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
 - HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
 - HIS 211 - United States History through the Civil War *3 credit hours*
 - HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-27 credits

- BIO 135 - Principles of Nutrition *3 credit hours*

- 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*
OR
- CHE 115 - General, Organic and Introduction to Biochemistry 4 *credit hours*

- MAT 135 - Statistics 3 *credit hours*
- PSY 211 - Developmental Psychology 3 *credit hours*
- **Electives** (consult with an advisor) 0-3 *credit hours*

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

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 111 - Introduction to Psychology 3 *credit hours*

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

Satisfied by SOC 111 requirement.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Related Anne Arundel Community College Degree

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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Nutrition - Arts and Sciences Transfer (A.S.)

Title of Major: Arts and Sciences - Nutrition, A.S.

Award: Associate of Science degree, A.A.S.

Code: AS.ARTS-SCI.NUTRI

Total Credit Hours: 60

See www.aacc.edu to learn more about Biology Department

Purpose: Prepares students for transfer to four-year institutions offering Bachelor of Science degrees in nutrition.

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."

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirement: 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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

- 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 137 - College Algebra *3 credit hours*
OR
More advanced level if qualified from the list below:

- MAT 145 - Precalculus 1 3 *credit hours*
- MAT 146 - Precalculus 2 3 *credits*
- MAT 151 - Accelerated Precalculus 4 *credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 4 *credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 4 *credit hours*
- MAT 202 - Linear Algebra 4 *credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 *credits*

Social and Behavioral Sciences: 6 credits

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

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations 3 *credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations 3 *credit hours*
- HIS 211 - United States History through the Civil War 3 *credit hours*
- HIS 212 - United States History Since the Civil War 3 *credit hours*

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-27 credits

- BIO 135 - Principles of Nutrition 3 *credit hours*
OR
- BIO 136 - Principles of Nutrition and Laboratory 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*
- CHE 214 - Organic Chemistry 2 4 *credit hours*
- PSY 111 - Introduction to Psychology 3 *credit hours*
- Electives (consult with an advisor) 1-5 *credit hours*
No more than 3 credits of physical activity courses may be used as electives.

UMD transfer students 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.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Analyze and solve problems by applying discipline appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline specific tools and methodology.
- Apply discipline specific lab safety rules.
- Apply knowledge of discipline specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline specific concepts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Office Applications Specialist (lor)

Title of Letter of Recognition: Office Applications Specialist, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 8

See www.aacc.edu to learn more about the Computer Information Systems Department

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.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Office Support (lor)

Title of Letter of Recognition: Office Support, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 11

See www.aacc.edu to learn more about the Business Management Department

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

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paralegal Studies - Business (A.A.S.)

Title of Major: Paralegal Studies - Business, A.A.S.

Award: Associate of Applied Science degree, A.A.S

Code: AAS.PARA.BUSN

Total credit hours: 60

See www.aacc.edu to learn more about Legal Studies Institute

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 areas of concentration: 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.

American Bar Association approved.

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

Note: Paralegals may not provide legal services to the public except as permitted by law.

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 satisfies the College English composition general education requirement. Students who test into ENG 121 will need to take an additional 3 credit elective to meet the 60 credit hours required for the 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

One laboratory science course 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

Mathematics: 3 credits

- MAT 100 - The Nature of Mathematics *3 credit hours*
Or more advanced level if qualified. Due to a variety of transfer requirements at four-year schools, students should consult with an adviser or refer to the math department listed by their transfer school before choosing a math course.

Social and Behavioral Sciences: 3 credits

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

Program Requirements: 22 credits

- LGS 111 - Introduction to Paralegal Studies *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*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

Area of Concentration Requirements: 12-15 credits

- LGS 254 - Business Law 2 *3 credit hours*
- **Elective (paralegal studies): 6 credit hours**
These must be satisfied by two paralegal studies electives 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*
- **Legal Studies elective: 3 credit hours**
Students may select any additional LGS class except LGS 100.
- **Elective: 0-3 credit hours**
Consult with an advisor. Applies to students who test into ENG 121 and need an additional 3 credits to meet the 60 credit hours for degree.

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

Satisfied by SOC 111 requirement.

Program Outcomes

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

- Explain basic legal concepts, issues, and terminology in subject matter areas that are essential to the practice of law.
- Apply critical thinking skills to identify, analyze, and interpret legal and factual issues and effectively interface with clients and attorneys.
- Strengthen legal research, writing, and oral communication skills.
- Apply general principles of ethical and professional responsibility to the role of paralegals and attorneys in the practice of law.
- Apply practical legal skills and legal theory to assist attorneys in the practice of law.

This program aligns with all the college's core competencies. For a full list of Core Competencies, click [here](#).

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paralegal Studies - Business (certificate)

Title of Certificate: Paralegal Studies - Business, Certificate

Award: Certificate

Code: CRT.PARA-BUSINESS

Total Credit Hours: A minimum of 31

See www.aacc.edu to learn more about Legal Studies Institute

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 areas of concentration: general practice, business, or litigation. Students may pursue the certificate program on a full- or part-time basis and courses are offered in day, evening and weekend and accelerated formats.

Range of Occupations

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Real estate settlement officer
- Victim advocate

Note: Paralegals may not provide legal services to the public except as permitted by law.

Additional Program 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. The certificate program requires 31 credit hours. A certificate in any concentration will require at least seven core courses which provide a background in paralegal studies. The remaining required course or electives are those courses that are germane to the selection program concentration.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation 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 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.

Program Requirements: 19 credits

These are the common program requirements for all three areas of concentration.

- LGS 111 - Introduction to Paralegal Studies *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*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

Area of Concentration Requirements: 12 credits

- LGS 171 - Tort Law *3 credit hours*
- LGS 254 - Business Law 2 *3 credit hours*

Choose two of the following courses: 6 credits

- 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*

Program Outcomes

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

- Explain basic legal concepts, issues, and terminology in subject matter areas that are essential to the practice of law.
- Apply critical thinking skills to identify, analyze, and interpret legal and factual issues and effectively interface with clients and attorneys.
- Strengthen legal research, writing, and oral communication skills.
- Apply general principles of ethical and professional responsibility to the role of paralegals and attorneys in the practice of law.
- Apply practical legal skills and legal theory to assist attorneys in the practice of law.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paralegal Studies - General Practice (A.A.S.)

Title of Major: Paralegal Studies - General Practice, A.A.S.

Award: Associate of Applied Science degree, A.A.S

Code: AAS.PARA.GENL

Total credit hours: 60

See www.aacc.edu to learn more about Legal Studies Institute

American Bar Association approved.

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 areas of concentration: general practice, business or litigation. Paralegal courses are taught by judges, practicing attorneys and experts in the field, with an emphasis on practical applications. Employment projections suggest that the paralegal field will be one of the fastest-growing career areas during the next several years. Students may enroll either full- or part-time and courses are offered in day, evening and weekend formats.

Range of Occupations

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant

- Paralegal
- Real estate settlement officer
- Victim advocate

Note: Paralegals may not provide legal services to the public except as permitted by law.

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 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.

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

One laboratory course required. See Biological and Physical Sciences for a list of approved courses.

Technology: 4 credits

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

Wellness: 3 credits

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

Mathematics: 3 credits

- MAT 100 - The Nature of Mathematics *3 credit hours*
Or more advanced level if qualified. Due to a variety of transfer requirements at four-year schools, students should consult with an advisor or refer to the math department listed by their transfer school before choosing a math course.

Social and Behavioral Sciences: 3 credits

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

Program Requirements: 22 credits

- LGS 111 - Introduction to Paralegal Studies *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*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

Area of Concentration Requirements: 12-15 credits

- LGS 254 - Business Law 2 *3 credit hours*
- **Elective (paralegal studies): 6 credit hours**
Choose any two paralegal studies electives from any non-required LGS courses, except LGS 135, LGS 136, LGS 156, LGS 217, LGS 218, LGS 225, LGS 232, or LGS 270.
- **Elective (paralegal studies): 3 credit hours**
Consult with an advisor. Students may select any additional LGS class except LGS 100.
- **Elective: 0-3 credit hours**
Applies to students who complete ENG 121 and need an additional 3 credits to meet the 60 credit hours for degree.

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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paralegal Studies - General Practice (certificate)

Title of Certificate: Paralegal Studies - General Practice, Certificate

Award: Certificate

Code: CRT.PARA.GENL

Total Credit Hours: A minimum of 31

See www.aacc.edu to learn more about Legal Studies Institute

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 areas of concentration: general practice, business, or litigation. Students may pursue the certificate program on a full- or part-time basis and courses are offered in day, evening and weekend and accelerated formats.

Range of Occupations

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Real estate settlement officer
- Victim advocate

Note: Paralegals may not provide legal services to the public except as permitted by law.

Additional Program 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. The certificate program requires 31 credit hours. A certificate in any concentration will require at least seven core courses which provide a background in paralegal studies. The remaining required course or electives are those courses that are germane to the selection program concentration.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Statewide Tuition Reduction 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 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 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.

Program Requirements Paralegal: 19 credits

- LGS 111 - Introduction to Paralegal Studies *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*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

Area of Concentration Requirements: 12 credits

- LGS 254 - Business Law 2 *3 credit hours*
- **Electives** (paralegal studies) *9 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.

Program Outcomes

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

- Explain basic legal concepts, issues, and terminology in subject matter areas that are essential to the practice of law.
- Apply critical thinking skills to identify, analyze, and interpret legal and factual issues and effectively interface with clients and attorneys.
- Strengthen legal research, writing, and oral communication skills.
- Apply general principles of ethical and professional responsibility to the role of paralegals and attorneys in the practice of law.
- Apply practical legal skills and legal theory to assist attorneys in the practice of law.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Paralegal Studies - General Practice Accelerated (certificate)

Title of Certificate: Paralegal Studies - General Practice, Certificate

Award: Certificate

Code: CRT.PARA.GENL

Total Credit Hours: A minimum of 31

See www.aacc.edu to learn more about the Legal Studies Institute

Purpose: Basic information is presented to prepare students for employment in the paralegal field or to meet the requirements of persons already employed in the paralegal field who wish to obtain college credit and move into more advanced supervisory positions. Students are able to choose one of the following options: general practice, business, litigation or nurse paralegal. Students may pursue the certificate program on a full- or part-time basis and courses are offered in day, evening and weekend and accelerated formats.

Range of Occupations

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Real estate settlement officer
- Victim advocate

Note: Paralegals may not provide legal services to the public except as permitted by law.

Additional Program 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. The certificate program requires 31 credit hours. A certificate in any concentration will require at least seven core courses which provide a background in paralegal studies. The remaining required course or electives are those courses that are germane to the selection program concentration.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation 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.

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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paralegal Studies - Litigation (A.A.S.)

Title of Major: Paralegal Studies - Litigation, A.A.S.

Award: Associate of Applied Science degree, A.A.S

Code: AAS.PARA.LITG

Total credit hours: 60

See www.aacc.edu to learn more about Legal Studies Institute

American Bar Association approved.

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 areas of concentration: general practice, business or litigation. Paralegal courses are taught by judges, practicing attorneys and experts in the field, with an emphasis on practical applications. Employment projections suggest that the paralegal field will be one of the fastest-growing career areas during the next several years. Students may enroll either full- or part-time and courses are offered in day, evening and weekend formats.

Range of Occupations

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Paralegal
- Real estate settlement officer
- Victim advocate

Note: Paralegals may not provide legal services to the public except as permitted by law.

Statewide Tuition Reduction 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 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.

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

One laboratory science course 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 100 - The Nature of Mathematics *3 credit hours*
Or more advanced level if qualified. Due to a variety of transfer requirements at four-year schools, students should consult with an advisor or refer to the math department listed by their transfer school before choosing a math course.

Social and Behavioral Sciences: 3 credits

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

Program Requirements: 22 credits

- LGS 111 - Introduction to Paralegal Studies *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*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

Area of Concentration Requirements: 12-15 credits

- LGS 160 - Domestic Relations *3 credit hours*
- LGS 170 - Civil Procedure *3 credit hours*
- LGS 215 - Criminal Law *3 credit hours*
- LGS 216 - Criminal Evidence and Procedure *3 credit hours*
- **Elective:** *0-3 credit hours* (consult with an advisor)
Applies to students who complete ENG 121 and need an additional 3 credits to meet the 60 credit hours for degree.

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

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paralegal Studies - Litigation (certificate)

Title of Certificate: Paralegal Studies - Litigation, Certificate

Award: Certificate

Code: CRT.PARA.LITG

Total Credit Hours: A minimum of 31

See www.aacc.edu to learn more about Legal Studies Institute

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 areas of concentration: general practice, business, or litigation. Students may pursue the certificate program on a full- or part-time basis and courses are offered in day, evening and weekend and accelerated formats.

Range of Occupations

- Administrative assistant
- Court administrative assistant
- Court clerk
- Law office manager
- Legal assistant
- Legislative legal assistant
- Real estate settlement officer
- Victim advocate

Note: Paralegals may not provide legal services to the public except as permitted by law.

Additional Program 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. The certificate program requires 31 credit hours. A certificate in any concentration will require at least seven core courses which provide a background in paralegal studies. The remaining required course or electives are those courses that are germane to the selection program concentration.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation 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 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.

Program Requirements Paralegal: 19 credits

- LGS 111 - Introduction to Paralegal Studies *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*
- LGS 144 - Legal Research and Writing 2 *3 credit hours*
- LGS 210 - Legal Ethics *3 credit hours*
- LGS 253 - Business Law 1 *3 credit hours*

Area of Concentration Requirements: 12 credits

- LGS 170 - Civil Procedure *3 credit hours*
- LGS 171 - Tort Law *3 credit hours*
- LGS 216 - Criminal Evidence and Procedure *3 credit hours*

Also, choose one of the following: 3 credits

- 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*

Program Outcomes

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

- Explain basic legal concepts, issues, and terminology in subject matter areas that are essential to the practice of law.
- Apply critical thinking skills to identify, analyze, and interpret legal and factual issues and effectively interface with clients and attorneys.
- Strengthen legal research, writing, and oral communication skills.
- Apply general principles of ethical and professional responsibility to the role of paralegals and attorneys in the practice of law.
- Apply practical legal skills and legal theory to assist attorneys in the practice of law.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Paramedic (A.A.S.)

Special Admission Requirements - Rolling Admission (*admits twice a year: August & March*)

Title of Major: Paramedic, A.A.S.

Award: Associate of Applied Science degree, A.A.S. and eligibility for the National Registry Paramedic (NRP) written and practical exams.

Code: AAS.EMT.EMT

Total Credit Hours: A minimum of 61

See www.aacc.edu to learn more about the Paramedic Degree Program

Purpose: Prepares students for state and national certification as a Paramedic (NRP). There is a fee for the national exam.

The AACC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs 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.

Additional Program Requirements

Students must meet academic and admission requirements prior to admission. Students will be expected to practice certain skills on each other in the college lab. Mandatory attendance requirements apply to all classes in the EMT areas of study. A minimum grade of C is required in all EMT curriculum courses required in the program.

Range of Occupations

- Paramedic in local emergency medical services system, industry or health care setting.

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 or call **410-777-7310** for schedule. You may also view the online information session. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
2. Submit a completed program application to Florestano Building Room 100.
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. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
7. Affiliation with Maryland Emergency Medical Services (EMS) jurisdiction.
8. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or WES (World Education Services) at 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 Paramedic program. Anne Arundel Community College's code for TOEFL is 5019.
10. Submission of current American Heart Association Basic Life Support (BLS) CPR certification card.

Selection Criteria

Students will be admitted to the Paramedic course sequence each August and March on a rolling admission basis. Students will apply for the Paramedic 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, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted.
- Must satisfactorily complete all academic and admission requirements.
- Length of EMT certification and active affiliation with an EMS jurisdiction.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, Health Examination Record, urine drug screen, and submission of current American Heart Association Basic Life Support CPR certification card by designated deadline. Information and deadline for completion will be sent in the applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR certification course by designated deadline.

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.

Enrollment Restrictions

Limitations of health care facilities for clinical and field rotations necessitate enrollment restrictions.

Students enrolled in the 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 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 Paramedic will only be granted to those students who have completed all EMT 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 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 and up to a maximum of 64 credits to the Towson University Allied Health program in pursuit of an advanced degree. For information call the EMT department at **410-777-7310**.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

Paramedic Course Sequence

All prerequisite courses require a grade of C or better.

Prerequisites: 5 credits

- ACA 100 - Student Success Seminar *1 credit hour*
OR evidence of completion of 27 academic credits with a cumulative GPA of 2.0
AND
- 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.)

General Education Requirements 16-19 credits

Courses may be taken prior to, concurrently or following the 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**
- CTP 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.

Program Requirements 40 credits

All EMT courses require a grade of C or better. This course sequence meets diversity course requirements.

- EMT 115 - Introduction to Paramedic 2 credit hours
- EMT 118 - Paramedic 1 13 credit hours
- EMT 119 - Paramedic 2 13 credit hours
- EMT 215 - Paramedic 3 5 credit hours
- EMT 270 - Paramedic Capstone 7 credit hours

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.
- Communicate effectively 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.
- Use 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 administer the correct dosage of medication.
- Apply professional ethical and legal frameworks in their work.
- 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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Paramedic (certificate)

Special Admission Requirements - Rolling Admission (*admits twice a year: August & March*)

Title of Certificate: Paramedic, Certificate

Award: Certificate and eligibility for the National Registry Paramedic (NRP) written and practical exams.

Code: CRT.EMT.P

Total Credit Hours: 45

See www.aacc.edu to learn more about the Paramedic Certificate Program

Purpose: Prepares students for state and national certification as a Paramedic (NRP). 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).

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.

Additional Program Requirements

Students must meet academic and admission requirements prior to admission. Students will be expected to practice certain skills on each other in the college lab. Mandatory attendance requirements apply to all classes in the EMT areas of study. A minimum grade of C is required in all EMT curriculum courses required in the program.

Range of Occupations

- Paramedic in local emergency medical services system, industry or health care setting.

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 or call **410-777-7310** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
2. Submit a completed program application to Florestano Building Room 100.
3. 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.
4. A grade of C or better in prerequisite courses.
5. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
6. Affiliation with Maryland Emergency Medical Services (EMS) jurisdiction.
7. Foreign educated students: must have college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or WES (World Education Services) at 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 Paramedic program. Anne Arundel Community College's code for TOEFL is 5019.
9. Submission of current American Heart Association Basic Life Support CPR certification card.

Selection Criteria

Students will be admitted to the Paramedic course sequence each August and March on a rolling admission basis. Students will apply for the Paramedic 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, applicants must meet the following criteria:

- First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted.
- Must satisfactorily complete all academic and admission requirements.
- Length of EMT certification and active affiliation with an EMS jurisdiction.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, Health Examination Record, urine drug screen, and submission of current American Heart Association Basic Life Support CPR certification card by designated deadline. Information and deadline for completion will be sent in the applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 certification course by designated deadline.

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.

Enrollment Restrictions

Limitations of health care facilities for clinical and field rotations necessitate enrollment restrictions.

Students enrolled in the 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

Certificate-seeking students who have not been consecutively enrolled in the Paramedic curriculum must meet the curriculum requirements in effect at the time of application for graduation. Please refer to graduation requirements in this catalog.

A Certificate in Paramedic 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 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 and up to a maximum of 64 credits to the Towson University Allied Health program in pursuit of an advanced degree. For information call the EMT department at **410-777-7310**.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Paramedic Certificate Course Sequence

Note: All prerequisite courses require a grade of C or better.

Prerequisites 5 credits

- ACA 100 - Student Success Seminar *1 credit hour*
Certificate seeking students must consult an academic adviser or program coordinator for specified math eligibility requirements.
OR evidence of completion of 27 academic credits with a cumulative GPA of 2.0
AND
- 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.)

Certificate Requirements 40 credits

Must be taken sequentially.

- EMT 115 - Introduction to Paramedic *2 credit hours*
- EMT 118 - Paramedic 1 *13 credit hours*
- EMT 119 - Paramedic 2 *13 credit hours*
- EMT 215 - Paramedic 3 *5 credit hours*
- EMT 270 - Paramedic Capstone *7 credit hours*

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.
- Communicate effectively 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.
- Use 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 administer the correct dosage of medication.
- Apply professional ethical and legal frameworks to their work in the profession.
- Apply 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.

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Pathway to Teaching (lor)

Title of Letter of Recognition: Pathway to Teaching, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

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 consult with MSDE*.

**MSDE has the governing authority to grant teacher certification in the state of Maryland.*

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Pathway to Teaching Adults (lor)

Title of Letter of Recognition: Pathway to Teaching Adults, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: A minimum of 6

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.

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 209 - Online Instructional Methods *1 credit hour*
- 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*

Program Outcomes

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

1. Identify the characteristics of adult learners
2. Discuss pedagogical techniques to facilitate successful learning for adult learners
3. Design assessments for use with adult learners
4. Identify strategies for teaching adults with diverse needs

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Pathway to Teaching in the Secondary Classroom (lor)

Title of Letter of Recognition: Pathway to Teaching in the Secondary Classroom, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

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 consult with MDSE*.

**MSDE has the governing authority to grant teacher certification in the state of Maryland.*

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

PC Maintenance (lor)

Title of Letter of Recognition: PC Maintenance, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 10

See www.aacc.edu to learn more about the Engineering Department

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

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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Personal Trainer (certificate)

Title of Certificate: Personal Trainer, Certificate

Award: Certificate

Code: CRT.HEA.PER-TRAIN

Total Credit Hours: 17

See www.aacc.edu to learn more about the Personal Trainer Certificate Program

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.

Additional Certificate Requirements

Completion of the required courses with a grade of C or better in each course.

Range of Occupations

- Personal Trainer
- Fitness Specialist for corporate, commercial, private, municipal and community facilities
- Health Coach

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation 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*
OR
- 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 150 - Advanced First Aid, CPR and AED *3 credit hours*
- HEA 230 - Personal Trainer Fundamentals *4 credit hours*
- HEA 231 - Health Coach *3 credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Personal Trainer (1or)

Title of Letter of Recognition: Personal Trainer, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

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

- Personal Trainer

Degree/Award Requirements

Degree Requirements

Students must present current adult CPR/AED certification in order to be awarded the personal trainer letter of recognition.

Award Requirements

Students apply in person, 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Phlebotomy Technician (lor)

Special Admission Requirements - Rolling Admission

Title of Letter of Recognition: Phlebotomy Technician, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 12

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 100 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

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Entrance/Admission Requirements

Admission Requirements

1. Attendance at a program information session or call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed.
2. Submit a completed program application.
3. 18 years of age or older.
4. Foreign educated students must have college transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or WES (World Education Services) at www.wes.org.
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 Phlebotomy program. Anne Arundel Community College's code for TOEFL is 5019.

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 prior to submitting program application.
- Must satisfactorily complete all academic and admission requirements.
- Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check, Health Examination Record, and submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR 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: 12 credits

- MDA 100 - Introduction to Medical Terminology *1 credit hour*
- MDA 110 - Professionalism in Health Care *1 credit*
- MLT 103 - Entry Level Clinical Laboratory Testing *4 credits*
- MLT 125 - Phlebotomy *4 credit hours*
- MLT 275 - Phlebotomy Practicum *2 credit hours*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Photography - Visual Arts (certificate)

Title of Certificate: Visual Arts - Photography, Certificate

Award: Certificate

Code: CRT.VSL.PHOTO

Total Credit Hours: A minimum of 22

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: The photography certificate is offered for students who desire a concentrated introduction to photography for career purposes or personal enrichment.

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 operation, studio lighting as well as digital and analog printing methods.

Range of Occupations

- Editorial Photographer
- Fine Art Photographer
- Commercial Photographer
- Photographic assistant

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.
- Apply critical thinking skills to solve problems using basic research, analysis and interpretation.
- Identify, locate and use informational tools for research on alternative, historical and photojournalistic processes.
- Apply ethical and cultural awareness, an understanding of cultural diversity, and effective and appropriate modes of social interaction to the practice of photography.
- Apply knowledge of safety practices and regulations in the labs.

This program aligns with college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Photography - Visual Arts Transfer (A.A.)

Title of Major: Visual Arts Transfer - Photography, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.VSL.PHOTO

Total Credit Hours: 60

See www.aacc.edu to learn more about Photography

Purpose: In a world saturated by images, photography has become a language of our modern culture. With that in mind, students in the photography program at Anne Arundel Community College will learn to create more expressive and engaging photographs. A wide variety of beginning and advanced courses in both digital and analog photography allow students to explore the many creative possibilities the medium has to offer while also gaining a strong technical foundation in the craft.

Upon completing the photography concentration students are able to transfer to a four-year institution or go straight into the field. Possible professions include a wide variety of applied and creative professions, including but not limited to editorial photographer, studio photographer and fine art photographer.

Students must have a DSLR camera with manually adjustable f-stop and shutter speed controls.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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
This course simultaneously satisfies the Arts and Humanities General Education requirement and one of the Program Requirements for this degree.
- One arts and humanities general education course other than ART 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: 3-4 credits

See General Education Requirements and degree program required courses for a list of approved courses.

- Interdisciplinary Studies and Emerging Issues
- 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: 9 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours

Area of Concentration: 17-23 credits

Students must complete all of these courses with a grade of C or better.

Required Courses: 13 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

Choose one course from 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: 1-7 credits

Recommend students check on transfer institution's requirements. No more than 3 credit hours of physical activity courses may be used as electives.

Recommend the following ART courses as electives:

- ART 102 - Three-Dimensional Design 3 credit hours
- ART 106 - Introduction to Digital Design 3 credit hours
- ART 262 - Image & Design 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
- ART 260 - Video 2 3 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Photography Concentration, students will be able to:

- Explain visual arts history, processes and terminology.
- Apply elements and principles of visual design in creation of original imagery.
- Apply principles of photographic image capture, manipulation, print and production.
- Develop a personal portfolio to present at interviews for both transfer and job-related activities.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Physical Therapist Assistant (A.A.S.)

Special Admission Requirements - Program Application Deadline: March 15*

Title of Major: Physical Therapist Assistant, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.PTA.PTA

Total Credit Hours: A minimum of 70

See www.aacc.edu to learn more about the Physical Therapist Assistant Degree program

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; website 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.

Additional Program Requirements

A grade of C or better in each physical therapist assistant and general education course is required to progress in the program. Students are expected to practice selected procedures on each other in the college laboratory.

Range of Occupations

- Physical therapist assistant (PTA)

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.

Admission Requirements

1. Attendance at a program information session is strongly recommended or call **410-777-7310** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
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 or equivalency OR official transcript verifying an associate 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.
5. Eligibility for ENG 111 or ENG 115 or ENG 121.
6. Eligibility for MAT 137.
7. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
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 or WES (World Education Services) at 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 Physical Therapist Assistant program. Anne Arundel Community College's code for TOEFL is 5019.

Selection Criteria

Students will be admitted to the Physical Therapist Assistant 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 November 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.
- 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, Health Examination Record and submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR certification 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 137 - College Algebra 3 credit hours
*MAT 145, MAT 151 or MAT 191 satisfies the MAT 137 requirement
(Former MAT courses: MAT 121, MAT 131, MAT 141, MAT 142, or MAT 230 will also satisfy the MAT 137 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

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

Completion of the Physical Therapist Assistant Program satisfies the college's diversity 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 Licensing Examination for Physical Therapist Assistants.

This program aligns with all the college's core competencies.

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.

Career and Educational Advancement Resources

Physician Assistant Studies, Professional Certificate

Special Admission Requirements - Program Application Deadline: Sept. 1

Title of Certificate: Physician Assistant Studies, Professional Certificate

Award: Professional Certificate

Code: CRT.PA-PROF

Total Credit Hours: 86

See www.aacc.edu to learn more about the Physician Assistant Studies program

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 (NCCPA).

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 2019.

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.

Additional Program Requirements

Students enter the Physician Assistant program in the summer term of each year.

The 25-month, full-time program requires continuous attendance. Therefore, students should plan finances carefully to avoid the necessity for employment. Information on financial assistance opportunities is available in the Student Financial Services office, Student Services Center.

Students must meet academic and technical standards prior to admission to the program. Admission to the program is required prior to registering for any PHA course. An overall GPA of 3.0 or better in the physician assistant curriculum is required to progress into the clinical year of the program.

All physician assistant students are required to have a personal digital assistant (PDA), email address and Internet access.

Range of Occupations

- Physician Assistant (PA)

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 UMB 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.

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Entrance/Admission Requirements

Admission Requirements

Admission Requirements

1. Applicants to the Physician Assistant program must have a bachelor's degree or higher conferred from a nationally recognized institution.
2. Completion of the GRE.
3. 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. 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 in the admissions information to ensure equivalency prior to submitting a CASPA application. Transcript evaluation services are not available.
4. 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. 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.
5. 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 or WES (World Education Services) at 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.

6. 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 mailed to CASPA by the application deadline.
7. 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
- Recommended courses
- 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.

CPR

Students must successfully complete the American Heart Association Basic Life Support (BLS) CPR certification 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.

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.

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, 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 I *8 credit hours*
- PHA 114 - Pediatric Medicine I *2 credit hours*
- PHA 115 - Psychiatric Medicine *3 credit hours*
- PHA 120 - Pathophysiological Approach to Pharmacotherapeutics I *3 credit hours*

Total credit hours: 16

First Year - Spring Term

- PHA 118 - Clinical Medicine II *8 credit hours*
- PHA 119 - Pediatric Medicine II *2 credit hours*
- PHA 121 - Emergency Medicine *4 credit hours*
- PHA 122 - Patient Evaluation Lab *1 credit hour*
- PHA 123 - Pathophysiological Approach to Pharmacotherapeutics II *3 credit hours*
- PHA 211 - Clerkship Boot Camp *1 credit hour*

Total credit hours: 19

Second Year - Summer Term

- PHA 219 - Clerkship I *4 credit hours*
- PHA 220 - Clerkship II *4 credit hours*

Total credit hours: 8

Second Year - Fall Term

- PHA 221 - Clerkship III *4 credit hours*
- PHA 222 - Clerkship IV *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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Physics - Arts and Sciences (A.S.)

Title of Major: Arts and Sciences - Physics, A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.PHY

Total Credit Hours: 60

See www.aacc.edu to learn more about the Physics Department

Purpose: Prepares students for transfer to four-year institutions offering Bachelor of Science degrees in various professional disciplines including physics.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- Communications course 3 credit hours
- Sophomore Literature course 3 credit hours
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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

- Social and Behavioral Sciences course (other than history) 3 credit hours **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration 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 advisor) 3-6 credit hours
*One of the electives 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.*

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Plant Science - Arts and Sciences Transfer (A.S.)

Title of Major: Arts and Sciences - Plant Science, A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.PLANT

Total Credit Hours: 60

See www.aacc.edu to learn more about the Biology Department

Purpose: This program provides preparation for entry into horticulture, plant science and landscape management programs at four-year institutions.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- Communications course 3 *credit hours*
Strongly recommend COM 111 or COM 116
- Sophomore Literature course 3 *credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

Biological and Physical Sciences: 7 credits

- BIO 103 - General Botany 4 *credit hours*
- BIO 215 - Restoration Ecology 3 *credit hours*

Computer Technology: 4 credits

- CTA 100 - Computing and Information 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 advisor 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 145 - Precalculus 1 3 *credit hours*
OR
- More advanced level if qualified from the list below:
- MAT 146 - Precalculus 2 3 *credits*
- MAT 151 - Accelerated Precalculus 4 *credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 4 *credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 4 *credit hours*
- MAT 202 - Linear Algebra 4 *credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 *credits*

Social and Behavioral Sciences: 6 credits

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

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 25-28 credits

- BIO 113 - Sustainable Horticulture 4 credit hours
 - BIO 116 - Introduction to Landscaping 3 credit hours
 - BIO 201 - Plant Taxonomy 4 credit hours
 - BIO 207 - Plant Propagation 3 credit hours
 - CHE 111 - General Chemistry 1 4 credit hours
 - CHE 112 - General Chemistry 2 4 credit hours
 - Electives: 4-7 credit hours
Suggested electives include:
 - 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.*

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

Satisfied by SOC 111 requirement.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology.
- Apply discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies

Career and Educational Advancement Resources

Practical Nursing (certificate)

Special Admission Requirements - Program Application Deadline: Dec. 15*

Title of Certificate: Practical Nursing, Certificate

Award: Certificate

Code: CRT.NUR.PRAC-NRSG

Total Credit Hours: A minimum of 41

See www.aacc.edu to learn more about the Practical Nursing Certificate program

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)

Additional Certificate 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.

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 or call **410-777-7310** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
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. Prerequisites must be completed with a minimum grade of C in each course by the end of the fall semester in which you apply for selection.
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 or WES (World Education Services) at 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 Practical Nursing program. Anne Arundel Community College's code for TOEFL is 5019.

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 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 submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR 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.

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 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Premedical Professional - Arts and Sciences (A.S.)

Title of Major: Arts and Sciences - Premedical Professional, A.S.

Award: Associate of Science degree, A.S.

Code: AS.ARTS-SCI.PREMED

Total Credit Hours: 60

See www.aacc.edu to learn more about the Biology Department

Purpose: This program provides preparation for entry into dental, optometry, medical, nursing, pharmaceutical and veterinary programs at four-year institutions.

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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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

- CTA 100 - Computing and Information Technology 4 credit hours

Wellness: 3 credits

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

Mathematics: 3 credits

- MAT 145 - Precalculus 1 3 credit hours
- OR**
- More advanced level if qualified from the list below:
- MAT 146 - Precalculus 2 3 credits
- MAT 151 - Accelerated Precalculus 4 credit hours
- MAT 191 - Calculus and Analytic Geometry 1 4 credit hours
- MAT 192 - Calculus and Analytic Geometry 2 4 credit hours
- MAT 201 - Calculus and Analytic Geometry 3 4 credit hours
- MAT 202 - Linear Algebra 4 credit hours
- MAT 230 - Elementary Calculus (For Business and Social Sciences) 3 credits

Social and Behavioral Sciences: 6 credits

- SOC 111 - Introduction to Sociology 3 credit hours **AND**
- Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 3 credit hours
- HIS 212 - United States History Since the Civil War 3 credit hours

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-27 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
- PHY 111 - Fundamentals of Physics 1 4 credit hours
- PHY 112 - Fundamentals of Physics 2 4 credit hours
- Electives (consult with an advisor) 0-3 credit hours

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

Satisfied by SOC 111 requirement.

Program Outcomes

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

- Analyze and solve problems by applying discipline-appropriate quantitative tools, concepts, and methods.
- Investigate physical phenomena experimentally, using discipline-specific tools and methodology. Demonstrate mastery of discipline-specific lab safety rules.
- Apply knowledge of discipline-specific fundamental concepts to explain experimental outcomes or real world phenomena.
- Collect, analyze, and interpret information based on scientific reasoning and discipline-specific concepts.

This program aligns with the college's core competencies.

Production Design (certificate)

Title of Certificate: Production Design, Certificate

Award: Certificate

Code: CRT.PROD.DSGN

Total Credit Hours: 29 - 32

See www.aacc.edu to learn more about the Visual Arts and Humanities & the Architecture and Interior Design departments.

Purpose: Prepares students in the field of Performing Arts or Interior Design by developing essential skills required in the workforce. Provides an intensive focus in theatrical productions supported by the interior design foundation principles and elements with an understanding of historical accuracy in production design. Develops CAD skills used in set design and construction documents. Advances knowledge through the cross-curriculum study of Interior Design and Theater Arts while offering a specialized career path and/or builds on an existing certificate or degree.

Range of Occupations:

- Set designer for theater
- Stage manger
- Set designer for multi-media
- Film set designer
- Retail display, etc.
- Convention display and production
- Kiosk design
- Theatrical Lighting Designer
- Decorative Arts Consultant
- Draftsman

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Requirements: 29 - 32 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*

- ACH 100 - Introduction to Interior Design *1 credit hour*
- ACH 111 - Graphic Communication 1: Composition and Delineation *3 credit hours*
- ACH 201 - History of Interior Design *3 credit hours*
- ACH 245 - Digital Technologies 1 *3 credit hours*
- CTA 100 - Computing and Information Technology *4 credit hours*
- THA 121 - Stagecraft *3 credit hours*
- THA 122 - Introduction to Stage Design and Lighting *3 credit hours*
- THA 125 - Script Analysis *3 credit hours*
- THA 180 - Play Production *3 credit hours*

Program Outcomes

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

- Implement a unique skill set applicable for successful stage theatrical productions.
- Have technical knowledge in computer aided software to provide efficient communication.
- Use knowledge in active stage production working within limitations.
- Design accurate visual structures by evaluating written materials.
- Document concepts through hand drafting and computer generated working drawings.
- Use lighting effectively.
- Complete historically accurate design production in time restrictive circumstances.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Professional Bookkeeper (certificate)

Title of Certificate: Professional Bookkeeper, Certificate

Award: Certificate

Code: CRT.BPA.PROF-BKPP

Total Credit Hours: 18

See www.aacc.edu to learn more about the Business Administration Department

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.

Additional Certificate Requirements

Completion of each of the required courses with a grade of C or better.

Range of Occupations

- Full-charge bookkeeper
- Accounting clerk
- Audit clerk

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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 I *3 credit hours*
- Business elective (approval of department chair) *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.
- Examine internal operations to determine the appropriate level of control.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Psychology - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Psychology, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.PSY

Total Credit Hours: 60

See www.aacc.edu to learn more about Psychology

Purpose: A degree in psychology is a traditional and well-established major offered at almost all universities across the country. This area of concentration prepares students for continuation to a BS/BA in Psychology. Anne Arundel Community College can readily supply the initial core class requirements for such degrees. In addition, this concentration can prepare students for employment in any number of fields that engage the social sciences. The degree can lead to a variety of professions - from the social sciences to business and beyond. This concentration provides essential content to understand the psychological constructs of human behavior including psychological theories on biological, behavioral, environmental, and cognitive factors that influence human development, human relationships, and sociocultural perspectives. Ultimately, students within this area of concentration will have a comprehensive picture of the opportunities psychology offers as a field of study and a career, and will also come to a greater understanding of themselves and their personal motivations.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*
- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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.

BIO 101 is recommended, but students should check with their transfer institution.

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

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
OR
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
OR
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
OR
- MAT 135 - Statistics *3 credit hours*
OR
More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- PSY 111 - Introduction to Psychology *3 credit hours* **AND**

Students must choose one History course from the following:

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*

The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-29 credits

Required Courses: 9 credits

- PSY 100 - Career Development and Assessment *3 credit hours*
- PSY 211 - Developmental Psychology *3 credit hours*

- PSY 214 - Abnormal Psychology 3 credit hours

Choose one course from the following: 3 credits

Students should check with their transfer institution on the most appropriate course for transfer.

- PSY 102 - Psychology of African Americans 3 credit hours
- PSY 205 - Child Psychology 3 credit hours
- PSY 208 - Adolescent Psychology 3 credit hours
- PSY 212 - Personality Psychology 3 credit hours
- PSY 216 - Human Sexuality 3 credit hours
- PSY 221 - Psychology of Men 3 credit hours
- PSY 222 - Psychology of Women 3 credit hours
- PSY 223 - Social Psychology 3 credit hours
- PSY 224 - Multicultural Psychology 3 credit hours
- PSY 232 - Sport Psychology 3 credit hours
- PSY 250 - Statistics in Social and Behavioral Sciences 3 credit hours

Electives: 12-17 credits

Recommend students check on transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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

PSY 211 or PSY 214 meet this requirement.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain the value of tradition, innovation, and creativity.
- Apply mathematical skills, critical analysis, and logical thinking to solving problems and interpreting quantitative information.
- Explain behavior and mental processes using basic psychological terminology, concepts, and theories.
- Summarize general ideas and conclusions from psychological sources accurately.
- Describe how context and sociocultural factors shape conclusions about individual behavior.
- Articulate the skill sets desired by employers who hire or select people with psychology backgrounds.
- Describe how psychology's content applies to business, health care, educational, and other workplace settings.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Public Health Professions - Public Health (A.S.)

Title of Major: Public Health Professions - Public Health, A.S.

Award: Associate of Science degree, A.S.

Code: AS.PBH.PUBLIC-HEA

Total Credit Hours: 60

See www.aacc.edu to learn more about the Public Health Professions Degree program

Purpose: For students interested in pursuing public health and transferring to a four-year institution or gaining personal enrichment.

Additional Program Requirements

A grade of C or better in all Public Health Professions courses is required to progress in the program. Please note this program requires completion of a service learning assignment/general community service project (PBH 203).

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 115 - Critical and Creative Thinking in the Information Age *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 - Advanced First Aid, CPR and AED *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 advisor or with their transfer school before choosing their electives.

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

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 2020 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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Radiologic Technology (A.A.S.)

Special Admission Requirements - Program Application Deadline: Oct. 15 *

Title of Major: Radiologic Technology, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.RAD.RAD

Total Credit Hours: A minimum of 66 credit hours; seven terms (includes general education and prerequisite requirements).

See www.aacc.edu to learn more about the Radiologic Technology Degree program

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)

Additional Program Requirements

All radiologic technology students must receive a minimum grade of C in each radiology course. Students who receive a final grade below C in any radiology course will be awarded a grade of F in that course.

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.
2. Submit a completed program application by the application deadline.
3. Completion of all seven (7) prerequisite courses with a minimum grade of C in each course and a cumulative prerequisite GPA of at least 3.0 (no rounding) by the end of the fall semester in which you apply.
4. High school graduate or equivalency or associate degree or higher from a nationally recognized institution. Official transcripts required.
5. The Test of Essential Academic Skills (ATI TEAS) is required with the scores indicated in the program admissions requirement booklet.
6. Must have a minimum adjusted grade point average (GPA) of 2.5 at this college.
7. Science and math prerequisites must be taken within seven years of time the application is submitted.
8. Official transcripts, if applicable.
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 or WES (World Education Services) at www.wes.org.
10. Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 course sequence with grades of C or better prior to applying to the Radiologic Technology program. Anne Arundel Community College's code for TOEFL is 5019.
11. Two letters of recommendation with satisfactory rating.
12. 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).

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. Applications will be available in April in the Health Sciences office, Florestano Building Room 100 and on the college website. To be considered for conditional acceptance, the applicant must meet the following criteria:

- Application submitted by the October 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 with the application.
- 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, Health Examination Record, and submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 certification 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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 137 - College Algebra 3 credit hours

MAT 145, MAT 151 or MAT 191 satisfies the MAT 137 requirement.

(Former MAT courses: MAT 121, MAT 131, MAT 141, MAT 142, or MAT 230 will also satisfy the MAT 137 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 skills.
- Demonstrate effective communication skills.
- Demonstrate professionalism.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Restaurant Cooking Skills (certificate)

Title of Certificate: Restaurant Cooking Skills, Certificate

Award: Certificate

Code: CRT.HRM.REST-COOKING

Total Credit Hours: 16

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

Additional Certificate Requirements

Students are required to wear an approved chef uniform for production classes. See course description for specifics.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Retail and Sales Management Option (lor)

Title of Letter of Recognition: Retail and Sales Management Option, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

About the Business Management Department

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.

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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Retail Management (certificate)

Title of Certificate: Retail Management, Certificate

Award: Certificate

Code: CRT.BPA.RTL-MGT

Total Credit Hours: 25

See www.aacc.edu to learn more about the Business Management Department

Purpose: An eight course (25 credit hour) sequence of business courses that prepares the successful graduate for a career in retail management. Students will learn the various functions of running a retail store, which includes: sales and customer service, accounting, supervision of employees and use of the latest business software.

Additional Certificate Requirements

Completion of each of the required courses with a grade of C or better.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 25 credits

- BPA 125 - Marketing Principles *3 credit hours*
- BPA 134 - Retail Management *3 credit hours*
- BPA 142 - Principles of Management *3 credit hours*
- BPA 162 - Business Communications *3 credit hours*
- BPA 172 - Human Resource Management *3 credit hours*
- BPA 190 - Organizational Behavior *3 credit hours*
- BPA 201 - Financial Accounting *3 credit hours*
- CTA 100 - Computing and Information Technology *4 credit hours*

Program Outcomes

Upon completion of the certificate, the student will be able to:

- Apply competitive marketing strategies in a retail setting.
- Utilize management techniques to maximize human performance.
- Prepare financial statements and utilize data to improve decision making.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Secondary Education - Chemistry (A.A.T.)

Title of Major: Secondary Education - Chemistry, A.A.T.

Award: Associate of Arts in Teaching, A.A.T.

Code: AAT.EDU.SEC-CHEM

Total Credit Hours: 62

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information.
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Secondary Education - English (A.A.T.)

Title of Major: Secondary Education - English, A.A.T.

Award: Associate of Arts in Teaching, A.A.T.

Code: AAT.EDU.SEC-ENG

Total Credit Hours: 60

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information.
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

- 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 - Ancient and Medieval Western Civilizations 3 credit hours
- HIS 112 - Early Modern and Modern Western Civilizations 3 credit hours
- HIS 211 - United States History through the Civil War 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.

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Secondary Education - Mathematics (A.A.T.)

Title of Major: Secondary Education - Mathematics, A.A.T.

Award: Associate of Arts in Teaching, A.A.T.

Code: AAT.EDU.SEC-MATH

Total Credit Hours: 61-64

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information..
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Secondary Education - Physics (A.A.T.)

Title of Major: Secondary Education - Physics, A.A.T.

Award: Associate of Arts in Teaching, A.A.T.

Code: AAT.EDU.SEC-PHYS

Total Credit Hours: 64-67

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information.
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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/fitness/wellness 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*

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Secondary Education - Spanish (A.A.T.)

Title of Major: Secondary Education - Spanish, A.A.T.

Award: Associate of Arts in Teaching, A.A.T.

Code: AAT.EDU.SEC-SPA

Total Credit Hours: 60

<http://www.aacc.edu/programs-and-courses/credit-and-degree-seekers/education/>

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.

Additional 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 prior to the completion of the 30th credit hour. For more details visit Praxis Information.
- 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.

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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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)
OR
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

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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Server Administration and Security (certificate)

Title of Certificate: Server Administration and Security, Certificate

Award: Certificate

Code: CRT.CIS.SERVER

Total Credit Hours: 20

See www.aacc.edu to learn more about the Cybersecurity, Networking and Digital Forensics Department

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

Open Planner for this Certificate

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Small Business Accounting (lor)

Title of Letter of Recognition: Small Business Accounting, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: 9

About the Business Management Department

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

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

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 for more information.

Solid Modeling and Rapid Prototyping (lor)

Title of Letter of Recognition: Solid Modeling and Rapid Prototyping, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: A minimum of 10

See www.aacc.edu to learn more about the Engineering Department

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

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 - Rapid Prototyping Techniques *4 credit hours*

Career and Educational Advancement Resources

Special Education Support (certificate)

Title of Certificate: Special Education Support, Certificate

Award: Certificate

Code: CRT.EDU.SES

Total Credit Hours: A minimum of 16

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.

Statewide Tuition Reduction 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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*

Career and Educational Advancement Resources

Studio Arts - Visual Arts Transfer (A.A.)

Title of Major: Visual Arts Transfer - Studio Arts, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.VSL.STUDIO-ART

Total Credit Hours: 60

See www.aacc.edu to learn more about Studio Arts

Purpose: Provides the fundamental foundation in the visual arts to prepare students for transferring to a 4-year college, university or art school to pursue a bachelor's degree in the visual arts. In addition to the ability to transfer credits toward a bachelor's degree at a 4-year school students would have the skills to pursue entry-level positions in art galleries, community arts education and apprenticeships or internships with professional artists.

Students' options after completing their transfer degree are dependent on the educational pathway and degree or certificate program that the student selected. The options are many. Some options might include working as an independent studio artist, teaching in the studio arts field and working in a gallery or museum.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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*
This course simultaneously satisfies the Arts and Humanities General Education requirements and one of the Program Requirements for this degree.
- One arts and humanities general education course 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.

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

CTA 100 or CTP 103 meet both the computer technology general education, and computer competency requirements.

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: 9 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 125 - Drawing 1 3 credit hours
- ART 209 - History of Western Art 1 3 credit hours

Area of Concentration: 17-23 credits

Students must complete all of these courses with a grade of C or better.

Required Courses: 10 credits

- ART 102 - Three-Dimensional Design 3 credit hours
- ART 200 - Drawing 2 3 credit hours
- ART 210 - History of Western Art 2 3 credit hours
- ART 230 - Art Portfolio Development 1 credit hour

Electives: 7-13 credits

Recommend students check on transfer institution's requirements. No more than 3 credit hours of physical activity courses may be used as electives.

Recommend the following ART courses as electives:

- ART 131 - Painting 1 3 credit hours
- ART 135 - Sculpture 1: Clay Modeling and Mixed Media 3 credit hours
- ART 142 - Portraiture 1 3 credit hours
- ART 145 - Ceramics 1 3 credit hours
- ART 146 - Ceramics 2 3 credit hours
- ART 148 - Intaglio Printmaking 1 3 credit hours
- ART 149 - Relief Printmaking 3 credit hours
- ART 202 - Life Drawing 3 credit hours
- ART 232 - Painting 2 3 credit hours

- ART 235 - Sculpture 2 3 credit hours
- ART 246 - Screen Printing 3 credit hours
- ART 247 - Lithographic Printmaking 3 credit hours

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Studio Arts Concentration, students will be able to:

- Apply the principles of design to the creation of works of art.
- Record the observable world through the use of a variety of drawing materials.
- Use different media to solve design problems and express a personal point of view.
- Use new technologies used to express visual ideas.
- Apply knowledge of specific scientific and mathematical formulas in the making of artworks.
- Describe the primary historical periods and cultural trends in art.
- Apply critical thinking skills to written and verbal communication about art.
- Develop a professional portfolio of work that demonstrates growth and maturation in personal artistic expression that is suitable to present at interviews for both transfer and job-related activities.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Surgical Technology (A.A.S.)

Special Admission Requirements - Rolling Admission

Title of Major: Surgical Technology, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: AAS.SGT.SGT

Total Credit Hours: A minimum of 66

See www.aacc.edu to learn more about the Surgical Technology Degree program

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.

Additional Program Requirements

A grade of C or better in each surgical technology and general education course is required to progress in the program.

Range of Occupations

- Surgical technologist

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 or call **410-777-7310** for schedule. Detailed information regarding program, profession, admission and academic requirements and selection criteria will be discussed.
2. Submit a completed program application.
3. Grade of C or better in all prerequisite courses by the time application is submitted.
4. High school graduate or equivalency or associate degree or higher from a nationally recognized institution. Official transcripts required.
5. United States high school general chemistry (1 credit), CHE 011 (non-credit), or a college-level chemistry (CHE 111 or CHE 103) with a grade of C or better. If home schooled, the high school curriculum must be under a recognized umbrella organization with the supervision of a state-approved curriculum. AACC may require a course syllabus so that our chemistry department chair can review and approve the curriculum.
CHE 011 or CHE 111 or CHE 103 is eligible for Health Manpower Shortage Tuition Waiver.
6. Eligibility for ENG 111 or ENG 115 or ENG 121.
7. Eligibility for general education math (see General Education Mathematics Requirements).
8. If developmental courses in English or mathematics are needed, the student will not be eligible for the program until completion of all developmental courses.
9. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
10. 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 or WES (World Education Services) at www.wes.org.
11. 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.

Selection Criteria

Students will be admitted to the surgical technology program on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the surgical technology 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, applicants must meet the following criteria:

- Must satisfactorily complete all academic and admission requirements.
- Satisfactory 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, a Health Examination Record, and submission of current American Heart Association Basic Life Support (BLS) CPR certification card. Information and deadline for completion will be sent in applicant's conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

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 (BLS) CPR certification 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.

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 employment as a Surgical Technologist. See the Surgical Technology department coordinator for additional information.

Graduation Requirements

See Academic Regulations for college-wide Graduation 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 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
- CTP 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 the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Theater - Arts and Sciences Transfer (A.A.)

Title of Major: Arts and Sciences - Theater, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.ARTS-SCI.THEATER

Total Credit Hours: 60

See www.aacc.edu to learn more about Performing Arts

Purpose: For students interested in pursuing professional training, transferring to a four-year institution or gaining personal enrichment by concentrating in theater.

General Education Requirements: 31-36 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

- Communications course *3 credit hours*

- Sophomore Literature course *3 credit hours*
These courses simultaneously satisfy the Arts and Humanities general education requirements and two of the Program Requirements for this degree.

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: 3-4 credits

- Computer Technology course *3-4 credit hours*
Either CTA 100 or CTP 103 will simultaneously meet the computer technology and computer competency requirements for this degree.
- OR**
- Interdisciplinary Studies and Emerging Issues course *3 credit hours*
- OR**
- Mathematics course *3-4 credit hours*

Health/Fitness/Wellness: 3 credits

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

Mathematics: 3 credits

Students must choose one Mathematics course from the following:

- MAT 133 - Finite Mathematics *3 credit hours*
- OR**
- MAT 135 - Statistics *3 credit hours*
- OR**
- More advanced level if qualified from the list below:
- MAT 137 - College Algebra *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*

Social and Behavioral Sciences: 6 credits

- Social and Behavioral Sciences course (other than history) *3 credit hours* **AND**
Students must choose one History course from the following:
- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *3 credit hours*
- HIS 212 - United States History Since the Civil War *3 credit hours*
The History course simultaneously satisfies one of the Social and Behavioral Sciences general education requirements and one of the Program Requirements for this degree.

Program Requirements: 9 credits

The Program Requirements for this degree are simultaneously satisfied by three of General Education Requirements listed above: (1) the Communications Arts and Humanities general education requirement, (2) the Sophomore Literature Arts and Humanities general

education requirement, and (3) one of the History Social and Behavioral Sciences general education requirement courses (HIS 111 or HIS 112 or HIS 211 or HIS 212).

Area of Concentration Requirements: 24-29 credits

Required Courses: 15 credits

- THA 111 - Introduction to Theater 3 credit hours
- 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

THA Electives: 3 credit hours

Electives: 6-11 credits

Recommend students check on transfer institution's requirements. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

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

- Communicate complex ideas and information through writing, speaking, presenting, and using technology.
- Locate, organize, and analyze information from multiple sources in order to develop informed, reasoned, and substantiated arguments.
- Explain of the value of tradition, innovation, and creativity in the performing arts.
- Apply mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
- Apply an awareness of social diversity and the ways in which cultural values are historically and socially situated.
- Describe the origins of, and fundamental skills required in, live performance, design, and technical theatre career fields.
- Constructively critique their own work, as well as the work of their peers.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Transfer Studies (A.A.)

Title of Major: Transfer Studies, A.A.

Award: Associate of Arts degree, A.A.

Code: AA.TRANSFER.STDS

Total Credit Hours: 60

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.

Additional Program 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.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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

Wellness: 3 credits

See General Education 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 145 - Precalculus 1 or MAT 151 - Accelerated Precalculus 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.

Electives (consult with an advisor): 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 advisor. No more than 3 credits of physical activity courses may be used as electives.

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

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Course Sequence Variations

The courses in this degree can be taken in different sequences if the student wants to focus on architecture, business, engineering/math, general/career development, health/human services, hospitality/culinary, humanities/social science, law/criminal justice, science, teacher education, technology or visual arts areas. Students wishing to take different sequences should consult an academic advisor.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Transfer Studies (certificate)

Title of Certificate: Transfer Studies, Certificate

Award: Certificate

Code: CRT.TRN.STDS

Total Credit Hours: 31

Additional Program Requirements

Completion of the required courses with grade of C or better in each course.

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.

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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 advisor): 6-9 credits

Due to a variety of transfer requirements at four-year schools, students should consult with an academic advisor or with their transfer school before choosing their electives.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Transportation, Logistics, and Cargo Security (certificate)

Title of Certificate: Transportation, Logistics, and Cargo Security, Certificate

Award: Certificate

Code: CRT.BMT.TRANSPORT

Total Credit Hours: 18

See www.aacc.edu to learn more about the Business Management Department

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.

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.

Statewide Tuition Reduction 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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Veterans Counseling (certificate)

Title of Certificate: Veterans Counseling, Certificate

Award: Certificate

Code: CRT.HUS.VET-CNSL

Total Credit Hours: 21

See www.aacc.edu to learn more about the Veterans Counseling Certificate program

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.

Additional Program Requirements

Students must earn a grade of C or better in all human services and fieldwork courses (HUS).

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

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.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

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*
- OR**
- HUS 234 - Trauma Informed Care *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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Gainful Employment

Gainful Employment Information - see www.aacc.edu

Visual Arts, Painting (lor)

Title of Letter of Recognition: Visual Arts, Painting, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: A minimum of 10

See www.aacc.edu to learn more about Visual Arts and Humanities

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.

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.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Web Design (certificate)

This program is pending approval by the Maryland Higher Education Commission.

Title of Certificate: Web Design, Certificate

Award: Certificate

Code: See Records Office

Total Credit Hours: 31-32

See www.aacc.edu to learn more about Visual Arts and Humanities

Purpose: The web design certificate is intended for professionals already holding a two or four year 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 design. Credits earned for the certificate may be applied to the Visual Arts Professional AAS Web Design Area of Concentration. 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 designer
- Junior web designer
- Web design intern
- Freelance web designer

Special Conditions

Financial Aid: This program has not been approved by the U.S. Department of Education for eligibility for federal student aid. 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, contact Financial Aid by calling 410-777-2203, emailing finaid@aacc.edu or stopping by a Financial Aid office.

Certificate Graduation Requirements

To graduate with a certificate, students must have demonstrated eligibility for ENG 111 or ENG 115. See Academic Regulations for all Graduation Requirements.

Certificate Requirements: 31-32 credits

- ART 100 - Two-Dimensional Design *3 credit hours*
- ART 106 - Introduction to Digital Design *3 credit hours*

- ART 166 - Graphic Design 1: Fundamentals *3 credit hours*
- **OR**
- ART 264 - Fundamentals of Typography *3 credit hours*
- ART 268 - User Experience Design for the Web *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 275 - Digital Arts Internship *3 credit hours*

Select two courses from the following: 6-7 credits

- ART 120 - Digital Photography *1 3 credit hours*
- BPA 127 - eMarketing *3 credit hours*
- CTP 118 - Web Development using HTML/CSS *4 credit hours*

Program Outcomes

Upon successful completion of the Web and Interactive Design Certificate, students will be able to:

1. Create designs that take advantage of the principles and elements of design to communicate content in a visually compelling, user-centered manner;
2. Effectively and professionally present concepts to clients both verbally and in written form;
3. Apply user experience techniques to the design of interactive projects;

4. Design for the requirements of multiple screen sizes and unique user contexts;
5. Use appropriate image file formats, resolutions, and export parameters;
6. Incorporate industry-standard tools to write standards-compliant, efficient, and content-focused HTML and CSS code;
7. Create a professional portfolio of work to present at job and client interviews.

This program aligns with the college's core competencies.

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Web Design - Visual Arts Professional (A.A.S.)

This program is pending approval by the Maryland Higher Education Commission and pending eligibility for financial aid.

Title of Major: Visual Arts Professional - Web Design, A.A.S.

Award: Associate of Applied Science degree, A.A.S.

Code: Contact Records Office

Total Credit Hours: 60

See www.aacc.edu to learn more about Web Design

Purpose: Prepares students for a career in the field of web design. For those already working in the industry, this concentration enhances and updates their knowledge and skills with the latest developments in web design. The Visual Arts Professional AAS Web Design Area of Concentration also allows professionals in a related industry such as graphic design to make a career change or supplement an existing degree.

Upon completion of this degree, students will have obtained a solid foundation in design and art while developing a user-centered approach to web design. Students will be able to plan and complete interactive web designs by creating wireframes, flow diagrams, user personas, standards-compliant HTML and CSS, and compelling visual designs. Students will have gained professional experience working on simulated and actual client projects and completing a design internship.

This is not intended as a transfer degree. Students who wish to obtain a bachelor's degree in Web Design should contact the Visual Arts department chair. A Certificate in Web Design is also available. Related degrees/certificates are the Visual Arts Professional AAS in Graphic Design and the Certificate in Graphic Design. The Visual Arts Transfer AA Graphic and Web Design Area of Concentration is available for students who wish to transfer to a four-year institution and pursue a bachelor's degree.

Graduation Requirements

See Academic Regulations for college-wide Graduation Requirements.

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
(ART 100 is one of the four courses listed under the Program Requirement courses and satisfies the Arts and Humanities general education requirements.

Biological and Physical Sciences: 3-4 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 and degree program required courses 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: 10 credits

Students must complete all of these courses with a grade of C or better.

- ART 100 - Two-Dimensional Design 3 credit hours
This course simultaneously satisfies the Arts and Humanities general education requirement listed above.
- ART 106 - Introduction to Digital Design 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.

Area of Concentration: 26-32 credits

Required courses: 12 credits

- ART 170 - Web Design 1 3 credit hours
- ART 268 - User Experience Design for the Web 3 credit hours
- ART 269 - Responsive Web Design 3 credit hours
- ART 270 - Web Design 2 3 credit hours

Choose four courses from the following: 12- 15 credits

- ART 120 - Digital Photography 1 3 *credit hours*
- ART 166 - Graphic Design 1: Fundamentals 3 *credit hours*
- ART 264 - Fundamentals of Typography 3 *credit hours*
- BPA 127 - eMarketing 3 *credit hours*
- BPA 162 - Business Communications 3 *credit hours*
- CTP 115 - Introductory Object-Oriented Program Analysis and Design 4 *credit hours*
- CTP 118 - Web Development using HTML/CSS 4 *credit hours*
- CTP 135 - Programming in JavaScript 4 *credit hours*
- ENG 207 - Writing for Professionals 3 *credit hours*

Electives: 0-8 credit hours

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

Computer Competency Requirement

ART 106 meets this requirement.

Diversity Requirement

All students in associate degree programs must satisfy the diversity requirement. In many cases, students may satisfy this requirement simultaneously as they satisfy a general education course requirement or with an elective.

Program Outcomes

Upon successful completion of the Web and Interactive Design Concentration, students will be able to:

- Create designs that take advantage of the principles and elements of design to communicate content in a visually compelling, user-centered manner;
- Effectively and professionally present concepts to clients both verbally and in written form;
- Apply user experience techniques to the design of interactive projects;
- Design for the requirements of multiple screen sizes and unique user contexts;
- Use appropriate image file formats, resolutions, and export parameters;
- Incorporate industry-standard tools to write standards-compliant, efficient, and content-focused HTML and CSS code;
- Create a professional portfolio of work to present at job and client interviews.

This program aligns with the college's core competencies.

Related Anne Arundel Community College Degrees and Certificates

- Graphic Design - Visual Arts Professional (A.A.S.)
- Graphic and Web Design - Visual Arts Transfer (A.A.)
- Graphic Design (certificate)

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Wiring Technician (1or)

Title of Letter of Recognition: Wiring Technician, Letter of Recognition

Award: Letter of Recognition

Total Credit Hours: A minimum of 9

See www.aacc.edu to learn more about the Engineering Department

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

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**
- CTP 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*

Career and Educational Advancement Resources

Career, Workforce Certifications Education and Transfer Resources - see www.aacc.edu

Course Descriptions

Achieving College/Career Advancement

ACA 100 - Student Success Seminar

1 credit hour - Fifteen hours; one term

Identify and examine college support services, faculty expectations, and academic planning. Investigate and practice the habits of successful students such as study skills, note taking and time management. Assess learning styles, career pathways, and set goals. Develop an academic plan and tools to facilitate academic success in a diverse learning environment.

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.

Prereq: 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.

SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. . . 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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

DIVERSITY COURSE. .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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121**Crosslist:** 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.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. .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.**Prereq:** Elig.for ENG111 or ENG115 or ENG 121**Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. .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**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. DIVERSITY COURSE. . 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. **Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair **Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. . 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.**Crosslist:** 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.**Prereq:** Elig.for ENG111 or ENG115 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.**Prereq:** 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.

American Studies

AMS 100 - Introduction to American Studies

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER.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.

SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. .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.**Prereq:** Elig.for ENG111 or ENG115 or ENG 121**Crosslist:** 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.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. .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.**Prereq:** Elig.for ENG111 or ENG115 or ENG 121**Crosslist:** 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 121 - Popular Culture in America

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. This course meets 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. **Crosslist:** 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.

ARTS AND HUMANITIES GER.. Study the complex relationship between American film and culture. Review and discuss the aesthetics and manifestation of film in American society. **Crosslist:** 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.

DIVERSITY COURSE. .. 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. **Crosslist:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. .. Examine the DIVERSITY COURSE. 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

ARTS AND HUMANITIES GER.. 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. **Crosslist:** 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. **Crosslist:** 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.

DIVERSITY COURSE. .. 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER. Evaluate human behavior and social organization from a comparative cross-cultural perspective. Using an ethnographic approach, examine topics such as culture, religion, family and kinship, and economic, social, and political organization. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER. 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** SOC 111 or SOC 121 or ANT 121 or permission of department chair. **Crosslist:** 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 - Interior Finishes and Applications

3 credit hours - One hour of lecture and four hours of studio weekly; one term.

Formerly Materials and Methods for Interior Design I Examine interior finishes and their methods of installation for both residential and commercial projects. Explore sustainability and the role of LEED (Leadership in Energy and Environmental Design). Evaluate sustainable specifications, performance attributes, installation issues and fabrication of materials. Review finish schedules and interior design specifications. Explore new and remodeling applications, review private contractors and home suppliers to determine appropriate finishes in design. Lab fee \$40. **Crosslist:** Also offered as ACH 104H; credit is not given for both ACH 104 and ACH 104H.

ACH 104H - Interior Finishes and Applications - Honors

3 credit hours - One hour of lecture and four hours of studio weekly; one term.

Formerly Materials and Methods for Interior Design I --- HONORS COURSE.. Examine interior finishes and their methods of installation for both residential and commercial projects. Explore sustainability and the role of LEED (Leadership in Energy and Environmental Design). Evaluate sustainable specifications, performance attributes, installation issues and fabrication of materials. Review finish schedules and interior design specifications. Explore new and remodeling applications, review private contractors and home suppliers to determine appropriate finishes in design. Lab fee \$40. **Prereq:** Eligibility for Honors courses. **Crosslist:** Also offered as ACH 104; credit is not given for both ACH 104 and ACH 104H. **Note:** Complete and present an honors capstone research project.

ACH 105 - Textiles and Textile Applications

3 credit hours - one hour of lecture and 4 hours of studio weekly; one term.

Explore textiles and the different types of natural and synthetic fibers. Discuss textile history, manufacturing and applications. Examine textile production processes, pattern design and industry icons. Apply appropriate textiles to window treatments, wallcoverings and furniture applications. Estimate carpet and textile quantities. Lab fee \$40. **Crosslist:** 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 - One hour lecture and four hours of studio weekly; one term.

HONORS COURSE. Explore textiles and the different types of natural and synthetic fibers. Discuss textile history, manufacturing and applications. Examine textile production processes, pattern design and industry icons. Apply appropriate textiles to window treatments, wallcoverings and furniture applications. Estimate carpet and textile quantities. Lab fee \$40. **Prereq:** Eligibility for Honors Courses. **Crosslist:** Also offered as ACH 105; credit is not given for both ACH 105 and ACH 105H. **Note:** Complete and present an honors capstone research project.

ACH 106 - Interior Design Studio

3 credit hours - One hour of lecture weekly and four hours of laboratory weekly; one term.

Formerly Residential Design Studio 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 and commercial 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. **Prereq:** ACH 100 and ACH 111 or permission of department chair. **Crosslist:** Also offered as ACH 106H; credit is not given for both ACH 106 and ACH 106H.

ACH 106H - Interior Design Studio - Honors

3 credit hours - One hour of lecture weekly and four hours of laboratory weekly; one term.

Formerly Residential Design Studio 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 and commercial 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. **Prereq:** ACH 100, ACH 111 and eligibility for Honors courses, or permission of department chair. **Crosslist:** Also offered as ACH 106; credit is not given for both ACH 106 and ACH 106H. **Note:** Complete and present an honors capstone research project.

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 I 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. **Coreq:** 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. **Prereq:** 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 COURSE, 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 - One hour of lecture and six hours of laboratory weekly; one term.

Examine the principles and elements of landscape architecture and their function in the design of the built environment. Focus on site evaluation, design methodology, and the graphic presentation of design solutions and their implementation. 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. **Prereq:** 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. **Prereq:** 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 I 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. **Coreq:** 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. **Prereq:** ACH 111 and ACH 121, or permission of department chair.

ACH 201 - History of Interior Design

3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.

Examine the evolution of interior design through the lifestyles of the ancient civilizations of the Egyptians, Greeks, and Romans. Explore the architecture of the past through present day, the role it plays in interior design, and how it applies to furniture design and the decorative arts. Examine French, Italian, English, and American styles and design development. Lab fee \$40. **Note:** Completion of ACH 245 is highly recommended prior to taking this course.

ACH 202 - Space Planning

3 credit hours - One hour of lecture and four hours of laboratory weekly; one term.

Examine space planning solutions which include wall assemblies, panel systems, and furnishings. Implement building codes such as IBC (International Building Code), ADA (Americans with Disabilities Act), IRC (International Residential Code), and NFPA (National Fire Protection Agency). Determine plumbing layouts and HVAC for commercial structures and residential kitchen and bath designs following NKBA (National Kitchen and Bath Association) guidelines. Explore the role of reflected ceiling plans. Review the critical body of knowledge for individuals seeking NCIDQ (National Council for Interior Design Qualification) certification. Lab fee \$40. **Prereq:** ACH 106 or ACH 211, ACH 245 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. **Prereq:** ACH 104, ACH 105, ACH 106, or permission of department chair. **Crosslist:** 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.

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. **Prereq:** ACH 104, ACH 105, ACH 106, or permission of department chair and eligibility for Honors Courses. **Crosslist:** 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 - One hour of lecture and four hours of laboratory weekly; one term.

Develop skills using technology in interior design drawing and documentation. Review interior design construction documentation including dimensioning, finish schedules, specifications, annotations and placement of information. Examine how information is communicated for custom applications to contractors, purchasing agents, project managers and use in the trades. Review universal design and how it is implemented. Examine copyrights and legal registration of creative work and prototypes for custom designs. Lab fee \$40. **Prereq:** ACH 104 and ACH 245 or ACH 211 or permission of department chair. **Crosslist:** 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 - One hour of lecture and four hours of laboratory weekly; one term.

HONORS COURSE. Develop skills using technology in interior design drawing and documentation. Review interior design construction documentation including dimensioning, finish schedules, specifications, annotations and placement of information. Examine how information is communicated for custom applications to contractors, purchasing agents, project managers and use in the trades. Review universal design and how it is implemented. Examine copyrights and legal registration of creative work and prototypes for custom designs. Lab fee \$40. **Prereq:** Eligibility for Honors courses. ACH 104 and ACH 245 or ACH 211 or permission of department chair. **Crosslist:** Also offered as ACH 204; credit is not given for both ACH 204 and ACH 204H. **Note:** Complete and present an honors capstone research project.

ACH 205 - Residential Studio

4 credit hours - One hour of lecture and six hours of laboratory weekly; one term.

Formerly Advanced Residential Studio Explore the principles and elements of designing complex projects in a residential setting. Learn design applications in today's environment through lecture and studio. Hand-draft floor plans, apply AutoCAD skills and create sample boards that are portfolio ready. Lab fee \$40. **Prereq:** ACH 106 or permission of department chair.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** ACH 211 and ACH 242. **Crosslist:** 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.

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. **Prereq:** ACH 211 and ACH 242 and eligibility for Honors Courses. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** ACH 122 or permission of the department chair.

ACH 221 - History of World Architecture 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Crosslist:** 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.

ARTS AND HUMANITIES GER. 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. **Crosslist:** 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.

ARTS AND HUMANITIES GER. 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. **Crosslist:** 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. **Prereq:** 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. **Prereq:** ACH 122 and ACH 219 or concurrent enrollment in ACH 122 and ACH 219 and eligibility for MAT 012, or permission of department chair. **Coreq:** 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. **Prereq:** 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. **Prereq:** CTA 100 or CTP 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.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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 - One hour of lecture and four hours of laboratory weekly; one term.

Explore the impacts buildings have on individuals and the environment. Assess the effects of healthy interior and exterior environments on society. Examine sustainable design principles and the LEED (Leadership in Energy and Environmental Design) green building rating system. Evaluate the various systems commonly used in building construction and the impact of sustainable and high performance design. Lab fee \$40. **Crosslist:** 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 - One hour of lecture and four hours of laboratory weekly; one term.

HONORS COURSE. Explore the impacts that buildings have on individuals and the environment. Assess the effects of healthy interior and exterior environments on society. Examine sustainable design principles and the LEED (Leadership in Energy and Environmental Design) green building rating system. Evaluate the various systems commonly used in building construction and the impact of sustainable and high performance design. Lab fee \$40. **Prereq:** Eligibility for Honors courses. **Crosslist:** Also offered as ACH 242; credit is not given for both ACH 242 and ACH 242H. **Note:** Complete and present an honors capstone research project.

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. **Prereq:** ACH 111 and CTA 100 or CTP 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. **Prereq:** 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. **Crosslist:** Also offered as ACH 262H; credit not given for both ACH 262 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

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. **Prereq:** Eligibility for Honors courses. **Crosslist:** 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. **Prereq:** ACH 262 and permission of department chair. **Crosslist:** 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

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. **Prereq:** Eligibility for Honors courses and ACH 262 or ACH 262H and permission of department chair. **Crosslist:** 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. **Prereq:** ACH 245. **Crosslist:** 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.

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. **Prereq:** ACH 245 and eligibility for Honors Courses. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER..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 - Introduction to 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.

Learn basic design principles, concepts, and tools used by artists and designers working with digital media. Develop the skills to create, control, and manipulate digital artwork. Explore contemporary digital culture and history while producing original design projects. Lab fee \$40.

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 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.

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 photographic printing paper and film. Having a film SLR camera is helpful but not required.**

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.**Prereq: 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.

ARTS AND HUMANITIES GER..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.**Crosslist: 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.

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.**Prereq: Eligibility for Honors Courses. Crosslist: 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.**Prereq: 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.

ARTS AND HUMANITIES GER..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.**Prereq: 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.**Prereq: 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.**Prereq: 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.

ARTS AND HUMANITIES GER..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.**Crosslist: 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.

HONORS COURSE..ARTS AND HUMANITIES GER..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.**Prereq: Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121. Crosslist: 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.**Prereq: ART 145 or ART 145H or permission of department chair. Crosslist: 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.

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. **Prereq:** Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121, and ART 145H or ART 145 or permission of department chair

Crosslist: 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. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER.. Study the complex relationship between American film and culture. Review and discuss the aesthetics and manifestation of film in American society. **Crosslist:** Also offered as AMS 181; credit is not given for both ART 181 and AMS 181.

ART 185 - Introduction to Art History

3 credit hours - Three hours lecture weekly; one term.

Study the history of art with a global perspective. Learn about painting, sculpture, architecture and other forms of art from pre-historic to modern times. Through lectures, discussions, and class trips, students will be exposed to artworks that shape and inform our world.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** ART 200 or permission of department chair.

ART 209 - History of Western Art 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER..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 - History of Photography ARTS AND HUMANITIES GER..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.**Prereq:** 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.**Prereq:** 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.**Prereq:** ART 180 or ENG 200 or THA 125 or permission of the department chair.**Crosslist:** 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.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.

ARTS AND HUMANITIES GER..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.**Crosslist:** 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.

ARTS AND HUMANITIES GER..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.**Crosslist:** 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.

ARTS AND HUMANITIES GER..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.**Crosslist:** 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.**Crosslist:** 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.

DIVERSITY COURSE. ..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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.**Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.

Prereq: 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.**Prereq:** 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.**Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** ART 146 or ART 146H or permission of department chair. **Crosslist:** 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.

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. **Prereq:** Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121; and ART 146 or ART 146H or permission of department chair. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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 252 - Animation 2

3 Credit Hours - Two hours lecture and two hours laboratory weekly; one term.

Create original animations with an emphasis on acting and storytelling. Utilize 2D and 3D software to manipulate facial expressions, body language, and dialogue to produce short narrative sequences. Learn to develop characters with an emphasis on weight and timing to convey the illusion of life. **Note:** Although ART 251 and ART 252 can be taken in either order, the sequential order is recommended.

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. **Prereq:** 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. **Prereq:** ART 160 or permission of department chair.

ART 262 - Image & Design

3 credit hours - Two hours of lecture and two hours of laboratory weekly; one term.

Formerly ART 117 - Digital Imaging Learn design principles, concepts, and processes used by artists and designers to create digital imagery. Develop the skills to conceptualize, manipulate, and design digital images for a variety of media including print and online. Explore contemporary digital culture and history while producing original design portfolio projects. Lab fee \$40. **Prereq:** ART 106, 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. **Prereq:** ART 166 or permission of department chair.

ART 268 - User Experience Design for the Web

3 credit hours - Two hours of lecture and two hours of lab weekly; one term.

Learn the process of creating a successful website through effective information architecture, research, strategy, and prototyping. Create wireframes, sitemaps, and other industry deliverables that communicate the business goals and user needs of a website. Develop and conduct usability studies to measure the performance of websites. **Prereq:** ART 170 or CTP 118 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 15 credit hours of Digital Arts courses with a grade of "C" or better, or permission of department chair.

ART 278 - Color Darkroom Practicum

3 credit hours - One and one half hours of lecture and four and one half hours of studio weekly; one term.

Learn to master the color printing process in a traditional darkroom setting. Gain experience shooting, printing and analyzing chromogenic prints. Explore the science and aesthetics of visible light and experiment with alternative color photographic processes. Lab fee \$50. **Prereq:** ART 121 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Investigate the structure, dynamics, and major components of the solar system (sun, moon, Earth, other planets and their satellites, comets, asteroids and meteoroids). Examine the origin and likely fate of the Earth, Sun, and the solar system as a whole. Compare our Solar System to other known planetary systems. Lab fee \$40.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER..Explore the possibility that life exists elsewhere in the Universe. Study what astrobiologists mean by "life" and the nature and origin of life on Earth. Investigate the properties of worlds where life could thrive, how the properties of stars affect the habitability of planets, and the challenges associated with interstellar travel. Discuss the probability of communication with extraterrestrial intelligent life forms, and discuss the social and philosophical consequences of finding life, intelligent or simple, elsewhere in the Universe.**Prereq:** 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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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 COURSE. 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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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 humans 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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Investigate major issues in contemporary environmental science with special emphasis on scientific reasoning and the skills needed to resolve contemporary problems. Perform field and laboratory exercises focused on ecosystem dynamics, habitat assessment, pollution, resource management and environmental restoration. Students must attend occasional scheduled field trips. Lab fee \$40.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Explore the natural functioning of Earth's major systems: the biosphere, atmosphere, hydrosphere and lithosphere and examine how human activity influences these natural systems. 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.**Prereq:** 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 the matic gardens, seasonal plant displays and landscape features for people management. Lab fee \$25.**Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121 and eligibility for any general education math.

BIO 113 - Sustainable Horticulture

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Identify native and cultivated plants used in horticulture, landscaping and restoration. Apply the principles of sustainability to the propagation, growth and use of these plants in horticultural settings. Topics include plant form and function, soil fertility, propagation, biotechnology and integrated pest management. Lab fee \$35.**Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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. Nutrition needs of the healthy person through stages of the life span are included. Includes a laboratory experience. Lab fee \$30. **Prereq:** 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. **Crosslist:** 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. **Crosslist:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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. **Prereq:** 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 micropogagation 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. **Prereq:** 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. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Investigate the biology of the Chesapeake Bay and its tributaries. Study the interrelationships between the physical environment and the bioDIVERSITY COURSE. 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. **Prereq:** 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. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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. **Prereq:** 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. **Crosslist:** 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.

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. **Prereq:** 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. **Crosslist:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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. **Prereq:** BIO 101 or permission of department chair and eligibility for ENG 111 or ENG 115 or ENG 121 and any general education math.

BIO 221 - Molecular Biotechniques

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. Use extensive hands-on procedures in the integrated lecture/lab to reinforce the theory behind cloning, genetic engineering and forensic DNA science. Learn concepts that govern the use of molecular techniques and the applicable laboratory skills. Lab fee \$40.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Study of the fundamental principles of microbiology, the DIVERSITY COURSE. 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.**Prereq:** 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.**Crosslist:** 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.

HONORS COURSE..BIOLOGICAL AND PHYSICAL SCIENCES GER..Study of the fundamental principles of microbiology, the DIVERSITY COURSE. 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.**Prereq:** 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.**Crosslist:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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 Massage Therapy certificate programs and Personal Trainer letter of recognition programs should consult their program advisor for math eligibility.

BIO 231 - Human Biology 1

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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 Massage Therapy 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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 Massage Therapy certificate programs should consult their program advisor for math eligibility.

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.**Prereq:** 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.**Prereq:** 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.

Discover and practice the components of entrepreneurship, idea generation, creative thinking, and opportunity recognition. Experiment using entrepreneurial methods and evaluate potential business ideas. Compare and analyze various strategies entrepreneurs have used to start and grow their businesses. Lab fee \$10.**Crosslist:** 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.**Crosslist:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. ..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 COURSE. **Crosslist:** 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. **Prereq:** CTA 100 or CTP 103 and Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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 COURSE. 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. **Crosslist:** Also offered as ESI 111; credit is not given for both BPA 111 and ESI 111.

BPA 113 - Consumer and Personal Finance

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Compare theories as they apply to consumer decision making. Apply theories to make practical choices regarding consumer saving, investing and budgeting. Discuss the use of credit, insurance, housing, career choice, retirement and estate planning. **Crosslist:** 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. **Crosslist:** 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 **Crosslist:** 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. **Coreq:** 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. **Prereq:** 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. **Prereq:** Elig. for ENG111 or ENG115 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. **Crosslist:** 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. **Crosslist:** 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. **Crosslist:** 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 COURSE, 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. **Prereq:** *Elig. for ENG 111 or ENG 115 or ENG 121* **Crosslist:** 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). **Crosslist:** 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 COURSE.

3 credit hours - Three hours weekly; one term.

DIVERSITY COURSE. .Focus on how to change corporate culture and develop an understanding of DIVERSITY COURSE. . Review and develop action plans for valuing DIVERSITY COURSE. , examine case studies and review recent literature from periodicals.

BPA 174 - Women and Business

3 credit hours - Three hours weekly; one term.

DIVERSITY COURSE. .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. **Crosslist:** Also offered as *GSS 174*; credit is not given for both *BPA 174* and *GSS 174*.

BPA 190 - Organizational Behavior

3 credit hours - Three hours lecture weekly; one term.

Examine the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Study topics to include formal and informal organizations, group dynamics, teamwork, motivation, conflict management and change, and DIVERSITY COURSE. issues in the workplace. Analyze different types of interpersonal situations and determine appropriate courses of action.

BPA 201 - Financial Accounting

3 credit hours - Three hours weekly; one term.

Formerly *BPA 211 - Principles of Accounting I* 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. **Prereq:** 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.

Explore 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. **Prereq:** *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 will also debate privacy rights and free speech on the Internet. Lab fee \$10. **Prereq:** *CJS 111* or *LGS 111* or *BPA 253* or *LGS 253*. **Crosslist:** Also offered as *CJS 205*, *CTS 205* and *LGS 205*; credit is not given for more than one of *BPA 205*, *CJS 205*, *CTS 205*, or *LGS 205*. **Note:** Students with no prior computer experience are encouraged to take one of the following before taking this course: *CTA 100* or *CTP 103*.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** BPA 201 (formerly BPA 211).

BPA 217 - Small Business Accounting

3 credit hours - Three hours weekly; one term.

Use Quickbooks® software (included with text, Windows®-based) for the study of computerized accounting systems with emphasis on the application of accounting theory and practice. Complete projects for both a service and merchandising company, including creating a company, recording transactions for revenue and expenses, completing payroll, adjusting accounts, reconciling bank accounts and closing the accounting cycle. Use a personal computer for downloading, copying, opening, naming, saving, compressing and uploading data files. Lab fee \$10. **Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Crosslist:** 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. **Prereq:** Eligibility for any general education math course. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. Examine 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, and analysis and interpretation of financial statements. **Prereq:** 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. Analyze the accounting for stockholders' equity, revenue recognition and accounting changes, accounting for taxes, pensions and leases, preparation of cash flow statements, and analysis and interpretation of financial statements. **Prereq:** BPA 202. **Note:** Students are encouraged to take BPA 241 prior to registering for this course.

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, advanced partnership accounting and basic governmental accounting. **Prereq:** BPA 241 or BPA 242.

BPA 246 - Business Operations and Logistics

3 credit hours - Three hours weekly; one term.

Formerly BPA 246/ESI 246 - Entrepreneurship: Small Business Operations and Logistics. Develop skills and knowledge required of small business managers for the practical application of operations and logistics concepts. Analyze the management of the physical flows of products to include transportation management, warehousing, materials handling, inventory management and order fulfillment. **Note:** Students are encouraged to take BPA 111 before enrolling in this course.

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. **Crosslist:** 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. **Crosslist:** 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.

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. **Prereq:** Eligibility for Honors courses. **Crosslist:** 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. **Prereq:** BPA 253 or BPA 253H or LGS 253 or LGS 253H. **Crosslist:** 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.

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. **Prereq:** BPA 253 or BPA 253H or LGS 253 or LGS 253H and eligibility for Honors courses. **Crosslist:** 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 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. **Prereq:** 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. **Crosslist:** 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. **Prereq:** 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 business. Research and apply the law, not primarily by preparing income tax forms, but by analyzing situations and solving problems. **Prereq:** 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. **Prereq:** BPA 241 and BPA 242.

BPA 264 - Advanced Tax Accounting

3 credit hours - Three hours weekly; one term.

Study federal tax law for property transactions, 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** BPA 103 or ESI 103. **Crosslist:** 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. **Prereq:** Permission of instructor or department chair. **Crosslist:** 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. **Prereq:** 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121

BPA 280 - Special Topics in Business—Organizational Behavior

3 credit hours - Three hours weekly; one term.

Examine the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Study topics to include formal and informal organizations, group dynamics, teamwork, motivation, managing conflict and change, and DIVERSITY COURSE. issues in the workplace. Analyze different types of interpersonal situations and determine appropriate courses of action.

BPA 280-299 - Special Topics in Business and Management

1-3 credit hours - One to three hours weekly; one term.

An in-depth study of contemporary issues designed to meet the changing needs and interests of students. Courses provide students with an opportunity to explore those topics that affect current business practices and are not fully covered in the other traditional course offerings. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30. **Note:** Completion of BPA 111 or an appropriate level of business experience is highly recommended.

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. **Prereq:** 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 may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$0-30. **Note:** Completion of BPA 111 or an appropriate level of business experience is highly recommended.

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. **Prereq:** Completion of MAT 034 or MAT 036 with a grade of C or better, or eligibility for MAT 011.

CHE 103 - World of Chemistry

3 credit hours - Three hours weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Learn about fundamental concepts of chemistry. Develop an awareness of the interrelation of chemistry and society. Discuss how scientific knowledge is determined, validated, and applied. Use conceptual approach to study topics including atomic structure, chemical reactions, and applications such as nuclear, biological, and environmental chemistry. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Note:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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. **Prereq:** MAT 137 or MAT 145 (formerly MAT 141) with a grade of C or better or eligibility for MAT 146 or

higher and Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** Also offered as CHE 111H; credit is not given for both CHE 111 and either of these courses: CHE 111H or CHE 115.

CHE 111H - General Chemistry 1 - Honors

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

HONORS COURSE..BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** Eligibility for Honors courses and completion of MAT 137 or MAT 145 (formerly MAT 141) with a grade of C or better eligibility for MAT 146 or higher and eligibility for ENG 111 or ENG 115 or ENG 121. **Crosslist:** Also offered as CHE 111; credit is not given for both CHE 111H and either of these courses: CHE 111 or CHE 115.

CHE 112 - General Chemistry 2

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Study the fundamental principles and quantitative aspects of chemical equilibrium, acid-base chemistry and acid-base equilibria, solubility equilibria, thermodynamics, electrochemistry, kinetics, basic concepts in nuclear chemistry and an introduction to organic chemistry nomenclature and structure. Laboratory work applies theoretical principles presented in the lecture and includes: data collection and analysis, basic laboratory techniques and use of chemical instrumentation; use of chemical literature and databases, use of a laboratory notebook to record data and results, methods of qualitative analysis, and written communication of results and conclusions in the form of lab reports. Lab fee \$40.**Prereq:** CHE 111 with a grade of C or better, either MAT 137 or MAT 145 (formerly MAT 141) with a grade of C or better or eligibility for MAT 146 or higher and eligibility for ENG 111 or ENG 115 or ENG 121**Crosslist:** Also offered as CHE 112H; credit is not given for both CHE 112 and CHE 112H.**Note:** It is recommended that students have completed General Chemistry 1 within 4 years prior to taking General Chemistry 2.

CHE 112H - General Chemistry 2 - Honors

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

HONORS COURSE..BIOLOGICAL AND PHYSICAL SCIENCES GER..Study the fundamental principles and quantitative aspects of chemical equilibrium, acid-base chemistry and acid-base equilibria, solubility equilibria, thermodynamics, electrochemistry, kinetics, basic concepts in nuclear chemistry and an introduction to organic chemistry nomenclature and structure. Laboratory work applies theoretical principles presented in the lecture and includes: data collection and analysis, basic laboratory techniques and use of chemical instrumentation; use of chemical literature and databases, use of a laboratory notebook to record data and results, methods of qualitative analysis, and written communication of results and conclusions in the form of lab reports. Lab fee \$40.**Prereq:** Eligibility for honors courses, CHE 111 with a grade of C or better, either MAT 137 or MAT 145 (formerly MAT 141) with a grade of C or better or eligibility for MAT 146 or higher, and Elig.for ENG111 or ENG115 or ENG 121**Crosslist:** Also offered as CHE 112; credit is not given for both CHE 112H and CHE 112.**Note:** It is recommended that students have completed General Chemistry 1 within 4 years prior to taking General Chemistry 2.

CHE 113 - Fundamentals of Organic and Biochemistry

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Survey the principles of general, organic, and biochemistry and how they relate to biological systems. Topics include atomic theory, nuclear chemistry, nomenclature, bonding theory, states of matter, mixtures, acid-base chemistry, stoichiometry, chemical reactions involving organic molecules, and biologically important molecules. Laboratory work includes basic techniques and principles as well as quantitative measurements by titration and stoichiometry. 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.**Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121 and MAT 137.

Note: Credit will not be given for both CHE 115 and either 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**Prereq:** CHE 111 with a grade of C or better and either MAT 137 or MAT 145 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.**Prereq:** CHE 112 or CHE 112H.**Crosslist:** 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.

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.**Prereq:** CHE 112 or CHE 112H and eligibility for Honors courses.**Crosslist:** 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.**Prereq:** CHE 213 or CHE 213H.**Crosslist:** 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.

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.**Prereq:** CHE 213 or CHE 213H and eligibility for Honors courses.**Crosslist:** Also offered as CHE 214; credit is not given for both CHE 214H and CHE 214.

CHE 253 - Biochemistry

3 credit hours - Three hours lecture weekly, one term.

Study the structures, reactions, and relationships of biochemical systems, focusing on proteins, enzyme kinetics, carbohydrates, lipids, membrane structure, metabolism, nucleic acids, and genetic information.**Prereq:** CHE 214, or CHE 213 with permission of the department chair.**Note:** This course is not intended for transfer.

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.**Prereq:** Sophomore standing and permission of department chair.

Communications (Journalism, Speech)

COM 101 - Introduction to Mass Media

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER. Explore the function of verbal and nonverbal communication in the development of interpersonal relationships. Study perception, self-concept, listening, intercultural and intergender communication and conflict management. **Crosslist:** Also offered as COM 110H; credit not given for both COM 110 and COM 110H.

COM 110H - Introduction to Interpersonal Communication - Honors

3 credit hours - Three hours lecture weekly; one term.

HONORS COURSE. Explore the function of verbal and nonverbal communication in the development of interpersonal relationships. Study perception, self-concept, listening, intercultural and intergender communication and conflict management. **Prereq:** Eligibility for Honors courses. **Crosslist:** Also offered as COM 110; credit is not given for both COM 110H and COM 110.

COM 111 - Fundamentals of Oral Communication

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** COM 102.

COM 116 - Fundamentals of Oral Communication for Non-Native Speakers

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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 141 - Group Communication and Leadership

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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.

Investigate the challenges of communication with individuals from different cultures. Learn to describe and analyze cultural patterns. Study strategies for increasing intercultural communication competency. **Crosslist:** Also offered as COM 200H; credit is not given for both COM 200 and COM 200H.

COM 200H - Intercultural Communication - Honors

3 credits - Three hours weekly; one term

HONORS COURSE. Investigate the challenges of communication with individuals from different cultures. Learn to describe and analyze cultural patterns. Study strategies for increasing intercultural communication competency. **Prereq:** Eligibility for honors courses. **Crosslist:** Also offered as COM 200; credit is not given for both COM 200H and COM 200. **Note:** Complete and present an honors research project.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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:** Elig for ENG111 or ENG115 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 TechnologyThis course meets the Computer Technology General Education Requirement. This course meets 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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 CTP 103.

CTA 100H - Computing and Information Technology - Honors

4 credit hours - Four hours of lecture and directed laboratory weekly; one term.

HONORS COURSE.This course meets the Computer Technology General Education Requirement. This course meets 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. **Prereq:** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121. **Crosslist:** 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 CTP 103H.

CTA 106 - Introduction to Project Management

3 credit hours - Three hours of lecture weekly; one term.

Formerly CSI 116 - Introduction to Project ManagementStudy 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. **Prereq:** CTA 100 or CTP 103 and Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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 ApplicationsLearn 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 CTP 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 ApplicationsUse 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. This course prepares students to take the Microsoft Office Specialist (MOS) - Word 2016 industry certification exam (extra fee). 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 CTP 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 ApplicationsThis 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. This course will prepare students to take the Microsoft Office Specialist (MOS) - PowerPoint 2016 industry certification exam (extra fee). 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 CTP 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 ApplicationsUse 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. This course prepares the student to take the Microsoft Office Specialist (MOS) - Outlook 2016 industry certification exam (extra fee). 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 CTP 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 SystemsUse 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. This course prepares students to take the Microsoft Office Specialist (MOS) Access 2016 industry certification exam (extra fee). 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 CTP 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 ApplicationsUse 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. This course prepares students to take the Microsoft Office Specialist (MOS) - Excel 2016 industry certification exam (extra fee). 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 CTP 103.

CTA 120 - Help Desk Concepts

3 credit hours - Three hours of lecture weekly; one term.

Formerly CSI 129 - Help Desk ConceptsExamine 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121

CTA 156 - Electronic Commerce

3 credit hours - Three hours of lecture weekly; one term.

Formerly CSI 156 - Electronic CommerceDefine 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. **Crosslist:** Also offered as BPA 156; credit is not given for both CTA 156 and BPA 156.

CTA 275 - Internship Experience in Computer Technologies 1

3 credit hours -

Formerly CSI 275 - Internship Experience in Computer Technologies 1Earn 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. **Prereq:** (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 2Earn 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. **Prereq:** (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 TechnologiesCurrent 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.**Prereq:** Will vary depending on course offering.

CTP 103 - Theories and Applications of Digital Technology

4 credit hours - Four hours of lecture and directed laboratory weekly; one term.

*Formerly CTA 103 - Theories and Applications of Digital Technology*This course meets the Computer Technology General Education Requirement. This course meets the Computing and Information Technology Competency Requirement. Demonstrate knowledge of a wide variety of computer technologies including data communications, computer networks, database systems, computer hardware and software, the Internet and Web technologies, operating systems, software development, and information systems. Discuss security, ethics, environmental, and social issues related to digital and emerging technologies. Use hands-on lab experiences to validate knowledge of hardware and software systems. Lab fee \$25.**Prereq:** Elig. for ENG111 or ENG115 or ENG 121**Crosslist:** Also offered as CTP 103H; credit is not given for both CTP 103 and any of the following courses: CTP 103H, CTA 100, or CTA 100H.**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.

CTP 103H - Theories and Applications of Digital Technology - Honors

4 credit hours - Four hours of lecture and directed laboratory weekly; one term.

Formerly CTA 103H - Theories and Applications of Digital Technology - Honors --- HONORS COURSE. This course meets the Computer Technology General Education Requirement. This course meets the Computing and Information Technology Competency Requirement. Demonstrate knowledge of a wide variety of computer technologies including data communications, computer networks, database systems, computer hardware and software, the Internet and Web technologies, operating systems, software development, and information systems. Discuss security, ethics, environmental, and social issues related to digital and emerging technologies. Use hands-on lab experiences to validate knowledge of hardware and software systems. Lab fee \$25.**Prereq:** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121.**Crosslist:** Also offered as CTP 103; credit is not given for both CTP 103H and any of the following courses: CTP 103, CTA 100, or CTA 100H.**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.

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 CTP 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.**Prereq:** 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.**Crosslist:** 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 CTP 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

4 credit hours - Four hours of lecture and directed laboratory weekly; one term.

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.**Note:** It is highly recommended that students who do not have a working knowledge of computers complete CTP 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 software and how multimedia hypertext documents are made available using the World Wide Web (WWW) on the Internet. Create and manage WWW sites such as those used by an individual or small business. Lab fee \$40.**Note:** Students must be familiar with personal computers before beginning the class because no lecture time is spent introducing personal computer terminology and use. Students with no prior Internet experience are encouraged to take 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.**Prereq:** CTP 115 and CTP 118 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.**Prereq:** CTP 115 and CTP 118 or permission of CTP department chair.

CTP 136 - jQuery

4 credit hours - Four hours of lecture and directed laboratory weekly; one term.

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. Explore other JavaScript libraries, frameworks, and plugins. Lab fee \$25.**Prereq:** CTP 135 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.**Prereq:** CTP 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.**Prereq:** 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 I 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.**Prereq:** CTP 115 or CTP 115H or permission of computer science department chair.**Crosslist:** Also offered as CTP 150H. Credit is not given for both CTP 150 and CTP 150H.**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 150H - Computer Science 1-Honors

4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.

HONORS COURSE. 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 or Corequisite:** CTP 115 or CTP 115H and eligibility for Honors courses or permission of computer science department chair.**Crosslist:** Also offered as CTP 150. Credit is not given for both CTP 150 and CTP 150H.**Note:** CTP 115 prerequisite is waived for students who complete AP Computer Science. Credit is not given for both CTP 150 and CSI 161 or CSI 162.

CTP 194 - Ethics and the Information Age

3 credit hours - Three hours weekly; one term.

Formerly CTA 194 - Ethics and the Information Age ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER.. Analyze ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. Lab fee \$25.**Prereq:** Elig. for ENG111 or ENG115 or ENG 121**Crosslist:** Also offered as CTP 194H, PHL 194H, PHL 194; credit is not given for both CTP 194 and any of the following courses: CTP 194H, PHL 194H, PHL 194.

CTP 194H - Ethics and the Information Age - Honors

3 credit hours - Three hours weekly; one term.

Formerly CTA 194H - Ethics and the Information Age - Honors HONORS COURSE. ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER.. Analyze ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. Lab fee \$25.**Prereq:** Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121.**Crosslist:** Also offered as CTP 194, PHL 194H, PHL 194; credit is not given for both CTP 194 and any of the following courses: CTP 194, PHL 194H, PHL 194.

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.**Prereq:** CTA 100, CTP 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** (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. **Prereq:** (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 - Special Topic: Introduction to Python

1 credit hour - 15 hours of lecture and directed lab; one term.

Learn the basics of the Python language through lecture and hands-on directed lab activities. Learn about data types, control structures, classes, user input, output and user interfaces. Lab fee \$25. **Note:** It is highly recommended that students without experience in software development complete CTP 115 before enrolling in CTP 280.

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 CTP 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. **Prereq:** CTP 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. **Prereq:** CTP 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 CTP 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. **Prereq:** 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, monitor and troubleshoot a small switched network. Describe the purpose and operation of a router. Perform basic initial router configurations, as well as static routing, default routing, and inter-VLAN routing. Learn dynamic routing protocols, such as RIP. 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. **Prereq:** CTS 130 with a grade of "C" or better or permission of 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. **Prereq:** 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 **Crosslist:** 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. Lab fee \$10. **Prereq:** CJS 111 or LGS 111 or BPA 253 or LGS 253. **Crosslist:** 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 CTP 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. **Prereq:** CTS 170 or CJS 170. **Crosslist:** 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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

Prereq: 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.

Prereq: CTS 110 or CTS 130.

CTS 230 - Networking 3

4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term.

Describe the architecture, components, and operations of routers and switches in large and complex networks. Explain how small-to-medium networks use VLANs and STP technologies. Configure routers and switches for advanced functionality using technologies such as LAN redundancy and link aggregation. Employ commonly used dynamic routing protocols, such as OSPF and EIGRP. Demonstrate how to configure and resolve common issues with OSPF, multi-area OSPF, and EIGRP in both IPv4 and IPv6 networks. Lab fee \$100. **Prereq:** 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. Identify the WAN technologies and network services required by converged applications in a complex network. Demonstrate how to configure PPPoE, GRE, and single-homed eBGP. Determine how to control network traffic using extended IPv4 and IPv6 ACLs. Demonstrate the skills needed to mitigate security threats and monitor network traffic using SNMP, Cisco SPAN and IP SLA. Identify technologies such as QoS and trends in networking including Cloud, virtualization, and SDN. Lab fee \$100. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Prereq:** CTS 266 or permission of CTS department chair.

CTS 270 - Information Security Management

3 credits - Three hours 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. **Prereq:** CTS 140

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. **Prereq:** (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. **Prereq:** (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 - Special Topics: Intro to Multiprotocol Label Switching (MPLS)

4 credit hours - Three hours of lecture and two hours of laboratory weekly; one term

Describe the fundamental concepts of installation, configuration, validation, operation, and troubleshooting in Multiprotocol Label Switching (MPLS) enterprise networks. Perform router and switch configuration tasks related to MPLS. Analyze the MPLS-related Request for Comments (RFC) documentation. Use Wireshark to perform packet captures for analysis and troubleshooting of MPLS data plane and control plane traffic. Lab Fee \$100. **Prereq:** CTS 265 or proof of a current CCNA/CCNP certification or permission of the CTS department chair.

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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Prereq:** CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director. **Coreq:** 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. **Prereq:** CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150, and approval from the Police Academy Director. **Coreq:** 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. **Prereq:** SOC 111 or PSY 111 and Elig. for ENG111 or ENG115 or ENG 121. **Crosslist:** 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. **Crosslist:** 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.

Crosslist: 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. Lab Fee \$10. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121. **Crosslist:** 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 I. 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. **Crosslist:** 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 will also debate privacy rights and free speech on the Internet. Lab fee \$10. **Prereq:** CJS 111 or LGS 111 or BPA 253 or LGS 253. **Crosslist:** Also offered as BPA 205, CTS 205 and LGS 205; credit is not given for more than one of

CJS 205, BPA 205, CTS 205 or LGS 205. **Note:** Students with no prior computer experience are encouraged to take one of the following before taking this course: CTA 100 or CTP 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.

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. **Prereq:** CJS 170 or CTS 170. **Crosslist:** 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. **Crosslist:** 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 \$10. **Crosslist:** 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 \$10. **Crosslist:** 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.

Examine the United States Constitution and Bill of Rights. Analyze 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. Lab fee \$10. **Crosslist:** 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. **Prereq:** 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.

Coreq: 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.

Prereq: CJS 112, CJS 215, CJS 216, CJS 222, EMT 104 or HEA 150 and approval from the Police Academy Director. **Coreq:** 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. **Prereq:** 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. **Coreq:** 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. **Prereq:** 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. **Prereq:** SOC 111 or PSY 111 and Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

Prereq: 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. **Crosslist:** 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.

DIVERSITY COURSE. ..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. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Coreq:** CJS 111 or HLS 111. **Crosslist:** 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. **Coreq:** CJS 111 or HLS 111. **Crosslist:** 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. **Prereq:** 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. **Coreq:** CJS 111 or HLS 111. **Crosslist:** 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. **Crosslist:** 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. **Crosslist:** 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.

DIVERSITY COURSE. ..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:** Prerequisite or corequisite: CJS 111 or LGS 111. **Crosslist:** 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. **Prereq:** 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 Cyber Technology Certificate. Lab fee \$100. **Prereq:** CTS 131, ENG 111 or ENG 115 or ENG 121 eligibility. **Coreq:** CTS 140, CTS 230.

Dance**DAN 100 - Dance History**

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** THA 132 or permission of dance coordinator or department chair. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** Any beginning-level dance course or permission of department chair.

DAN 192 - Applied Dance: Ballet

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. **Prereq:** DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair. **Note:** Individual instruction is available for the following: Ballet, Improvisation, Jazz, Modern, Pointe, and Tap.

DAN 193 - Applied Dance: Improvisation

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. **Prereq:** DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair. **Note:** Individual instruction is available for the following: Ballet, Improvisation, Jazz, Modern, Pointe, and Tap.

DAN 194 - Applied Dance: Jazz

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. **Prereq:** DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair. **Note:** Individual instruction is available for the following: Ballet, Improvisation, Jazz, Modern, Pointe, and Tap.

DAN 195 - Applied Dance: Modern

2 credit hours - One and one-half hours of individual instruction weekly.

Non-refundable lab fee \$250. **Prereq:** DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair. **Note:** Individual instruction is available for the following: Ballet, Improvisation, Jazz, Modern, Pointe, and Tap.

DAN 196 - Applied Dance: Pointe

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. **Prereq:** DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair. **Note:** Individual instruction is available for the following: Ballet, Improvisation, Jazz, Modern, Pointe, and Tap.

DAN 197 - Applied Dance: Tap

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. **Prereq:** DAN 105 or DAN 111 or DAN 121 or DAN 125 or DAN 131 or DAN 211 or permission of the department chair. **Note:** Individual instruction is available for the following: Ballet, Improvisation, Jazz, Modern, Pointe, and Tap.

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. **Prereq:** 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. **Prereq:** 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 with combinations. May be repeated once for a total of four credit hours. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Crosslist:** 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 and Personal Finance

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Compare theories as they apply to consumer decision making. Apply theories to make practical choices regarding consumer saving, investing and budgeting. Discuss the use of credit, insurance, housing, career choice, retirement and estate planning. **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. ..Explore the concepts of the global economy. Discuss 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. Examine 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. Evaluate reasons why cross-cultural understanding and appreciation are crucial to the effective functioning of a global economy. **Prereq:** Elig for ENG111 or ENG115 or ENG 121 **Note:** Appropriate for students with no prior study of economics.

ECO 121 - Introduction to Economics

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Identify and illustrate how markets work with the use of demand and supply. Analyze consumer behavior and economic behavior of the firm under varying conditions. Discuss use of national income accounting (GDP) as a measure of the health of the economy. Examine and calculate GDP to analyze and implement fiscal and monetary policies. **Note:** Not intended for students planning to major in economics or business.

ECO 211 - Principles of Economics 1

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Explore macroeconomic theory and policy. Identify and illustrate how markets work with the use of demand and supply. Discuss use of national income accounting (GDP) as a measure of the health of the economy. Examine unemployment, inflation and business cycles as they relate to the economy and possible policy prescriptions. Examine and calculate GDP to analyze and implement fiscal and monetary policies. **Prereq:** Eligibility for MAT 137. **Crosslist:** Also offered as ECO 211H; credit is not given for both ECO 211 and ECO 211H. **Note:** It is recommended that ECO 211 be taken prior to ECO 212.

ECO 211H - Principles of Economics 1 - Honors

3 credit hours - Three hours weekly; one term.

Explore macroeconomic theory and policy. Identify and illustrate how markets work with the use of demand and supply. Discuss use of national income accounting (GDP) as a measure of the health of the economy. Examine unemployment, inflation and business cycles as they relate to the economy and possible policy prescriptions. Examine and calculate GDP to analyze and implement fiscal and monetary policies. **Prereq:** Eligibility for MAT 137. Eligibility for Honors courses. **Crosslist:** Also offered as ECO 211; credit will not be given for both ECO 211H and ECO 211. **Note:** It is recommended that ECO 211 or ECO 211H be taken prior to ECO 212 or ECO 212H.

ECO 212 - Principles of Economics 2

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Explore microeconomic theory and international economics. Analyze consumer behavior, economic behavior of the firm under varying conditions, resource allocation, comparative advantage and balance of payments. **Prereq:** Eligibility for MAT 137. **Crosslist:** Also offered as ECO 212H; credit will not be given for ECO 212 and ECO 212H. **Note:** It is recommended that ECO 211 be taken prior to ECO 212.

ECO 212H - Principles of Economics 2 - Honors

3 credit hours - Three hours weekly; one term.

Explore microeconomic theory and international economics. Analyze consumer behavior, economic behavior of the firm under varying conditions, resource allocation, comparative advantage and balance of payments. **Prereq:** Eligibility for MAT 137. **Eligibility for Honors courses.** **Crosslist:** Also offered as ECO 212; credit will not be given for ECO 212H and ECO 212. **Note:** It is recommended that ECO 211 or ECO 211H be taken prior to ECO 212 or ECO 212H.

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. **Prereq:** Eligibility for any general education math course. **Crosslist:** Also offered as BPA 232; credit will not be given for both ECO 232 and BPA 232.

ECO 233 - Data, Sampling, and Analytics

3 credit hours - Three hours weekly; one term.

Apply topics from Business Statistics to business and professional situations. Perform hypothesis tests with new procedures involving Chi-square tests, multiregression with dummy variables, logistic regression, and time series. Use a software package to develop data management skills such as sorting, subsetting, and cleaning data. Propose and plan analysis projects. Apply results to improve decision making in business contexts. **Prereq:** ECO 232 or BPA 232 or MAT 135 and eligibility for MAT 137 or higher.

ECO 270 - Data and Analysis Project Seminar

2 credit hours - Two hours weekly; one term

Practice the steps that occur before and after a business analytics, such as proposing projects to address a concern, determining data needs, preparing reports for an appropriate audience, interpreting reports, and recommending action. Test hypotheses with data related to human resource management, productivity, and marketing. **Prerequisite or Corequisite:** ECO 233.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** ENG 111 or ENG 115 or ENG 121.

EDU 201 - Engagement Coaching Course I: Engage

3 credit hours - 45 hours lecture total; one term.

Examine the Engagement Coaching Model and its application to teaching and learning. Explore the essential coaching skills, International Coach Federation's (ICF) core competencies, ethical guidelines, and variety of tools and activities that provide access points for coaching and personal and professional development. **Prereq:** ENG 111 or ENG 115 or ENG 121. **Note:** For participants interested in becoming a certified coach, this 3-credit course fulfills the first course requirement of the 60-hour coach-specific training requirement for the Associate Certified Coach (ACC) ACSTH pathway. To become a certified coach, the participant must complete EDU 201, EDU 202 and EDU 203 and then fulfill the additional requirements stated by the International Coach Federation.

EDU 202 - Engagement Coaching Course II: Expand

3 credit hours - 45 hours lecture total; one term.

Examine new strategies to assist clients in expanding their perspectives and designing actions to move the client forward. Deepen and build on the foundational learning from Course I: Engage including essential coaching skills, International Coach Federation's (ICF) core competencies, and ethical coaching guidelines. Apply the components of the coaching agreement to design meaningful relationships with coaching clients. **Prereq:** EDU 201 with a grade of C or better or permission of department chair. **Note:** For participants interested in becoming a certified coach, this 3-credit course fulfills the second course requirement of the 60-hour coach-specific training requirement for the Associate Certified Coach (ACC) ACSTH pathway. To become a certified coach, the participant must complete EDU 201, EDU 202 and EDU 203 and then fulfill the additional requirements stated by the International Coach Federation.

EDU 203 - Engagement Coaching Course III: Experience

3 credit hours - 45 hours lecture total; one term.

Examine techniques to help clients be present to a broader range of emotions to experience all aspects of life in a more impactful, fulfilling way. Deepen and build on foundational learning from Course I: Engage and Course II: Expand, in order to integrate all of the components of the Engagement Coaching Model and create a broad coaching range. **Prereq:** EDU 202 with a C or better or permission of the department chair. **Note:** For participants interested in becoming a certified coach, this 3-credit course fulfills the third course

requirement of the 60-hour coach-specific training requirement for the Associate Certified Coach (ACC) ACSTH pathway. To become a certified coach, the participant must complete EDU 201, EDU 202 and EDU 203 and then fulfill the additional requirements stated by the International Coach Federation.

EDU 204 - Engagement Coaching Course IV: Integration

3 credit hours - 45 hours lecture total; one term

Demonstrate and strengthen essential coaching skills through the integration and application of all components of the Engagement Coaching Model for clients and small groups. Implement structures that support the coach to sustain powerful action to realize goals and continue evolving as a coach. Deepen, enhance and incorporate coaching skills learned in the previous Engagement Coaching courses (EDU 201, 202 and 203). **Prereq:** EDU 203 with a grade of C or better or permission of department chair. **Note:** For participants interested in becoming a certified coach, the participant must complete EDU 201, EDU 202 and EDU 203 and then fulfill the additional requirements stated by the International Coach Federation, which includes a coaching log demonstrating 100 hours of coaching and an additional assessment fee from the International Coach Federation.

EDU 209 - Online Instructional Methods

1 credit hour - One hour weekly, one term.

Explore the interactive nature of creating a course in the online environment. Convert face-to-face classes to engaging web-based, hybrid and online formats. Practice online course instructional pedagogy, choose and evaluate resources, develop and discover multimedia options, and cultivate student assessment and feedback practices.

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. **Prereq:** 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.

DIVERSITY COURSE. 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *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.

Prereq: EDU 133 and MAT 221 or MAT 222 or MAT 223. **Crosslist:** *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.

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. **Prereq:** Eligibility for Honors courses and EDU 133 and MAT 221 or MAT 222 or MAT 223. **Crosslist:** *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. **Prereq:** *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. **Prereq:** *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. **Prereq:** *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. **Prereq:** 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** EDU 214 and *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *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. **Prereq:** *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. **Prereq:** *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. **Prereq:** *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 - Three hours weekly; one term.

Provides an intensive study of current or specialized themes, topics or methods in the field of education. **Prereq:** *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. **Prereq:** *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. **Prereq:** *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. **Prereq:** *Eligibility for MAT 145 or MAT 151.*

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. **Prereq:** *EET 130 or permission of department chair.*

EET 191 - Fiber Optics Installer 1

3 credit hours - Three hours of lecture and directed lab weekly; one term.

Learn about codes, standards, and regulatory requirements of the fiber optics industry. Understand the theory of operation of single and multimode fiber optic cables including protocols and measurements used in the telecommunications industry. Develop skills through laboratory exercises to practice in terminating, mechanical splicing, inspecting, and testing fiber optic cables.

EET 192 - Fiber Optics Installer 2

3 credit hours - Three hours of lecture and directed lab weekly; one term.

Learn about light theory and laser fundamentals including the content of the light spectrum generated by the various light sources. Learn about the equipment used to receive fiber optic signals and effect optical power has on performance. Develop skills through laboratory exercises to practice terminating, fusion splicing, inspecting, and testing of installed fiber optic systems. **Prereq:** EET 191

EET 193 - Fiber Optics Installer 3

3 credit hours - Three hours of lecture and directed lab weekly; one term.

Learn the theory of operation and function of components found in installed fiber optic systems that include LEDs, photodiodes, and lasers. Learn about modulation and demodulation techniques, LAN architectures and protocols used in fiber optics transmission systems. Apply fiber optic systems knowledge to complete a design project in a real-world scenario. **Prereq:** EET 192

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. **Prereq:** 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 \$50. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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 - Special Topics -Fiber Optics Installer 1

3 credit hours - Three hours of lecture and directed lab weekly; one term.

Learn about codes, standards, and regulatory requirements of the fiber optics industry. Understand the theory of operation of single and multimode fiber optic cables including protocols and measurements used in the telecommunications industry. Develop skills through laboratory exercises to practice in terminating, mechanical splicing, inspecting, and testing fiber optic cables.

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.

Prereq: 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 - 31 hours of lecture, 23 hours of laboratory; one term.

HEALTH/FITNESS/WELLNESS GER. Explore the knowledge, skills and abilities for citizens, law enforcement officers, and other public safety officials to render basic care to a sick or injured person until the arrival of emergency medical technicians or paramedics. Focus on gaining access to patients, performing patient assessment, and managing life threatening situations. Recognize positive self-care for an emergency responder. Learn and demonstrate American Heart Association Basic CPR/AED standards for certification. Successful completion leads to eligibility to take the National Registry Emergency Medical Responder exam or the Maryland State exam for certification. There is a fee associated with each of these exams. Lab fee \$50. **Note:** This course is not recommended for students seeking to continue in the EMT program. Students interested in preparing for emergency medical technician (EMT) level certification and for future certification as a paramedic 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 - 126 hours of lecture, 52 hours of laboratory, 12 hours of field experience; one term.

Develop the knowledge, skills and abilities for personnel who will deliver emergency medical care for the sick or injured of all ages in the pre-hospital setting. Focus on how to control the emergency scene, make patient assessments, and manage patients in the field or those in an ambulance. Recognize positive self-care for an emergency responder. Successful completion leads to American Heart Association CPR and AED certification as well as eligibility to take the National Registry Emergency Medical Technician (NREMT) exams for national certification. Students who successfully obtain their national certification are eligible for State of Maryland certification. There is a fee associated with the national exam. Affiliation with an Emergency Medical Service (EMS) jurisdiction is required for state certification. Lab fee \$125; Clinical fee \$25. **Prereq:** 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. **Prereq:** (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. **Prereq:** (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. **Prereq:** (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. **Prereq:** (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. **Coreq:** 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. **Prereq:** (1) EMT 110, EMT 111; and (2) permission of the department chair. **Coreq:** 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. **Prereq:** EMT 110, EMT 111 and permission of the EMT department chair. **Coreq:** 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. **Prereq:** EMT 112, EMT 113 and permission of the EMT department chair.

EMT 115 - Introduction to Paramedic

2 credit hours - 24 hours of lecture; 12 hours of laboratory; one two-week term

Integrate appropriate medical language and knowledge of the emergency medical services (EMS) systems with the safety and well-being of the paramedic. Synthesize medicolegal and ethical issues intended to improve the health of EMS personnel, patients and their community. Apply medical mathematical calculations for patient medication administration. \$50 **Prereq:** Admission into the Paramedic program.

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. **Prereq:** (1) EMT 113; (2) EMT 114; and (3) permission of the department chair.

Emergency Medical Technician-Paramedic

EMT 118 - 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 a paramedic in utilizing advanced life support concepts and practices of infection control, patient assessment, and pharmacological intervention. Explore and apply advanced medical management techniques for behavioral, respiratory and cardiovascular emergencies. Practice selected procedures on each other during college lab. \$250 for lab fees and \$100 for clinical **Prereq:** EMT 115 with a grade of C or better. **Note:** Mandatory attendance is required for all college lab, clinical and field rotations. Missed labs or rotations are made up at the student's expense or will result in failure of the course.

EMT 119 - Paramedic 2

13 credit hours - 120 hours of lecture, 90 hours of college lab, 90 hours of hospital clinical and field experience; one term.

Apply pathophysiological processes and treatment modalities in the pre-hospital management of injuries and illnesses. Explore treatments specific to special populations including pediatric, geriatric and varying cultures and religious beliefs. Integrate pharmacological interventions and management for emergencies in medical and trauma conditions. College lab and clinical settings provide skill performance and mastery opportunities. Practice selected procedures on each other during college lab. \$250 for lab and \$100 for clinical **Prereq:** EMT 118 with a grade of C or better. **Note:** Mandatory attendance is required for all college lab, clinical and field rotations. Missed labs or rotations are made up at the student's expense or will result in failure in the course.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** EMT-Intermediate certification; BIO 230 or BIO 232 or BIO 234. **Coreq:** 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. **Prereq:** EMT-Intermediate certification and BIO 230 or BIO 232 or BIO 234. **Coreq:** 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. **Prereq:** EMT-Intermediate certification and BIO 230 or BIO 232 or BIO 234. **Coreq:** 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. **Prereq:** EMT 200, EMT 201 and EMT 202. **Coreq:** 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. **Prereq:** EMT 200, EMT 201 and EMT 202. **Coreq:** 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 COURSE. and its effect on health care is discussed. Preparation for the National Registry Written Examination is provided. **Prereq:** EMT 200, EMT 201 and EMT 202. **Coreq:** EMT 210 and EMT 213.

EMT 215 - Paramedic 3

5 credit hours - 30 hours of lecture, 60 hours of college lab, 48 hours of field rotations; one term.

Synthesize advanced pathological concepts, principles and skill mastery in caring for patients in a pre-hospital environment. Utilize critical thinking skills through scenario-based assessment to formulate and institute a clear and concise treatment and disposition plan for various diseases and injuries. Integrate team leadership, crew resource management techniques, patient advocacy and entry-level practice as a paramedic professional. Practice selected procedures on each other during college lab. Lab fee \$100 **Prereq:** EMT 119 with a grade of C or better or permission of the department chair. **Note:** Mandatory attendance is required for all college lab, clinical and field rotations. Missed labs or rotations are made up at the student's expense or will result in failure in the course.

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. **Prereq:** EMT 142.

EMT 270 - Paramedic Capstone

7 credit hours - 8 hours of lecture, 60 hours college lab, 204 hours of capstone field experience; nine week course; one term.

Utilize critical thinking skills, comprehensive history and physical assessment within their patient interactions to formulate and institute an appropriate field impression and treatment plan for various diseases and injuries. Identify factors affecting the health and health needs of a patient. Integrate team leadership, patient advocacy and entry-level practice as a paramedic professional. Demonstrate skill mastery as an entry-level paramedic provider in scenario based testing. Demonstrate effective communications in a manner that is culturally sensitive and intended to improve the patient outcome. Practice selected procedures on each other during college lab. \$150 for lab and \$100 for clinical **Prereq:** EMT 215 with a grade of C or better. **Note:** Mandatory attendance is required for all college lab, clinical and field rotations. Missed labs or field rotations are made up at the student's expense or will result in failure in the course.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:**

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. **Prereq:** 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 - Rapid Prototyping Techniques

4 credit hours - Four hours of lecture/lab weekly; one term.

Use the advanced features of three-dimensional solid-modeling applications. Apply CAD (computer-aided drafting) and CAM (computer-aided manufacturing) knowledge to industry applications. Model complex parts and create prototypes with current rapid prototype technologies. Apply finishing techniques to produce professional prototype models. Create a drafting portfolio. **Prereq:** 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. **Prereq:** Permission of department chair or adviser. **Note:** Enrollment in internship courses requires that students hold an appropriate internship placement in order to receive course credit. Please consult with the Coordinator for Internships prior to registering unless otherwise specified by the department chair or director.

ENT 280-299 - Special Topics in Engineering Technologies

1-3 credit hours -

Current or specialized topics of interest to engineering technologies students. Possible topics are industrial animation, desktop manufacturing, small boat design, computer-controlled machinery, solar power and CAD for specific technical disciplines. A maximum of eight credit hours earned from special topics courses may be used to satisfy degree requirements. Because special topics courses may present transfer problems, students should check with their transfer institution or the Anne Arundel Community College transfer coordinator before enrolling. See current schedule of classes for term offerings. Lab fee \$5-21.

English

ENG 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** Eligibility for RDG 027 or permission of the department chair.

ENG 101 - Academic Writing and Research 1

3 - Three hours lecture weekly; one term.

Learn critical writing, reading, and thinking strategies. Write multiple essays, culminating in an instructor-guided research paper. Analyze a variety of texts and identify their cultural, historical, and social contexts. Develop foundational information literacy, academic research, and documentation skills. **Prereq:** Appropriate placement into ENG 101. **Crosslist:** Also offered as ENG 101H; credit is not given for both ENG 101 and ENG 101H. **Note:** A grade of C or better is required to satisfy the general education requirement.

ENG 101H - Academic Writing and Research 1 - Honors

3 credit hours - Three hours lecture weekly; one term.

HONORS COURSE. Learn critical writing, reading, and thinking strategies. Write multiple essays, culminating in an instructor-guided research paper. Analyze a variety of texts and identify their cultural, historical, and social contexts. Develop foundational information literacy, academic research, and documentation skills. **Prereq:** Eligibility for Honors courses and appropriate placement into ENG 101. **Crosslist:** Also offered as ENG 101; credit is not given for both ENG 101H and ENG 101. **Note:** A grade of C or better is required to satisfy the general education requirement. Complete and present an honors capstone research project that extends beyond the classroom.

ENG 102 - Academic Writing and Research 2

3 credit hours - Three hours lecture weekly; one term.

Develop advanced critical writing, reading, and thinking skills. Compose analytical and argumentative essays, culminating in the production of an independent, extensive, multiple-source, fully documented research paper. Analyze a variety of texts through close reading and explore their cultural, historical, and social contexts. Learn

advanced research techniques, including formulation of research questions, identification of multiple audiences, analysis of rhetorical situations, and ethical research tactics. **Prereq:** Successful completion of ENG 101 or ENG 101H with a grade of C or better. **Crosslist:** Also offered as ENG 102H; credit is not given for both ENG 102 and ENG 102H. **Note:** A grade of C or better is required to satisfy the general education requirement

ENG 102H - Academic Writing and Research 2 Honors

3 credit hours - Three hour of lecture weekly; one term.

HONORS COURSE. Develop advanced critical writing, reading, and thinking skills. Compose analytical and argumentative essays, culminating in the production of an independent, extensive, multiple-source, fully documented, research paper. Analyze a variety of texts through close reading and explore their cultural, historical, and social contexts. Learn advanced research techniques, including formulation of research questions, identification of multiple audiences, analysis of rhetorical situations, and ethical research tactics. **Prereq:** Eligibility for Honors courses and successful completion of ENG 101 or ENG 101H with a grade of C or better. **Crosslist:** Also offered as ENG 102; credit is not given for both ENG 102H and ENG 102. **Note:** A grade of C or better is required to satisfy the general education requirement. Complete and present an honors capstone research project that extends beyond the classroom.

ENG 111 - Composition and Introduction to Literature 1

3 credit hours - Three hours weekly; one term.

ENGLISH COMPOSITION GER. Learn single-paragraph and multi-paragraph writing. Gain substantial writing practice both in and out of class. Analyze short fiction and poetry. **Prereq:** 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 040.

ENG 112 - Composition and Introduction to Literature 2

3 credit hours - Three hours weekly; one term.

ENGLISH COMPOSITION GER. Continue study of multi-paragraph writing, stressing patterns of exposition and instruction in writing research papers. Gain substantial writing practice. Read novels and plays. **Prereq:** ENG 111. **Note:** This course must be completed with a C or better to satisfy the English composition general education requirement for award of a degree.

ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers

3 credit hours - Three hours weekly; one term.

ENGLISH COMPOSITION GER. 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. **Prereq:** 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.

ENGLISH COMPOSITION GER. 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. **Prereq:** ENG 115 or the equivalent or permission of the department chair. **Note:** This course must be completed with a C or better to satisfy the English composition general education requirement for award of a degree.

ENG 121 - Composition and Literature

3 credit hours - Three hours weekly; one term.

ENGLISH COMPOSITION GER. 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. **Prereq:** 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. **Crosslist:** Also offered as ENG 121H; credit is not given for both ENG 121 and ENG 121H. **Note:** Students must complete the course with a C or better to satisfy the English composition general education requirement for award of a degree. Students who earn credit in this course cannot earn credit in ENG 111, ENG 112, ENG 115 or ENG 116. 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.

HONORS COURSE. ENGLISH COMPOSITION GER. 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. **Prereq:** 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. **Crosslist:** Also offered as ENG 121; credit is not given for both ENG 121H and ENG 121. **Note:** Students must complete the course with a C or better to satisfy the English composition general education requirement for award of a degree. Students who earn credit in this course cannot earn credit in ENG 111, ENG 112, ENG 115 or ENG 116. If a student whose program requires six hours of English composition successfully completes ENG 121H, the student has fully satisfied the English composition obligation. If a student whose program requires twelve hours of English successfully completes ENG 121H, the student may satisfy the program requirement with six additional hours of English.

ENG 160 - The Art and Science of Grammar

3 credit hours - Three hours of lecture weekly; one term.

Learn the grammar of the English language at an advanced level. Focus on the definitions, functions and relationships among its words. Analyze the types, styles and logic of grammatically correct sentences and use this knowledge and these skills to assess effective written communication. Assess punctuation's impact on communication. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121

ENG 161 - Introduction to Linguistics

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** ART 180 or ENG 200 or THA 125 or permission of the department chair. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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. ARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** 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. **Crosslist:** 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.

HONORS COURSE. ARTS AND HUMANITIES GER..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. **Prereq:** 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. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** Also offered as ENG 213H; credit is not given for both ENG 213 and ENG 213H.

ENG 213H - British Literature 1 - Honors

3 credit hours - Three hours weekly; one term.

HONORS COURSE. ARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** 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. **Crosslist:** 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.

HONORS COURSE. ARTS AND HUMANITIES GER..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. **Prereq:** 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. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

HONORS COURSE. ARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

HONORS COURSE. ARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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.**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair**Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER..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**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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 courseARTS AND HUMANITIES GER..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.**Prereq:** Eligibility for Honors Courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..Study representative works selected from Shakespeare's tragedies, comedies, histories, romances, and sonnets, with attention to historical and cultural contexts.**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER..Study representative works selected from Shakespeare's tragedies, comedies, histories, romances, and sonnets, with attention to historical and cultural contexts.**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** Also offered as ENG 222H; credit is not given for both ENG 222 and ENG 222H.

Crosslist: 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.

HONORS COURSE..ARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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 courseARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER..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. **Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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. **Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair. **Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

ARTS AND HUMANITIES GER.. 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.**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. 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.**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

ARTS AND HUMANITIES GER.. 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.**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. 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.**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

ARTS AND HUMANITIES GER.. 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.**Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.

HONORS COURSE..ARTS AND HUMANITIES GER.. 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.**Prereq:** Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.**Crosslist:** 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.**Prereq:** 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.**Coreq:** 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.**Coreq:** 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.**Coreq:** 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.**Prereq:** 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. **Prereq:** 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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of department chair.

ENG 283 - The Works of John Milton: Rebellion, Revolution, and Regicide

3 credit hours - Three hours lecture weekly; one term.

Examine the poetry and prose of John Milton including *Paradise Lost*. Study the formal elements of his poetry; examine Milton's biography, especially his blindness and revolutionary defeat; investigate the importance of his poetry in literary history; explore Milton's writing in relationship to his culture (regicide and revolution, the commonwealth government, and restoration of the monarchy). **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.

ENG 284 - American Nightmares: Popular Horror Fiction

3 credit hours - Three hours lecture weekly; one term.

Examine a selection of best-selling, influential American horror fiction from *Psycho* to *The Walking Dead*; consider various theories on the appeal, effects, and functions of horror; analyze the texts' formal elements as well as their historical, political, and cultural contexts. Study novels and short stories by Bloch, Levin, Blatty, Rice, King, Harris, and others. **Prereq:** ENG 111 and ENG 112 or ENG 115 and ENG 116 or ENG 121 or permission of the 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. CEUs 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.

Discover and practice the components of entrepreneurship, idea generation, creative thinking and opportunity recognition. Experiment using entrepreneurial methods and evaluate potential business ideas. Compare and analyze various strategies entrepreneurs have used to start and grow their businesses. Lab fee \$10. **Crosslist:** 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.

Crosslist: 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 COURSE. 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. **Crosslist:** 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. **Crosslist:** 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. **Crosslist:** 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. **Crosslist:** 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. **Crosslist:** 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. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121 **Crosslist:** 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. **Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of department chair. **Crosslist:** 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. **Crosslist:** Also offered as BPA 231; credit will not be given for both ESI 231 and BPA 231.

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. **Crosslist:** 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. **Crosslist:** 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. **Prereq:** BPA 103 or ESI 103. **Crosslist:** 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. **Prereq:** Permission of instructor or department chair. **Crosslist:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER. DIVERSITY COURSE. 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 COURSE. **Crosslist:** 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 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. **Crosslist:** 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.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE.

..Explore issues in the lives of American women. 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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** 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 102 - Introduction to Masculinity Studies

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE.

..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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

HEALTH/FITNESS/WELLNESS GER. DIVERSITY COURSE. ..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. **Crosslist:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER.. DIVERSITY COURSE. ..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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

Examine the health and wellness related changes of women as they age. Investigate exercise, nutrition, menopause, osteoporosis, cardiovascular disease, female cancers, mental health, and gynecological health concerns and examine how women can influence these age-associated changes to live a healthy life. **Note:** Also offered as HEA 117; credit is not given for both GSS 117 and HEA 117.

GSS 169 - Music, Power and Gender

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. ..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. **Crosslist:** 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.

DIVERSITY COURSE. ..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. **Crosslist:** 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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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. **Crosslist:** 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.

DIVERSITY COURSE. ..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. **Crosslist:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. ..Examine the DIVERSITY COURSE. 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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** Elig.for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** 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.

DIVERSITY COURSE. ..Learn current information concerning biological, psychological and sociological aspects of human sexual functioning and related concerns. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** 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.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. ..Study and analyze women's experiences, social roles and

contributions to the development of Western society from ancient times to the 21st century. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. ..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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *GSS 101, SOC 111 or SOC 121.* **Crosslist:** *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.

DIVERSITY COURSE. ..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. **Prereq:** *PSY 111 or permission of department chair.* **Crosslist:** *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.

DIVERSITY COURSE. ..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. **Crosslist:** *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.

DIVERSITY COURSE. ..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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

DIVERSITY COURSE. ..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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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. **Prereq:** *ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslist:** *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.

HONORS COURSE..ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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. **Prereq:** *Eligibility for Honors courses and ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121 or permission of the department chair.* **Crosslist:** *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.

DIVERSITY COURSE. ..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. **Crosslist:** *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.

DIVERSITY COURSE. ..Study the law as it relates to gender and sexuality. Focus on constitutional scrutiny of gender issues. Explore topics such as: 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. **Crosslist:** *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.

SOCIAL AND BEHAVIORAL SCIENCES GER. Focus on the geographer's view of the interaction of people with their physical and human environments. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121*

GEO 101 - Physical Geography

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Learn about the physical environment, principles and patterns of weather and climate, soils, vegetation, earth materials and landforms. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121*

GEO 102 - World Regional Geography

3 - Three hours weekly; one term

SOCIAL AND BEHAVIORAL SCIENCES GER. Study major world regions from the viewpoints of people, natural environment, culture, and economic development in a globalized society. **Prereq:** *Eligibility for ENG 111 or ENG 115 or ENG 121.*

GEO 103 - Cultural Geography

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Examine the human environment by studying political, cultural, economic, urban and population patterns of human use of the earth. **Prereq:** *Elig. for ENG111 or ENG115 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 COURSE. of the United States by identifying and examining the patterns and processes that create regional landscapes. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121*

Health

HEA 100 - Assessment and Theory of Fitness and Health

3 credit hours - Three hours weekly; one term.

HEALTH/FITNESS/WELLNESS GER. Create a physically active, individualized exercise program with guidance from the course instructor. Use cardiovascular and weight training equipment in the college fitness center to improve and maintain health and wellness. Conduct pre and post-assessments to evaluate physical fitness. Examine the topics of physical activity, nutrition, weight management, stress, cardiovascular health and related wellness behaviors. Investigate the role of each dimension's impact on lifelong wellness and health, behavior change strategies as they relate to health promotion efforts. 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 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.

HEALTH/FITNESS/WELLNESS GER. Identify the dimensions of wellness and the various factors that promote optimal health for individuals and their communities. Describe the current and emerging issues in health promotion and disease prevention and evaluate evidenced-based methods to control risk factors in diverse populations. Examine topics and health behavior strategies to optimize and enhance quality of life.

HEA 113 - Women's Health

3 credit hours - Three hours weekly; one term.

HEALTH/FITNESS/WELLNESS GER. DIVERSITY COURSE. ..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. **Crosslist:** *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.

HEALTH/FITNESS/WELLNESS GER. Examine the topics of physical activity, nutrition, weight management, stress, cardiovascular health and related wellness behaviors. Investigate the role of each dimension's impact on lifelong wellness. Identify and evaluate behavior change strategies as they relate to health promotion efforts. **Note:** *Credit is not given for both HEA 114 and HEA 100.*

HEA 115 - Health Implications of Violence

3 credit hours - Three hours weekly; one term.

Formerly Personal Safety Issues. HEALTH/FITNESS/WELLNESS GER. Examine theories and concepts of violence and abuse and the effects on the social, emotional, physical, and cognitive development of the individual. Describe and evaluate the historical overview of legal and ethical issues regarding violence and abuse and the impact on the individual and society. Explore topics including awareness and prevention of violence around the world, neglect, gun control, exploitation, stalking, and personal safety issues.

HEA 116 - The Health Consumer in Today's World

3 credit hours - Three hours weekly; one term

HEALTH/FITNESS/WELLNESS GER. Examine various health-related issues facing consumers including the health care system, health insurance and evidence-based assessments of health products, services and food. Apply decision-making skills to evaluate health information and resources that positively influence one's wellness.

HEA 117 - Healthy Aging For Women

3 credit hours - Three hours weekly; one term.

Examine the health and wellness related changes of women as they age. Investigate exercise, nutrition, menopause, osteoporosis, cardiovascular disease, female cancers, mental health, and gynecological health concerns and examine how women can influence these age-associated changes to live a healthy life. **Crosslist:** *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. **Crosslist:** *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. **Crosslist:** *Also offered as BIO 138; credit is not given for both HEA 138 and BIO 138.*

HEA 150 - Advanced First Aid, CPR and AED

3 credit hours - Three hours weekly; one term.

Formerly First Aid and Safety- CPR. HEALTH/FITNESS/WELLNESS GER. Examine the appropriate intervention skills to respond to emergencies such as recognition, access, assessment and management until more advanced personnel arrives. Identify and successfully demonstrate the components of cardiopulmonary resuscitation (CPR) and automatic defibrillator device (AED) and advanced first aid by a first responder. Successful completion of the course prepares students to take the Red Cross certification exam. Lab fee \$29.00>Note: Credit is not given for both EMT 104 and HEA 150.

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- Care and Prevention of Athletic Injuries 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. **Prereq:** BIO 231 or BIO 233, BIO 232 or BIO 234, CTA 100 or CTP 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.**Prereq:** 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, their design and implementation. 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. Learn leadership and compliance principles related to health information management, as well as current trends in health information management.**Prereq:** HIT 111 with a grade of 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**Prereq:** Elig. for ENG111 or ENG115 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.**Prereq:** Elig. for ENG111 or ENG115 or ENG 121

HIT 217 - Introduction to ICD Coding

3 credit hours - Three hours weekly; one term.

Formerly HIT 217-Introduction to ICD-9-CM and ICD-10-CM Coding Learn the basic coding guidelines using the current ICD coding classification system. Practice the application of diagnosis and procedure codes validating coding accuracy using clinical information that would be found in the health record. Apply and promote ethical coding standards while adhering to current regulations and established guidelines in code assignment. **Prereq:** HIT 111 with a grade of C or better, or permission of the program coordinator.

HIT 218 - Introduction to CPT/HCPCS Coding

3 credit hours - Three hours weekly; one term.

Formerly HIT 218-Introduction to CPT/HCPCS and ICD-10-PCS Coding Learn the basic coding guidelines of the Current Procedural Terminology (CPT) nomenclature. Practice the application of CPT/HCPCS codes validating coding accuracy using clinical information found in the health record. Apply and promote ethical coding standards while adhering to current regulations and established guidelines such as the National Correct Coding Initiative. **Prereq:** HIT 111 with a grade of C or better, or permission of the program coordinator.

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. **Prereq:** HIT 111 (With a C or better).

HIT 221 - Advanced Coding

3 credit hours - Three hours weekly; one term.

Learn the application of ICD diagnosis and procedure coding as well as CPT/HCPCS coding to higher level case scenarios. Practice the application of diagnosis and procedure codes validating coding accuracy using clinical information that may be found in the health record. Apply and promote ethical coding standards while adhering to current regulations and established guidelines in code assignment. Learn encoder software and practice applications. **Prereq:** HIT 217 and HIT 218 with a grade of C or better.

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. **Prereq:** 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. **Prereq:** MDA 116, HIT 221 and HIT 222.

HIT 276 - Health Information Technology Practicum

3 credit hours - 160 hours practicum; one term.

Participate in a supervised practicum using simulation software and in a clinical practice setting. Perform functions related to the analysis and reporting requirements for health records, release of information, coding of medical records, and data abstracting. Take a mock Registered Health Information Technician accreditation examination. Clinical fee \$30. **Prereq:** 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. **Prereq:** Will vary depending on course offering.

History

HIS 111 - Ancient and Medieval Western Civilizations

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER. Explore societal changes and continuities in structure, thought, government, economics, war and culture through readings, critical thinking and writing, from antiquity through the Renaissance. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121

HIS 112 - Early Modern and Modern Western Civilizations

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER. Explore societal changes and continuities in structure, thought, government, economics and culture through readings, critical thinking and writing from the Renaissance to the present. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121 **Note:** HIS 111 is not a prerequisite for this course.

HIS 211 - United States History through the Civil War

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Explore American politics, cultures, economics and the interaction of people of different classes, races and genders through reading, critical thinking and writing, from colonization through 1865. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121 **Crosslist:** Also offered as HIS 211H; credit is not given for both HIS 211 and HIS 211H.

HIS 211H - United States History through the Civil War -- Honors

3 credit hours - Three hours weekly; one term.

HONORS COURSE. SOCIAL AND BEHAVIORAL SCIENCES GER. Explore American politics, cultures, economics and the interaction of peoples of different classes, races and genders through reading, critical thinking and writing, from colonization through 1865 in an honors seminar environment of readings and extensive discussion. **Prereq:** Eligibility for Honors courses and ENG 111 or ENG 115 or ENG 121. **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER. 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. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121

HIS 214 - African American History

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. ..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.

Prereq: Elig. for ENG 111 or ENG 115 or ENG 121 **Crosslist:** 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.

DIVERSITY COURSE. ..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. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121

HIS 217 - Women of the Western World

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. ..Study and analyze women's experiences, social roles and contributions to the development of Western society from ancient times to the 21st century. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121 **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. ..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. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121 **Crosslist:** 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. **Prereq:** Elig. 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. **Prereq:** Elig. 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121*

HIS 261 - History of the Middle East

3 credit hours - Three hours weekly; one term.

DIVERSITY COURSE. 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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *Also offered as HLS 262; credit is not given for both HIS 262 and HLS 262.*

HIS 280 - Special Topics in History: History of Immigration in America

3 credit hours - Three hours lecture weekly; one term.

Examine the history of immigration in the United States from the Colonial period to the present. Explore the social, cultural and economic history of various ethnic groups that have immigrated to the U.S.

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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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 11th terrorist attack on the United States than the law related to national security. As successive administrations wrestle with defining "jurisdiction," national security law takes on an ever increasing importance in a world that is drawn even closer together through "globalization." This course will analyze the functioning of national security laws and their impact on society. It will also balance United States Constitutional principles against the need for security. **Prereq:** *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. **Prereq:** 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. **Prereq:** 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. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Coreq:** 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. **Prereq:** 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. **Coreq:** CJS 111 or HLS 111. **Crosslist:** 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. **Coreq:** CJS 111 or HLS 111. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Coreq:** CJS 111 or HLS 111. **Crosslist:** 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. **Crosslist:** 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.

DIVERSITY COURSE. 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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *Also offered as HIS 262; credit is not given for both HLS 262 and HIS 262.*

HLS 265 - Homeland Security, Emergency Management and Response Seminar

3 credit hours - Three hours weekly; one term.

Analyze historic and contemporary local, national and global catastrophic incidents and various emergency response policies, laws, and operations used to mitigate and treat human injury and structural damage. Apply knowledge and specific skills to table-top simulations and case studies; design emergency response and preparation plans; exercise NIMS (National Institute Management System); and engage in dialogue with experts in the field. **Prereq:** *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. **Crosslist:** *Also offered as CJS 270; credit will not be given for both HLS 270 and CJS 270.*

Honors

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. **Prereq:** *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 foodborne 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 exam from the National Restaurant Association (NRA) designed for food service professionals. A ServSafe® Food Protection Manager 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. Students pursuing Hospitality Business Management degree option degree or Hotel/Lodging Management certificate 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. **Prereq:** *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. **Prereq:** *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:** *Closed toe shoes, apron, and a chef hat are required.*

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.**Prereq:** *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.**Prereq:** *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.**Prereq:** *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.**Prereq:** *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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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 historic 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. **Prereq:** HRM 123 and HRM 124 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. **Prereq:** 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 bouche, appetizers and desserts. Create and prepare a multi-course meal in an a la carte setting. Lab fee \$350. **Prereq:** HRM 190 and 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. **Prereq:** HRM 190 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. **Prereq:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER., DIVERSITY COURSE. ...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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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). **Crosslist:** 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.

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). **Prereq:** 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 - three hours weekly; one-term.

Examine professionalism in the counseling field, including professional ethics and legal duties. Identify 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. **Prereq:** HUS 141 **Coreq:** HUS 115 or permission of department chair. **Crosslist:** 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.

Examine professionalism in the counseling field, including professional ethics and legal duties. Identify 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. **Prereq:** Eligibility for Honors Courses and HUS 141 **Coreq:** HUS 115 or permission of department chair. **Note:** Also offered as HUS 114; credit is not given for both HUS 114 and HUS 114H. 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.

Gain supervised fieldwork placement experience in the Human Services field. Apply theories and techniques learned in the lecture class. Lab fee \$15. **Prereq:** HUS 141 **Coreq:** HUS 114 or HUS 114H

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. **Prereq:** Elig for ENG111 or ENG115 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. **Prereq:** HUS 120.

HUS 130 - Introduction to Family Counseling

3 credit hours - three hours weekly

Examine family structure and functions in contemporary American society. Discuss professional ethics and focus on the variables that characterize healthy and unhealthy familial relationships. Identify techniques, processes, and theoretical approaches that help facilitate change within families. Explore the impact of addiction and recovery on the family.

Gain knowledge of the clinical implications of culturally competent counselors. **Prereq:** HUS 101

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.

Examine the 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. Recognize various types of groups in use for training, education and treatment. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121*

HUS 150 - Introduction to Aging Studies

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. . .

Examine the myths, demographics, psychosocial perspectives and biomedical aspects of growing old in America. Discuss issues impacting older persons including economics, politics, religion, leisure, social/living environment, intimacy and sexuality, health care and death and dying. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Crosslist:** *Also offered as PSY 151; credit is not given for both HUS 151 and PSY 151.*

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). **Crosslist:** *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. **Coreq:** *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. **Prereq:** *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.* **Coreq:** *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. **Prereq:** *HUS 115 or permission of department chair.* **Coreq:** *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. **Coreq:** *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. **Crosslist:** *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 234 - Trauma Informed Care

3 credit hours - Three hours lecture weekly; one term

Examine the concept of trauma, its prevalence among clients of human service organizations and its profound effect on client outcomes. Recognize sources of trauma such as

childhood neglect, homelessness, drug addiction, mental illness, sexual abuse, frequent incarceration and other types of trauma-inducing experiences. Apply effective trauma informed care practices and strategies.

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. **Prereq:** Elig. for ENG111 or ENG115 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). **Prereq:** 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. **Prereq:** HUS 114, PSY 111 or permission of department chair.

Humanities

HUM 101 - Introduction to Fine Arts

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121

HUM 151 - American Folk Arts

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. 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. **Crosslist:** 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. **Prereq:** (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 advisor 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. **Prereq:** (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 advisor 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. **Prereq:** (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. **Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121 or permission of the department chair.

LIB 115 - Critical and Creative Thinking in the Information Age

3 credit hours - Three hours lecture weekly; one term

Acquire and develop skills that foster more critical and creative thinking. Learn to analyze arguments, evaluate evidence, and find and use information effectively and ethically to shape and support thinking.

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. **Prereq:** 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. **Prereq:** 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 145 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. **Prereq:** 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 145 or MAT 151. **Prereq:** 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 145, 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

4 credit hours - Four hours weekly; one term.

Examine two- and three-dimensional shapes, measurement, dimensional analysis, congruence and similarity, and coordinate and transformational geometry. Use computers to explore geometric concepts. Apply problem-solving techniques within each topic. **Prereq:** 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 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Crosslist:** Also offered as MAT 222H; credit is not given for both MAT 222 and MAT 222H. **Note:** Primarily for students in the elementary education and early childhood education programs. Although MAT 221 and MAT 222 can be taken in either order, the sequential order is recommended.

MAT 034 - Quantitative Foundations

4 equivalent hours - Four hours weekly; one term.

Study foundational algebraic and numeric topics essential in preparing students for MAT 135 or MAT 100 or MAT 133. Explore topics involving quantitative relationships, algebraic reasoning, functional reasoning, and probabilistic and statistical reasoning. Incorporate problem-solving skills, quantitative communication skills, and the use of technology. Lab fee \$15. **Prereq:** Achieve an appropriate score on the Mathematics Placement Test, or successful completion of an approved mathematics preparation course. **Note:** A grade of at least C in MAT 034 is required to enroll in MAT 100, MAT 133, MAT 135 or MAT 135H.

Either MAT 034 or MAT 035 serves as a prerequisite for MAT 135 or MAT 135H. Students should enroll in only one of MAT 034 or MAT 035.

MAT 035 - Pre-Statistics

2 equivalent hours - Two hours weekly; one term.

Study foundational algebraic and numeric topics essential in preparing students for Statistics (MAT 135) including quantitative relationships, algebraic reasoning, functional reasoning, and probabilistic and statistical reasoning. Incorporate problem-solving skills, quantitative communication skills, and the use of technology. **Prereq:** 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 035 and MAT 135 or MAT 135H may be taken in the same semester. A grade of at least C in MAT 035 is required to start MAT 135. Either MAT 034 or MAT 035 serves as a prerequisite for MAT 135 or MAT 135H. Students should enroll in only one of MAT 034 or MAT 035.

MAT 036 - Foundations of College Algebra

4 equivalent hours - Four hours weekly; one term.

Study pre-algebra and beginning algebra topics necessary to succeed in College Algebra. Topics include operations on real numbers; simplifying expressions; solving first-degree equations, inequalities and application problems; graphing linear equations; simplifying exponents; operations on polynomials; and factoring polynomials. **Prereq:** Achieve an appropriate score on the Mathematics Placement Test, or successful completion of an approved mathematics preparation course. **Note:** A grade of at least C in MAT 036 is required to enroll in MAT 037 or MAT 013B.

MAT 037 - Introduction to College Algebra

2 equivalent hours - Two hours weekly; one term.

Study intermediate algebra topics supporting the problem-solving skills required for College Algebra. 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. **Prereq:** Achieve an appropriate score on the Mathematics Placement Test, or completion of MAT 011 or MAT 036 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Note:** MAT 037 and MAT 137 may be taken in the same semester. A grade of at least C is required in MAT 037 in order to start MAT 137.

MAT 044 - Precalculus Foundations

5 equivalent hours - Five hours weekly; one term.

Study and apply pre-algebra, beginning, and intermediate algebra topics such as operations on integers, fractions, and decimals; simplifying numerical and algebraic expressions with exponents, including rational exponents; writing and graphing linear equations in two variables; algebra of polynomial, rational, and radical expressions; factoring polynomials; solving linear, absolute value, quadratic, and systems of linear equations; solving linear, compound and absolute value inequalities; graphing linear and nonlinear functions and systems of inequalities. **Prereq:** Achieve an appropriate score on the Mathematics Placement Test, or successful completion of an approved mathematics preparation course. **Note:** A grade of at least C is required to enroll in MAT 045.

MAT 045 - Introduction to Precalculus

2 equivalent hours - Two hours weekly; one term.

Study intermediate algebra topics focused on the essential skills and applications required for MAT 145 - Precalculus I. Topics include algebra of linear, rational, and radical expressions; algebra, composition, and inversion of functions; quadratic, rational, radical, and systems of linear equations; and graphing linear, nonlinear, quadratic, exponential and logarithmic functions, including translations and reflections. **Prereq:** Achieve an appropriate score on the Mathematics Placement Test, or completion of MAT 044 with a grade of C or higher, or successful completion of an approved mathematics preparation course. **Note:** MAT 045 and MAT 145 may be taken in the same semester. A grade of at least C is required in MAT 045 to start MAT 145.

MAT 100 - The Nature of Mathematics

3 credit hours - Three hours weekly; one term.

MATH. 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, the arts, and the social sciences. Study topics such as management science, sequences, fractals, mathematics of finance, probability and statistics. **Prereq:** 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 034 or 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.

MATH. 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. **Prereq:** 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 034 or 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.

MATH. 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. **Prereq:** 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 034 or MAT 035 or MAT 137 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Crosslist:** Also offered as MAT 135H; credit is not given for both MAT 135 and MAT 135H, or for both MAT 135 and MAT 223. **Note:** MAT 035 and MAT 135 may be taken in the same semester. A grade of at least C in MAT 035 is required to start MAT 135.

MAT 135H - Statistics - Honors

3 credit hours - Three hours weekly; one term.

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. **Prereq:** 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 034 or MAT 035 or MAT 137 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Crosslist:** 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 035 and MAT 135H may be taken in the same semester. A grade of at least C in MAT 035 is required to start MAT 135H.

MAT 137 - College Algebra

3 credit hours - Three hours weekly; one term.

MATH. Learn algebra concepts useful in the fields of business, social science, life science and health science. Study functions and their applications including linear, quadratic, higher-degree polynomial, rational, exponential and logarithmic functions. Solve systems of linear and non-linear equations and inequalities. Explore matrices, sequences and series. **Prereq:** Achieve an appropriate score on the Mathematics Placement Test, or a grade of C or higher in MAT 037, or successful completion of an approved mathematics preparation course. **Note:** MAT 037 and MAT 137 may be taken in the same semester. A grade of at least C is required in MAT 037 in order to start MAT 137. Credit will not be given for both MAT 137 and MAT 145.

MAT 145 - Precalculus 1

3 credit hours - Three hours weekly; one term.

Formerly MAT 141 - College Algebra and Trigonometry 1 MATH. 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. **Prereq:** 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, MAT 012E, or MAT 013A or MAT 045 with a grade of at least C. **Note:** MAT 045 may be taken in the same semester as MAT 145; a grade of at least C is required in MAT 045 in order to start MAT 145. Credit is not given for both MAT 145 and MAT 137 or for both MAT 145 and MAT 151.

MAT 146 - Precalculus 2

3 credits - 3 hours weekly; one term.

Formerly MAT 142 - College Algebra and Trigonometry 2 MATH. 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. **Prereq:** MAT 145 (formerly MAT 141). **Note:** Credit is not given for both MAT 146 and MAT 151.

MAT 151 - Accelerated Precalculus

4 credit hours - Four hours weekly; one term.

MATH. 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. **Prereq:** 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 145 or MAT 151 and MAT 146.

MAT 191 - Calculus and Analytic Geometry 1

4 credit hours - Four hours weekly; one term.

MATH. 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.

Prereq: MAT 151 or MAT 146 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. **Crosslist:** 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.

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. **Prereq:** Eligibility for Honors Courses and MAT 151 or MAT 146 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. **Crosslist:** 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.

MATH. Learn numerical and analytical techniques for integration and apply these techniques to solve problems involving definite integrals. Other topics include solving separable differentiable equations, extending the concepts of calculus to polar and parametric forms, using Taylor polynomials to approximate functions, and determining the convergence or divergence of improper integrals, infinite sequences and infinite series. **Prereq:** MAT 191 or equivalent. **Crosslist:** 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.

HONORS COURSE. Learn numerical and analytical techniques for integration and apply these techniques to solve problems involving definite integrals. Other topics include solving separable differentiable equations, extending the concepts of calculus to polar and parametric forms, using Taylor polynomials to approximate functions, and determining the convergence or divergence of improper integrals, infinite sequences and infinite series. **Prereq:** Eligibility for Honors courses and MAT 191 or equivalent. **Crosslist:** 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. **Prereq:** MAT 192 or equivalent. **Crosslist:** 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.

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. **Prereq:** Eligibility for Honors Courses and MAT 192 or equivalent. **Crosslist:** 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.

MATH. Study vector spaces and linear transformations on finite-dimensional vector spaces. Topics include linear systems, matrices, determinants, inner product spaces and eigenvalues. **Prereq:** MAT 191 or MAT 191H or equivalent. **Crosslist:** Also offered as MAT 202H. Credit is not given for both MAT 202 and MAT 202H.

MAT 202H - Linear Algebra - Honors

4 credit hours - Four hours weekly; one term.

HONORS COURSE. Study vector spaces and linear transformations on finite-dimensional vector spaces. Topics include linear systems, matrices, determinants, inner product spaces and eigenvalues. **Prereq:** Eligibility for Honors courses; MAT 191 or MAT 191H or equivalent. **Crosslist:** Also offered as MAT 202z credit is not given for both MAT 202 and MAT 202H. **Note:** Extra assignments and class meetings may be required.

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. **Prereq:** MAT 192 **Crosslist:** Also offered as MAT 212H; credit is not given for both MAT 212 and MAT 212H.

MAT 212H - Differential Equations-Honors

4 credit hours - Four hours weekly; one term.

This is an honors course. 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. **Prereq:** MAT 192 and eligibility for honors courses. **Crosslist:** Also offered as MAT 212; credit is not given for both MAT 212H and MAT 212. **Note:** Extra assignments and class meeting times may be required.

MAT 221 - Fundamental Concepts of Mathematics 1

4 credit hours - Four hours weekly; one term.

MATH. Primarily for students in the elementary education and early childhood education programs. Demonstrate efficiency using decimal and non-decimal numeral systems, mental computations, estimation, set theory, functions, algorithms and understand their historical development, logic and number theory. Apply problem-solving techniques within each topic. Although MAT 221 and MAT 222 can be taken in either order, the sequential order is recommended. **Prereq:** 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 037 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.

MATH. 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. Primarily for students in the elementary education and early childhood education programs. **Prereq:** 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. **Crosslist:** Also offered as MAT 222H; credit is not given for both MAT 222 and MAT 222H. **Note:** Although MAT 221 and MAT 222 can be taken in either order, the sequential order is recommended.

MAT 222H - Fundamental Concepts of Mathematics 2 - Honors

4 credit hours - Four hours weekly; one term.

HONORS COURSE. 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.

Primarily for students in the elementary education and early childhood education programs. **Prereq:** 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 with a grade of at least C, or successful completion of an approved mathematics preparation course. **Crosslist:** Also offered as MAT 222; credit is not given for both MAT 222H and MAT 222. **Note:** Although MAT 221 and MAT 222 can be taken in either order, the sequential order is recommended. Extra assignments and class meeting times may be required.

MAT 223 - Fundamental Concepts of Mathematics 3

4 credit hours - Three 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. **Prereq:** 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 credits - 3 hours weekly; one term.

Formerly MAT 142 - College Algebra and Trigonometry 2. MATH. Apply 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 and a review of functions and graphs. **Prereq:** MAT 145 (formerly MAT 141). **Note:** Credit is not given for both MAT 146 and MAT 151.

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. **Prereq:** 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. **Prereq:** One programming language and either MAT 146 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. **Prereq:** MAT 191 and one scientific programming language. **Coreq:** 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 - Four hours lecture and directed laboratory weekly; one term.

Learn about the basic mechanical components and electrical drives in a mechatronics system. Experience the basic functions and physical properties of mechanical components and electrical AC and DC drives, materials, lubrication requirements and surface properties. Use troubleshooting techniques and strategies to identify, localize and correct malfunctions. Practice systematic preventative maintenance and electrical component safety. Use and interpret technical documentation such as data sheets and specifications of mechanical elements and electrical drives. Lab fee \$30.

MEC 120 - Pneumatics and Hydraulics

4 credit hours - Four hours of lecture and directed laboratory weekly; one term.

Learn the basics of pneumatic, electro pneumatic and hydraulic control circuits in a complex mechatronic system. Master the functions and properties of control elements based upon physical principles, and the roles they play within the system. Use and interpret technical documentation and perform measurements on the pneumatic and hydraulic control circuits. Apply troubleshooting strategies to identify, localize and correct malfunctions and practice preventive maintenance and safety. Lab fee \$30. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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 Siemens mechatronics certification. Lab fee \$30. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** Elig. for ENG111 or ENG115 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 112 - Pharmacology for Health Professions

3 credit hours - Three hours weekly; one term.

Formerly RXN 211 Pharmacology for Health Professions Recognize the history and current principles of pharmacology pertaining to health professions. Discuss drug categories according to body system and therapeutic applications. Identify categories of analgesic and anti-infective medications and their therapeutic effects. Describe the body's immune response related to vaccine administration and disease prevention. **Prereq:** Elig. for ENG 111 or ENG 115 or ENG 121

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. **Prereq:** Elig. for ENG111 or ENG115 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. **Prereq:** 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. **Coreq:** 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. **Prereq:** Elig. for ENG111 or ENG115 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. Perform financial transactions related to daily operations. Utilize medical terms specific to medical insurance claims. Perform transactions within legal and ethical guidelines for methods of claim transmission. Perform simulation activities of the daily management of the medical office. Discuss the role of the Medical Assistant in the management and supervision of the physician office practice. **Prereq:** MDA 113 and ACA 100, or permission of the department chair.

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. **Prereq:** MDA 110, MDA 111, MDA 113, and MDA 112, 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. **Prereq:** MDA 110, MDA 111, MDA 113, and MDA 112, or permission of the department chair.

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. **Prereq:** MDA 113, MDA 115, MDA 117. **Coreq:** MDA 112.

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 Occupational Safety and Health Administration (OSHA) regulations and Clinical Laboratory Improvement Amendments (CLIA) standards related to laboratory operations. In laboratory sessions, focus on quality control, pre-analytical accessioning and processing, performing venipuncture procedures, urinalysis, basic microbiology, point of care testing and other diagnostic procedures that are performed in the physicians' office or outpatient setting. Students are required to practice selected procedures on each other during college laboratory under instructor supervision. Lab fee \$125. **Prereq:** MDA 111, MDA 115, MDA 117 and HIT 200 with a grade of C or better. **Coreq:** MDA 140 and MDA 112 or permission of the department chair.

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. **Prereq:** BIO 230 (or equivalent) and MDA 113 or permission of Medical Assisting department coordinator. **Coreq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** Will vary depending on course offering.

Medical Laboratory Technician**MLT 100 - Introduction to the Medical Laboratory**

4 credit hours - 45 hours of lecture and 30 laboratory; one term.

Formerly MLT 100 Introduction to the Medical Laboratory I Apply basic principles and practices of laboratory medicine in clinical hematology, immunology and microbiology.

Develop familiarity with the blood bank and the study of body fluids, including urinalysis. Demonstrate laboratory activities including 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 \$170. **Prereq:** Acceptance into the Medical Laboratory Technician Program or permission of the MLT Program Coordinator.

MLT 101 - Urinalysis and Body Fluids

3 credit hours - 30 hours of lecture and 30 hours of laboratory; one term.

Recognize the anatomy and physiology of the genitourinary system and the principles and procedures of the complete urinalysis. Topics include physical, chemical, and microscopic examinations of urine as well as other body fluids such as cerebrospinal, synovial, serous, seminal, amniotic, gastric, and fecal analysis. Learn Clinical Laboratory Improvement Act of 1988 (CLIA 88) Waived and Moderate test methods, specimen collection and handling, analyses, and correlation with disease states. Lab fee \$170. **Prereq:** MLT 100 with a minimum grade of C or better or permission of the MLT Program Coordinator.

MLT 102 - Quality Assurance and Quality Control

1 credit hour - 15 hours of lecture; one term.

Identify structure and function of medical laboratories and define healthcare team member roles. Recognize how medical ethics, laboratory mathematics, quality assurance procedures, and regulations affect the clinical laboratory. **Prereq:** MLT 100, with a grade of C or better, or permission of the MLT Program Coordinator.

MLT 103 - Entry Level Clinical Laboratory Testing

4 credits - 45 hours lecture; 30 hours of laboratory; one term

Learn Clinical Laboratory Improvement Amendment of 1988 (CLIA'88) Waived and Point of Care testing methods associated with outpatient drawing stations. Learn accessioning techniques such as centrifugation to prepare samples for clinical laboratory testing. Learn the quality assurance procedures that must be performed to ensure accurate testing results. Lab fee \$125 **Prereq:** MLT 100, or MLT 125 or permission of the MLT program coordinator.

MLT 125 - Phlebotomy

4 credit hours - Three hours of lecture and two hours of college laboratory weekly; one term.

Learn venipuncture theory and techniques, concepts of cardiovascular anatomy, physiology and terminology and an introduction to standard hospital laboratory tests. Lab fee \$100. **Coreq:** MLT 275 or permission of the program coordinator. **Note:** Laboratory practice focuses on venipuncture, capillary puncture and collection of blood samples for clinical laboratory testing. Students practice some phlebotomy skills on each other under strict supervision of the instructor. Clinical laboratory practicum of 100 hours begins midterm with assigned hours between 6:45 a.m. to 4 p.m. Monday through Friday through the MLT 275 two credit Phlebotomy Practicum course. Final course grade is based on written tests and proficiency exams. Students who receive a final grade below C are awarded an F in the course. 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.

Prepares students for national phlebotomy certification. Eligibility for national certification includes a final grade of C or better in both MLT 125 and MLT 275, and payment of an additional fee to the certifying organization.

MLT 202 - Clinical Microbiology

4 credit hours - 45 lecture and 30 laboratory; one term.

Recognize pathogenic bacteria including the characteristics of isolation and identification. Develop a familiarity with virology, parasitology, and mycology. This course prepares students for the clinical practicum in a clinical microbiology laboratory. Lab fee \$180 **Prereq:** MLT 101 and BIO 223 both with a C or better, or permission of the MLT Program Coordinator.

MLT 203 - Clinical Chemistry

4 credit hours - 45 lecture and 30 laboratory; one term.

Apply concepts of spectroscopy and protein separation techniques. Review techniques and instrumentation used to analyze specimens in a clinical chemistry laboratory. Correlate clinical data with organ function and the presence of disease conditions. This course is taught with a body system approach. Lab fee \$180. **Prereq:** CHE 111 and MLT 101 both with a C or better, or permission of the MLT Program Coordinator.

MLT 204 - Clinical Immunology/Immunohematology

4 credit hours - 45 lecture and 30 laboratory; one term.

Learn principles and practices of clinical immunology and clinical immunohematology (blood banking). Topics include antibody structure and function, the complement system, and disorders of the immune system. Blood bank topics include blood group systemization, compatibility testing, donor testing, cross matching, specialized testing, and transfusion reaction. Lab fee \$180. **Prereq:** MLT 101 with a grade of C or better or permission of the MLT Program Coordinator. **Crosslist:** Also offered as MLT 204H; credit not given for both MLT 204 and MLT 204H.

MLT 204H - Clinical Immunology/Immunohematology

4 credit hours - 45 lecture and 30 laboratory; one term.

HONORS COURSE. Learn principles and practices of clinical immunology and clinical immunohematology (blood banking). Topics include antibody structure and function, the complement system, and disorders of the immune system. Blood bank topics include blood group systemization, compatibility testing, donor testing, cross matching, specialized testing, and transfusion reaction. Lab fee \$180. **Prereq:** MLT 101 with a grade of C or better and eligibility for Honors courses. **Crosslist:** Also offered as MLT 204; credit not given for both MLT 204 and MLT 204H.

MLT 205 - Clinical Hematology

4 credit hours - 45 lecture and 30 laboratory; one term.

Demonstrate understanding of hemostasis, hematopoiesis, cell morphology, cell reproduction, and pathology. Recognize correlations of morphology and cell indices as related to healthy states and to blood dyscrasias. In college laboratory, perform both differentiation and manual and automated cell count tests. Lab fee \$180. **Prereq:** MLT 101 with a grade of C or better, or permission of the MLT Program Coordinator.

MLT 206 - Advanced Clinical Chemistry

2 credit hours - 30 hours of lecture; one term.

Identify and discuss the specialized areas of the clinical chemistry laboratory such as endocrinology, toxicology and acid base analysis. **Prereq:** MLT 203 with a grade of C or better, or permission by the MLT Program Coordinator. **Coreq:** MLT 208 and MLT 277.

MLT 208 - Clinical Review

2 credit hours - 30 hours of lecture; one term.

Provides the Medical Laboratory Technician student with a comprehensive didactic review of all areas of the clinical laboratory. **Prereq:** MLT 203 or permission of the MLT Program Coordinator. **Coreq:** MLT 206 and MLT 277, or permission of the MLT Program Coordinator.

MLT 275 - Phlebotomy Practicum

2 credit hours - 100 hours of clinical practicum; one-term.

Perform phlebotomy procedures in a practicum setting and gain experience drawing blood. Prepares students for national certification as a phlebotomist. Lab fee \$40 **Prereq:** MLT 100 or permission of the program coordinator. **Coreq:** MLT 125 or permission of the program coordinator. **Note:** 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. 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, or work experience as a phlebotomist, and payment of an additional fee to the certifying organization.

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. Students will rotate through the areas of a clinical hematology laboratory either through simulation or at an assigned clinical rotation laboratory or a combination of both. Clinical fee \$40. **Prereq:** MLT 205 with a grade of C or better, or permission of the MLT Program Coordinator.

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. Students will rotate through the areas of a clinical chemistry laboratory either through simulation or at an assigned clinical rotation laboratory or a combination of both. Clinical fee \$40. **Prereq:** MLT 203 with a grade of C or better or permission of the MLT Program Coordinator. **Coreq:** MLT 206 and MLT 208 or by permission of the MLT program coordinator.

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. Students will rotate through the areas of a clinical microbiology laboratory either through simulation or at an assigned clinical rotation laboratory or a combination of both. Clinical fee \$40. **Prereq:** MLT 202 with a grade of C or better, or permission of the MLT Program Coordinator.

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 either through simulation or at an assigned clinical rotation laboratory or a combination of both. Clinical fee \$40. **Prereq:** MLT 204 with a grade of C or better, or permission of the MLT Program Coordinator.

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. **Prereq:** Will vary depending on course offering.

Music

MUS 100 - Music Appreciation

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. A non-technical 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.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** MUS 151 or permission of department chair.

MUS 160 - History of Popular Music

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. ...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. **Crosslist:** 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. **Prereq:** 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

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. **Prereq:** 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. **Prereq:** MUS 101 or permission of department chair.

MUS 262 - World Music: Music as Culture

3 credit hours - Three hours weekly, one term.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. 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. **Crosslist:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** NUR 100, or CNA certification with permission of the Director of Nursing. **Coreq:** 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 \$300. Clinical fee \$200. **Prereq:** BIO 231 or BIO 233 or equivalent with grade of B or better. **Coreq:** 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. **Prereq:** BIO 231 or BIO 233 or equivalent with grade of B or better. **Coreq:** 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. **Prereq:** BIO 231 or BIO 233 or equivalent with grade of B or better. **Coreq:** 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 \$150. Clinical fee \$100. Students are expected to practice selected procedures on each other during directed laboratory. **Prereq:** 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 \$150. Clinical fee \$100. **Prereq:** 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. **Prereq:** 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. **Prereq:** NUR 220 and NUR 221.

NUR 180 - LPN, Paramedic or Veteran to RN Transition

2 credit hours - 90 hours of directed lab; 8 weeks

Formerly NUR 180 - Veteran to RN Transition Gain supervised and directed laboratory experiences to prepare the Licensed Practical Nurse, Paramedic, Navy Corpsman and/or Army Medic to transition into the role of the Registered Nurse. Lab fee \$50. Clinical fee: \$100. **Prereq:** BIO 231 (with a grade of B or better) and BIO 232 or BIO 233 (with a grade of B or better) BIO 233 - Anatomy and Physiology 1 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 \$150. Clinical fee \$100. **Prereq:** 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 \$150. Clinical fee \$100. **Prereq:** 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 \$400. Clinical fee \$200. **Prereq:** NUR 220 and NUR 221 with a grade of C or better **Coreq:** 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. **Prereq:** NUR 220, NUR 221 with a grade of C or better. **Coreq:** 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. **Prereq:** NUR 130 and NUR 131.

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. **Prereq:** Permission of nursing department.

Paralegal Studies

LGS 100 - Introduction to the Law

3 credit hours - Three hours weekly; one term.

INTERDISCIPLINARY AND EMERGING ISSUES GER., SOCIAL AND BEHAVIORAL SCIENCES GER. Survey topics and skills related to law and jurisprudence. Analyze the history and development of the law and describe how the law affects individuals, government, and businesses in today's society. Discuss constitutional law principles, judicial decision-making, the state and federal court systems. Examine substantive criminal law, family law, contracts, torts, property, and procedural law. Lab fee \$10. **Prereq:** Elig. 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. **Prereq:** Elig. 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. **Prereq:** 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. **Crosslist:** 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 advisor 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. **Crosslist:** 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 advisor 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. Lab fee \$10. **Prereq:** Elig. for ENG111 or ENG115 or ENG121. **Crosslist:** 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. **Prereq:** Grade of "C" or better in LGS 111. **Prerequisite or Corequisite:** LGS 143

LGS 143 - Legal Research and Writing 1

3 credit hours - Three hours weekly; one term.

Learn techniques of legal research and writing with an emphasis on legal research. Explore topics that include issue identification, an overview of the research process and the American system of law, primary and secondary sources of law, citators, and legal citations. Learn and apply writing skills to complete memoranda and case briefs. Lab fee \$10. **Prereq:** 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. **Prereq:** 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG121. **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 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. Lab fee \$10. **Prereq:** 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). **Crosslist:** 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. Lab fee \$10. **Prereq:** 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. Lab fee \$10. **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. **Prereq:** 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. Lab fee \$10. **Prereq:** CJS 111 or LGS 111 or BPA 253 or LGS 253. **Crosslist:** 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 CTP 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. Lab fee \$10. **Prereq:** 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 \$10. **Crosslist:** 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 \$10. **Crosslist:** 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.

Examine the United States Constitution and Bill of Rights. Analyze 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. Lab fee \$10. **Crosslist:** 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 advisor 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. **Prereq:** *Elig. for ENG111 or ENG115 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. **Prereq:** *Elig. for ENG111 or ENG115 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. Lab fee \$10. **Prereq:** *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. **Prereq:** *Elig. for ENG111 or ENG115 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. Lab fee \$10. **Prereq:** *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. **Prereq:** *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. **Crosslist:** *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. **Crosslist:** *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.

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. **Crosslist:** *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. **Prereq:** *LGS 253 or LGS 253H or BPA 253 or BPA 253H.* **Crosslist:** *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.

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. **Prereq:** *LGS*

253 or LGS 253H or BPA 253 or BPA 253H and eligibility for Honors courses. **Crosslist:** 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.

DIVERSITY COURSE. ..Study the law as it relates to gender and sexuality. Focus on constitutional scrutiny of gender issues. Explore topics such as: 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. **Crosslist:** 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.

DIVERSITY COURSE. ..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 **Crosslist:** 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. Lab fee \$10. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** RXN 111 and RXN 112, CTA 100, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator. **Coreq:** MDA 112, RXN 212 and RXN 213.

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. **Prereq:** RXN 111, RXN 112, CTA 100, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator. **Coreq:** RXN 210, MDA 112 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. **Prereq:** RXN 111, RXN 112, CTA 100, MDA 113 and BIO 230 or BIO 232 or BIO 234 or permission of the department coordinator. **Coreq:** RXN 210, MDA 112 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. **Prereq:** RXN 210, MDA 112, RXN 212, RXN 213 with a minimum grade of C in each course. **Coreq:** 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.

Prereq: RXN 210, MDA 112, RXN 212, RXN 213 with a minimum grade of C in each course. **Coreq:** RXN 215.

Philosophy

PHL 111 - Introduction to Philosophy

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..Critically read and evaluate theories regarding the nature of reality, the nature and scope of knowledge and the nature and extent of our ethical obligations to others. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121

PHL 115 - Critical and Creative Thinking in the Information Age

3 credit hours - Three hours weekly; one term.

Formerly PHL 100-Critical Thinking ARTS AND HUMANITIES GER..Acquire and develop skills that foster more critical and creative thinking. Learn to analyze arguments, evaluate evidence, and find and use information effectively and ethically to shape and support thinking. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** Also offered as LIB 115; credit is not given for both PHL 115 and LIB 115.

PHL 141 - Introduction to Logic

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..Analyze formal and informal systems of logic, including categorical propositions and syllogisms, propositional and natural deduction, and formal and informal fallacies. Apply methods and rules for distinguishing between sound and unsound arguments often used by writers, politicians, and scientists. **Prereq:**

Elig. for ENG111 or ENG115 or ENG 121

PHL 142 - Ethics

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..Evaluate ethical theories concerning good and evil, right and wrong behavior, vice and virtue, and the methods used in moral decision-making. Evaluate moral theories and apply them to current case studies.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121*

PHL 146 - Contemporary Moral Problems

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. DIVERSITY COURSE. ..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.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121*

PHL 194 - Ethics and the Information Age

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER..Analyze ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. \$25**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121***Crosslist:** *Also offered as PHL 194H, CTP 194H, and CTP 194; credit is not given for both PHL 194 and any of the following courses: PHL 194H, CTP 194H, CTP 194.*

PHL 194H - Ethics and the Information Age - Honors

3 credit hours - Three hours weekly; one term.

HONORS COURSE.ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER..Learn ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. Lab fee \$25.**Prereq:** *Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121.***Crosslist:** *Also offered as PHL 194, CTP 194H, and CTP 194; credit is not given for both PHL 194H and any of the following courses: PHL 194, CTP 194H, CTP 194.*

PHL 201 - Western Religions

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..Identify, analyze and compare/contrast the major religious traditions of Western culture. Discuss readings from Judaism, Christianity and Islam.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121*

PHL 202 - Asian Religions

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..Learn religions most important to cultures of India, China and Japan. Discuss readings from Hinduism, Buddhism, Taoism, Shintoism and other traditions.**Prereq:** *Elig.for ENG111 or ENG115 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.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121***Crosslist:** *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.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121*

PHL 223 - Philosophy and Gender

3 credit hours - Three hours weekly; one term.

DIVERSITY COURSE. ..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.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121***Crosslist:** *Also offered as GSS 223; credit is not given for both PHL 223 and GSS 223.*

PHL 280-299 - Special Topics in Philosophy

1-3 credit hours - One to 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.

PHL 295 - Calling Out Bullshit - The Art of Deceptive Misrepresentation

1 credit hour - 1 hour weekly; one term.

Compare and critique the deluge of information from various sources. Determine the accuracy of information (bullshit or truth) and the effects on society.

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.

Crosslist: *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.**Prereq:** *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.

Prereq: 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.

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.

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.

Prereq: 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. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Explore science in the context of classroom demonstrations, laboratory activities, and the student's personal experiences.

Apply the fundamental principles of physics and chemistry to observable phenomena. Develop critical thinking skills, evidence-based reasoning, and the ability to implement the scientific method. Lab fee \$40.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121***Crosslist:** *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.

HONORS COURSE..Explore science in the context of classroom demonstrations, laboratory activities, and the student's personal experiences. Apply the fundamental principles of

physics and chemistry to observable phenomena. Develop critical thinking skills, evidence-based reasoning, and the ability to implement the scientific method. Lab fee

\$40.**Prereq:** *Eligibility for honors courses and ENG 111 or ENG 115 or ENG 121.***Crosslist:** *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.

Prereq: *Elig.for ENG111 or ENG115 or ENG 121***Crosslist:** *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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Survey the physical, chemical, meteorological, biological, and geological aspects of the oceans. Topics include waves, currents, tides and the chemistry of seawater, ecosystems and life in oceans and estuaries, plate tectonics, and marine sediments. Discuss environmental trends and problems.

Prereq: *Elig.for ENG111 or ENG115 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Study the development of science and technology, from ancient times to the present, and discuss the effects of scientific developments 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.

Prereq: *Elig.for ENG111 or ENG115 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Investigate the Earth's dynamic system of interconnected processes. Discuss the unifying theme of plate tectonics in context with 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.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121*

PHS 115 - Women and Minorities in Science

3 credit hours - Three hours weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER.. DIVERSITY COURSE. ..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.**Prereq:** *Elig.for ENG111 or ENG115 or ENG 121***Crosslist:** *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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** *Eligibility for MAT 137 or MAT 145 or MAT 151 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..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.**Prereq:** 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.**Prereq:** *Eligibility for ENG 111 or ENG 115 or ENG 121 and any general education mathematics.*

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 \$100.**Prereq:** *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 \$300.**Prereq:** PTA 101, BIO 231 or BIO 233, MAT 145 (formerly MAT 141), ENG 111 and PSY 111.**Coreq:** 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 \$300.**Prereq:** PTA 102, PTA 106 and BIO 232 or BIO 234.**Coreq:** 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.**Prereq:** PTA 102, PTA 106 and BIO 232 or BIO 234.**Coreq:** 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 \$100.**Prereq:** PTA 101, BIO 231 or BIO 233, MAT 145 (formerly MAT 131), ENG 111 and PSY 111.**Coreq:** 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.**Coreq:** 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 \$100.**Prereq:** PTA 104, PTA 105 and PSY 211.**Coreq:** 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 \$100.**Prereq:** PTA 104, PTA 105 and PSY 211.**Coreq:** 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 \$135.**Prereq:** PTA 104, PTA 105 and PSY 211.**Coreq:** 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 \$100.**Prereq:** PTA 201, PTA 202 and PTA 203.**Coreq:** 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.**Prereq:** PTA 201, PTA 202 and PTA 203.**Coreq:** 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 \$135.**Prereq:** PTA 201, PTA 202 and PTA 203.**Coreq:** 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 \$135.**Prereq:** PTA 204 and PTA 206.**Coreq:** 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.**Prereq:** Admission to the physician assistant program.**Coreq:** 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.**Prereq:** Admission to the physician assistant program.**Coreq:** 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.**Prereq:** PHA 105 and PHA 110.**Coreq:** 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.**Prereq:** PHA 105 and PHA 110.**Coreq:** 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.**Prereq:** PHA 105 and PHA 110.**Coreq:** 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.**Prereq:** PHA 112, PHA 114, PHA 115 and PHA 120.**Coreq:** 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. **Prereq:** PHA 112, PHA 114, PHA 115 and PHA 120. **Coreq:** 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. **Prereq:** PHA 105 and PHA 110. **Coreq:** 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. **Prereq:** PHA 112, PHA 114, PHA 115 and PHA 120. **Coreq:** 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. **Prereq:** PHA 112, PHA 114, PHA 115 and PHA 120. **Coreq:** 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. **Prereq:** PHA 112, PHA 114, PHA 115 and PHA 120. **Coreq:** 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. **Prereq:** PHA 112, PHA 114, PHA 115, PHA 120. **Coreq:** 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. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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 \$750. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Explore the physical principles involved in everyday objects with a focus on their designs, principles of operation, histories and relationships to one another. Apply concepts to everyday technology involving mechanical and thermal processes, electromagnetism, light and radiation, and both atomic and nuclear physics. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..

Discover the fundamental concepts and methods of physics. Study the classical principles and their application to algebra-based mathematical analysis of physical problems. Analyze topics including mechanics (kinematics, laws of motion, force, momentum, and energy), fluids, and heat. 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. **Prereq:** MAT 137 or MAT 145 with a grade of C or better or eligibility for MAT 151 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Discover the fundamental concepts and methods of physics, as a continuation of PHY 111. Study physical principles and their application to algebra and trigonometry based mathematical analysis of physical problems. Analyze topics including electricity and magnetism, electric circuits, optics, quantum mechanics, and special relativity. 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. **Prereq:** PHY 111 and MAT 137 or MAT 145 with a grade of C or better, or eligibility for MAT 151.

PHY 120 - Sound and Light - An Interdisciplinary Approach

3 credit hours - Three hours of lecture weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Discover the fundamental concepts and methods of the physics of sound and light. Study physical concepts and principles of sound and light from a conceptual perspective, and apply these concepts to the analysis of various physical problems and natural phenomenon. Integrate scientific, technological, and artistic perspectives to understand the sources, behaviors, and control of sound and light. Analyze topics including waves and oscillations, light and optics, and sound and acoustics. Meets the requirements of career programs and transfer programs in liberal arts, interior design, fine arts, and programs requiring a non-lab science. **Prereq:** 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.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Discover the fundamental concepts and methods of physics as a basis for further study in science and engineering. Study the classical principles and their application to calculus-based mathematical analysis of physical problems. Analyze topics including mechanics (kinematics, laws of motion, force, momentum, and energy) and basic fluid theory. Lab fee \$40. **Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121; completion of MAT 191. **Crosslist:** Also offered as PHY 211H; credit is not given for both PHY 211 and PHY 211H. **Note:** Credit is given for only one of PHY 211, PHY 211H, or PHY 111

PHY 211H - General Physics 1 - Honors

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

HONORS COURSE..Discover the fundamental concepts and methods of physics as a basis for further study in science and engineering. Study the classical principles and their application to calculus-based mathematical analysis of physical problems. Analyze topics including mechanics (kinematics, laws of motion, force, momentum, and energy) and basic fluid theory. Lab fee \$40. **Prereq:** Eligibility for honors courses; eligibility for ENG 111 or ENG 115 or ENG 121; completion of MAT 191. **Crosslist:** Also offered as PHY 211; credit is not given for both PHY 211H and PHY 211. **Note:** Credit is given for only one of PHY 211, PHY 211H, or PHY 111.

PHY 212 - General Physics 2

4 credit hours - Three hours of lecture and three hours of laboratory weekly; one term.

BIOLOGICAL AND PHYSICAL SCIENCES GER..Examine the topics of thermodynamics, electrostatics, and direct current circuit theory while expanding on the theory from PHY 211 demonstrating these topics application to the calculus-based mathematical analysis of physical problems. Lab fee \$40. **Prereq:** PHY 211 and MAT 192. **Crosslist:** 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.

HONORS COURSE..Examine the topics of thermodynamics, electrostatics, and direct current circuit theory while expanding on the theory from PHY 211 demonstrating these topics application to the calculus-based mathematical analysis of physical problems. Lab fee \$40. **Prereq:** Eligibility for Honors courses and PHY 211H and MAT 192H. **Crosslist:** 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.

Continue the study of physics and its application to the calculus-based mathematical analysis of physical problems. Analyze topics including magnetism, electrostatics and Maxwell's equations, alternating current circuit theory and applications, optics, quantum mechanics, and special relativity. Lab fee \$40. **Prereq:** PHY 212 and either 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. **Prereq:** 28 or more credit hours and permission of department chair.

Political Science

PLS 111 - American Government

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER..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. **Prereq:** Elig for ENG111 or ENG115 or ENG 121

PLS 113 - State and Local Government

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER..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. **Prereq:** Elig for ENG111 or ENG115 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. **Prereq:** Elig for ENG111 or ENG115 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. **Prereq:** Elig for ENG111 or ENG115 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. **Prereq:** 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. **Prereq:** Elig. for ENG111 or ENG115 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. **Prereq:** Elig. for ENG111 or ENG115 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121

PLS 200 - International Relations

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. Examines fundamental concepts of international relations: nation-state, sovereignty, balance of power, diplomacy, foreign policy, war and peace, disarmament, international law and international organizations.

Prereq: Elig. for ENG111 or ENG115 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** LPN 193.

Psychology

PSY 100 - Career Development and Assessment

3 credit hours - Three hours weekly; one term.

Apply psychological content and skills while using a systematic and strategic approach toward professional and personal development. Topics include understanding psychological theories of career development, exploring social cognitive factors influencing career choice and satisfaction, identifying and developing non-cognitive factors influencing academic and vocational success, and recognizing the necessary skills to engage in successful life and career planning. Lab fee \$5. **Note:** This course is intended to utilize psychological concepts and knowledge in the application of career development. It is appropriate for psychology majors and non-psychology majors. Completion of or concurrent registration in PSY 111 is recommended.

PSY 102 - Psychology of African Americans

3 credit hours - Three hours weekly; one term.

DIVERSITY COURSE. ..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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER. DIVERSITY COURSE. ..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 COURSE. **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER. Explore major psychological theories and concepts and related scientific research findings. Topics include biological bases of behavior; cognition and memory; human development and learning; intelligence, personality and social perspectives of behavior; and mental and physical health. **Crosslist:** 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.

HONORS COURSE. SOCIAL AND BEHAVIORAL SCIENCES GER. Explore major psychological theories and concepts and related scientific research findings. Topics include biological bases of behavior; cognition and memory; human development and learning; intelligence, personality and social perspectives of behavior; and mental and physical health. **Prereq:** Eligibility for honors courses. **Crosslist:** 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. **Crosslist:** 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. **Prereq:** PSY 111 or PSY 111H or permission of department chair. **Note:** Note: Also offered as PSY 205H; credit is not given for both PSY 205 and PSY 205H.

PSY 205H - Child Psychology - Honors

3 credit hours - Three hours weekly; one term.

HONORS COURSE. 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. **Prereq:** PSY 111 or PSY 111H or permission of department chair and eligibility for Honors courses. **Note:** Note: Also offered as PSY 205; credit is not given for both PSY 205H and PSY 205.

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. **Prereq:** PSY 111 or permission of department chair.

PSY 211 - Developmental Psychology

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. Examine 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. **Prereq:** PSY 111 or PSY 111H or permission of department chair. **Crosslist:** 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.

HONORS COURSE. SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. Examine 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. **Prereq:** Eligibility for Honors courses and PSY 111 or PSY 111H or permission of department chair. **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER. Study models of the personality in psychological science, including trait, humanistic, and learning models of personality. Learn how personality is measured and how personality is related to life outcomes such as health and relationship quality. **Prereq:** PSY 111 or permission of department chair.

PSY 214 - Abnormal Psychology

3 credit hours - Three hours weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. 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. **Prereq:** PSY 111 or PSY 111H or permission of department chair. **Crosslist:** 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.

HONORS COURSE. SOCIAL AND BEHAVIORAL SCIENCES GER. DIVERSITY COURSE. 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. **Prereq:** Eligibility for Honors courses and PSY 111 or PSY 111H or permission of department chair. **Crosslist:** 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. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** 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.

DIVERSITY COURSE. Learn current information concerning biological, psychological and sociological aspects of human sexual functioning and related concerns. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** 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.

DIVERSITY COURSE. 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. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** 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.

DIVERSITY COURSE. 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. **Crosslist:** 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.

DIVERSITY COURSE. Examine the theoretical orientations and research on social perception, impression management, interpersonal relations, attitude change, conformity and leadership. **Prereq:** PSY 111 or PSY 111H or permission of department chair.

PSY 224 - Multicultural Psychology

3 credit hours - Three hours weekly; one term.

DIVERSITY COURSE. 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. **Prereq:** 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. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** 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. **Prereq:** MAT 135 or MAT 137 and either PSY 111 or SOC 111. **Crosslist:** 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 **Crosslist:** 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. **Prereq:** Elig. for ENG111 or ENG115 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. **Prereq:** MAT 135 and Elig. for ENG111 or ENG115 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 from the foundations of our health promotion and prevention efforts. Explore ways in which these theories and approaches are used in applied health promotion efforts. **Prereq:** Elig. for ENG111 or ENG115 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. **Prereq:** 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. **Prereq:** 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.

Prereq: 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. **Prereq:** 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. **Prereq:** Eligibility for ENG 111 or ENG 115 or ENG 121, MAT 137, 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. **Prereq:** RAD 101. **Coreq:** 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. **Prereq:** RAD 101. **Coreq:** 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. **Prereq:** RAD 111 and RAD 112 with grades of C or better. **Coreq:** 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. **Prereq:** RAD 111 and RAD 112 with grades of C or better. **Coreq:** 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. **Prereq:** RAD 111 and RAD 112 with grades of C or better. **Coreq:** 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. **Prereq:** RAD 121, RAD 122 and RAD 123. **Coreq:** 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. **Prereq:** RAD 121, RAD 122 and RAD 123 with grades of C or better. **Coreq:** 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.**Prereq:** RAD 211 and RAD 212 with grades of C or better.**Coreq:** 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.**Prereq:** RAD 211 and RAD 212 with grades of C or better.**Coreq:** RAD 231.

RAD 251 - Radiation Biology and Protection

3 credit hours - Three hours of lecture weekly; one term.

Presents principles of cell radiation and the responsibility of the radiographer to protect patients, personnel and the public from the effects of radiation. Additional topics include calculations of permissible radiation dosage and the effect of federal/state laws and regulations on radiation protection. Emphasis will also be placed on preparing students for the national certification examination.**Prereq:** RAD 231 and RAD 232 with grades of C or better.**Coreq:** RAD 252.

RAD 252 - Clinical Radiography 5

6 credit hours - 24 hours of clinical laboratory weekly; one term.

HEALTH/FITNESS/WELLNESS GER. This course meets 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.**Prereq:** RAD 231 and RAD 232 with grades of C or better.**Coreq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.

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.

ARTS AND HUMANITIES GER.. INTERDISCIPLINARY AND EMERGING ISSUES GER.. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE.

..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.**Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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.

INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. ..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 COURSE. **Crosslist:** 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.

SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. ..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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

HONORS COURSE. SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. .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. **Prereq:** *Eligibility for Honors Courses and ENG 111 or ENG 115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

SOCIAL AND BEHAVIORAL SCIENCES GER. Evaluate human behavior and social organization from a comparative cross-cultural perspective. Using an ethnographic approach, examine topics such as culture, religion, family and kinship, and economic, social, and political organization. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

SOCIAL AND BEHAVIORAL SCIENCES GER. Identify and analyze problems in communities and in society. Employ sociological skills and perspectives to formulate creative solutions to relevant problems. Social problems explored may vary from class to class depending on historical and contemporary relevance. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121*

SOC 123 - Introduction to Archaeology

3 credit hours - Three hours of lecture weekly; one term.

SOCIAL AND BEHAVIORAL SCIENCES GER. 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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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).

Prereq: *Elig. for ENG111 or ENG115 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. **Prereq:** *SOC 111 or PSY 111 and Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

SOCIAL AND BEHAVIORAL SCIENCES GER.DIVERSITY COURSE. .Examine the myths, demographics, psychosocial perspectives and biomedical aspects of growing old in America. Discuss issues impacting older persons including economics, politics, religion, leisure, social/living environment, intimacy and sexuality, health care and death and dying. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *SOC 111 or ANT 121 or SOC 121 or permission of department chair.* **Crosslist:** *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. **Prereq:** *SOC 111.*

SOC 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies

3 credit hours - Three hours weekly; one term.

INTERDISCIPLINARY AND EMERGING ISSUES GER.. DIVERSITY COURSE. .Examine the DIVERSITY COURSE. 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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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. **Prereq:** *Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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 theoretic perspectives and empirical evidence from a variety of cultures, including pre-industrial, industrial, post-industrial societies and developing countries. **Prereq:** *GSS 101, SOC 111 or SOC 121.* **Crosslist:** *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. **Prereq:** *SOC 111 or PSY 111 and Elig. for ENG111 or ENG115 or ENG 121* **Crosslist:** *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.

DIVERSITY COURSE. 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** 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.

Prereq: Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** MAT 135 or MAT 137 and either PSY 111 or SOC 111. **Crosslist:** 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 **Crosslist:** 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. **Prereq:** Elig. for ENG111 or ENG115 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. **Prereq:** 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. **Prereq:** 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. **Crosslist:** 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. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** 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. **Prereq:** Eligibility for ENG 111 or ENG 115 or SPT 210. **Crosslist:** Also offered as GEO 210; credit will not be given for both SPT 210 and GEO 210.

SPT 213 - Sports Philosophy

3 credit hours - Three hours weekly; one term.

Examine, within a psychological, sociological and historical context, the origins of values within a sports context. Learn ethical theories such as rule utilitarianism and Kantian moral theory, using that framework as a means by which to assess such issues as sports identification, exploitation of athletes, gender, race and class issues in sports and sports violence. **Prereq:** Elig. for ENG111 or ENG115 or ENG 121 **Crosslist:** Also offered as PHL 213; credit is not given for both SPT 213 and PHL 213.

SPT 232 - Sport Psychology

3 credit hours - Three hours weekly; one term.

Explore the field of sport and exercise psychology. Topics include the psychological aspects of competitive and recreational sports with emphasis on current psychological theories and field research. **Prereq:** PSY 111 or permission of department chair. **Crosslist:** Also offered as PSY 232; credit is not given for both SPT 232 and PSY 232.

SPT 244 - Sports and DIVERSITY COURSE.

3 credit hours - Three hours weekly; one term.

Explore the historical and modern-day status of DIVERSITY COURSE. 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 3Develop 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. **Prereq:** 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. **Prereq:** *Acceptance into the Surgical Technology Program.* **Coreq:** 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. **Prereq:** 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. **Prereq:** SGT 100 and SGT 102 with a grade of C or better. **Coreq:** SGT 200.

SGT 200 - Surgical Technology Clinical 1

7 credit hours - 260 hours of clinical laboratory per term.

Formerly SGT 200 Surgical Technology Practicum I 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.

Prereq: SGT 100, and SGT 102 with a grade of C or better. **Coreq:** 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. **Prereq:** 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. **Prereq:** SGT 108 and SGT 200 with a grade of C or better. **Coreq:** 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. **Prereq:** SGT 205 with a grade of C or better. **Coreq:** 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. **Prereq:** SGT 108, SGT 200.

Theater Arts

THA 111 - Introduction to Theater

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** THA 132 or permission of department chair or coordinator of dance. **Crosslist:** 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. **Prereq:** ENG 111-ENG 112 or ENG 115-ENG 116 or ENG 121.

THA 132 - Acting 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER..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.

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.

Formerly MAS 110 - Swedish Massage Learn musculoskeletal anatomy for the massage therapist, and the basic theory and techniques necessary for administering Swedish relaxation massage. Lab fee \$60.**Prereq:** 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.

Formerly MAS 111 Deep Tissue Massage 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.**Prereq:** A grade of C or better in MAS 110.**Coreq:** 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.**Prereq:** A grade of C or better in MAS 111 and BIO 230 or BIO 232 or BIO 234. A passing grade in MAS 120.**Coreq:** 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.**Prereq:** 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. Lab fee \$20.**Prereq:** MAS 110 **Coreq:** 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. Lab Fee \$20.**Prereq:** MAS 111, MAS 120 **Coreq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.

DIVERSITY COURSE. 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.

ARTS AND HUMANITIES GER. 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.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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.

ARTS AND HUMANITIES GER.. Build upon knowledge acquired in ARB 112. Enhance understanding of basic pronunciation and grammar necessary for reading, writing and conversing in Arabic. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER. 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. **Prereq:** 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.

ARTS AND HUMANITIES GER.. 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. **Prereq:** 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.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER.. Build upon knowledge learned in FRE 111 with emphasis on speaking, reading and writing.

Prereq: 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. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER. Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of French culture. **Prereq:** 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. **Prereq:** 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. **Prereq:** FRE 212 or four years of high school French or permission of the department chair. **Note:** Not for native speakers.

FRE 221 - Intermediate French Conversation

3 credit hours - Three hours lecture weekly; one term.

Develop interpersonal communication, presentational speaking, and interpretive listening skills in French at the intermediate level. Enhance listening skills, pronunciation, and intonation. Discuss current events and popular culture in the Francophone world. Taught in French. **Prereq:** FRE 212 or four years of high school French or permission of department chair. **Note:** Not for native speakers.

FRE 225 - Intermediate French Civilization and Culture 1

3 credits - Three credit hours weekly; one term.

Formerly FRE 225 - Intermediate French Conversation and Culture 1 Study the history, culture, literature, and fine arts of France from pre-Roman times to the Renaissance.

Discuss the influence of artistic and political movements on early French society. Taught in French. **Prereq:** FRE 212 or four years of high school French or permission of department chair. **Note:** Not for native speakers.

FRE 226 - Intermediate French Civilization and Culture 2

3 credit hours - Three hours weekly; one term.

Formerly FRE 226 - Intermediate French Conversation and Culture 2 Study the history, culture, literature, and fine arts of France from the early modern period to the present.

Discuss the influence of artistic and political movements on early modern, modern, and contemporary French society. Taught in French. **Prereq:** FRE 212 or four years of high school French or permission of department chair. **Note:** Not for native speakers.

FRE 227 - Intermediate Francophone Civilization and Culture

3 credit hours - Three hours lecture weekly; one term.

Study the culture and civilization of the French-speaking (Francophone) world beyond France. Develop reading, writing, speaking, and listening skills. Taught in French. **Prereq:** 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. **Prereq:** 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. **Prereq:** FRE 212 or four years of high school French or or permission of the department chair.

World Languages: German

GER 111 - Elementary German 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER.. Build upon knowledge learned in GER 111 with emphasis on speaking, listening, reading and writing. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER..Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of German culture. **Prereq:** 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. **Prereq:** GER 211 or two years of high school German or permission of department chair. **Note:** Not for native speakers.

GER 221 - Intermediate German Conversation

3 credit hours - Three hours lecture weekly; one term.

Develop interpersonal communication, presentational speaking, and interpretive listening skills in German at the intermediate level. Enhance listening skills, pronunciation, and intonation. Discuss current events and popular culture in German-speaking world. Taught in German. **Prereq:** GER 212 or four 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. **Prereq:** GER 212 or four years of high school German or permission of department chair. **Note:** Not for native speakers.

GER 226 - Modern German Civilization and Culture 2

3 Credit Hours - Three hours lecture weekly; one term

Study the culture and civilization of German-speaking Europe in the twentieth and twenty-first centuries. Develop reading, writing, speaking, and listening skills. Taught in German. **Note:** Not for native speakers.

World Languages: Greek

GRK 111 - Elementary Greek 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER..Build upon knowledge learned in GRK 111. Read and translate short selections from a wide variety of Greek authors and the New Testament. **Prereq:** GRK 111 or permission of the department chair.

World Languages: Hebrew

HEB 111 - Elementary Hebrew 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER..Continuation of HEB 111 with emphasis on speaking, reading and writing. **Prereq:** 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.

HEB 114 - Elementary Biblical Hebrew 2

3 credit hours - Three hours lecture weekly; one term.

Develop vocabulary and grammar skills for reading and writing Biblical Hebrew. Gain experience in translating texts written in 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.

ARTS AND HUMANITIES GER..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.

ARTS AND HUMANITIES GER..Build upon knowledge learned in ITA 111 with emphasis now on speaking, reading and writing. **Prereq:** 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. **Prereq:** 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.

ARTS AND HUMANITIES GER..Build vocabulary and grammar skills for the purpose of reading, writing, listening, and speaking. Discuss aspects of Italian culture. **Prereq:** 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. **Prereq:** 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. **Prereq:** 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. **Prereq:** *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.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER.. 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. **Prereq:** *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.

ARTS AND HUMANITIES GER.. Continue study of spoken Japanese with an emphasis on the structures and vocabulary needed to satisfy survival, travel and simple social needs. Develop skills in producing complex sentence patterns and employing all four systems of written Japanese. **Prereq:** *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.

ARTS AND HUMANITIES GER.. 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. **Prereq:** *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. **Prereq:** *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.*

KOR 112 - Elementary Korean 2

3 credit hours - Three hours weekly; one term.

Build upon knowledge learned in KOR 111 with emphasis on speaking, reading and writing. **Note:** *Not for native speakers.*

World Languages: Latin

LAT 111 - Elementary Latin 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER.. Build upon knowledge learned in LAT 111. Read and translate short selections from a wide variety of Latin authors. **Prereq:** *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.

ARTS AND HUMANITIES GER.. 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. **Prereq:** *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.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER.. 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. **Prereq:** *PRT 112 or PRT 119 or two years of high school Portuguese or permission of department chair.* **Note:** *Not for native speakers.*

World Languages: Russian

RUS 111 - Elementary Russian 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER.. 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.

ARTS AND HUMANITIES GER.. Build upon knowledge learned in RUS 111 with emphasis on reading, writing, speaking and translating. **Prereq:** *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.

ARTS AND HUMANITIES GER.. 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. **Prereq:** *RUS 112 or two years of high school Russian or permission of department chair.* **Note:** *Not for native speakers.*

RUS 212 - Intermediate Russian 2

3 credit hours - Three hours lecture weekly; one term.

Master intermediate vocabulary and grammar structures. Read short poetry, fiction, and/or non-fiction in Russian. Discuss Russian culture. **Prereq:** *RUS 211 or three years of high school Russian or permission of department chair.* **Note:** *Not for native speakers.*

RUS 221 - Intermediate Russian Conversation

3 credit hours - Three hours weekly; one term.

Develop spoken fluency in intermediate Russian by engaging in everyday speaking situations. Enhance listening skills, pronunciation, and intonation. **Prereq:** *RUS 212 or four years of high school Russian or permission of department chair.* **Note:** *Not for native speakers. In some cases, heritage speakers of Russian may enroll with permission of department chair.*

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.

ARTS AND HUMANITIES GER..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.**Crosslist:** 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.

HONORS COURSE.ARTS AND HUMANITIES GER..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.**Prereq:** Eligibility for Honors courses.**Crosslist:** 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.

ARTS AND HUMANITIES GER..Build upon knowledge learned in SPA 111 with emphasis on speaking, reading and writing.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** Permission of department chair.

SPA 211 - Intermediate Spanish 1

3 credit hours - Three hours weekly; one term.

ARTS AND HUMANITIES GER..Build vocabulary and grammar skills for the purpose of reading, writing, listening and speaking. Discuss aspects of Spanish and Spanish-American culture.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** 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.**Prereq:** SPA 212 or four years of high school Spanish or permission of department chair.**Note:** Not for native speakers.

SPA 227 - Intermediate Spanish and Latin American Film

3 credit hours - Three hours lecture weekly; one term

Dissect and debate contemporary issues presented in Spanish and Latin American films such as: gender roles, immigration, political influence, censorship, socioeconomic ramifications, and globalization. Examine Hispanic values, beliefs, and perceptions through the lens of cinema. This course will be conducted entirely in Spanish.**Prereq:** SPA 212 or four years of high school Spanish or permission of the department chair.**Note:** Open to native speakers by permission of the department chair.

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.**Prereq:** 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.**Prereq:** SPA 212 or four years of high school Spanish or permission of department chair.**Note:** Not for native speakers.

World Languages: Urdu**URD 111 - Elementary Urdu 1**

3 credit hours - Three hours lecture weekly; one term.

Develop an understanding of basic pronunciation and grammar necessary for reading, writing, and speaking in Urdu. Not for those who have experience with the Urdu language.**Note:** Not for native speakers.

URD 112 - Elementary Urdu 2

3 credit hours - Three hours lecture weekly; one term.

Build upon knowledge learned in URD 111 with emphasis on speaking, reading and writing.**Prereq:** URD 111 or one year of high school Urdu or permission of department chair.**Note:** Not for native speakers.

General Education Requirements

General Education Requirements and degree program required courses

General Education Requirements and AACC degree program requirements are part of every associate's degree and they are the foundation of the higher education curriculum.

About the State of Maryland: General Education Requirements

The [Annotated Code of Maryland Title 13B standards](#) require that a program of study leading to the A.A., A.A.T., A.S. or A.S.E. degrees at Maryland community colleges to include no less than 30 credits of required general education core courses, with the core requiring at a minimum, course work in Arts and Humanities, Biological and Physical Sciences, English Composition, Social and Behavioral Sciences, and Mathematics categories.

The [Annotated Code of Maryland Title 13B standards](#) require that a program of study leading to the A.A.S. degree to include no less than 20 credits of required core general education course work taken from the same five areas required of the A.A., A.A.T., A.S. and A.S.E.

Effective with the start of the Fall 2017 term, students must complete one course in English composition ([ENG 112](#), [ENG 116](#) or [ENG 121](#)) with a grade of C or better. Students who met this English composition requirement in a term prior to Fall 2017 may follow [the previous State of Maryland General Education Requirements \(Annotated Code of Maryland Title 13B standards\)](#) regarding English composition.

All AACC associates degrees require that students meet the State of Maryland standards.

AACC Degree Program Requirements

About the 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:

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

There are three ways to satisfy the computer competency requirement. A student may:

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 with 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 Computer Competency Courses

Completing one of the approved courses or sequences of courses satisfies the computing and information technology competency requirement (the 'computer 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.

Students may satisfy the computer competency course requirement simultaneously as they satisfy the computer technology requirement.

Courses that simultaneously satisfy Computer Competency and Technology Requirements

- [CTA 100](#) 4 credit hours
- [CTP 103](#) 4 credit hours

About the Diversity Requirement

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

Diversity courses share common characteristics.

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

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

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

In many cases, 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 in their major.

Approved Courses

Choose one of the areas below to see the approved general education and AACCC degree required courses. (Or, save/print a .PDF copy):

- Arts and Humanities
- Biological and Physical Sciences
- Computer Technology
- English Composition
- Health/Fitness/Wellness
- Interdisciplinary Studies and Emerging Issues
- Mathematics
- Social and Behavioral Sciences
- Computing and Information Technology (Computer Competency)
- Diversity Courses

Approved General Education Courses by Category

Arts and Humanities Category

African American Studies

- AFA 214 - African American History *3 credit hours*
- AFA 225 - African American Literature *3 credit hours*
- AFA 228 - African American Art *3 credit hours*
- AFA 225H - African American Literature -Honors *3 credit hours*

American Studies

- AMS 100 - Introduction to American Studies *3 credit hours*
- AMS 102 - Introduction to Masculinity Studies *3 credit hours*
- AMS 121 - Popular Culture in America *3 credit hours*
- AMS 181 - Introduction to American Film *3 credit hours*
- AMS 223 - History of American Architecture *3 credit hours*

Architecture

- ACH 221 - History of World Architecture 1 *3 credit hours*
- ACH 222 - History of World Architecture 2 *3 credit hours*
- ACH 223 - History of American Architecture *3 credit hours*

Art

- ART 100 - Two-Dimensional Design *3 credit hours*
- ART 102 - Three-Dimensional Design *3 credit hours*
- ART 125 - Drawing 1 *3 credit hours*

- ART 135 - Sculpture 1: Clay Modeling and Mixed Media *3 credit hours*
- ART 145 - Ceramics 1 *3 credit hours*
- ART 145H - Ceramics 1 - Honors *3 credit hours*
- ART 180 - Introduction to Film *3 credit hours*
- ART 181 - Introduction to American Film *3 credit hours*
- ART 209 - History of Western Art 1 *3 credit hours*
- ART 210 - History of Western Art 2 *3 credit hours*
- 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 228 - African American Art *3 credit hours*
- ART 229 - Art of Traditional and Tribal Cultures *3 credit hours*

Communications

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

Computer Technology

- CTP 194 - Ethics and the Information Age *3 credit hours*
- CTP 194H - Ethics and the Information Age - Honors *3 credit hours*

Dance

- DAN 100 - Dance History *3 credit hours*

English

Additional English courses are listed under linguistics and sophomore literature.

- ENG 200 - Introduction to Creative Writing *3 credit hours*

Gender and Sexuality Studies

- GSS 101 - Introduction to Women's Studies *3 credit hours*
- GSS 102 - Introduction to Masculinity Studies *3 credit hours*
- GSS 169 - Music, Power and Gender *3 credit hours*
- GSS 210 - Images of Women *3 credit hours*
- GSS 217 - Women of the Western World *3 credit hours*
- GSS 228 - Literature in English by Women *3 credit hours*
- GSS 228H - Literature in English by Women - Honors *3 credit hours*

History

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 214 - African American History *3 credit hours*
- HIS 217 - Women of the Western World *3 credit hours*

Humanities

- HUM 101 - Introduction to Fine Arts *3 credit hours*
- HUM 151 - American Folk Arts *3 credit hours*
- HUM 210 - Images of Women *3 credit hours*

Linguistics

- ENG 161 - Introduction to Linguistics *3 credit hours*

Music

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

Philosophy

- PHL 111 - Introduction to Philosophy *3 credit hours*
- PHL 115 - Critical and Creative Thinking in the Information Age *3 credit hours*
- PHL 141 - Introduction to Logic *3 credit hours*
- PHL 142 - Ethics *3 credit hours*
- PHL 146 - Contemporary Moral Problems *3 credit hours*
- PHL 194 - Ethics and the Information Age *3 credit hours*
- PHL 194H - Ethics and the Information Age - Honors *3 credit hours*
- PHL 201 - Western Religions *3 credit hours*
- PHL 202 - Asian Religions *3 credit hours*

Sociology

- SOC 102 - Introduction to Masculinity Studies *3 credit hours*

Sophomore Literature

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

Theater Arts

- THA 111 - Introduction to Theater *3 credit hours*
- THA 132 - Acting 1 *3 credit hours*
- THA 180 - Play Production *3 credit hours*

World Languages

- ARB 111 - Elementary Arabic 1 *3 credit hours*
- ARB 112 - Elementary Arabic 2 *3 credit hours*
- ARB 211 - Intermediate Arabic 1 *3 credit hours*
- CHI 111 - Elementary Chinese 1 *3 credit hours*
- CHI 112 - Elementary Chinese 2 *3 credit hours*
- CHI 211 - Intermediate Chinese 1 *3 credit hours*
- 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*
- GRK 111 - Elementary Greek 1 3 *credit hours*
- GRK 112 - Elementary Greek 2 3 *credit hours*
- HEB 111 - Elementary Hebrew 1 3 *credit hours*
- HEB 112 - Elementary Hebrew 2 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*
- JPN 111 - Elementary Japanese 1 3 *credit hours*
- JPN 112 - Elementary Japanese 2 3 *credit hours*
- JPN 113 - Elementary Japanese 3 3 *credit hours*
- JPN 114 - Elementary Japanese 4 3 *credit hours*
- LAT 111 - Elementary Latin 1 3 *credit hours*
- LAT 112 - Elementary Latin 2 3 *credit hours*
- PRT 111 - Elementary Portuguese 1 3 *credit hours*
- PRT 119 - Accelerated Beginning Portuguese 3 *credit hours*
- PRT 211 - Intermediate Portuguese 1 3 *credit hours*
- RUS 111 - Elementary Russian 1 3 *credit hours*
- RUS 112 - Elementary Russian 2 3 *credit hours*
- RUS 211 - Intermediate Russian 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 Category

Astronomy

- AST 105 - The Cosmic Frontier 3 *credit hours*
- AST 112 - Stars and Stellar Systems 4 *credit hours*
- AST 114 - The Solar System 4 *credit hours*
- AST 120 - Life in the Universe 3 *credit hours*

Biology

- BIO 101 - Fundamentals of Biology 4 *credit hours*
- BIO 102 - Biology for the 21st Century 3 *credit hours*
- BIO 103 - General Botany 4 *credit hours*
- BIO 105 - General Zoology 4 *credit hours*
- BIO 107 - Environmental Science 4 *credit hours*
- BIO 108 - Ecosystems and the Environment 3 *credit hours*
- BIO 113 - Sustainable Horticulture 4 *credit hours*
- BIO 135 - Principles of Nutrition 3 *credit hours*
- BIO 136 - Principles of Nutrition and Laboratory 4 *credit hours*
- BIO 152 - Biology of Aging 3 *credit hours*
- BIO 211 - Estuarine Biology 4 *credit hours*
- BIO 215 - Restoration Ecology 3 *credit hours*
- BIO 220 - Genetics 4 *credit hours*
- BIO 223 - General Microbiology 4 *credit hours*

- BIO 223H - General Microbiology - Honors *4 credit hours*
- BIO 230 - Structure and Function of the Human Body *4 credit hours*
- BIO 231 - Human Biology 1 *4 credit hours*
- BIO 232 - Human Biology 2 *4 credit hours*
- BIO 233 - Anatomy and Physiology 1 *4 credit hours*
- BIO 234 - Anatomy and Physiology 2 *4 credit hours*

Chemistry

- CHE 103 - World of Chemistry *3 credit hours*
- CHE 111 - General Chemistry 1 *4 credit hours*
- CHE 111H - General Chemistry 1 - Honors *4 credit hours*
- CHE 112 - General Chemistry 2 *4 credit hours*
- CHE 112H - General Chemistry 2 - Honors *4 credit hours*
- CHE 113 - Fundamentals of Organic and Biochemistry *4 credit hours*
- CHE 115 - General, Organic and Introduction to Biochemistry *4 credit hours*

Gender and Sexuality Studies

- GSS 115 - Women and Minorities in Science *3 credit hours*

Physical Science

- PHS 100 - General Physical Science *4 credit hours*
- PHS 200 - Earth and Space Science *4 credit hours*
- PHS 109 - General Oceanography *3 credit hours*
- PHS 111 - History of Science *3 credit hours*
- PHS 113 - Physical Geology *4 credit hours*
- PHS 115 - Women and Minorities in Science *3 credit hours*
- PHS 119 - Fundamentals of Weather *4 credit hours*

Physics

- PHY 105 - How Things Work *3 credit hours*
- PHY 111 - Fundamentals of Physics 1 *4 credit hours*
- PHY 112 - Fundamentals of Physics 2 *4 credit hours*
- PHY 120 - Sound and Light - An Interdisciplinary Approach *3 credit hours*
- PHY 211 - General Physics 1 *4 credit hours*
- PHY 212 - General Physics 2 *4 credit hours*

Computer Technology Category

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

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

English Composition Category

Effective with the start of the Fall 2017 term, students must complete one course in English composition (ENG 112, ENG 116 or ENG 121) with a grade of C or better. Students who met this English composition requirement in a term prior to Fall 2017 may follow the previous State of Maryland Title 13B General Education Requirements regarding English composition.

- ENG 111 - Composition and Introduction to Literature 1 3 credit hours
- ENG 112 - Composition and Introduction to Literature 2 3 credit hours
- 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
- ENG 121 - Composition and Literature 3 credit hours
Successful completion of Eng 121 fully satisfies the college English composition general education requirement.
- ENG 121H - Composition and Literature - Honors 3 credit hours
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 credit hours

Gender and Sexuality Studies

- GSS 113 - Women's Health 3 credit hours

Health

- HEA 100 - Assessment and Theory of Fitness and Health 3 credit hours
- HEA 111 - Personal and Community Health 3 credit hours
- HEA 113 - Women's Health 3 credit hours
- HEA 114 - Components of Personal Fitness and Wellness 3 credit hours
- HEA 115 - Health Implications of Violence 3 credit hours
- HEA 116 - The Health Consumer in Today's World 3 credit hours
- HEA 150 - Advanced First Aid, CPR and AED 3 credit hours

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 credit hours
- AMS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies 3 credit hours
- AST 120 - Life in the Universe 3 credit hours
- BPA 105 - Exploring the Future 3 credit hours
- CTP 194 - Ethics and the Information Age 3 credit hours
- CTP 194H - Ethics and the Information Age - Honors 3 credit hours
- FTR 105 - Exploring the Future 3 credit hours
- GSS 102 - Introduction to Masculinity Studies 3 credit hours
- GSS 169 - Music, Power and Gender 3 credit hours
- GSS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies 3 credit hours

- HRM 232 - World Culture and Cuisine *3 credit hours*
- LGS 100 - Introduction to the Law *3 credit hours*
- MUS 169 - Music, Power and Gender *3 credit hours*
- PHL 194 - Ethics and the Information Age *3 credit hours*
- PHL 194H - Ethics and the Information Age - Honors *3 credit hours*
- PSY 105 - Exploring the Future *3 credit hours*
- SOC 102 - Introduction to Masculinity Studies *3 credit hours*
- SOC 105 - Exploring the Future *3 credit hours*
- SOC 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies *3 credit hours*

Mathematics Category

- MAT 100 - The Nature of Mathematics *3 credit hours*
- MAT 133 - Finite Mathematics *3 credit hours*
- MAT 135 - Statistics *3 credit hours*
- MAT 145 - Precalculus 1 *3 credit hours*
- MAT 146 - Precalculus 2 *3 credits*
- MAT 151 - Accelerated Precalculus *4 credit hours*
- MAT 191 - Calculus and Analytic Geometry 1 *4 credit hours*
- MAT 192 - Calculus and Analytic Geometry 2 *4 credit hours*
- MAT 202 - Linear Algebra *4 credit hours*
- MAT 221 - Fundamental Concepts of Mathematics 1 *4 credit hours*
Intended primarily for elementary education and early childhood education.
- MAT 222 - Fundamental Concepts of Mathematics 2 *4 credit hours*
Intended primarily for elementary education and early childhood education.
- MAT 230 - Elementary Calculus (For Business and Social Sciences) *3 credits*
- MAT 137 - College Algebra *3 credit hours*

Social and Behavioral Sciences Category

African American Studies

- AFA 101 - Introduction to African American Studies *3 credit hours*
- AFA 214 - African American History *3 credit hours*

American Studies

- AMS 100 - Introduction to American Studies *3 credit hours*
- AMS 101 - Introduction to African American Studies *3 credit hours*
- AMS 102 - Introduction to Masculinity Studies *3 credit hours*
- AMS 121 - Popular Culture in America *3 credit hours*

Anthropology

- ANT 121 - Introduction to Cultural Anthropology *3 credit hours*
- ANT 123 - Introduction to Archaeology *3 credit hours*

Business

- BPA 113 - Consumer and Personal Finance *3 credit hours*

Economics

- ECO 113 - Consumer and Personal Finance *3 credit hours*
- ECO 116 - Inside the Global Economy *3 credit hours*
- ECO 121 - Introduction to Economics *3 credit hours*
- ECO 211 - Principles of Economics 1 *3 credit hours*
- ECO 212 - Principles of Economics 2 *3 credit hours*

Gender and Sexuality Studies

- GSS 101 - Introduction to Women's Studies *3 credit hours*
- GSS 102 - Introduction to Masculinity Studies *3 credit hours*
- GSS 217 - Women of the Western World *3 credit hours*
- GSS 218 - History of Women in America: 1607-Present *3 credit hours*

Geography

- GEO 100 - Introduction to Geography *3 credit hours*
- GEO 101 - Physical Geography *3 credit hours*
- GEO 102 - World Regional Geography *3*
- GEO 103 - Cultural Geography *3 credit hours*

History

- HIS 111 - Ancient and Medieval Western Civilizations *3 credit hours*
- HIS 112 - Early Modern and Modern Western Civilizations *3 credit hours*
- HIS 211 - United States History through the Civil War *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*
- HIS 218 - History of Women in America: 1607-Present *3 credit hours*

Human Services

- HUS 150 - Introduction to Aging Studies *3 credit hours*

Legal Studies

- LGS 100 - Introduction to the Law *3 credit hours*

Political Science

- PLS 111 - American Government *3 credit hours*
- PLS 113 - State and Local Government *3 credit hours*
- PLS 200 - International Relations *3 credit hours*

Psychology

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

- PSY 111H - Introduction to Psychology - Honors 3 credit hours
- PSY 211 - Developmental Psychology 3 credit hours
- PSY 211H - Developmental Psychology - Honors 3 credit hours
- PSY 212 - Personality Psychology 3 credit hours
- PSY 214 - Abnormal Psychology 3 credit hours
- PSY 214H - Abnormal Psychology - Honors 3 credit hours

Sociology

- SOC 102 - Introduction to Masculinity Studies 3 credit hours
- SOC 111 - Introduction to Sociology 3 credit hours
- SOC 121 - Introduction to Cultural Anthropology 3 credit hours
- SOC 122 - Social Problems 3 credit hours
- SOC 123 - Introduction to Archaeology 3 credit hours
- SOC 150 - Introduction to Aging Studies 3 credit hours

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:

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

There are three ways to satisfy the computer competency requirement. A student may:

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 with 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.)

There are some courses (as noted below) that will allow students to satisfy the computer competency course requirement simultaneously as they satisfy the computer technology requirement.

Courses that simultaneously satisfy Computer Competency and Technology :

- CTA 100 - Computing and Information Technology 4 credit hours
- CTA 100H - Computing and Information Technology - Honors 4 credit hours
- CTP 103 - Theories and Applications of Digital Technology 4 credit hours
- CTP 103H - Theories and Applications of Digital Technology - Honors 4 credit hours

Courses that do not satisfy computer technology requirements, but do satisfy the computer competency requirement:

- ART 106 - Introduction to Digital Design *3 credit hours*
- EGR 120 - Introduction to Engineering Design *3 credit hours*

Completing the Following Sequence Satisfies the Computer Competency Requirement:

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

Completing the Following Sequence Satisfies the Computer Competency Requirement:

- RAD 111 - Radiographic Procedures 1 *3 credit hours*
- RAD 112 - Clinical Radiography 1 *5 credit hours*
- 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*
- RAD 211 - Radiographic Procedures 3 *1 credit hour*
- RAD 212 - Clinical Radiography 3 *6 credit hours*
- RAD 231 - Radiographic Procedures 4 *3 credit hours*
- RAD 232 - Clinical Radiography 4 *6 credit hours*
- RAD 251 - Radiation Biology and Protection *3 credit hours*
- RAD 252 - Clinical Radiography 5 *6 credit hours*

Completing the Following Sequence Satisfies the Computer Competency Requirement:

- PTA 101 - Introduction to Physical Therapist Assistant *3 credit hours*
- PTA 102 - Physical Therapist Assistant 1 *6 credit hours*
- PTA 104 - Physical Therapist Assistant 2 *6 credit hours*
- PTA 105 - Clinical Practice 1 *2 credit hours*
- PTA 106 - Kinesiology *6 credit hours*
- 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*
- 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*

Diversity Requirement

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

Diversity courses share common characteristics.

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

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

1. Successfully complete one course from the list below
2. Successfully complete one program diversity sequence from the list below

3. Transfer credit awarded for an equivalent course successfully completed at another accredited institution of higher education in accordance with the college transfer credit policy.

The Following Courses and Sequences Meet the College Diversity Requirement.

Diversity Courses

- AFA 101 - Introduction to African American Studies *3 credit hours*
- AFA 102 - Psychology of African Americans *3 credit hours*
- AFA 214 - African American History *3 credit hours*
- AFA 225 - African American Literature *3 credit hours*
- AFA 225H - African American Literature -Honors *3 credit hours*
- AFA 228 - African American Art *3 credit hours*
- AMS 101 - Introduction to African American Studies *3 credit hours*
- AMS 102 - Introduction to Masculinity Studies *3 credit hours*
- AMS 211 - Gender and Mass Media in the United States *3 credit hours*
- AMS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies *3 credit hours*
- AMS 225 - Cultural Representations of Disability, Gender and Sexuality in the U.S. *3 credit hours*
- ART 220 - History of Modern Art *3 credit hours*
- ART 227 - Asian Art *3 credit hours*
- ART 228 - African American Art *3 credit hours*
- ART 229 - Art of Traditional and Tribal Cultures *3 credit hours*
- ASL 120 - Introduction to the American Deaf Community *3 credit hours*
- BPA 105 - Exploring the Future *3 credit hours*
- BPA 173 - Managing and Valuing Workforce Diversity *3 credit hours*
- BPA 174 - Women and Business *3 credit hours*
- CJS 229 - Women, Crime and Prison *3 credit hours*
- CJS 271 - Civil Rights Law *3 credit hours*
- ECO 116 - Inside the Global Economy *3 credit hours*
- EDU 214 - Introduction to Special Education *3 credit hours*
- ENG 225 - African American Literature *3 credit hours*
- ENG 226 - Ethnic American Literature *3 credit hours*
- ENG 228 - Literature in English by Women *3 credit hours*
- FTR 105 - Exploring the Future *3 credit hours*
- GSS 101 - Introduction to Women's Studies *3 credit hours*
- GSS 102 - Introduction to Masculinity Studies *3 credit hours*
- GSS 113 - Women's Health *3 credit hours*
- GSS 115 - Women and Minorities in Science *3 credit hours*
- GSS 169 - Music, Power and Gender *3 credit hours*
- GSS 174 - Women and Business *3 credit hours*
- GSS 210 - Images of Women *3 credit hours*
- GSS 211 - Gender and Mass Media in the United States *3 credit hours*
- GSS 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies *3 credit hours*
- GSS 216 - Human Sexuality *3 credit hours*
- GSS 217 - Women of the Western World *3 credit hours*
- GSS 218 - History of Women in America: 1607-Present *3 credit hours*
- GSS 221 - Psychology of Men *3 credit hours*
- GSS 222 - Psychology of Women *3 credit hours*
- GSS 223 - Philosophy and Gender *3 credit hours*
- GSS 225 - Cultural Representations of Disability, Gender and Sexuality in the U.S. *3 credit hours*
- GSS 228 - Literature in English by Women *3 credit hours*

- GSS 228H - Literature in English by Women - Honors *3 credit hours*
- GSS 229 - Women, Crime and Prison *3 credit hours*
- GSS 270 - Gender and the Law *3 credit hours*
- HEA 113 - Women's Health *3 credit hours*
- HIS 214 - African American History *3 credit hours*
- HIS 215 - Civil Rights Era *3 credit hours*
- HIS 217 - Women of the Western World *3 credit hours*
- HIS 218 - History of Women in America: 1607-Present *3 credit hours*
- HIS 261 - History of the Middle East *3 credit hours*
- HLS 261 - History of the Middle East *3 credit hours*
- HRM 232 - World Culture and Cuisine *3 credit hours*
- HUM 210 - Images of Women *3 credit hours*
- HUS 101 - Human Service and Addiction Counseling Ethics in Practice *3 credit hours*
- HUS 150 - Introduction to Aging Studies *3 credit hours*
- LGS 270 - Gender and the Law *3 credit hours*
- LGS 271 - Civil Rights Law *3 credit hours*
- MUS 169 - Music, Power and Gender *3 credit hours*
- MUS 262 - World Music: Music as Culture *3 credit hours*
- PHL 146 - Contemporary Moral Problems *3 credit hours*
- PHL 223 - Philosophy and Gender *3 credit hours*
- PHS 115 - Women and Minorities in Science *3 credit hours*
- PSY 102 - Psychology of African Americans *3 credit hours*
- PSY 105 - Exploring the Future *3 credit hours*
- PSY 211 - Developmental Psychology *3 credit hours*
- PSY 211H - Developmental Psychology - Honors *3 credit hours*
- PSY 214 - Abnormal Psychology *3 credit hours*
- PSY 214H - Abnormal Psychology - Honors *3 credit hours*
- PSY 216 - Human Sexuality *3 credit hours*
- PSY 221 - Psychology of Men *3 credit hours*
- PSY 222 - Psychology of Women *3 credit hours*
- PSY 224 - Multicultural Psychology *3 credit hours*
- SOC 102 - Introduction to Masculinity Studies *3 credit hours*
- SOC 105 - Exploring the Future *3 credit hours*
- SOC 111 - Introduction to Sociology *3 credit hours*
- SOC 150 - Introduction to Aging Studies *3 credit hours*
- SOC 212 - Introduction to Lesbian, Gay, Bisexual and Transgender Studies *3 credit hours*
- SOC 225 - Cultural Representations of Disability, Gender and Sexuality in the U.S. *3 credit hours*

Program Diversity Sequences

Completing the Following Sequence Satisfies the Requirement:

- EMT 140 - Paramedic 1 *13 credit hours*
- EMT 142 - Paramedic 2 *13 credit hours*
- EMT 236 - Paramedic 3 *12 credit hours*

Completing the Following Sequence Satisfies the Requirement:

- PTA 101 - Introduction to Physical Therapist Assistant *3 credit hours*
- PTA 102 - Physical Therapist Assistant 1 *6 credit hours*

- PTA 104 - Physical Therapist Assistant 2 6 *credit hours*
- PTA 105 - Clinical Practice 1 2 *credit hours*
- 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*
- 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*

About Anne Arundel Community College (AACC)

Anne Arundel Community College Mission

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.

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 a diverse community by offering high quality, affordable and accessible learning opportunities and is accountable to its stakeholders.

Mission Goals and Objectives

Goal 1. Excellence in Teaching and Learning

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

Goal 2. Student Achievement and Success

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

Goal 3. Access and Affordability

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

Goal 4. Diversity

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

Goal 5. Community Engagement and Enrichment

- supporting members of the community to benefit from global opportunities;
- promoting county and state economic development through a variety of educational, support and training services to business, not-for-profit and governmental organizations;
- providing a source for intellectual, cultural and physical vitality in the community; and
- promoting a culture of community involvement and stewardship.

Goal 6. Effective Management

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

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 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, A.A.S. (Hospitality Management Concentration) degree is accredited by the Accrediting Commission for Programs in Hospitality Administration (ACPHA). The Hotel/Restaurant Management, A.A.S. (Culinary Arts Concentration) 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/) and approved by the State of Maryland Board of Nursing. 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 (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 (A.A.S.), Paralegal Studies - General Practice (A.A.S.), and Paralegal Studies - Litigation (A.A.S.) sections of this catalog) and certificate (see the Paralegal Studies - Business (certificate), Paralegal Studies - General Practice (certificate), and Paralegal Studies - Litigation (certificate) sections of this catalog) programs are approved by the American Bar Association. The AACCC Testing 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.

Schools of Study

Anne Arundel Community College has five Schools of Study with programs that lead to a variety of associates degrees, certificates and letters of recognition.

- School of Business and Law
- School of Health Sciences
- School of Liberal Arts
- School of Science and Technology
- School of Continuing Education and Workforce Development

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 www.aacc.edu/policies/equal-opportunity-and-nondiscrimination/

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.

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/campus-life/

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.](#)

More 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/about/locations/

Admissions

AACC's General Admissions Procedures

General Entrance Statement

Applicants who may benefit from postsecondary education are admitted to Anne Arundel Community College by the Director of Admissions. The Director of Admissions is authorized to refuse or revoke admission to the college if the applicant 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.

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 registration in a class and/or admission to a program of study.

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 have limited operations in some states. Therefore, if you are not a resident of Maryland, please visit AACC's State Authorization webpage for detailed information on any limitations.

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:
 1. *High school graduates*: submit an official copy of a secondary school transcript.
 2. *General Educational Development Diploma (GED)* students: request the appropriate state department of education to mail a copy of the test results.
 3. *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. Visit our web to learn more about Placement Testing.

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.

1. 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.)

2. 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)

Nondegree-seeking students are students who wish to take credit courses without pursuing a degree or certificate.

Steps to become a nondegree-seeking student:

1. Submit a free, online application to the Admissions office. (Paper applications available by request to Admissions 410-777-2246.)
2. Consult an Admissions Advisor or Academic Advisor if uncertain of your eligibility for certain courses.

(Often, High school transcripts, ACT, SAT scores or transcripts from other colleges are not needed. However, nondegree-seeking students who wish to register for credit courses with English or mathematics prerequisites must take a free placement test or provide qualifying standardized test scores or college transcripts. See Assessment and Placement.)

Visiting Students (as nondegree-seeking students): Some nondegree-seeking students are students who wish to earn credits at AACC in order to transfer those credits to another college or university that will award them their degree. Visiting students are responsible for consulting with their home/intended transfer institution to ensure a smooth transfer of credits. Visiting students who seek to register for credit courses with English or mathematics prerequisites must submit college transcripts to Admissions or follow other steps described under Assessment and Placement.

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.

High School/Dual-Enrolled Students

Students who wish to be familiar with AACC's general statements for High School/Dual-Enrolled Student Admissions may refer to the information listed below. Should you have a question about International Admissions, our Admissions Advisors are happy to help.

General Statements for Admissions of High School/Dual-Enrolled 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, the college Admissions and Enrollment Development office and the Early College Access website.

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.

Credit for Previous Learning

Students who wish to be familiar with AACC's general statements for Admissions for students with transfer credit or prior learning experience from work, life, military or other sources, may refer to the information listed below. Should you have a question about Admissions, our Admissions Advisors are happy to help.

Transfer Credit Criteria

The college adheres to the transfer credit mandates of the Maryland Higher Education Commission. 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.
 1. 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
 2. 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.

3. 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 (a C- or higher is required for ENG 112, ENG 116, or ENG 121 equivalent).

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 college credit for their military experience must submit the official Joint Services transcript (Army, Navy, Coast Guard or Marines), Community College of the Air Force transcript or a photocopy of the DD-214. The official Joint Services Transcript transcript can be ordered at <https://jst.doded.mil/smart/signIn.do>. Basic Training is used to satisfy the general education health/fitness/wellness requirement and credit is awarded for other military training and occupations using the American Council on Education credit recommendations when a similar discipline is offered at AACC. For more information about military transfer credit contact the Records Office at 410-777-2572 or email transfercredit@aacc.edu.

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, contact the Program Pathways Office. 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.

Proficiency Assessment Credit - Anne Arundel Community College (AACC) will award Anne Arundel County Public school (AACPS) students credit for completing high school course work that is aligned with AACC courses when the student completes a proficiency assessment with a C or higher. The proficiency assessment is developed, administered, and graded by AACC faculty according to AACC department standards. College credit is not granted when achievement is below a C. The grade a student receives on the proficiency assessment, if C or better, is recorded on the student's official AACC transcript as "transfer of credit". The maximum number of credits that can be awarded through proficiency assessment is 15 credits. In accordance with 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. 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. For additional information about proficiency courses or assessment details, please contact Sara Eger, Director, Office of Early College Programs and Partnerships, sbeger@aacc.edu or 410-777-2891 or visit the Proficiency Credit website <http://www.aacc.edu/earn-college-credits-while-in-high-school/proficiency-credit/>.

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 visit 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.

AP Exam Title	Passing Score	AACC Equivalent	Credit Awarded
Art History	3	ART 209, ART 210	6
Biology	4	BIO 101	4
Calculus AB	3	MAT 151, MAT 191	8
Calculus BC	3	MAT 191, MAT 192	8
Calculus AB Subscore	3	MAT 151	4
Chemistry	3	CHE 111, CHE 112	8
Chinese Language and Culture	3	CHI 112, CHI 211	6
Comparative Government and Politics	3	PLS 131	3
Computer Science A	3	CTP 115	4
	4	CTP 115, CTP 150	8
Computer Science Principles	3	CTP 103	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 107	4

European History	3	HIS 111, HIS 112	6
French Language and Culture	3	FRE 211, FRE 212	6
German Language and Culture	3	GER 211, GER 212	6
Human Geography	3	GEO 103	3
Italian Language and Culture	3	ITA 211, ITA 212	6
Japanese Language and Culture	3	JPN 113, 211	6
Latin	3	LAT 111, LAT 112	6
Macroeconomics	3	ECO 211	3
Microeconomics	3	ECO 212	3
Music Theory	3	MUS 113, MUS 114	6
Aural and Non-Aural Subscores	3	See Department	
Physics 1	4	PHY 111	4
Physics 2	4	PHY 112	4
Physics C: Electricity and Magnetism	4	PHY 212	4
Physics C: Mechanics	4	PHY 211	4
Psychology	3	PSY 111	3
Spanish Language and Culture	3	SPA 211, SPA 212	6
Spanish Literature and Culture	3	SPA 211, SPA 212	6
Statistics	3	MAT 135	3
Studio Art	4	See Department	3
U.S. Government and Politics	3	PLS 111	3
United States History	3	HIS 211, HIS 212	6
World History	3	HIS 111, HIS 112	6

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

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 (on/after 7/1/10)	50	ENG 111	3
Biology	50	BIO GER (nonlab) ¹	6
Business Law, Introductory	50	BPA 253	3
Calculus	50	MAT 191	4
Chemistry	50	CHE GER (nonlab) ²	6
College Algebra	50	MAT 137	3
College Composition Modular	50	ENG 111	3
College Composition (with Essays)	50	ENG 112 or ENG 121	3
College Mathematics	50	MAT 133	3
Educational Psychology ³	50	EDU 211	3
English Literature	50	ENG 213, ENG 214	6
French Language	50	FRE 111, FRE 112	6
German Language	50	GER 111, GER 112	6
Human Growth and Development	50	PSY 211	3
Humanities	50	Humanities elective	3
Information Systems	50	CTP 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 145	3

Psychology, Introductory	50	PSY 111	3
Social Science and History	50	Social Science elective	6
Sociology, Introductory	50	SOC 111	3
Spanish Language	50	SPA 111, SPA 112	6
United States History 1	50	HIS 211	3
United States History 2	50	HIS 212	3
Western Civilization 1	50	HIS 111	3
Western Civilization 2	50	HIS 112	3

¹Cannot be substituted for BIO 101.

²Cannot be substituted for CHE 111 or CHE 112.

³Students taking this exam must meet with the TEACH advisor to discuss the mandatory fieldwork that accompanies this class.

DSST (Formerly DANTES) Exams - DSST are college subject exams that you can take to earn college credit for knowledge you acquired outside of a traditional classroom, similar to CLEP. AACC is not a testing location, but you can go to www.getcollegetcredit.com to find several locations in Maryland at which you can take the exam, resources to help you prepare, and directions on having your scores sent to AACC. 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 DSST exams listed below provided the passing score, also noted below, has been met.

DSST Exam Title	Passing Score	AACC Equivalent	Credit Awarded
Advanced English Composition, Principles of		No credit awarded	
Anthropology, General	400	ANT 120	3
Art of the Western World		Under review	
Astronomy		No credit awarded	
Business, Introduction to	400	BPA 111	3
Business Ethics and Society	400	BPA 138	3
Business Mathematics		No credit awarded	
Civil War and Reconstruction	400	HIS 220	3
College Algebra, Fundamentals of	400	MAT 044	0
Computing and Information Technology	400	CTP 103	4
Counseling, Fundamentals of	400	HUS 216	3
Criminal Justice	400	CJS elective	3

Cybersecurity, Fundamentals of	400	CTS 210	3
Education, Foundations of	400	EDU 111*	3
Environmental Science	400	BIO 108	3
Ethics in America	400	PHL 142	3
Finance, Principles of	400	BPA 256	3
Health and Human Development	400	HEA 111	3
History of the Soviet Union	400	HIS elective	3
History of the Vietnam War	400	HIS 229	3
Human Resource Management	400	BPA 172	3
Human/Cultural Geography	400	GEO 103	3
Law Enforcement, Introduction to		Under review	
Lifespan Developmental Psychology	400	PSY 211	3
Management Information Systems	400	CTA elective	3
Math for Liberal Arts		No credit awarded	
Money and Banking		Under review	
Organizational Behavior	400	BPA 190	3
Personal Finance		Under review	
Physical Science I, Principles of		No credit awarded	
Public Speaking, Principles of		No credit awarded	
Statistics, Principles of	400	MAT 135	3
Substance Abuse	400	HUS 102	3
Supervision, Principles of	400	BPA 171	3
Technical Writing		No credit awarded	
World Religions, Introduction to	400	PHL elective	3

*Students taking this exam must meet with the TEACH advisor to discuss the mandatory fieldwork that accompanies this class.

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 - A portfolio is a device in which you collect artifacts and provide documentation demonstrating that you have acquired college-level learning for an identified AACC course. You reflect and write about past experiences and how you met the learning outcomes for the course(s) through study, work and other life experiences which have occurred outside the classroom. A subject matter expert will determine if you have demonstrated that you have the college-level learning equivalent to the course through an examination of the material in your portfolio.

The portfolio assessment advisor will guide you through the process which will consist of an explanation of your knowledge in specific fields and the connection between that knowledge and stated learning outcomes for specific courses offered at AACC. Documentation must be provided relating to the learning claimed. In some cases, a demonstration of skills, a writing exercise, using a computer application, or an oral presentation etc., can serve as documentation. This requirement can be flexible depending on the subject area and learning outcomes. Other supporting materials such as reference letters, transcripts, recognitions and certificates may be required. 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 410-777-2340.

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. CEWD also offers scholarship opportunities to students enrolled in approved workforce training certificate programs.

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), a member of the Maryland WorkSmart Network, is a leader in the region's economic well-being and advancement. WorkSmart is a partnership between the Maryland Department of Commerce and Maryland's sixteen community colleges. WorkSmart colleges have developed and delivered customized training solutions to more than 1,000 businesses, associations, and government entities.

CTG provides state-of-the-art training and business services to companies and organizations, entrepreneurs, and government agencies. Critical business skills such as 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. To learn more about WorkSmart and AACC's Corporate Training Group call 410-777-2732 or visit the CTG website.

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 games dealer at any casino. Classes are available mornings, afternoons and evenings. Learn more at: Casino Dealer School.

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)/drones 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 Workforce Training and Continuing Education Certificate programs which prepare students for work in a range of occupations including dental assistant, welding, truck driver, HVAC technician, casino games dealer, yoga instructor, web design, and various other trades. Licensure and certification classes in areas such as child care, real estate and allied health are available. Click Workforce Training Certificate if you are interested in pursuing one or see the complete list of program codes. CEWD scholarship opportunities may be available for students enrolling in workforce training certificate programs.

Anne Arundel Community College issues digital badges in various areas of study from Casino and Gaming to ESL programs. Similar to scouting or military merit badges which indicate levels of achievement, honor, status or recognition, a digital badge provides documented evidence of skill in a content area. These badges can be easily shared with future employers, community organizations and bosses by hyperlink via email, electronic resumes or on social media profiles to verify necessary workforce skills. Visit digital badges for a complete list of badges offered through AACC programs.

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.

The college also has year round classes for children through 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 Kids in College.

See School of Continuing Education and Workforce Development for more information or contact the Instructional Support Center at 410-777-2325 or email iscenter@aacc.edu.

See www.aacc.edu for current CEWD Certificate offerings

Exam preparation training includes:

- 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
- Maryland State Department of Education Office of Child Care Credentials
- National Restaurant Association Manage First Professional®
- Photovoltaic Installation Preparation
- Real Estate Agent
- ServSafe™ Alcohol Training and Certification
- ServSafe® Sanitation Certificate

Cyber and Technology training for certification exam preparation includes:

- Certified Information Systems Professional (CISSP)
- CompTIA A+
- CompTIA Linux+
- CompTIA Network+
- CompTIA Security+
- EC-Council Certified Ethical Hacker (CEH)
- Essential Computer Skills for Today's Workforce
- IT Infrastructure Library v3 Foundation (ITIL)
- Microsoft Office Specialist (MOS)
- Web Design

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 School of Continuing Education & Workforce Development website.

Center on Aging

The college has one of the nation's largest and most varied programs for adults ages 55 and older. Courses focus on personal growth, life and work challenges, and personal enrichment. 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 Center on Aging office at 410-777-2171 or at the LifeStages website.

LifeStages

LifeStages is a program for middle-aged and older adults. Courses focus on topics such as career transitions, caring for aging parents, retirement planning, and challenges and opportunities unique to older adults. For more information call 410-777-1184 or visit LifeStages.

Seniors

AACC offers noncredit courses in health and wellness, art, history, technology, 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 Seniors.

Peer Learning Partnership

A community of peers organized to develop opportunities for intellectual development, cultural stimulation, personal growth and social interaction in a college setting. Members lead the program and volunteer their time, skills, and talents to gain and share knowledge. Using a collaborative format for learning, the PLP provides an interactive setting in which members can volunteer as course facilitators. For more information call 410-777-1806 or visit Peer Learning Partnership.

Guild for LIFE

The Guild for LIFE (Learning is for Everyone) sponsors a series of lectures and tours. Lectures on selected topics are held followed by a trip to a related location the following week. Meetings and class sessions are held in west Anne Arundel County and on the Arnold campus. Transportation is provided and entrance fees and meals are additional. For more information, call 410-777-2884 or visit Guild for LIFE.

Continuing Professional Education (CPE)

Continuing Professional Education (CPE) provides licensure, certification, professional development, and entry-level career programming designed to meet regional workforce needs. Courses are offered in a variety of areas including allied health fields such as dental assisting, certified nursing/geriatric nursing, central sterile processing and in a variety of other topics such as professional yoga instructor, salon/spa nail technician, real estate, human resources, and home inspection. Courses are offered in a variety of formats including online, face-to-face, and hybrid at AACC's many locations around the County including the Center for Cyber and Professional Training in Hanover, Glen Burnie Town Center as well as on the Arnold campus. For information, call **410-777-2325**.

Corporate Training Group

The Corporate Training Group (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:

- Command Spanish®
- Computer technology
- Critical business skills (such as communication, customer service, diversity, leadership, time management, sexual harassment prevention, etc.)
- Cybersecurity and Digital Forensics
- E-learning
- Health care and first responders
- Hotel, culinary arts and tourism
- Manufacturing
- Project management
- Sales

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 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 Maryland 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.

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. Courses in the arts, language and history are popular credit/noncredit share options. For more information on credit/noncredit share course offerings call 410-777-2040.

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:

- Accounting Technologies
- 3D Printing/CAD
- Computer Fundamentals
- Computer Software Applications
- Cybersecurity & Information Assurance
- Database Design & Development
- eLearning and Instructional Design
- Graphics, Web Design & Development
- Mobile Device Technologies
- Programming, Coding & Scripting
- Unmanned Aerial Systems (UAS)/Drones
- Web Design

For information, call 410-777-1353 or visit Cyber & Technology Training.

English Language Learning and Adult Education

Adult Basic Education (ABE)

Through funding provided by the Maryland Department of Labor Licensing and Regulation, AACC is able to offer a robust program in adult basic skills (ABS) and GED test preparation at no cost to students at multiple locations around the County. Offerings include instruction in basic reading, writing and math and GED test preparation. For more information call, **(410) 777-1823**.

English as a Second Language (ESL)

AACC offers two types of ESL programs designed to meet ESL learners at all levels: English Basic Skills (EBS) and English for Academic Purposes (EAP). Through funding provided by the Maryland Higher Education Commission, AACC is able to offer a robust EBS program for those in need of basic English instruction in reading, writing, grammar and conversation. Courses are offered at many locations around the County and there is no cost to students to participate. For non-native speakers interested in pursuing a traditional college path, AACC offers the EAP program. In the tuition-based EAP courses students take intermediate and advanced level ESL courses designed to prepare them for the rigor of college courses. For more information about ESL courses, call **410-777-2901**.

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 Associate of Applied Science 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 technology-smart classrooms and additionally 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 HCAT website or on Facebook at www.facebook.com/AACCHCAT.

Casino Dealer School

HCAT prepares students to become casino table games dealers in their state-of-the-art casino labs at the Arundel Mills location. Gaming is one of the fastest growing industries on the East Coast with six casinos in Maryland alone. Students can earn a Workforce Training Certificate in any of the eight different table games: Blackjack, poker, mini baccarat, carnival games, roulette, craps, pai gow poker, and 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 Dealer School website.

Lifelong Learning

Lifelong Learning offers individuals 16 years of age and older the opportunity to pursue new interests, develop new skills and improve personal well-being through short, non-credit classes. With classes ranging from the visual and performing arts to personal finance, fitness, history, writing and more, there is something for everyone. In addition, students can complete certificates for personal enrichment or prepare for a career in Floral Design. For more information, visit <http://www.aacc.edu/programs-and-courses/personal-enrichment>

Kids in College

Kids in College has courses open to children up to age 18. 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, games, and various sports. Before- and after-care is also available during the summer.

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. Classes include writing, math and science, and art. Summer courses focus on STEAM topics, computers, space exploration and special topics such as art and math.

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, STEAM classes, sciences, mathematics, environmental studies and theater arts courses. They are held during the summer at the Arnold campus.

For information on all youth education offerings, call **410-777-2658** or visit the Kids in College website.

Occupational Skills

Occupational Skills offers job training programs for students entering the workforce or changing careers. The courses provide instruction and hands-on training to meet industry certifications and required by the skilled trades industries. Training is available in the following areas:

Construction Trades: (construction estimating, electrical apprenticeship, HVAC apprenticeship, electrical helper, HVAC helper and welding.

Job Corps: (pre-apprenticeship electrical, advanced culinary arts).

Transportation: (CDL-A and B)

Animal Care: Veterinary assistant

Training may be paid with Workforce Innovation and Opportunity Act (WIOA) fund (if eligible) and Continuing Education and Workforce Development Scholarship funds (if eligible).

Contract training for Job Corps and Department of Corrections is also offered.

For information call **410-777-2447** or **410-777-2913** or visit the Occupational Skills website.

Apprenticeship Training

AACC and industry partners offer apprenticeships with the Independent Electrical Contractors Chesapeake (IEC), 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 **410-777-2913**

Teacher Education and Child Care Institute (TEACH)

The Teacher Education and Child Care Institute (TEACH) addresses the community's need for 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 **410-777-2969** or visit the TEACH Institute webpage.

Education Department

The Education Department offers a variety of programs that include credit and noncredit certificates in:

- Pathway to Teaching Adults
- Special Education Support

As well as the following degrees:

- Early Childhood Development AAS
- Early Childhood/Early Childhood Special Education AAT
- Elementary/Elementary Special Education AAT
- Secondary Education in Chemistry, English, Mathematics, Physics or Spanish AAT

Also available are a number of open enrollment Maryland State Department of Education approved professional development and certification courses such as reading, special education, and classroom management for elementary and secondary. For more information, go to www.aacc.edu/teach.

Child Care/Parent Education

The TEACH Institute offers child care Pre-service/ credentialing courses approved by the Maryland State Department of Education Office of Child Care, as well as, continuing professional development courses, on-site training, conferences, consultations and a speaker's bureau (TEACH Institute).

The TEACH institute brings valuable family life courses and resources to busy parents, care takers, and educational professionals. Courses are offered on campus and/or on-site at schools and community organizations. Individuals can also take advantage of a Parenting One-on-One program which provides individualized instruction enabling a greater degree of customization and flexibility in scheduling through open enrollment or the BEST Program. For more information, call 410-777-2159 or visit the TEACH Institute webpage.

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/apply-and-register/credit-application/step-5-register-for-credit-classes/academic-calendar/

Fall Term 2018

August 25	Fall term begins
August 27 - December 9	15-week session
August 27 - October 21	First 8 week session*
August 31	No classes start 4:30 p.m. or after
September 1-3	Labor Day break (no classes)
September 7 - December 16	Weekend session*
September 10 - December 9	13-week session classes
October 22 - December 16	Second 8 week session*
November 1	Deadline for submitting application for December graduation
November 21	No classes start 4:30 p.m. or after
November 22-25	Thanksgiving break (no classes)
December 10-16	Final exams (15- and 13-week session)
December 21	Fall term ends

* Final exam will be given during the last class.

Note: Designated science classes with laboratory requirements will start Aug. 25

Winter Term 2019

January 2	Winter term begins
January 21	Dr. Martin Luther King, Jr. Day (no classes)
January 22	Winter term ends

Winter term final exam will be held during the last class.

Spring Term 2019

January 23	Spring term begins
January 23 - May 12	15-week session
January 23 - March 17	First eight-week session*
January 25 - May 19	Weekend session*
February 4 - May 12	13-week session
March 1	Deadline for submitting application for May graduation
March 18-24	Spring Break (no classes)
March 25 - May 19	Second eight-week session*
May 13-14	Make-Up Instructional Time ** (not applicable to the eight-week session)
May 15-21	Final exams (15- and 13-week sessions)
May 24	Spring term ends

* Final exam will be given during the last class.

** These days may be used for scheduled instruction in the event of unscheduled closings or for final exam preparation.

Summer Term 2019

May 28	Summer term begins
May 28-July 3	First six-week session
May 25-July 3	Memorial Day break (no classes)
May 31-July 27	Weekend session
June 3-July 24	First eight-week session
June 17 - Aug. 11	Second eight-week session
July 4-7	Independance Day Break (no classes)
July 8 - Aug. 13	Second six-week session
August 23	Summer term ends

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

About our Degrees

General Information

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

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

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

Associate Degrees

Transfer Programs

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

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

To assure that associate degree students meet the general education requirements defined by the State of Maryland, each associate degree program includes a distribution of general education credits. Courses which meet general education requirements must be approved general education courses. A complete list of approved general education courses can be found in the General Education Requirements and degree program required courses section of this catalog.

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

1. A minimum of 34 general education credits distributed within the following categories.
 - *Arts and humanities*
Two arts and humanities general education courses. These courses must be from two different disciplines and have different course prefixes.
 - *Biological and physical sciences*
Two biological and physical sciences general education courses; at least one of these must be a laboratory science course.

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

Note: Associate degree students may enroll in an Explore program (A degree designed to allow students to become familiar with options within a given field of interest). In this degree, students complete courses common to a particular field of interest, and may take an explore course that provides more in-depth exposure to a particular major in that field. Once students have earned 20 credits in an Explore program, they will be required to meet with an advisor prior to registration.

Career Programs

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

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

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

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

1. A minimum of 24 general education credits distributed within the following categories. (Students who successfully complete ENG 121, Composition and Literature, fully satisfy the college English composition general education requirement and may graduate with a minimum of 21 general education credits.)

- *Arts and humanities*
One arts and humanities general education course.
 - *Biological and physical sciences*
One biological and physical sciences general education course.
 - *English composition*
ENG 111 - Composition and Introduction to Literature 1-ENG 112 - Composition and Introduction to Literature 2
or
ENG 115 - Composition and Introduction to Literature 1 for Non-Native Speakers-ENG 116 - Composition and Introduction to Literature 2 for Non-Native Speakers
or
ENG 121 - Composition and Literature
(Successful completion of ENG 121 fully satisfies the college English composition general education requirement.)
 - *Health/fitness/wellness*
One three-credit health/fitness/wellness general education course.
 - *Mathematics*
One mathematics general education course.
 - *Social and behavioral sciences*
One social and behavioral sciences general education course.
 - *One additional general education course from biological and physical sciences, computer technology or mathematics.*
2. Demonstration of competence in computing and information technology as defined in the General Education Requirements and degree program required courses section. Regardless of how computing and information technology competency is met, students must complete the number of credits required by their degree program.
 3. Diversity Requirement - In order to develop social and civic responsibility and to gain a community and global perspective - two of the eight college competencies, students in associate degree programs at Anne Arundel Community College must satisfy the diversity requirement as part of their general education core of studies. Associate degree students may fulfill the diversity requirement in one of four ways:
 - Complete a course from the list approved by the college for fulfilling the diversity requirement (see the General Education Requirements and degree program required courses section);
 - Transfer from another accredited institution of higher education a course equivalent to one on the college list of approved courses. Consult with the Records and Registration office;
 - Pass a CLEP exam, a DANTES exam or a departmental exam approved for one of the courses on the college list of eligible courses; or
 - Complete a designated sequence of courses within a program.

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

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

Certificates

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

Professional Certificate

Professional certification in Physician Assistant is available and has an entry requirement of a completed bachelor's degree program. See Physician Assistant Studies, Professional Certificate for qualifications and certificate requirements.

Letters of Recognition

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

Tuition, Fees and Payments

Tuition per credit hour*

Residents of Anne Arundel County	\$112
Residents of other Maryland counties	\$219
Residents of other states and foreign students	\$381

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.

Registration fee per term*	\$25
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General student fees*

Athletic	\$1 per credit hour
Educational services	\$22 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:
www.aacc.edu/media/content-assets/testing/documents/testingfees.pdf

Credit by exam*

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

Parking/Traffic Violations*

See fees listed on page: www.aacc.edu/campus-safety/services/traffic-and-parking-regulation/

*Tuition and fees are subject to change without notice. For current rates: www.aacc.edu/costs-and-paying/credit-costs-and-payment/credit-tuition-and-fees/

Course Fees

Click here 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/costs-and-paying/credit-costs-and-payment/paying-your-bill/

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 students register on or 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. For more information visit Financial Aid & Scholarships.

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. 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.

DROP/WITHDRAW/REFUND DEADLINES *Note: The last day upon which courses may be dropped is also listed on the students' MyAACC page under My Classes. After the final drop date, a student may withdraw from a class through the 12th week of the 15th week session. For terms shorter than 15 weeks, the withdraw period will be defined proportionately.*

FOR CLASSES SCHEDULED EIGHT WEEKS OR MORE	FOR CLASSES SCHEDULED SEVEN WEEKS OR FEWER
<ul style="list-style-type: none"> Students may drop the class for five calendar days after the date of the first scheduled class meeting and receive a full refund. 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Students have five additional calendar days to withdraw from the class and receive a 60% reduction of the tuition, general student fees and lab fees charged for the class. 	<ul style="list-style-type: none"> For hybrid and online classes, the first day of the session is considered the first scheduled class meeting.
<ul style="list-style-type: none"> If a student withdraws more than 10 calendar days after the date of the first scheduled class meeting, no refunds will be issued. 	
<ul style="list-style-type: none"> For hybrid and online classes, the first day of the session is considered the first scheduled class meeting. 	

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.

Note that federal regulations require you to cash a federally funded refund check (Title IV funds) within a timely manner, and all refund checks expire 180 days from the issue date of the check.

If you do not cash your refund check within 180 days of the original refund issue date, AACC will cancel the check and the funds will be returned to the loan or grant fund that created the credit balance.

Residency and Tuition Procedures

As authorized by college policy, 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. The college reserves the right to request additional information and documentation if necessary.
 - 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 starting 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.

Tuition for Military Personnel and Their Dependents

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 at Anne Arundel Community College is exempt from paying out-of-state tuition differential if the veteran presents the registrar with documentation evidencing that the veteran attended a public or private secondary school in Maryland 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.

Tuition for 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 www.aacc.edu/earn-college-credits-while-in-high-school/ 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.

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 <https://www.aacc.edu/media/college/financial-aid/CreditSocialSecurityCertificationForm.pdf> 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.

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/costs-and-paying/credit-costs-and-payment/paying-your-bill/maryland-dream-act/.

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. 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. For information, contact the Cashier's office at **410-777-2236** or 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. 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**.

Gainful Employment

Gainful employment programs are any Title IV-eligible certificate "programs that lead to gainful employment in a recognized occupation" (U.S. Dept. of Education). Access AACC's Gainful Employment Information - see www.aacc.edu

Course Fees (A)

Courses	Fees
Allied Health	
AHT 280 - Special Topics in Allied Health Technology	\$10-50
AHT 280-299	\$10-50
Architecture	
ACH 100 - Introduction to Interior Design	\$20
ACH 104 - Interior Finishes and Applications	40
ACH 105 - Textiles and Textile Applications	40
ACH 106 - Interior Design Studio	40
ACH 111 - Graphic Communication 1: Composition and Delineation	40
ACH 112 - Graphic Communication 2: Design and Representation	40
ACH 113 - Analysis of the Built Environment	40
ACH 114 - History of Contemporary Landscape Design	40
ACH 115 - Introduction to Landscape Architecture	40
ACH 116 - Landscape Architecture: System and Design	40
ACH 117 - Landscape Architecture: Plant Identification	40
ACH 118 - Landscape Architecture: Materials of Construction	40
ACH 121 - Construction Technology 1	40
ACH 122 - Construction Technology 2	40
ACH 201 - History of Interior Design	40
ACH 202 - Space Planning	40
ACH 203 - Commercial Design Studio	40
ACH 204 - Interior Construction Detailing	40

ACH 205 - Residential Studio	40
ACH 206 - Kitchen and Bath Design	40
ACH 207 - Portfolio and Visual Presentation for Interior Design	40
ACH 208 - History of Ornament, Textiles and Color	40
ACH 209 - Lighting for Interior Design	40
ACH 210 - Advanced Commercial Studio	40
ACH 211 - Architectural Studio 1: Form, Space and Order	40
ACH 212 - Architectural Studio 2: Design and Synthesis	40
ACH 213 - Sustainable Interiors	40
ACH 214 - Professional Practices in Interior Design	40
ACH 215 - Interior Design Standards	40
ACH 216 - Construction Management	40
ACH 218 - Construction Operations	40
ACH 219 - Construction Contract Administration	40
ACH 226 - Advanced Kitchen and Bath Design	40
ACH 230 - Cost Estimating for Construction	40
ACH 231 - Professional Practices in Architecture	40
ACH 235 - Computer Applications for Kitchen and Bath Design	40
ACH 240 - Construction Documentation	40
ACH 242 - Environmental Systems for Design	40
ACH 245 - Digital Technologies 1	40
ACH 255 - Digital Technologies 2	40
ACH 265 - Digital Studio	40
ACH 270 - Building Information Modeling	40
ACH 271 - Advanced Building Information Modeling	40
ACH 280-299 - Special Topics in Architecture	40

Art

ART 100 - Two-Dimensional Design	\$30
ART 102 - Three-Dimensional Design	50
ART 103 - Color	30
ART 106 - Introduction to Digital Design	40
ART 112 - Audio Production	40
ART 120 - Digital Photography 1	60
ART 121 - Black and White Photography	50
ART 122 - Color Photography	50
ART 125 - Drawing 1	20
ART 131 - Painting 1	40
ART 135 - Sculpture 1: Clay Modeling and Mixed Media	60
ART 137 - Illustration	15
ART 138 - Metal Art Fabrication	65
ART 140 - Watercolor 1	30
ART 142 - Portraiture 1	60
ART 145 - Ceramics 1	50
ART 146 - Ceramics 2	60
ART 148 - Intaglio Printmaking 1	40
ART 149 - Relief Printmaking	40
ART 154 - 3D Computer Graphics	50
ART 155 - 2D Game Prototyping	50
ART 156 - 3D Game Graphics	50
ART 157 - 3D Game Prototyping	50
ART 158 - Game History	50
ART 160 - Video 1	50
ART 161 - Video Editing	50

ART 166 - Graphic Design 1: Fundamentals	40
ART 170 - Web Design 1	40
ART 171 - Interactive Design 1	40
ART 174 - Game Interface Design	50
ART 200 - Drawing 2	30
ART 201 - Drawing 3	30
ART 202 - Life Drawing	50
ART 232 - Painting 2	60
ART 233 - Painting 3	60
ART 235 - Sculpture 2	60
ART 236 - Digital Photography 2	60
ART 237 - Photojournalism	40
ART 238 - Alternative Photographic Process	60
ART 239 - Techniques of Photographic Lighting	50
ART 240 - Watercolor 2	30
ART 242 - Portraiture 2	60
ART 245 - Ceramics 3	70
ART 246 - Screen Printing	40
ART 247 - Lithographic Printmaking	40
ART 248 - Intaglio Printmaking 2	40
ART 251 - Animation 1	50
ART 255 - Game Development	50
ART 256 - Game Production Studio	50
ART 258 - Game Character Design	50
ART 260 - Video 2	50
ART 262 - Image & Design	40
ART 264 - Fundamentals of Typography	40

ART 266 - Graphic Design 2	40
ART 270 - Web Design 2	40
ART 273 - Gaming Hardware	50
ART 274 - Game Testing	50
ART 278 - Color Darkroom Practicum	50
ART 292 - Special Topics in Art - Public Art and Site-specific Installation Interventions	65
ART 280-299 - Special Topics in Art	0-100

Astronomy

AST 112 - Stars and Stellar Systems	\$40
AST 114 - The Solar System	40

Course Fees (B - CH)

Biology

BIO 101 - Fundamentals of Biology	\$30
BIO 103 - General Botany	40
BIO 105 - General Zoology	45
BIO 107 - Environmental Science	40
BIO 112 - Garden Management	25
BIO 113 - Sustainable Horticulture	35
BIO 121 - Indoor Gardening	25
BIO 136 - Principles of Nutrition and Laboratory	30
BIO 201 - Plant Taxonomy	25
BIO 207 - Plant Propagation	30
BIO 210 - Ecological Principles and Environmental Assessment	40
BIO 211 - Estuarine Biology	60
BIO 220 - Genetics	40

BIO 221 - Molecular Biotechniques	40
BIO 223 - General Microbiology	50
BIO 230 - Structure and Function of the Human Body	30
BIO 231 - Human Biology 1	30
BIO 232 - Human Biology 2	30
BIO 233 - Anatomy and Physiology 1	30
BIO 234 - Anatomy and Physiology 2	30
BIO 275 - Biology Practicum	Fees will vary
BIO 280-299 - Special Topics in Biology	Fees will vary

Business Administration

BPA 103 - Introduction to Entrepreneurship	\$10
BPA 104 - Entrepreneurship: Sales and Marketing for Small Business	10
BPA 106 - Introduction to Project Management	25
BPA 111 - Business and Its Environment	5
BPA 126 - Advertising and Sales Promotion	10
BPA 129 - European Union - Travel Studies	Travel fees vary
BPA 136 - Keyboarding 1	5
BPA 137 - Keyboarding 2	10
BPA 141 - Business Office Management 1	15
BPA 151 - Business Office Management 2	15
BPA 205 - Cyberlaw	10
BPA 217 - Small Business Accounting	10
BPA 231 - Introduction to Social Entrepreneurship and Nonprofit Management	10
BPA 232 - Business Statistics	5

BPA 250 - Legal Issues for Business	5
BPA 253 - Business Law 1	5
BPA 254 - Business Law 2	5
BPA 260 - Applied Entrepreneurship, Innovation and Invention	50
BPA 270 - Entrepreneurship: New Venture Planning	10
BPA 280-299 - Special Topics in Business and Management	0-30

Chemistry

CHE 111 - General Chemistry 1	\$40
CHE 112 - General Chemistry 2	40
CHE 113 - Fundamentals of Organic and Biochemistry	50
CHE 115 - General, Organic and Introduction to Biochemistry	40
CHE 213 - Organic Chemistry 1	50
CHE 214 - Organic Chemistry 2	50

Course Fees (CO - D)

Computer Technologies

CTA 001 - Elementary PC Skills	13
CTA 100 - Computing and Information Technology	25
CTA 106 - Introduction to Project Management	25
CTA 110 - Personal Computer Office Suite Applications	25
CTA 111 - Personal Computer Word Processing Applications	25
CTA 112 - Personal Computer Presentation Graphics Applications	25
CTA 113 - Personal Computer Information Management Applications	25
CTA 115 - Personal Computer Database Management Systems	25
CTA 116 - Personal Computer Spreadsheet Applications	25
CTP 103 - Theories and Applications of Digital Technology	25
CTP 110 - Internet Fundamentals	25

CTP 111 - HTML/CSS Programming	25
CTP 112 - Mobile Web Development	25
CTP 115 - Introductory Object-Oriented Program Analysis and Design	25
CTP 118 - Web Development using HTML/CSS	25
CTP 120 - Introduction to WWW Publishing	40
CTP 130 - Programming in PHP/MySQL	35
CTP 135 - Programming in JavaScript	25
CTP 136 - jQuery	25
CTP 145 - Relational Databases and SQL	35
CTP 147 - PL-SQL Programming	35
CTP 150 - Computer Science 1	25
CTP 194 - Ethics and the Information Age	25
CTP 200 - Systems Analysis and Design	25
CTP 215 - Access Visual Basic Applications (VBA) Programming	25
CTP 227 - Web Server Administration	40
CTP 230 - Android Programming	35
CTP 232 - iPad/iPhone iOS Programming 1	35
CTP 233 - iPad/iPhone iOS Programming 2	35
CTP 235 - Advanced World Wide Web Server-Side Development	25
CTP 245 - Database Administration 1	40
CTP 247 - Database Administration 2	40
CTP 250 - Computer Science 2	25
CTP 255 - Computer Organization	40
CTS 103 - Theory and Troubleshooting Microcomputers 1	50
CTS 105 - Microcomputer Operating Systems	35
CTS 110 - Network Essentials	40
CTS 115 - Operating Systems	35

CTS 120 - Introduction to UNIX/LINUX	25
CTS 130 - Networking 1	100
CTS 131 - Networking 2	100
CTS 140 - Network Security Fundamentals	40
CTS 170 - Digital Forensics 1	60
CTS 203 - Theory and Troubleshooting Microcomputers 2	50
CTS 205 - Cyberlaw	10
CTS 207 - Digital Forensics 2	100
CTS 209 - Digital Forensics 3	100
CTS 215 - Server Administration	50
CTS 220 - UNIX/LINUX Shell Programming	35
CTS 222 - UNIX/LINUX System Administration	35
CTS 223 - Advanced UNIX/LINUX System Administration	35
CTS 225 - Wireless LANs	50
CTS 230 - Networking 3	100
CTS 231 - Networking 4	100
CTS 232 - CISCO Certified Network Associate (CCNA) Preparation	25
CTS 234 - Windows Server	40
CTS 235 - Windows Server Networking	40
CTS 240 - Advanced Network Defense	50
CTS 241 - IP Telephony - Foundation	100
CTS 242 - Network Intrusion Detection and Penetration Testing	50
CTS 250 - Certified Ethical Hacking and Countermeasures	100
CTS 260 - IP Telephony - Quality of Service (QoS)	100
CTS 265 - CCNP ROUTE: Implementing IP Routing	100
CTS 266 - CCNP SWITCH: Implementing IP Switching	100
CTS 267 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks	100

CTS 270 - Information Security Management	25
CTA 280-299 - Special Topics in Computer Technologies, CTP 280-299 - Special Topics in Computer Technologies, CTS 280-299 - Special Topics in Computer Technologies	5-100

Criminal Justice and Law Enforcement

CJS 127 - Police Tactics 1	\$20
CJS 128 - Police Tactics 2	20
CJS 131 - Fundamentals of Private Investigation	15
CJS 138 - International Law and Human Rights	10
CJS 170 - Digital Forensics 1	60
CJS 205 - Cyberlaw	10
CJS 207 - Digital Forensics 2	100
CJS 215 - Criminal Law	10
CJS 216 - Criminal Evidence and Procedure	10
CJS 217 - Constitutional Law	10
CJS 219 - Advanced Patrol Operations	20
CJS 222 - Investigation and Criminalistics	20
CJS 250 - Introduction to Forensic Science	25
CJS 280-299 - Special Topics in Law Enforcement	0-30

Cyber

CYB 270 - Cyber Capstone	\$100
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Dance

DAN 191 (192-197)	\$250
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Course Fees (E - G)

Economics

ECO 232 - Business Statistics	\$5
ECO 280-299 - Special Topics in Economics	0-30

Electronic Engineering Technology

EET 118 - Electronic Hardware and Assembly Techniques	40
EET 130 - Introduction to Electronic Circuits	25
EET 141 - Telecommunications Wiring Laboratory	30
EET 150 - Semiconductors and Linear Circuits	25
EET 231 - Digital-Electronic Circuits	25
EET 250 - Microprocessors and Microcontrollers	50
EET 260 - Electronic Communication Systems	25
EET 265 - Electronics Technician Capstone	50
EET 280-299 - Special Topics in Electronic Engineering Technology	14- 21

Emergency Medical Technician

EMT 104 - Emergency Medical Responder lab	\$50
EMT 105 - Emergency Medical Technician (EMT) lab	125
EMT 105 - Emergency Medical Technician (EMT) clinical	25
EMT 109 - Cardiac Algorithms for the EMT-Intermediate lab	75
EMT 111 - EMT-Intermediate Concepts and Practice 1 lab	100
EMT 112 - EMT-Intermediate Concepts and Practice 2 lab	75
EMT 114 - EMT-Intermediate Skills Mastery and Field Internship lab	75
EMT 114 - EMT-Intermediate Skills Mastery and Field Internship clinical	25
EMT 115 - Introduction to Paramedic	50
EMT 118 - Paramedic 1 lab	250
EMT 118 - Paramedic 1 clinical	100
EMT 119 - Paramedic 2 lab	250
EMT 119 - Paramedic 2 clinical	100
EMT 140 - Paramedic 1 lab	150
EMT 140 - Paramedic 1 clinical	50

EMT 142 - Paramedic 2 lab	150
EMT 142 - Paramedic 2 clinical	50
EMT 200 - EMT-Intermediate to Paramedic Bridge Skills Mastery 1 lab	150
EMT 200 - EMT-Intermediate to Paramedic Bridge Skills Mastery 1 clinical	50
EMT 210 - EMT-Intermediate to Paramedic Bridge Skills Mastery 2 lab	150
EMT 210 - EMT-Intermediate to Paramedic Bridge Skills Mastery 2 clinical	50
EMT 215 - Paramedic 3	100
EMT 236 - Paramedic 3 lab	200
EMT 236 - Paramedic 3 clinical	50
EMT 270 - Paramedic Capstone lab	150
EMT 270 - Paramedic Capstone clinical	100
EMT 280-299 - Special Topics: Emergency Medical Technology	0-50

Engineering

EGR 120 - Introduction to Engineering Design	\$30
EGR 235 - Circuit Theory	25
EGR 241 - Systems and Signals	20
EGR 244 - Digital Logic Design	25
EGR 250 - Intermediate Programming for Engineers	30
EGR 280-299 - Special Topics in Engineering	Fees will vary

Engineering Technologies

ENT 241 - Computer-Aided Drafting	\$35
ENT 242 - Advanced Computer-Aided Drafting and Design	35
ENT 260 - Solid Modeling with SolidWorks	35
ENT 261 - Rapid Prototyping Techniques	50
ENT 280-299 - Special Topics in Engineering Technologies	5-21

Entrepreneurial Studies

ESI 103 - Introduction to Entrepreneurship	\$10
ESI 104 - Entrepreneurship: Sales and Marketing for Small Business	10
ESI 111 - Business and Its Environment	5
ESI 217 - Small Business Accounting	10
ESI 231 - Introduction to Social Entrepreneurship and Nonprofit Management	10
ESI 250 - Legal Issues for Business	5
ESI 260 - Applied Entrepreneurship, Innovation and Invention	50
ESI 270 - Entrepreneurship: New Venture Planning	10

Gender and Sexuality Studies

GSS 270 - Gender and the Law	\$10
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Course Fees (H - L)

Health

HEA 100 - Assessment and Theory of Fitness and Health	\$40
HEA 150 - Advanced First Aid, CPR and AED	29
HEA 261 - Water Safety Instructor	15

Health Information Technology

HIT 111 - Introduction to Health Information Technology 1	\$30
HIT 200 - Electronic Health Records	30
HIT 210 - Computerized Medical Office	30
HIT 276 - Health Information Technology Practicum clinical	30

History

HIS 221 - The Battles of Gettysburg and Antietam	\$30
HIS 231 - The Holocaust	40
HIS 280-299 - Special Topics in History	Fees will

vary

Homeland Security Management

HLS 211 - Intelligence Analysis and Security Management	\$20
HLS 213 - Transportation and Border Security	20
HLS 220 - Intelligence and U.S. National Security	20
HLS 225 - Introduction to Intelligence Analytics	20
HLS 230 - Intelligence Support to the Policy Maker and Military	20
HLS 240 - National Security Challenges of the 21st Century	20
HLS 245 - Intelligence Analytics Seminar	20

Hotel/Restaurant Management

HRM 121 - Introduction to Cooking	\$225
HRM 122 - Culinary Arts Development	265
HRM 123 - Cooking Techniques 1	250
HRM 124 - Introduction to Baking and Pastry	145
HRM 125 - Introductory Baking	30
HRM 127 - Convenience Baking and Pastry Production	45
HRM 145 - Gourmet and Specialty Foods	35
HRM 148 - German Food and Culture 1	35
HRM 150 - Chinese Cuisine and Culture	35
HRM 151 - The Asian Kitchen and Techniques of Stir-Fry	35
HRM 156 - Classical Italian Cuisine	35
HRM 157 - Indian Food and Culture	35
HRM 158 - Use of Herbs in Food Preparation	30
HRM 159 - Techniques of Applied Nutrition	35
HRM 161 - Introductory Ice Carving	100
HRM 162 - Regional Italian Cuisine	35
HRM 165 - Vegetarian Proteins and Diet	35

HRM 180 - Wine and Bar Service	40
HRM 190 - Food Science and Nutritional Cooking	175
HRM 201 - Intermediate Bread Production	150
HRM 202 - Intermediate Cake Production	240
HRM 203 - European Pastry, Torte and Gateau	220
HRM 205 - Cooking Techniques 2	290
HRM 212 - Contemporary Low-Fat Vegetarian Cooking	35
HRM 213 - Hospitality Technology	30
HRM 220 - Garde Manger	290
HRM 221 - Purchasing	35
HRM 223 - International and American Regional Cooking	275
HRM 224 - Techniques of Healthy Cooking	180
HRM 225 - Advanced Cooking and Theory	350
HRM 226 - Advanced Pastry Production	175
HRM 227 - Showpiece and Chocolate Work	195
HRM 243 - Catering Presentations	85
HRM 251 - Food and Beverage Operations Management	50
HRM 255 - Hotel Front Office Procedures	10
HRM 280-299 - Special Topics in Hotel /Restaurant Management	0- 1,020

Human Services

HUS 115 - Fieldwork: Counseling, Assessment and Case Management	\$15
HUS 210 - Fieldwork: Crisis Intervention and Counseling	15
HUS 217 - Fieldwork: Theories of Counseling	15

Course Fees (M - PA)

Massage Therapy

MAS 110 - Fundamentals of Massage Therapy	\$60
MAS 111 - Intermediate Massage Therapy	60
MAS 113 - Advanced Massage Therapy	60
MAS 120 - Massage Therapy Clinic 1	20
MAS 121 - Massage Therapy Clinic 2	20
MAS 201 - Foot Reflexology	10
MAS 202 - Sports Massage	10
MAS 280-299 - Special Topics in Massage Therapy	0-100

Mathematics

MAT 005 - Arithmetic	\$15
MAT 010 - Pre-Algebra	15
MAT 034 - Quantitative Foundations	15
MAT 281-299 - Special Topics in Mathematics	0-30

Mechatronics

MEC 110 - Mechanical Components and Electric Motors	\$30
MEC 120 - Pneumatics and Hydraulics	30
MEC 130 - Programmable Logic Controllers	30
MEC 140 - Introduction to Robotics	30
MEC 150 - Mechatronic Systems Capstone	30
MEC 280 - Special Topics in Mechatronics - Advanced Motor Controllers	30

Medical Assisting

MDA 118 - Intravenous Therapy	\$50
MDA 119 - Electrocardiography and Cardiac Diagnostics	60
MDA 140 - Clinical Medical Assisting 1	100

MDA 142 - Clinical Medical Assisting 2	125
MDA 280-299 - Special Topics in Medical Assisting	0-50

Medical Laboratory Technician

MLT 100 - Introduction to the Medical Laboratory	\$170
MLT 101 - Urinalysis and Body Fluids	170
MLT 103 - Entry Level Clinical Laboratory Testing	125
MLT 125 - Phlebotomy	100
MLT 202 - Clinical Microbiology	180
MLT 203 - Clinical Chemistry	180
MLT 204 - Clinical Immunology/Immunochemistry	180
MLT 205 - Clinical Hematology	180
MLT 275 - Phlebotomy Practicum lab	40
MLT 276 - Clinical Hematology Practicum clinical	40
MLT 277 - Clinical Chemistry Practicum clinical	40
MLT 278 - Clinical Microbiology Practicum clinical	40
MLT 279 - Clinical Immunohematology Practicum clinical	40
MLT 280-299 - Special Topics in Medical Laboratory Technician	0-150

Music

MUS 182 - Concert Choir	\$10
MUS 191 (192-212, 215-219, 221, 222)	250
MUS 191B (192-212, 215-219, 221, 222)	250

Nursing

NUR 100 - Patient Care Technician/Geriatric Nursing Assistant lab	\$50
NUR 103 - Advanced Patient Care Technician lab	150
NUR 120 - Foundations for Nursing lab	300
NUR 120 - Foundations for Nursing clinical	200

NUR 130 - Nursing of Adult Clients in Health and Illness 1 lab	150
NUR 130 - Nursing of Adult Clients in Health and Illness 1 clinical	100
NUR 131 - Maternal, Newborn Nursing and Women's Health lab	150
NUR 131 - Maternal, Newborn Nursing and Women's Health clinical	100
NUR 180 - LPN, Paramedic or Veteran to RN Transition lab	50
NUR 180 - LPN, Paramedic or Veteran to RN Transition clinical	100
NUR 220 - Nursing of Adult Clients in Health and Illness 2 lab	150
NUR 220 - Nursing of Adult Clients in Health and Illness 2 clinical	100
NUR 221 - Nursing Care of Children and Families lab	150
NUR 221 - Nursing Care of Children and Families clinical	100
NUR 230 - Nursing Management of Clients with Complex Health Problems and Transition into Nursing lab	400
NUR 230 - Nursing Management of Clients with Complex Health Problems and Transition into Nursing clinical	200
NUR 280-299 - Special Topics in Nursing lab	0-50

Paralegal Studies

LGS 100 - Introduction to the Law	\$10
LGS 111 - Introduction to Paralegal Studies	10
LGS 112 - Law Office Practice and Technology	25
LGS 138 - International Law and Human Rights	10
LGS 141 - Electronic Legal Research	35
LGS 143 - Legal Research and Writing 1	10
LGS 144 - Legal Research and Writing 2	45
LGS 160 - Domestic Relations	10
LGS 170 - Civil Procedure	10
LGS 171 - Tort Law	10
LGS 205 - Cyberlaw	10
LGS 210 - Legal Ethics	10
LGS 215 - Criminal Law	10

LGS 216 - Criminal Evidence and Procedure	10
LGS 217 - Constitutional Law	10
LGS 218 - Introduction to Immigration Law	5
LGS 225 - Environmental Law and Policy	5
LGS 230 - Employment Law	10
LGS 235 - Estates and Trusts	10
LGS 236 - Intellectual Property Law	10
LGS 240 - Health Care Law	10
LGS 241 - Legal Issues of Death, Dying and Organ Transplantation	5
LGS 250 - Legal Issues for Business	5
LGS 253 - Business Law 1	5
LGS 254 - Business Law 2	5
LGS 260 - Bankruptcy Law	10
LGS 270 - Gender and the Law	10
LGS 275 - Paralegal Internship	10
LGS 280-299 - Special Topics in Paralegal Studies	0-30

Course Fees (PH - R)

Pharmacy Technician

RXN 212 - Hospital Pharmacy Practice	\$120
RXN 213 - Community Pharmacy Practice	120

Philosophy

PHL 194 - Ethics and the Information Age	\$25
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Physical Education

PHE 218 - Water Aerobics	\$10
PHE 219 - Deep Water Aerobics	10

PHE 235 - Bowling	20
PHE 236 - Golf 1	50
PHE 237 - Hatha Yoga 2	10
PHE 256 - Swimming 1	10
PHE 257 - Swimming 2	10
PHE 258 - Swimming 3	10
PHE 259 - Lifesaving and Water Rescue	10
PHE 263 - Scuba Technique	90

Physical Science

PHS 100 - General Physical Science	\$40
PHS 113 - Physical Geology	30
PHS 119 - Fundamentals of Weather	30
PHS 200 - Earth and Space Science	30

Physical Therapist Assistant

PTA 101 - Introduction to Physical Therapist Assistant lab	\$100
PTA 102 - Physical Therapist Assistant 1 lab	300
PTA 104 - Physical Therapist Assistant 2 lab	300
PTA 106 - Kinesiology lab	100
PTA 150 - Functional Anatomy for the Physical Therapist Assistant lab	25
PTA 201 - Physical Therapist Assistant 3 lab	100
PTA 202 - Physical Therapist Assistant 4 lab	100
PTA 203 - Clinical Practice 2 clinical	135
PTA 204 - Physical Therapist Assistant 5 lab	100
PTA 206 - Clinical Practice 3 clinical	135
PTA 207 - Clinical Practice 4 clinical	135
PTA 280-299 - Special Topics in Physical Therapist Assistant lab	0-94

Physician Assistant

PHA 105 - Foundation of Physician Assistant Practice lab	\$300
PHA 105 - Foundation of Physician Assistant Practice clinical	200
PHA 110 - Applied Medical Sciences lab	200
PHA 112 - Clinical Medicine 1 lab	150
PHA 118 - Clinical Medicine 2 lab	300
PHA 121 - Emergency Medicine lab	550
PHA 122 - Patient Evaluation Lab clinical	250
PHA 219 - Clerkship 1 clinical	750
PHA 220 - Clerkship 2 clinical	750
PHA 221 - Clerkship 3 clinical	750
PHA 222 - Clerkship 4 clinical	750
PHA 223 - Clerkship 5 clinical	750
PHA 224 - Clerkship 6 clinical	750
PHA 225 - Clerkship 7 clinical	750
PHA 226 - Clerkship 8 clinical	750
PHA 227 - Clerkship 9 clinical	750

Physics

PHY 111 - Fundamentals of Physics 1	\$40
PHY 112 - Fundamentals of Physics 2	40
PHY 211 - General Physics 1	40
PHY 212 - General Physics 2	40
PHY 213 - General Physics 3	40
PHY 280-299 - Special Topics in Physics	0-40

Practical Nursing

LPN 180 - Fundamentals of Practical Nursing lab	\$250
LPN 180 - Fundamentals of Practical Nursing clinical	200

LPN 193 - Adult and Child Health Concepts in Practical Nursing lab	200
LPN 193 - Adult and Child Health Concepts in Practical Nursing clinical	200
LPN 194 - Women, Newboms, Mental Health and Integration of Concepts in Practical Nursing lab	200
LPN 194 - Women, Newboms, Mental Health and Integration of Concepts in Practical Nursing clinical	200

Psychology

PSY 100 - Career Development and Assessment	\$5
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Radiologic Technology

RAD 101 - Introduction to Radiography lab	\$50
RAD 111 - Radiographic Procedures 1 lab	100
RAD 112 - Clinical Radiography 1 clinical	175
RAD 121 - Radiographic Procedures 2 lab	100
RAD 122 - Clinical Radiography 2 clinical	175
RAD 212 - Clinical Radiography 3 clinical	175
RAD 231 - Radiographic Procedures 4 lab	100
RAD 232 - Clinical Radiography 4 clinical	175
RAD 252 - Clinical Radiography 5 clinical	175
RAD 280-299 - Special Topics in Radiologic Technology lab	0-50

Course Fees (S - Z)

Surgical Technology

SGT 102 - Principles of Surgical Technology lab	\$300
SGT 102 - Principles of Surgical Technology clinical	200
SGT 200 - Surgical Technology Clinical 1 lab	300
SGT 200 - Surgical Technology Clinical 1 clinical	200
SGT 205 - Surgical Technology Clinical 2 lab	300
SGT 205 - Surgical Technology Clinical 2 clinical	150

SGT 206 - Surgical Technology Clinical 3 lab	300
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SGT 206 - Surgical Technology Clinical 3 clinical	150
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Theater Arts

THA 132 - Acting 1	\$15
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THA 133 - Acting 2	15
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THA 134 - Acting 2	15
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THA 135 - Applied Theater	250
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THA 285-299	5- 250
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Academic Regulations on Admissions

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.

Class Standing (Freshman vs. Sophomore)

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.

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 (for developmental courses)

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.

Maximum Credit Hours per Term / 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 Courses 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.

NOTE: Students who are degree and certificate-seeking with developmental status should begin developmental requirements in their first term. See Developmental Courses.

Academic Regulations on Education Records, FERPA & Transcripts

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. For address or telephone number changes, students should complete the demographic information change form or use MyAACC. The college uses United States Postal Service standard address abbreviations and spellings.

Requests for name changes must be accompanied by supporting documentation consistent with the U.S. Department of Education Regulations. In order to change a first name, students must submit an official court document, marriage certificate, or certificate of naturalization. Changes to last name require an official court document, marriage certificate, or driver's license.

Please note: Post office boxes may be used as mailing addresses, but cannot be used as a legal address for residency purposes. Students who wish to receive college mail at a post office box must submit proof of legal residence before the post office box can be used.

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. Anne Arundel Community College does not generally provide student directory information when it is requested for solicitation and/or commercial purposes.

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.

Academic Regulations on Grades & GPA

GPA and Good 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.

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
TR	Course accepted in transfer
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.

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

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: Regardless of whether courses or grades are forgiven by AACC, all attempted classes that meet a requirement for the student's academic program and grades will be included in the calculation of Satisfactory Academic Progress and used to confirm eligibility for Financial Aid. The calculation utilizing all grades for required courses is consistent with the U.S. Department of Education Regulations.

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.

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.

Military Deployment (accommodations, withdrawals & incompletes)

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.

Academic Regulations on Graduation Requirements

Graduation Procedures

If a student and their advisor have determined that the student has fulfilled or will fulfill all graduation requirements by the last day of finals for the requested term, the student must submit an application for graduation according to the following schedule in order to be reviewed for graduation for the specified term. Students must complete and submit a graduation application regardless if they will attend the commencement ceremony. The college will not award a degree or certificate for a past semester or term. Students must submit a

graduation application through MyAACC.

For **Spring** graduation: By March 1

For **Summer** graduation: By July 1

For **Fall** graduation: By Nov. 1

Applications are good for only one term. Students who do not qualify in the term for which they apply are required to reapply by the deadline for the term in which they will meet all the graduation requirements and wish to graduate.

Summer graduates, fall graduates and spring graduation candidates are invited to attend the spring commencement ceremony.

Students must be in good financial standing with the College, all accounts paid in full, to receive their diploma/transcripts and to attend the commencement ceremony.

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 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 through MyAACC by the deadline.

Similar Degrees (Registrar's Guidelines)

In cases where a similar degree, as determined by the Registrar, has been renamed from a previous catalog year, students can only receive that degree from one catalog.

Posthumous Degrees or Certificates

Anne Arundel Community College has authority to award posthumous degrees or certificates. Upon request of a family member the review and determination to award a posthumous degree or certificate will be conducted by the Registrar on a case-by-case basis.

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 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 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.

Academic Regulations on Probation and Dismissal

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 AACC Code of Student Conduct.

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	1.68 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

Academic Regulations on Registration & Attendance

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 Courses. A student enrolled in a face-to-face course should expect approximately 15 hours of instruction for each credit hour.

See also, Hours Attempted and Earned & Equivalent Hours .

Audit of Courses

Students who wish to be under no obligation for regular attendance, preparation, recitation or examination, and who do not wish to receive any credit, may register for a course as auditors. In a 15-week term, students may change registration from credit to audit during

the first three weeks of classes. For terms shorter than 15 weeks, the audit period will be defined proportionately.

Since no credit hours are attempted or earned and no quality points are given for an audited class, the course will not be included in calculation of the student's grade point average. Audited courses are not eligible for graduation requirements, calculation toward students' full-time or part-time enrollment status or toward financial aid. The designator AU will be entered on the student's academic record. Regular tuition and fees apply to audited courses. A student may not receive credit for a course that is audited.

Enrollment/Changing a Schedule

A. 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.

B. Add/Adding Classes/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.

C. Drop/Dropping Courses

On or before the drop deadline (see chart), 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.

When students stop attending and do not drop or withdraw from a class, they will receive a failing grade and they will continue to be financially responsible for all tuition and fees.

D. Withdraw/ 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.

DROP/WITHDRAW/REFUND DEADLINES

Note: The last day upon which courses may be dropped is also listed on the students' MyAACC page under My Classes. After the final drop date, a student may withdraw from a class through the 12th week of the 15th week session. For terms shorter than 15 weeks, the withdraw period will be defined proportionately.

FOR CLASSES SCHEDULED EIGHT WEEKS OR MORE	FOR CLASSES SCHEDULED SEVEN WEEKS OR FEWER
<ul style="list-style-type: none"> Students may drop the class for five calendar days after the date of the first scheduled class meeting and receive a full refund. 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Students have five additional calendar days to withdraw from the class and receive a 60% reduction of the tuition, general student fees and lab fees charged for the class. 	<ul style="list-style-type: none"> For hybrid and online classes, the first day of the session is considered the first scheduled class meeting.
<ul style="list-style-type: none"> If a student withdraws more than 10 calendar days after the date of the first scheduled class meeting, no refunds will be issued. 	
<ul style="list-style-type: none"> For hybrid and online classes, the first day of the session is considered the first scheduled class meeting. 	

Honors Versions of Classes (Registrar's Guidelines)

AACC offers qualified students the opportunity to participate in an Honors Program. Honors versions of courses are identified by the letter H at the end of the course prefix. For example, SPA111H-Elementary Spanish is the honors version of SPA 111. The prerequisites, lab fees, and other characteristics for the non-honors version of a course also pertain to the honors version. The honors version of the course has additional requirements as described in the course listing of the College catalog. Furthermore, if the non-honors version of the course serves as a prerequisite, corequisite or requirement for a major or program, the honors version of the course will also meet the same requirements. Credit cannot be awarded for both the non-honors and honors version of the same course.

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.

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.

Change in a Major or 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.

Limitation on Majors or Programs (College Guideline)

Students are permitted up to two active majors/programs to include any combination of degrees and certificates, with the exception of an Explore Program which permits only one active major/program. A student may be approved for an additional program/major by submitting an *Authorization for More Than Two Programs/Majors* form signed by an Academic Advisor.

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 (Guests)

- 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.

Academic Regulations on Student Athlete Eligibility

Student Athlete Eligibility

Upon recommendation of the Director of Athletics the Registrar confirms that each student entered on the National Junior College Athletic Association (NJCAA) eligibility form meets the eligibility requirements established by the NJCAA prior to the student's participation in an official game.

Title 13B Maryland Higher Education Commission

13B.06.01.00

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 06 GENERAL EDUCATION AND TRANSFER

Chapter 01 Public Institutions of Higher Education

Authority: Education Article, §§11-105(u), 11-207 and Title 11, Subtitle 2, Annotated Code of Maryland

13B.06.01.01

.01 Scope and Applicability.

This chapter applies only to public institutions of higher education.

13B.06.01.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "A.A. degree" means the Associate of Arts degree.

(2) "A.A.S. degree" means the Associate of Applied Sciences degree.

(3) "A.A.T. degree" means the Associate of Arts in Teaching degree.

(4) "A.F.A. degree" means the Associate of Fine Arts degree.

(5) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice.

(6) "A.S. degree" means the Associate of Sciences degree.

(7) "A.S.E. degree" means the Associate of Science in Engineering degree.

(8) "Associate's degree" includes an:

(a) A.A. degree;

(b) A.S. degree;

(c) A.A.S. degree;

(d) A.A.T. degree;

(e) A.F.A. degree; and

(f) A.S.E. degree.

(9) "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.

(10) "Cumulative grade point average" means the average of grades received for completed coursework at all institutions attended.

(11) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

(12) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

(13) "General education program" means a program that is designed to:

- (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
 - (b) Encourage the pursuit of life-long learning; and
 - (c) Foster the development of educated members of the community and the world.
- (14) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.
- (15) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
- (16) "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.
- (17) "Parallel program" means the program of study or courses at one institution of higher education that has parallel courses and 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.
- (18) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
- (19) "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 half of the baccalaureate degree.
- (20) "Reverse transfer" means a process whereby credits that a student earns at any public senior higher education institution in the State toward a bachelor's degree are transferrable to any community college in the State for credit toward an associate's degree.
- (21) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (22) "Social and behavioral sciences" means courses that are concerned with the examination of society and the relationships among individuals within a society.
- (23) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

13B.06.01.02-1

.02-1 Admission of Transfer Students to Public Institutions.

A. Admission to Institutions.

- (1) Subject to §B of this regulation, a student attending a public institution who has completed an associate's degree or who has completed 60 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent at the sending institution, except as provided in §A(4) of this regulation.
- (2) Subject to §B of this regulation, a student attending a public institution who has not completed an associate's degree or who has completed fewer than 60 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
- (a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
 - (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent at the sending institution.
- (3) Subject to §B of this regulation, a student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
- (4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
- (a) Based on criteria developed and published by the receiving public institution on the institution's website; and
 - (b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

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

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

C. Receiving Institution Program Responsibility.

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

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

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

(4) A receiving public institution shall ensure that any changes to program standards and criteria for admission and the transfer of credits maintain the fair and equal treatment of native and transfer students, and are communicated in a timely manner.

13B.06.01.03

.03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter, and incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education Standards for Accreditation. No later than August 1, 2017, a public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 28 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 38 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

(a) Arts and humanities,

(b) Social and behavioral sciences,

(c) Biological and physical sciences,

(d) Mathematics, and

(e) English composition; or

(2) Conforming with COMAR 13B.02.02.16D(2)(b)â€“(c).

B. Each core course used to satisfy the distribution requirements of Â§A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least:

(1) Two courses in arts and humanities;

(2) Two courses in social and behavioral sciences;

(3) Two science courses, at least one of which shall be a laboratory course;

(4) One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study); and

(5) One course in English composition, completed with a grade of C- or better.

D. Institution-Specific Requirements.

(1) In addition to the five required areas in Â§A of this regulation, a public institution may include up to 8 semester hours in course work outside the five areas. These courses may be integrated into other general education courses or may be presented as separate courses. Examples include, but are not limited to, Health, Diversity, and Computer Literacy.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in Â§A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 18 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in Â§A(1) of this regulation.

- F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- I. Public institutions may not include physical education skills courses as part of the general education requirements.
- J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.
- K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- L. Notwithstanding Â§A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.
- M. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

13B.06.01.04

.04 Transfer of Education Program Credit.

A. Transfer of Credit to Another Public Institution.

- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
 - (a) Credit is from a college or university parallel course or program;
 - (b) Grades in the block of courses transferred average 2.0 or higher; and
 - (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.
- (2) If a native student's grade in a specific course is acceptable in a program, then a grade earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of C or better in a required course, the transfer student shall also be required to earn a grade of C or better to meet the same requirement.

B. Credit Earned in or Transferred From a Community College.

- (1) Except as provided in Â§B(5) of this regulation, at least 60 credits but not more than 70 credits of general education, elective, and major courses that a student earns at any community college in the State toward an associates of art or an associates of science degree shall be transferrable to any public senior higher education institution in the State for credit toward a bachelors degree.
- (2) To be transferrable, a credit shall have been earned in accordance with the students degree plan.
- (3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at the receiving public institution granting the degree if successfully completed in accordance with the receiving institutions policies governing native students in the same program.
- (4) Students earning an A.A.S. or A.F.A. degree shall have their credits evaluated in a manner that maximizes the transfer of articulated and elective credit.
- (5) A community college and a public senior higher education institution may provide in an articulation agreement for the transfer of credits in addition to credits transferred under Â§B(1) of this regulation.

C. Nontraditional Credit.

- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
- (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis according to the same standards that apply to native students at the receiving institution:
 - (a) Technical courses from career programs;
 - (b) Course credit awarded through articulation agreements with other segments or agencies, which should be developed in collaboration with all public institutions, including course credit awarded by articulation with Maryland public secondary schools;

- (c) Credit awarded for clinical practice or cooperative education experiences;
 - (d) Credit awarded for life and work experiences; and
 - (e) Credit awarded for training, coursework, or education through the military.
- (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation.

- (1) Recommended transfer programs shall be developed through collaboration 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 for seamless transfer. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.
- (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

E. Reverse Transfer of Credit

- (1) Subject to Â§(2) of this regulation, a community college shall accept for reverse transfer any credits that an individual earned at a public senior institution up to 45 credits. Credits in excess of 45 credits may be accepted in accordance with the community college's policy.
- (2) To be eligible for the transfer of credit under Â§(1) of this regulation, a student shall have completed at least 15 credits at the community college to which the credits are transferred.
- (3) Community colleges and public senior institutions shall develop a process to identify students eligible for reverse transfer at no cost to the student.

F. Transfer of General Education Credit

- (1) 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.
- (2) 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.
- (3) 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.
- (4) A Maryland community college shall accept 28-36 credits of general education as specified in Regulation .03(C) of this chapter as completion of the general education requirements at the community college, without further review or the need for a course-by-course match.
- (5) 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.
- (6) 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 10-18 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.
- (7) Each public 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.
- (8) Associates Degrees.
- (a) While there may be variance in the numbers of hours of general education required for associate'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.
- (b) A student possessing an associate degree 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 credits.
- (9) Student Responsibilities. A student is held:

- (a) Accountable for the loss of credits that:
 - (i) Result from changes in the student selection of the major program of study;
 - (ii) Were earned for remedial course work; or
 - (iii) Exceed the total course credits accepted in transfer as allowed by this chapter; and
- (b) Responsible for meeting all requirements of the academic program of the receiving institution.

13B.06.01.05

.05 Academic Success and General Well-Being of Transfer Students.

A. Sending Institutions.

- (1) Community colleges shall encourage their students to complete the associate degree in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
 - (a) Provide to community college students information about the specific transferability of courses and programs to 4-year colleges;
 - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
 - (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript or transcripts of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results within 20 working days of the receipt of all official transcripts. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.
- (4) A transfer student shall be provided the same opportunity as a native student to pursue the program and degree requirements that were in effect at the time that the student enrolled at the sending institution provided they have been continuously enrolled and otherwise meet the same requirements of the native student.

13B.06.01.06

.06 Programmatic Currency.

A. Maryland public institutions shall collaborate to develop and provide to students current and accurate information on transferable programs and courses.

B. Upon approval of new baccalaureate programs, recommended transfer programs shall be developed with each community college.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

13B.06.01.07

.07 Transfer Mediation Committee.

A. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Secretary, who shall appoint a Transfer Mediation Committee to adjudicate the disagreement. Members appointed to the Transfer

Mediation Committee shall be representative of the public 4-year colleges and universities and the community colleges.

B. The Transfer Mediation Committee shall address general education issues at the course or curricular level, not individual student cases. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

13B.06.01.08

.08 Appeal Process.

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in Â§A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in Â§B of this regulation.

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

C. Response by Receiving Institution.

(1) A receiving institution shall:

(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

(b) Respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in Â§C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

13B.06.01.09

.09 Periodic Review.

A. Report by Receiving Institution.

(1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

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Military and Veteran Education

Military Admissions

Students who wish to be familiar with AACC's general statements for Admissions for students with military experience may refer to the information listed below. Should you have a question about International Admissions, our Admissions Advisors are happy to help.

General Statements for Admissions of Students with Military Experience

Military - Students wishing to earn college credit for their military experience must submit the official Joint Services transcript (Army, Navy, Coast Guard or Marines), Community College of the Air Force transcript or a photocopy of the DD-214. The official JST transcript can be ordered at <https://jst.doded.mil/smart/signIn.do>. Basic Training is used to satisfy the general education health/fitness/wellness requirement and credit is awarded for other military training and occupations using the American Council on Education credit recommendations when a similar discipline is offered at AACC. For more information about military transfer credit contact the Records Office at 410-777-2572 or email records@aacc.edu.

For more information on Military and Veteran Education see www.aacc.edu

Index of Majors and Programs	PAGE
• Addiction Counseling (A.A.S.)	1
• Addiction Counseling (certificate)	3
• Architecture and Interior Design (A.A.S.)	4
• Architecture and Interior Design (A.A.S.)	4
• Administrative Medical Assistant (lor)	5
• Advanced Digital Forensics (certificate)	6
• American Sign Language - Arts and Sciences Transfer (A.A.)	7
• American Sign Language (lor)	7
• Architecture and Interior Design - Advanced Interior Design (certificate)	9
• Architecture and Interior Design - Architectural CAD (certificate)	10
• Architecture and Interior Design - Architectural Illustration (certificate)	11
• Architecture and Interior Design - Construction Management (certificate)	13
• Architecture and Interior Design - Construction Management Entrepreneurship (certificate)	14
• Architecture and Interior Design - Interior Design (certificate)	15
• Architecture and Interior Design - Landscape Design (certificate)	16
• Art History and Museum Studies -Visual Arts Transfer (A.A.)	17
• Astronomy - Arts and Sciences Transfer (A.S.)	20
• Baking and Pastry Arts (certificate)	22
• Biology - Arts and Sciences Transfer (A.S.)	23
• Business Accountant (certificate)	25
• Business Administration Transfer (A.S.)	27
• Business Analyst (lor)	29
• Business Management - Financial Accounting (certificate)	29
• Business Management - Advertising/Marketing (A.A.S.)	31
• Business Management - Advertising/Marketing (certificate)	33
• Business Management - Business Communications (A.A.S.)	35
• Business Management - Entrepreneurship and Innovation (lor)	37
• Business Management - Financial Accounting (A.A.S.)	38
• Business Management - Healthcare Professionals (A.A.S.)	41
• Business Management - Healthcare Professionals (certificate)	44
• Business Management - Human Resources (A.A.S.)	45
• Business Management - Human Resources (certificate)	47
• Business Management - Leadership (A.A.S.)	49
• Business Management - Leadership (certificate)	52
• Business Management - Office Management (A.A.S.)	53
• Business Management - Office Management (certificate)	56
• Business Management - Small Business Management (A.A.S.)	57
• Business Management - Small Business Management (certificate)	60
• Business Management - Social Enterprise (A.A.S.)	61
• Business Management - Social Enterprise (certificate)	64
• Business Management - Supply Chain Management (A.A.S.)	65
• Business Management - Supply Chain Management (certificate)	68
• Business Management -Business Communications (certificate)	69
• Business Management, Entrepreneurship and Leadership (lor)	70

• Chemistry - Arts and Sciences (A.S.)	71
Index of Majors and Programs	PAGE
• Cisco Certified Network Associate (CCNA) Preparation (certificate)	73
• Cisco Certified Network Professional (CCNP) Preparation (certificate)	74
• Communications - Arts and Sciences Transfer (A.A.)	75
• Computer Information Systems - Database Administration (certificate)	78
• Computer Information Systems - Information Systems Technology (A.A.S.)	79
• Computer Information Systems - Microsoft Office Specialist (certificate)	82
• Computer Information Systems - Personal Computer Specialist, Help Desk Specialist Option (certificate)	84
• Computer Information Systems - Scientific Programming Option (certificate)	85
• Computer Network Management - UNIX/LINUX System Administrator (certificate)	86
• Computer Science - Computer Science Transfer (A.S.)	87
• Computer Science - Database Development (certificate)	89
• Construction Management (A.A.S.)	90
• Creative Writing (lor)	92
• Creative Writing - Arts and Sciences Transfer (A.A.)	93
• Culinary Arts (certificate)	97
• Cyber Technology (certificate)	98
• Cybercrime (A.A.S.)	100
• Cybercrime (certificate)	102
• Dance - Arts and Sciences Transfer (A.A.)	102
• Data Literacy (certificate)	105
• Database Administration (lor)	107
• Database Administration - Database Management Systems (A.A.S.)	108
• Database Development - Database Management Systems (A.A.S.)	110
• Digital Forensics (certificate)	113
• Early Childhood Development (A.A.S.)	114
• Early Childhood Education/Early Childhood Special Education (A.A.T.)	117
• Earth Science - Arts and Sciences (A.S.)	122
• Ecosystem Restoration (certificate)	124
• Ecosystem Restoration (lor)	125
• Electrocardiogram and Intravenous Therapy (lor)	125
• Electrical Engineering (A.S.E.)	126
• Electrocardiogram and Intravenous Therapy Technician (certificate)	129
• Electronics Engineering Technology (A.A.S.)	130
• Electronics Technology (certificate)	134
• Elementary Education/Elementary Special Education (A.A.T.)	135
• Engineering Transfer (A.S.)	138
• English - Arts and Sciences Transfer (A.A.)	140
• Entrepreneurship (A.A.S.)	143
• Entrepreneurship (certificate)	146
• Entrepreneurship, Entrepreneurship and Innovation (lor)	147
• Entrepreneurship, Entrepreneurship and Leadership (lor)	148
• Environmental Monitoring and Assessment (certificate)	149
• Environmental Monitoring and Assessment (lor)	150
• Environmental Science - Arts and Sciences Transfer (A.S.)	150

Index of Majors and Programs	PAGE
• Event Planning and Catering (certificate)	153
• Film Studies - Arts and Sciences Transfer (A.A.)	154
• Financial Accounting (A.A.S.)	157
• Financial Accounting (certificate)	159
• Forensic Studies - Forensic Police Science (A.A.S.)	161
• Forensic Studies - Forensic Scientist (A.A.S.)	164
• Game Art and Design - Visual Arts Transfer (A.A.)	167
• Game Development (certificate)	169
• Game Development - Visual Arts Professional (A.A.S.)	170
• Gender and Sexuality Studies (certificate)	173
• Gender and Sexuality Studies (lor)	174
• Gender and Sexuality Studies - Arts and Sciences Transfer (A.A.)	174
• Graphic and Web Design - Visual Arts Transfer (A.A.)	177
• Graphic Design (certificate)	180
• Graphic Design - Visual Arts Professional (A.A.S.)	182
• Health Care Delivery Systems (certificate)	184
• Health Information Technology (A.A.S.)	185
• Health, Fitness, and Exercise Studies (A.S.)	189
• Homeland Security Management - Homeland Security Management (A.A.S.)	192
• Homeland Security Management - Intelligence Analytics (A.A.S.)	195
• Homeland Security Management - Transportation and Border Security (A.A.S.)	197
• Hotel/Lodging Management (certificate)	197
• Hotel/Restaurant Management - Culinary Arts, Baking & Pastry, Hospitality Management (A.A.S.)	200
• Human Services (A.A.S.)	206
• Human Services (certificate)	209
• Information Assurance and Cybersecurity (A.A.S.)	210
• Information Systems - Computer Science Transfer (A.S.)	215
• Intelligence Analytics (certificate)	217
• Internet Application Development - Internet and Mobile Device Application Development (A.A.S.)	218
• Internet Application Development (certificate)	219
• Internet Application Development - Internet and Mobile Device Application Development (A.A.S.)	219
• Investigator Option (lor)	221
• Juvenile Justice (A.A.S.)	222
• Law and Jurisprudence (A.A.)	226
• Law Enforcement and Criminal Justice (certificate)	228
• Law Enforcement and Criminal Justice - Law Enforcement and Criminal Justice (A.A.S.)	229
• Law Enforcement and Criminal Justice - Police Academy (A.A.S.)	232
• Law Enforcement and Criminal Justice - Police Academy (certificate)	235
• Law Enforcement and Criminal Justice - Social Justice (A.A.S.)	238
• Law Enforcement Evidence Technician Option (lor)	241
• Liberal Arts - Arts and Sciences Transfer (A.A.)	242
• Marketing (lor)	244
• Massage Therapy (A.A.S.)	245
• Massage Therapy (certificate)	248

Index of Majors and Programs	PAGE
• Mathematics (A.S.)	251
• Mechatronics Engineering Technology (A.A.S.)	254
• Mechatronics Technology (certificate)	256
• Massage Therapy (A.A.S.)	257
• Media Production - Visual Arts (certificate)	258
• Media Production - Visual Arts Professional (A.A.S.)	259
• Medical Assisting (A.A.S.)	261
• Medical Assisting (certificate)	265
• Medical Coding (certificate)	268
• Medical Laboratory Technician (A.A.S.)	270
• Mobile Device Application Development (certificate)	274
• Mobile Device Application Development - Internet and Mobile Device Application Development (A.A.S.)	275
• Music - Arts and Sciences Transfer (A.A.)	278
• Network Security (certificate)	281
• Nursing (A.S.)	283
• Nursing Transfer - Arts and Sciences Transfer (A.S.)	290
• Nutrition - Arts and Sciences Transfer (A.S.)	292
• Office Applications Specialist (lor)	295
• Office Support (lor)	296
• Paralegal Studies - Business (A.A.S.)	296
• Paralegal Studies - Business (certificate)	299
• Paralegal Studies - General Practice (A.A.S.)	301
• Paralegal Studies - General Practice (certificate)	304
• Paralegal Studies - General Practice Accelerated (certificate)	305
• Paralegal Studies - Litigation (A.A.S.)	307
• Paralegal Studies - Litigation (certificate)	309
• Paramedic (A.A.S.)	311
• Paramedic (certificate)	315
• Pathway to Teaching (lor)	319
• Pathway to Teaching Adults (lor)	320
• Pathway to Teaching in the Secondary Classroom (lor)	320
• PC Maintenance (lor)	321
• Personal Trainer (certificate)	322
• Personal Trainer (lor)	323
• Phlebotomy Technician (lor)	324
• Photography - Visual Arts (certificate)	326
• Photography - Visual Arts Transfer (A.A.)	327
• Physical Therapist Assistant (A.A.S.)	330
• Physician Assistant Studies, Professional Certificate	334
• Physics - Arts and Sciences (A.S.)	338
• Plant Science - Arts and Sciences Transfer (A.S.)	340
• Practical Nursing (certificate)	343
• Premedical Professional - Arts and Sciences (A.S.)	346
• Production Design (certificate)	348
• Professional Bookkeeper (certificate)	349

Index of Majors and Programs	PAGE
• Psychology - Arts and Sciences Transfer (A.A.)	351
• Public Health Professions - Public Health (A.S.)	354
• Radiologic Technology (A.A.S.)	356
• Restaurant Cooking Skills (certificate)	360
• Retail and Sales Management Option (lor)	361
• Retail Management (certificate)	362
• Secondary Education - Chemistry (A.A.T.)	363
• Secondary Education - English (A.A.T.)	367
• Secondary Education - Mathematics (A.A.T.)	370
• Secondary Education - Physics (A.A.T.)	373
• Secondary Education - Spanish (A.A.T.)	376
• Server Administration and Security (certificate)	380
• Small Business Accounting (lor)	381
• Solid Modeling and Rapid Prototyping (lor)	382
• Special Education Support (certificate)	383
• Studio Arts - Visual Arts Transfer (A.A.)	384
• Surgical Technology (A.A.S.)	386
• Theater - Arts and Sciences Transfer (A.A.)	390
• Transfer Studies (A.A.)	393
• Transfer Studies (certificate)	395
• Transportation, Logistics, and Cargo Security (certificate)	396
• Veterans Counseling (certificate)	397
• Visual Arts, Painting (lor)	399
• Web Design (certificate)	399
• Web Design - Visual Arts Professional (A.A.S.)	401
• Wiring Technician (lor)	404