

## Chapter 5



# Programs of Study

Each program of study with the levels of educational achievement that may be earned is listed here under its discipline. The college develops new programs of study in response to the changing needs and interests of the community. More information about each program of study is located by discipline in this chapter. The page number is where the discipline is located.

### Levels of Educational Achievement

- A.A.** Associate of Arts, a transfer degree.
- A.A.S.** Associate of Applied Science, a professional degree that transfers to some four-year institutions.
- A.A.T.** Associate of Arts in Teaching, a transfer degree.
- A.S.** Associate of Science, a transfer degree.
- A.S.E.** Associate of Science in Engineering, a transfer degree.
- Cert.** Certificate, Record of Completion of a program of study with fewer than 60 credits.
- LOR** Letter of Recognition, Record of Completion of a limited number of concentration courses in a discipline.

**Note:** Credits earned for a Certificate or Letter of Recognition are applicable to a related associate degree.

### Accounting page 33

- Accounting Professional A.A.S.
- Accounting Certificate, LOR
- Accounting and Taxation LOR
- Accounting Transfer Option A.S.
- CPA Preparation Certificate

### African-American Studies page 34

- African-American Studies Option A.A.

### Art page 35

- Art Option A.A.
- Visual Communication/Graphic Design A.A.S.
- Graphic Design Certificate
- Illustration Certificate
- Animation and Screen-Based Design Certificate

### Arts and Sciences page 37

- Arts and Sciences A.A.

### Biology page 38

- Biology Option A.A.

### Business Administration page 38

- Business Administration A.S.

### Business Management page 39

- Business Management A.A.S.
- Disaster Recovery and Risk Management Certificate, LOR
- Entrepreneurship Management Certificate, LOR
- Health Care Management Certificate, LOR
- Human Resource Management Certificate, LOR
- International Management Certificate, LOR
- Public Administration Certificate, LOR
- Purchasing and Contracting Certificate, LOR
- Real Estate LOR
- Residential Property Management A.A.S., Certificate
- Small Business Management Certificate
- Sports Management Certificate
- Supervisory Management Cert, LOR

### Chemistry page 44

- Chemistry Option A.A.

### Communication page 45

- Communication/Public Relations-Journalism Option A.A.

### Communication/Speech Option A.A.

- Communication/Writing Option A.A.
- Mass Communication Option A.A.

### Computer-Aided Drafting page 47

- Computer-Aided Drafting Certificate

### Computer Engineering Technology page 47

- Computer Engineering Technology A.A.S.
- A+ Preparation Certificate
- Cisco CCNA Preparation Certificate
- Computer Service Technology Certificate

### Computer Information Systems

- See Information Technology page 49

### Computer Science page 52

- Computer Science Option A.S.
- Information Science Option A.S.

### Information Technology page 49

- Information Technology A.A.S.
- Computer Graphics Certificate
- Computer Programming Certificate
- Database Systems Certificate
- Network Systems Administrator Certificate
- Technical Support Specialist Certificate

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Information Technology (cont.)** page 49  
 Technology Core Concepts Certificate  
 Web Technology Certificate

**Construction Management** page 53  
 Construction Management  
 A.A.S., Certificate, LOR

**Criminal Justice** page 54  
 Criminal Justice A.A.S.  
 Criminal Justice Transfer Option A.A.  
 Criminal Justice Technology Cert  
 Correctional Services Option A.A.S.  
 Cybercrime Investigation Option A.A.S.  
 Cybercrime Investigation, Certificate  
 Police Science Option A.A.S.

**Culinary Arts** page 57  
 Culinary Arts A.A.S., Certificate

**Dietetics** page 58  
 Dietetics Option A.A.  
 Dietetics Certificate

**Early Childhood Education**  
 See Teacher Education page 88

**Economics** page 58  
 Economics Option A.A.

**Education**  
 See Teacher Education page 88

**Electronic Engineering Technology** page 59  
 Electronic Engineering Technology A.A.S.  
 Electronic Service Technology Option A.A.S.  
 Electronic Analysis and Repair Certificate

**Emergency Medical Technician** page 60  
 Emergency Medical  
 Technician-Intermediate Certificate  
 Emergency Medical  
 Technician-Paramedic A.A.S., Certificate

**Engineering** page 62  
 Engineering A.S.

**Engineering Technology** page 62  
 Engineering Technology A.A.S.

**English** page 63  
 English Option A.A.

**Environmental Studies** page 64  
 Environmental Studies A.S., Certificate

**Fire Science** page 65  
 Fire Science A.A.S.

**Food Science** page 66  
 Food Science Option A.A.

**Forensic Science** page 66  
 Forensic Science A.S.

**General Studies** page 67  
 General Studies A.A.  
 Transfer Studies Certificate

**Health Education** page 68  
 Health Education Option A.A.

**Health Science Clinical Information** page 69  
 Multidisciplinary Health Education

**Health Information Management** page 69  
 Health Information Management A.A.S.  
 Medical Coder/Billing Specialist Certificate

**Hospitality Services Management** page 70  
 Hospitality Services  
 Management A.A.S., Certificate  
 Food Service Management LOR  
 Lodging Management LOR  
 Meeting and Event Management A.A.S.  
 Meeting and Event Management Certificate  
 Meeting and Event Management LOR

**Human Services** page 72  
 Human Services A.A.S.

**Information Security** page 73  
 Information Security A.A.S., Certificate  
 Information Security Management  
 Certificate

**International Studies** page 74  
 International Studies Option A.A.

**Marketing Management** page 75  
 Marketing Management A.A.S., Certificate

**Mathematics** page 75  
 Mathematics Option A.A.

**Media Production** page 76  
 Media Production Certificate

**Meeting and Event Management**  
 See page 71

**Music** page 76  
 Music Option A.A.

**Nuclear Medicine Technology** page 77  
 Nuclear Medicine Technology A.A.S.,  
 Certificate

**Nursing** page 78  
 Nursing (RN) A.S.  
 Nursing (LPN) Certificate  
 LPN to RN Transition A.S.  
 EMT-Paramedic to RN Transition A.S.

**Ornamental Horticulture** page 81  
 Ornamental Horticulture LOR

**Paralegal/Legal Assistant** page 81  
 Paralegal/Legal Assistant A.A.S., Certificate

**Philosophy** page 82  
 Philosophy Option A.A.

**Physical Education** page 82  
 Physical Education Option A.A.

**Pre-Law** page 83  
 Pre-Law Option A.A.

**Pre-Medicine** page 84  
 Pre-Medicine Option A.A.

**Pre-Pharmacy** page 84  
 Pre-Pharmacy Option A.A.

**Pre-Physical Therapy** page 85  
 Pre-Physical Therapy Option A.A.

**Psychology** page 85  
 Psychology Option A.A.

**Public Relations and Journalism**  
 See Communication page 45

**Radiography** page 86  
 Radiography A.A.S.

**Residential Property Management** page 43  
 Residential Property  
 Management, A.A.S., Certificate

**Respiratory Therapy** page 87  
 Respiratory Therapy A.A.S.

**Sociology** page 88  
 Sociology Option A.A.

**Teacher Education** page 88  
 Early Childhood Education A.A.S.  
 Proficiency in Early Childhood Education  
 Certificate  
 Early Childhood Special Education  
 Certificate  
 Early Childhood Education  
 (Pre-K–3rd Grade)/Early Childhood  
 Special Education A.A.T  
 Early Childhood Education LOR  
 Elementary Education  
 (Grades 1–6)/ Special Education  
 (Grades 1–12) (A.A.T.)  
 Infant and Toddler Certificate  
 Proficiency in School Age Care Management  
 Certificate  
 Secondary Education—Chemistry A.A.T.  
 Secondary Education—English A.A.T.  
 Secondary Education—Mathematics A.A.T.  
 Secondary Education—Physics A.A.T.  
 Secondary Education—Spanish A.A.T.  
 Professional Education Courses  
 for Maryland Certification/  
 Recertification

**Technical Studies** page 97  
 Technical Studies A.A.S.  
 Electrical Construction  
 Technology Option A.A.S.  
 Electrical Construction Technology  
 Certificate

**Theatre** page 98  
 Theatre Arts Option A.A.  
 Theatre and Entertainment Technology  
 Certificate

**Visual Communications/Graphic Design**  
 See Art page 36

**Women's Studies** page 99  
 Women's Studies Option A.A.  
 Women's Studies LOR

## Accounting

The Accounting Programs provide three educational opportunities:

1. **The Accounting Professional Associate of Applied Science degree** helps prepare the student for employment in entry-level accounting positions, such as accounting assistant, accounting clerk or accounting technician.

Graduates of the Accounting Professional A.A.S. degree program will be able to:

- Record basic financial transactions
- Analyze, compare and interpret financial information
- Organize and evaluate accounting information
- Make decisions regarding basic financial information and transactions
- Communicate effectively, both orally and in writing
- Utilize computer applications
- Work effectively in teams

Students entering the workforce after obtaining the Accounting Professional A.A.S. degree may subsequently continue their education by pursuing a bachelor's degree at University of Maryland University College. University of Maryland University College will accept the transfer of all courses within the Accounting Professional degree up to a maximum of 60 credits. A transfer student will be required to take at least 18 credit hours of upper-level accounting courses at University of Maryland University College.

2. **The Accounting Transfer Option** is for students who plan to obtain an associate degree and then transfer into an accounting program at a four-year college or university. This option of the Business Administration A.S. degree program is designed to maximize the number of credits students can transfer. Transfer students should obtain approval from their prospective four-year school or consult with a Prince George's Community College advisor before registering for any 2000-level accounting course.

Graduates of the Accounting Transfer A.S. degree program will be able to:

- Communicate effectively, both orally and in writing
- Utilize computer applications
- Work effectively in teams

3. **The CPA Preparation Certificate** is for those individuals who hold a bachelor's degree in some area other than accounting and need to meet the current education requirements of 57 credit hours in business and accounting to sit for the Uniform CPA Examination in Maryland. CPA candidates must have completed a total of 150 credit hours.

For more information about the Accounting programs, call 301-322-0713.

## Accounting Professional

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

Program Code: ACCT.PROF.AAS

### Program Concentration . . . . . 42 Credits

ACC-1010 Principles of Accounting I . . . . .	4
ACC-1020 Principles of Accounting II . . . . .	4
ACC-1040 Microcomputer Applications in Accounting . . . . .	3
ACC-2010 Intermediate Accounting I . . . . .	3
ACC-2020 Intermediate Accounting II** . . . . .	3
ACC-2030 Cost Accounting . . . . .	3
ACC-2210 Federal Income Tax . . . . .	3
ACC-2250 Business Finance . . . . .	3
BMT-1010 Introduction to Business . . . . .	3
BUS-1220 Business Law I . . . . .	3
BUS-1240 Business Law II . . . . .	3
INT-1010 Introduction to Information Technology* . . . . .	3
Program Electives . . . . .	4

Choose from the following:

ACC-1030	ACC-1050-1100	ACC-2040
ACC-2070-2080	ACC-2120	ACC-2230
ACC-2910-2930	BMK-2510	BMT-1500
BMT-1570	BMT-1600-1620	BMT-2610
BMT-2720	BRE-1030	ECN-1040
PAS-1010	PHL-1400	

### Required General Education Courses . . . . 21–22 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1010 <i>or</i> SPH-1110	
Mathematics* . . . . .	6
MAT-1120, MAT-1140, MAT-1190 <i>or</i> higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	3
Any ECN or POS course (ECN-1040 recommended for UMUC transfer students)	

### Total Required for A.A.S. Degree . . . . . 63–64 Credits

## Accounting

Certificate

Program Code: ACCT.CT

### Program Concentration . . . . . 8 Credits

ACC-1010 Principles of Accounting I . . . . .	4
ACC-1020 Principles of Accounting II . . . . .	4

### General Education/Elective Courses . . . . . 16 Credits

Any of these courses will count toward the program requirements in the Accounting Professional A.A.S.:

ACC-1040	ACC-2010	ACC-2020
ACC-2030	ACC-2210	ACC-2250
BMT-1010	BUS-1220	BUS-1240
INT-1010	EGL-1010	MAT-1120 or higher

Maximum of 4 credits from this list will count toward the Program Electives requirements in the Accounting Professional A.A.S.:

ACC-1030	ACC-1050-1100	ACC-2040
ACC-2070-2080	ACC-2120	ACC-2220
ACC-2230	ACC-2910-2930	BMT-1570
PHL-1400		

### Total Required for Certificate . . . . . 24 Credits

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Accounting

### Letter of Recognition

Program Code: ACCT.LOR

ACC-1010 Principles of Accounting I . . . . .	4
ACC-1040 Microcomputer Applications in Accounting . . . . .	3
ACC-1070 QuickBooks I . . . . .	1
INT-1010 Introduction to Information Technology . .	3
<b>Total Required for Letter of Recognition . . . .</b>	<b>11 Credits</b>

## Accounting and Taxation

### Letter of Recognition

Program Code: ACCT.TAX.LOR

ACC-1010 Principles of Accounting I . . . . .	4
ACC-1020 Principles of Accounting II . . . . .	4
ACC-2210 Federal Income Tax . . . . .	3
<b>Total Required for Letter of Recognition . . . .</b>	<b>11 Credits</b>

## Accounting Transfer Option

### of Business Administration Associate of Science Degree (A.S.)

Program Code: ACCT.TRANSFR.AS

#### Program Concentration . . . . . 17 Credits

ACC-1010 Principles of Accounting I . . . . .	4
ACC-1020 Principles of Accounting II . . . . .	4
BMT-1010 Introduction to Business . . . . .	3
ECN-1030 Principles of Macroeconomics . . . . .	3
ECN-1040 Principles of Microeconomics . . . . .	3

#### Required General Education Courses . . . . 34–35 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: SPH-1010 or SPH-1110

Group 2: ART-1010, MUS-1010, PHL-1010, PHL-1090,  
THE-1010, any foreign language or  
English literature course

Mathematics* . . . . .	9
MAT-1350, MAT-2160 and MAT-2210	

Science* . . . . .	7–8
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Two courses, one of which must carry  
laboratory credit

Social Sciences* . . . . .	3
Information Technology* . . . . .	3
INT-1010	

#### Electives . . . . . 9 Credits

Any credit courses except PED

#### Total Required for A.S. Degree . . . . . 60–61 Credits

## CPA Preparation

### Certificate

Program Code: ACCT.CPA.CT

Applicants for the CPA Examination must have satisfactorily completed 150 semester hours including the attainment of a bachelor's degree in any discipline. Included within their 150 hours of college credits, students must have 57 specific credits of accounting and business courses. The CPA Preparation Certificate is designed to support students with bachelor's degrees in any non-accounting area in obtaining the accounting and business courses approved and required by the Maryland State Board of Public

Accountancy so that they can sit for the CPA Examination in the state of Maryland. The following Prince George's Community College courses have been specifically approved by the Maryland State Board of Public Accountancy. Any substitution of courses transferred from other institutions is subject to the approval of the Maryland Board of Public Accountancy. CPA candidates are advised to periodically check with the Maryland State Board of Public Accountancy for any updates or changes to the exam requirements (410-230-6258).

#### Program Concentration: Accounting . . . . . 27 Credits

Financial Accounting (ACC-1010, 1020 and 2010) . . . .	9
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All three courses must be taken to satisfy the  
Board requirement.

Auditing (ACC-2040) . . . . .	3
Cost Accounting (ACC-2030) . . . . .	3
Federal Income Tax (ACC-2210) . . . . .	3
Other Accounting Courses . . . . .	9

Choose 9 credits from the following:

ACC-1030, ACC-1040, ACC-1050, ACC-2020, ACC-2070,  
ACC-2080, ACC-2220

#### Program Concentration: Business . . . . . 30 Credits

Statistics (MAT-1140) . . . . .	3
Economics (ECN-1030 and ECN-1040) . . . . .	6
Corporate or Business Finance (ACC-2250) . . . . .	3
Management (BMT-1600) . . . . .	3
U.S. Business Law (BUS-1220 or BUS-1240) . . . . .	3
Marketing (BMK-2510) . . . . .	3
Oral Communication (SPH-1010) . . . . .	3
Written Communication (EGL-1320 or 1340) . . . . .	3
Business Ethics (PHL-1400) . . . . .	3

#### Total Required for Certificate . . . . . 57 Credits

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## African-American Studies

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### African-American Studies Option

#### of General Studies Associate of Arts Degree (A.A.)

Program Code: AFRI.AMER.AA

The African-American Studies Option of the General Studies A.A. degree emphasizes the interdisciplinary nature of African-American research and study. The option provides a broad foundation in various disciplines and prepares transfer students to move into arts and sciences or African-American Studies curriculum at a four-year institution. African-American Studies focuses on the study of people of African descent in the United States and the African Diaspora, particularly in the United States.

Upon completion of the African-American Studies Option, graduates will be able to:

- Identify and analyze the interrelations between Africa and the African Diaspora as well as between Africa and the African Diaspora and other peoples throughout the world
- Identify and analyze different contributions of African Americans
- Describe and explain the cultural heritage, interdependence and diversity of African Americans
- Pursue a bachelor's degree in arts and sciences or African-American studies at a four-year institution

**Program Concentration . . . . . 24 Credits**

AFA-1010 Introduction to African-American Studies . . . . .	3
AFA-2010 Introduction to the African and Black Diaspora . . . . .	3
ART-2720 African-American Art . . . . .	3
EGL-2130 African-American Literature I . . . . .	3
EGL-2140 African-American Literature II . . . . .	3
HST-1510 History of African-Americans I . . . . .	3
HST-1530 History of African-Americans II . . . . .	3
HST-2470 African History . . . . .	3

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics* . . . . .	3
MAT-1120 or higher	

Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	

Social Sciences* . . . . .	6
Choose one course from each group:	

Group 1: One History course from approved general education list

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

Information Technology* . . . . .	3
INT-1010	

One additional course from either the Social Science or Humanities approved general education list . . . .	3
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**Electives . . . . . 3 Credits**

Any credit courses except PED

**Total Required for A.A. Degree . . . . . 61–62 Credits**


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## Art

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### Art Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: ARTS.AA

The Art Option prepares students to transfer into a bachelor's degree program in fine or digital/graphic arts. The program introduces students to the theories, history and practices associated with the visual arts through its foundation courses and stresses critical thinking and a commitment to the highest ethical and professional standards. The program allows students to concentrate in the areas of traditional studio media and/or digital/graphics media. A primary goal of the program is to develop students' understanding and appreciation of how art impacts and enriches their everyday lives. As a result, both art and non-art majors benefit from the professional art instruction and creative learning environment provided in the studio courses. Prior art experience is not necessary.

**Note:** *Transferability:* The students should become familiar with the program requirements of the transfer institution.

Graduates of the Art Option of the General Studies A.A. degree program will be able to:

- Use the vocabulary of visual art and design correctly
- Create original two-dimensional or three-dimensional works of art using the Elements of Art and Principles of Design
- Apply traditional and/or digital materials, media, techniques, and equipment to the creation of art and design
- Create works of art using various conceptual and perceptual sources
- Identify art from different time periods and explain the significance of art within historical, cultural, social and economic contexts
- Evaluate works of art using Formal Analysis
- Transfer into a bachelor's degree program in Art at a 4-year institution

**Program Concentration . . . . . 27 Credits**

ART-1510 Basic Design . . . . .	3
ART-1530 Drawing I . . . . .	3
ART-1540 Painting I . . . . .	3
ART-1640 Color Theory and Application . . . . .	3
ART-2700 Art Survey I . . . . .	3
Art electives . . . . .	12

Choose from any 1000- and/or 2000- level art courses. A mix of fine art and digital/graphic art is also possible if desired by an art major.

**Fine Art Emphasis:**

ART-1550, ART-1560, ART-1580, ART-1590, ART-1600, ART-2510, ART-2530, ART-2540, ART-2550, ART-2560, ART-2590, ART-2600, ART-2640, ART-2720, ART-2730, ART-2740

**Digital/Graphic Art Emphasis:**

ART-1570, ART-1580, ART-1610, ART-1620, ART-1630, ART-2570, ART-2580, ART-2610, ART-2620, ART-2630, ART-2650, ART-2660, ART-2670, ART-2740, ART-2750, ART-2780

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: ART-2710

Mathematics* . . . . .	3
MAT-1120 or higher	

Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	

Social Sciences* . . . . .	6
Choose one course from each group:	

Group 1: One History course from approved general education list

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

Information Technology* . . . . .	3
INT-1010	

One additional course from either the Social Science or Humanities approved general education list . . . .	3
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**Total Required for A.A. Degree . . . . . 61–62 Credits**

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Visual Communication/Graphic Design

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

Program Code: ARTS.GRAPHD.AAS

The Visual Communication (VisComm) AAS degree program prepares students in the production methods, digital media and traditional design related to the visual communications field. Students learn to apply a variety of media to a range of audiences. Students acquire professional skills to be competitive in the visual communications industries, to include design for print, screen, and motion graphics. Visual Communication/Graphic Design is a Workforce Development program, which prepares students for entry-level job positions. Non-degree-seeking students may upgrade and enrich their basic computer skill sets. Some of its courses transfer to four-year institutions. Students are encouraged to consult with an academic advisor to consider specific transfer goals.

Graduates of the Visual Communication A.A.S. degree program will be able to:

- Use the vocabulary of the elements of art, principles of design, and visual communication terminology correctly
- Apply traditional and digital methods to student-created works of visual communication
- Identify the evolving practices and emerging technologies of the visual communication industry and demonstrate the stages of developing a visual product
- Evaluate client/project goals
- Demonstrate ethical standards within the standards of professional practice
- Assemble a portfolio suitable for workforce entry or professional advancement

### Program Concentration . . . . . 37 Credits

ART-2700 Art Survey I . . . . .	3
<i>or</i> ART-2710 Art Survey II	
<i>or</i> ART-2740 Contemporary Art	
<i>or</i> ART-2720 African-American Art	
ART-1510 Basic Design . . . . .	3
ART-1530 Drawing I . . . . .	3
ART-1570 Introduction to Computer Graphics . . . . .	3
ART-1580 Portfolio Development for Visual Art** . . . . .	1
ART-1610 Graphic Design I . . . . .	3
ART-1620 Digital Publication Design . . . . .	3
ART-1640 Color Theory and Application . . . . .	3
ART-2610 Graphic Design II . . . . .	3
ART-2570 Lettering, Typography and Layout . . . . .	3
ART-2620 Digital Illustration . . . . .	3
ART-2650 Animation and Multimedia I	
<i>or</i> ART-2670 3-D Digital Modeling and Animation . . . . .	3
Art Studio Elective . . . . .	3

### Required General Education Courses . . . . 21–22 Credits

English Composition I and II* . . . . .	6
(EGL-1340 recommended for Composition II)	
Humanities* . . . . .	6
One Speech course from approved general education list	
ART-2730 Integrated Arts	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	3

Elective . . . . . 3 Credits

Any credit course except PED

**Total Required for A.A.S. Degree . . . . . 61–62 Credits**

## Graphic Design

Certificate

Program Code: ARTS.GRAPHD.CT

Students who complete the Graphic Design Certificate will have the ability to produce print and screen-based graphics for commercial purposes using traditional and digital tools. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Students who complete the Illustration Certificate will be able to:

- Apply traditional and digital methods to student-created illustrations, with a basic understanding of the language, terms and history of art and design
- Demonstrate the stages of developing a visual product
- Assemble a portfolio of graphic design suitable for workforce entry or professional advancement

EGL-1010 Composition I . . . . .	3
ART-2700 Art Survey I . . . . .	3
<i>or</i> ART-2710 Art Survey II	
<i>or</i> ART-2740 Contemporary Art	
<i>or</i> ART-2720 African-American Art	
ART-1510 Basic Design . . . . .	3
ART-1530 Drawing I . . . . .	3
ART-1570 Introduction to Computer Graphics . . . . .	3
ART-1610 Graphic Design I . . . . .	3
ART-1620 Digital Publication Design . . . . .	3
ART-2610 Graphic Design II . . . . .	3
<i>or</i> ART-2620 Digital Illustration	
ART-2570 Lettering, Typography and Layout . . . . .	3
ART-2650 Animation and Multimedia I . . . . .	3
<i>or</i> ART-2670 3-D Digital Modeling and Animation	
ART-1580 Portfolio Development for Visual Art . . . . .	1

**Total Required for Certificate . . . . . 31 Credits**

## Illustration

Certificate

Program Code: ARTS.ILLUS.CT

Students who complete the Illustration Certificate will have the ability to produce original illustrations using traditional and digital tools, which are applicable to technical, editorial and information graphics; advertising; or visual narrative. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Students who complete the Illustration Certificate will be able to:

- Apply traditional and digital methods to student-created illustrations, with a basic understanding of the language, terms and history of art and design
- Demonstrate the stages of developing an illustration, to include the final stages of file management of developed work
- Assemble individual works and a portfolio of illustrations suitable for workforce entry, or professional advancement, or public display and presentation

First-time college students are expected to take PAS-1010 Principles and Strategies of Successful Learning (3 Credits). PAS-1010 is required for students when they take DVR-0061. For more information, see Chapters 2, 6, and 8.

EGL-1010 Composition I . . . . .	3
ART-2700 Art Survey I . . . . .	3
or ART-2710 Art Survey II	
or ART-2740 Contemporary Art	
or ART-2720 African-American Art	
ART-1510 Basic Design . . . . .	3
ART-1530 Drawing I . . . . .	3
ART-1540 Painting I . . . . .	3
or ART-1590 Watercolor I	
or Art Studio Elective	
ART-1570 Introduction to Computer Graphics . . . . .	3
ART-1610 Graphic Design I . . . . .	3
or ART-2620 Digital Illustration	
ART-1630 Commercial Illustration I . . . . .	3
ART-2630 Commercial Illustration II . . . . .	3
or ART-2640 Computer Painting	
or ART-2530 Drawing II	
ART-2580 Digital Photography I . . . . .	3
or ART-2660 Digital Imaging	
ART-1580 Portfolio Development for Visual Art . . . . .	1
<b>Total Required for Certificate . . . . .</b>	<b>31 Credits</b>

## Animation and Screen-Based Design

### Certificate

Program Code: ARTS.ANIM.CT

Students who complete the Animation and Screen-Based Design Certificate will be able to create 3D modeling, animation, interactive multimedia projects, and digital video for output to the screen and Web, using animation concepts and methods. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement.

Graduates of the certificate program will be able to:

- Use correctly the vocabulary of visual communication, animation, and multimedia, with a basic understanding of the language, terms, and history of art and design
- Apply traditional and digital methods to student-created still and time-based compositions using a variety of digital methods
- Demonstrate the stages of developing an animation
- Assemble a portfolio of animation suitable for workforce entry or professional advancement

EGL-1010 Composition I . . . . .	3
ART-2700 Art Survey I . . . . .	3
or ART-2710 Art Survey II	
or ART-2740 Contemporary Art	
or ART-2720 African-American Art	
ART-1510 Basic Design . . . . .	3
ART-1530 Drawing I . . . . .	3
ART-1570 Introduction to Computer Graphics . . . . .	3
ART-1610 Graphic Design I . . . . .	3
INT-1800 Internet and Web Technology . . . . .	3
ART-2650 Animation and Multimedia I . . . . .	3
ART-2670 3-D Digital Modeling and Animation . . . . .	3
ART-2730 Integrated Arts . . . . .	3
or Art Studio Elective	
ART-1580 Portfolio Development for Visual Art . . . . .	1
<b>Total Required for Certificate . . . . .</b>	<b>31 Credits</b>

## Arts and Sciences

For students interested in transferring to an institution with a foreign language requirement, this program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical and critical-thinking skills. As much as possible, this curriculum meets the general requirements for the first two years of bachelor's degree work in most programs offered at four-year institutions in the Washington-Baltimore metropolitan area. Transferability: Credits earned in this program transfer to most four-year public and private colleges or universities. Students should, however, consult with an advisor for the specific requirements of the four-year institution to which they plan to transfer. For more information about the Arts and Sciences program, call 301-322-0151.

Graduates of the Arts and Sciences A.A. degree program will be able to:

- Challenge assumptions, analyze oral and written material, synthesize the material and reach logical conclusions
- Develop speaking and listening skills such that one can communicate effectively in interpersonal, small groups (including both nonverbal and verbal language usage) and in larger, impersonal forums
- Write, edit and proofread using correct standard grammar and punctuation
- Apply the scientific method to problems in the physical world
- Understand the nature and value of the fine, literary and performing arts
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Demonstrate informational literacy and apply technological competencies to enhance and accelerate communication through word processing on the computer
- Apply what they have learned from significant historical events since colonial times in the United States to current political and social problems today
- Speak with some proficiency a language other than English and understand the political and social values of that culture
- Display an understanding of the diversity of cultures in a global environment

## Arts and Sciences

Associate of Arts Degree (A.A.)

Program Code: ARSC.AA

**Program Concentration . . . . . 12 Credits**

Select courses appropriate for planned transfer program.

**Required General Education Courses . . . . 49–50 Credits**

English Composition I and II\* . . . . . 6  
EGL-1010 and EGL-1020

Humanities\* . . . . . 9

Choose one course from each group:

Group 1: SPH-1010, SPH-1050, SPH-1090, SPH-1110

Group 2: ART-1010, MUS-1010, PHL-1010, PHL-1090,  
THE-1010 or any foreign language

Group 3: Any 2000-level English literature course

**Arts and Sciences** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Arts and Sciences** continues from previous page

Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	9
Choose from each group:	
Group 1: One History course from the general education list	
Group 2: Two courses from the Social Sciences general education list. One course must be a non-history course.	
Information Technology* . . . . .	3
INT-1010	
Foreign Language* . . . . .	12
Students must complete a language through the intermediate (2020) level. Electives may replace beginning courses if a student begins at a higher level than 1010. Select courses from FRN or SPN.	
<b>Total Required for A.A. Degree . . . . .</b>	<b>61–62 Credits</b>

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## Biology

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### Biology Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: BIOLAA

This is a recommended program of study for students planning to pursue a bachelor's degree in biology.

Graduates of the Biology Option of the General Studies A.A. degree program will be able to:

- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Use critical thinking and abstract reasoning to synthesize biological concepts
- Demonstrate an understanding of the relationship between biological structure and function and the biological hierarchy of organization
- Communicate effectively using basic scientific terminology

#### **Program Concentration . . . . . 26 Credits**

BIO-2010 Microbiology . . . . .	4
Choose one course from the following. . . . .	
BIO-2030 Genetics	
BIO-2050 Human Anatomy and Physiology I	
BIO-2090 Cell Biology	
MAT-2420 Calculus II for Science and Engineering	
CHM-1010 General Chemistry I . . . . .	4
CHM-1020 General Chemistry II . . . . .	3
CHM-1030 General Chemistry II Lab . . . . .	2
CHM-2010 Organic Chemistry I . . . . .	4
CHM-2020 Organic Chemistry II . . . . .	3
CHM-2040 Organic Chemistry II Lab . . . . .	2

#### **Required General Education Courses . . . . . 36 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	4
MAT-2410 Calculus I for Science and Engineering	
Science* . . . . .	8
BIO-1130 Principles of Biology: Evolution, Ecology and Behavior	
BIO-1140 Principles of Biology: Cellular and Molecular Biology	
Social Sciences* . . . . .	6
Choose from each group:	
Group 1: One History course from the general education list	
Group 2: One course from the Social Sciences general education list other than a History course.	
One additional course from either Social Sciences or Humanities from the approved General Education list. . . . .	
Information Technology* . . . . .	3
INT-1010	

#### **Total Required for A.A. Degree . . . . . 62 Credits**

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## Business Administration

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The Business Administration A.S. degree program provides the first half of a bachelor's degree in business and related disciplines. It includes an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. The curriculum establishes a foundation in business, accounting, economics, statistics, communications, and management theory. This program provides excellent transferability to four-year institutions. Students should consult an advisor for specific transfer requirements.

For more information about the Business Administration program, call 301-322-0080.

Graduates of the Business Administration A.S. degree program will be able to:

- Apply business principles to solving business problems
- Understand and apply accounting methods
- Effectively evaluate and synthesize business information
- Explain business processes and analyze business issues
- Apply mathematical concepts and methods in quantitative and qualitative reasoning.
- Evaluate ethical principles and apply them in business and personal decision making.



## Business Administration

Associate of Science Degree (A.S.)

Program Code: BUAD.AS

<b>Program Concentration</b> . . . . .	<b>17 Credits</b>
ACC-1010 Principles of Accounting I . . . . .	4
ACC-1020 Principles of Accounting II . . . . .	4
BMT-1010 Introduction to Business . . . . .	3
ECN-1030 Principles of Macroeconomics . . . . .	3
ECN-1040 Principles of Microeconomics . . . . .	3
<b>Required General Education Courses</b> . . . .	<b>34–35 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: SPH-1010 or SPH-1110	
Group 2: ART-1010, MUS-1010, PHL-1010, THE-1010, or any foreign language course or English literature course	
Mathematics* . . . . .	9
MAT-1350, MAT-2160 and MAT-2210	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	3
Information Technology* . . . . .	3
INT-1010	
<b>Electives</b> . . . . .	<b>9 Credits</b>
<b>Total Required for A.S. Degree</b> . . . . .	<b>60–61 Credits</b>

## Business Management

The Business Management A.A.S. degree curriculum provides the skills and knowledge necessary for a successful career in business and management. As part of the program, students can choose from a wide range of business courses and a variety of certificates that interests them. Students who complete the Business Management A.A.S. degree are prepared for careers in for-profit and not-for-profit organizations, and the public sector. For more information, call 301-322-0080.

Graduates of the Business Management A.A.S. degree program will be able to:

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization in the business environment.
- Employ critical thinking to evaluate qualitative and quantitative data and effectively communicate across all layers of the organization.
- Develop, communicate, implement, and follow policies and procedures that inform and guide operations to reduce cost and organizational risk and promoted ethical practices.
- Manage people, time, and resources by utilizing effective employment practices, encouraging team building, and mentoring junior members of the staff.
- Design and execute personal and employee development systems to enhance job performance and leadership skills.

## Business Management

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

Program Code: BMGT.AAS

<b>Program Concentration</b> . . . . .	<b>24–25 Credits</b>
BMT-1010 Introduction to Business . . . . .	3
BMT-1600 Principles of Management . . . . .	3
BMT-1620 Financial Planning and Investments . . . . .	3
BMT-2610 Human Resource Management . . . . .	3
BMT-2630 International Management . . . . .	3
ACC-1010 Principles of Accounting I . . . . .	3–4
or ACC-1030 Accounting for Managers	
BUS-1220 Business Law I . . . . .	3
BMT-2680 Entrepreneurship**	
or BMT-2400 Strategic Management** . . . . .	3
<b>Program Concentration Electives</b> . . . . .	<b>12 Credits</b>
See Areas of Concentration following this degree listing to select courses	
<b>Required General Education Course</b> . . . .	<b>24–25 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1010 or SPH-1110	
Mathematics* . . . . .	6
MAT-1350 and 2210 recommended	
Transferring students should see an advisor prior to taking any math course.	
Science* . . . . .	3–4
Social Sciences* . . . . .	3
ECN-1030	
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A.S. Degree</b> . . . . .	<b>60–62 Credits</b>

## Areas of Concentration

Following are suggested groups of courses designed as areas of concentration. Students are free to select any combination of these courses or other management or marketing courses that suit their business interests.

Following the Areas of Concentration are specialized Letters of Recognition (LOR) and Certificates. Credits earned for a LOR may be applied to a certificate in same speciality area. The credits earned for a Certificate may be applied to the Business Management A.A.S. degree.

### Accounting

ACC-1020 Principles of Accounting II  
ACC-1040 Microcomputer Applications  
    in Accounting  
ACC-1050 Payroll Accounting  
ACC-2210 Federal Income Tax

### Entrepreneurship

BMK-2510 Introduction to Marketing  
BMT-1570 Small Business Management  
BMT-1650 Customer Service  
BMT-1710 The Business Plan  
BMT-2400 Strategic Management  
BMT-2520 Principles of Negotiations  
BMT-2680 Entrepreneurship

**Business Management** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Business Management** continues from previous page

**Health Care Management**

- BMT-1960 Public Service Management
- BMT-2882 Health Care Management
- HIM-1530 Medical Terminology
- SOC-2400 Introduction to Public Health and Health Care Policy

**Human Resource Management**

- BMT-2580 Compensation and Benefits Management
- BMT-2590 Employee Training and Development
- BMT-2660 Conflict Management
- BMT-2700 Stress Management in the Workplace
- BMT-2720 Managing Workplace Diversity
- BMT-2960 Emotional Intelligence in the Workplace

**International Management**

- BMT-2400 Strategic Management
- BMT-2630 International Management
- BMT-2960 Emotional Intelligence in the Workplace

**Management**

- BMK-2510 Introduction to Marketing
- BMT-1570 Small Business Management
- BMT-1650 Customer Service
- BMT-1800 Microcomputer Applications for the Business Manager
- BMT-2520 Principles of Negotiations
- BMT-2580 Compensation and Benefits Management
- BMT-2590 Employee Training and Development
- BMT-2650 Purchasing, Contracting and Materials
- BMT-2660 Conflict Management
- BMT-2670 Sports Management
- BMT-2700 Stress Management in the Workplace
- BMT-2720 Managing Workplace Diversity
- BMT-2750 Leadership Development
- BMT-2880 Disaster Recovery and Risk Management
- BMT-2910-2930 Cooperative Education

**Marketing**

- BMK-2510 Introduction to Marketing
- BMK-2600 Sports Marketing
- BMK-2630 International Marketing
- BMK-2710 Salesmanship
- BMK-2730 Retail Business Management
- BMK-2770 Advertising

**Public Sector Management**

- BMT-1900 Introduction to Public Administration
- BMT-1960 Public Service Management
- BMT-2400 Strategic Management

**Purchasing and Contracting**

- BMT-2500 Introduction to Federal Contracting
- BMT-2510 Introduction to Source Selection
- BMT-2520 Principles of Negotiations
- BMT-2530 Procurement Law
- BMT-2540 Contract Administration
- BMT-2550 Cost and Price Analysis

**Residential Property Management**

- BMK-2510 Introduction to Marketing
- BPM-1010 Introduction to Residential Property Management
- BPM-1020 Maintenance for Residential Property Management
- BRE-1030 Real Estate Principles and Practices for Salespersons
- BRE-2030 Real Estate Finance and Investment

**Supervisory Management**

- BMT-1550 Elements of Supervision
- BMT-2700 Stress Management in the Workplace
- BMT-2660 Conflict Management
- BMT-2720 Managing Workplace Diversity
- BMT-2960 Emotional Intelligence in the Workplace

**Disaster Recovery and Risk Management**

This program provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity and information assurance planning, as well as addressing the leadership, human organizational and public policy components of managing disasters.

**Disaster Recovery and Risk Management**

*Certificate*

Program Code: BMGT.RISK.CT

- BMT-1010 Introduction to Business. . . . . 3
- or* BMT-1900 Introduction to Public Administration
- BMT-1420 Organizational Development. . . . . 3
- BMT-1600 Principles of Management . . . . . 3
- BMT-2400 Strategic Management. . . . . 3
- BMT-2700 Stress Management . . . . . 3
- BMT-2880 Disaster Recovery and Risk Management . 3

**Total Required for Certificate . . . . . 18 Credits**

**Disaster Recovery and Risk Management**

*Letter of Recognition*

Program Code: BMGT.RISK.LOR

- BMT-1010 Introduction to Business. . . . . 3
- or* BMT-1900 Introduction to Public Administration
- BMT-2700 Stress Management . . . . . 3
- BMT-2880 Disaster Recovery and Risk Management . 3

**Total Required for Letter of Recognition . . . . . 9 Credits**

**Entrepreneurship Management**

Students earning the Entrepreneurship Management Certificate learn certain basic skills that every aspiring entrepreneur needs. The certificate provides information that will help students assess entrepreneurial opportunities. All management coursework for the certificate and letter of recognition may be completed online.

## Entrepreneurship Management

### Certificate

Program Code: BMGT.ENTPRN.CT

BMT-1010 Introduction to Business. . . . .	3
BMT-1570 Small Business Management . . . . .	3
BMT-2400 Strategic Management. . . . .	3
BMT-1650 Customer Service. . . . .	3
ACC-1010 Principles of Accounting I . . . . .	4
Choose one course from the following. . . . .	3
BMK-2510 Introduction to Marketing	
BMT-2400 Strategic Management	
BMT-2520 Negotiations	
BUS-1220 Business Law I	
EGL-1320 Composition II: Writing for Business	
SPH-1010 Introduction to Speech Communication	
<b>Total Required for Certificate . . . . .</b>	<b>19 Credits</b>

## Entrepreneurship Management

### Letter of Recognition

Program Code: BMGT.ENTPRN.LOR

BMT-1010 Introduction to Business. . . . .	3
BMT-1570 Small Business Management . . . . .	3
BMT-2680 Entrepreneurship. . . . .	3
<b>Total Required for Letter of Recognition . . . . .</b>	<b>9 Credits</b>

## Health Care Management

The Health Care Management Certificate provides a core of critical health care management skills. Calls for health care reform, changing demographics, technological advances, and rising health care costs require professionals with a better understanding of managerial and technological advances that may help improve the quality of the health care system. This certificate is appropriate for private and public sector employees as well as students who may wish to pursue careers in the expanding field of health care.

## Health Care Management

### Certificate

Program Code: BMGT.HLTHCARE.CT

ACC-1030 Accounting for Managers. . . . .	3
BMT-1010 Introduction to Business. . . . .	3
or BMT-1960 Public Service Management	
BMT-2882 Health Care Management. . . . .	3
HIM-1530 Medical Terminology . . . . .	4
SOC-2400 Introduction to Public Health	
and Health Care Policy. . . . .	3
EGL-1010 Composition I. . . . .	3
<b>Total Required for Certificate . . . . .</b>	<b>19 Credits</b>

## Health Care Management

### Letter of Recognition

Program Code: BMGT.HLTHCARE.LOR

BMT-2882 Health Care Management. . . . .	3
HIM-1530 Medical Terminology . . . . .	4
BMT-1010 Introduction to Business. . . . .	3
or BMT-1960 Public Service Management	
<b>Total Required for Letter of Recognition . . . . .</b>	<b>10 Credits</b>

## Human Resource Management

The Human Resource Management Certificate provides opportunities for supervisors and human resource (HR) professionals to obtain a core set of critical human resource management skills. This certificate is appropriate for supervisors who would like to gain a better understanding of human resource management as well as for HR professionals who recognize the need to enhance their understanding of this increasingly complex field.

## Human Resource Management

### Certificate

Program Code: BMGT.HR.CT

BMT-1010 Introduction to Business. . . . .	3
BMT-2580 Compensation	
and Benefits Management . . . . .	3
BMT-2590 Employee Training and Development . . . . .	3
BMT-2610 Human Resource Management . . . . .	3
BMT-2720 Managing Workplace Diversity . . . . .	3
or BMT-1650 Customer Service	
Choose one course from the following. . . . .	3
BMT-1600 Principles of Management	
BMT-2660 Conflict Management	
BMT-2700 Stress Management	
BMT-2960 Emotional Intelligence in the Workplace	
<b>Total Required for Certificate . . . . .</b>	<b>18 Credits</b>

## Human Resource Management

### Letter of Recognition

Program Code: BMGT.HR.LOR

BMT-1010 Introduction to Business. . . . .	3
BMT-2610 Human Resource Management . . . . .	3
BMT-2720 Managing Workplace Diversity . . . . .	3
or BMT-1650 Customer Service	
<b>Total Required for Letter of Recognition . . . . .</b>	<b>9 Credits</b>

## International Management

Students earning the International Management Letter of Recognition learn a core set of critical international management skills that will help them understand management in a global economy. All management coursework for the certificate and letter of recognition may be completed online.

## International Management

### Certificate

Program Code: BMGT.INTL.CT

BMT-1010 Introduction to Business. . . . .	3
BMT-2400 Strategic Management. . . . .	3
BMT-2630 International Management. . . . .	3
BMT-2960 Emotional Intelligence in the Workplace. . . . .	3
BMK-2630 International Marketing. . . . .	3
Choose one course from the following. . . . .	3
ACC-1000 Fundamentals of Accounting	
ECN-1030 Principles of Macroeconomics	
GEO-1090 World Regional Geography	
HST-1370 The World in the Twentieth Century	
SOC-2090 The Sociology of Minorities	
SPH-1230 Intercultural Communication	
<b>Total Required for Certificate . . . . .</b>	<b>18 Credits</b>

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## International Management

*Letter of Recognition*

Program Code: BMGT.INTL.LOR

BMT-1010 Introduction to Business.....	3
BMT-2400 Strategic Management.....	3
BMT-2630 International Management.....	3

**Total Required for Letter of Recognition .....9 Credits**

## Public Sector Management

The Public Administration Certificate is essential for individuals who are working or plan to work in federal, state or local governments. Students completing the certificate will have an understanding of good management practices and how they apply to the administration of public offices and programs. The Public Administration Letter of Recognition provides students with a foundation in basic public administration management.

## Public Administration

*Certificate*

Program Code: BMGT.PUBADM.CT

**Program Concentration..... 18–19 Credits**

BMT-1010 Introduction to Business.....	3
BMT-1900 Introduction to Public Administration ...	3
BMT-1960 Public Service Management.....	3
BMT-2400 Strategic Management.....	3
ACC-1030 Accounting for Managers.....	3–4
or ACC-1010 Principles of Accounting I	

Choose one course from the following..... 3

BMT-1420	ECN-1030	EGL-1320
PHL-1400	POS-1010	SPH-1010

**Required General Education Course.....3 Credits**

EGL-1010 Composition I: Expository Writing.....	3
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**Total Required for Certificate..... 21–22 Credits**

## Public Administration

*Letter of Recognition*

Program Code: BMGT.PUBADM.LOR

BMT-1010 Introduction to Business.....	3
BMT-1900 Introduction to Public Administration ...	3
BMT-1960 Public Service Management.....	3

**Total Required for Letter of Recognition .....9 Credits**

## Purchasing and Contracting

The Purchasing and Contracting Certificate was developed in response to the requirements of federal, state and local governments and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned for the certificate toward the Business Management A.A.S. degree. For more information about the Purchasing and Contracting program, call 301-322-0696.

## Purchasing and Contracting

*Certificate*

Program Code: BMGT.PURCON.CT

BMT-2500 Introduction to Federal Contracting.....	3	
BMT-2510 Introduction to Source Selection.....	3	
BMT-2520 Principles of Negotiation.....	3	
BMT-2530 Procurement Law.....	3	
BMT-2540 Contract Administration.....	3	
BMT-2550 Cost and Price Analysis.....	3	
Choose two courses from the following.....	6	
BMT-1010	BMT-1650	BMT-2610
BMT-2650	BMT-2660	INT-1010
EGL-1320		

**Total Required for Certificate.....24 Credits**

## Purchasing and Contracting

*Letter of Recognition*

Program Code: BMGT.PURCON.LOR

BMT-2500 Introduction to Federal Contracting.....	3
BMT-2510 Introduction to Source Selection.....	3
BMT-2520 Principles of Negotiation.....	3

**Total Required for Letter of Recognition .....9 Credits**

## Real Estate

The Real Estate Letter of Recognition provides students with the knowledge necessary to take the real estate salesperson licensing examination and the ability to analyze potential real estate investments. Students passing the Real Estate Principles and Practices course (BRE-1030) may apply to take the Maryland Real Estate Salesperson Licensing Examination. BRE-1030 is 60 classroom hours in length. The Real Estate Finance and Investment course (BRE-2030) includes cash-flow forecasting, financing, tax implications and timing of property disposal as related to investing in real estate. BRE-2030 is 45 classroom hours in length. Credits earned for the Real Estate Letter of Recognition may be applied as electives to the Business Management Associate of Applied Science degree. For questions or more information, call 301-322-0696

## Real Estate

*Letter of Recognition*

Program Code: BMGT.RLEST.LOR

BRE-1030 Real Estate Principles and Practices for Salespersons.....	4
BRE-2030 Real Estate Finance and Investment.....	3

**Total Required for Letter of Recognition .....7 Credits**

## Residential Property Management

The Residential Property Management program was developed at the request of and in cooperation with the Apartment and Office Building Association (AOBA) property managers. Individuals who complete the Residential Property Management Option of the Business Management Associate of Applied Science (A.A.S.) degree will have a well-rounded business education that will qualify them for employment as residential property managers. Individuals who complete the Residential Property Management Certificate will have a basic understanding of residential property management components.

Graduates of the Residential Property Management Option of the Business Management A.A.S. degree program will be able to:

- Utilize effective oral and written communication skills required to effectively manage residential properties
- Explain the essential characteristics and functions of property leasing, forms of ownership, property operations, resident policies, legal and risk management and government regulation
- Demonstrate the ability to develop and implement maintenance systems for residential properties
- Develop effective maintenance plans for residential properties, including inspections, budgeting, energy management and customer service
- Explain the relevant government codes and regulations affecting property management and how they can be met
- Develop safety and security plans for various residential properties
- Obtain employment as leasing consultants or assistant property managers

## Residential Property Management Option

*of Business Management Associate  
of Applied Science Degree (A.A.S.)*

Program Code: BMGT.RPM.AAS

### Program Concentration . . . . . 39–40 Credits

BMT-1010 Introduction to Business. . . . .	3
BMT-1600 Principles of Management . . . . .	3
BMT-1620 Financial Planning and Investments. . . . .	3
BMT-1650 Customer Service. . . . .	3
BMT-2610 Human Resource Management . . . . .	3
BMT-2720 Managing Workplace Diversity . . . . .	3
BMK-2510 Introduction to Marketing. . . . .	3
ACC-1030 Accounting for Managers. . . . .	3–4
<i>or</i> ACC-1010 Principles of Accounting I	
BUS-1220 Business Law I. . . . .	3
BUS-1240 Business Law II . . . . .	3
BPM-1010 Introduction to Residential Property Management. . . . .	3
BPM-1020 Maintenance for Residential Property Management. . . . .	3
BPM-2910-2930 Cooperative Education** . . . . .	3

### Required General Education Courses . . . . 21–22 Credits

English Composition I and II*. . . . .	6
Humanities* . . . . .	3
SPH-1010, SPH-1050 or SPH-1090	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science*. . . . .	3–4
Social Sciences* . . . . .	3
Any ECN course	
Information Technology* . . . . .	3
INT-1010	

### Total Required for A.A.S. Degree . . . . . 60–62 Credits

## Residential Property Management

*Certificate*

Program Code: BMGT.RPM.CT

BMT-1010 Introduction to Business. . . . .	3
BMT-1600 Principles of Management . . . . .	3
BUS-1220 Business Law I. . . . .	3
BPM-1010 Introduction to Residential Property Management. . . . .	3
BPM-1020 Maintenance for Residential Property Management. . . . .	3
BPM-2910-2930 Cooperative Education . . . . .	3
EGL-1010 Composition I. . . . .	3

### Total Required for Certificate . . . . . 21 Credits

## Small Business Management

The Small Business Management Certificate is designed to prepare students to own, operate and successfully manage small businesses. Students are given the opportunity to develop a business plan that includes provisions for financing, site selection, marketing, budgeting, record keeping, physical facilities, incorporation, insurance, inventory control and franchising. Individuals who wish to continue their education may apply the credits earned in the certificate toward the Business Management Associate of Applied Science degree.

## Small Business Management

*Certificate*

Program Code: BMGT.SMLBUS.CT

### Program Concentration . . . . . 25 Credits

ACC-1010 Principles of Accounting I . . . . .	4
BUS-1220 Business Law I. . . . .	3
BMT-1550 Elements of Supervision . . . . .	3
BMT-1570 Small Business Management . . . . .	3
BMK-2510 Introduction to Marketing. . . . .	3
BMK-2630 International Marketing. . . . .	3
Supporting courses . . . . .	6

Choose from the following:

ACC-1030-1050	BMK-2710	BMK-2730
BMK-2770	BMT-1010	BMT-1500
BMT-1600	BMT-1620	BMT-1650
BMT-2500-2550	BMT-2580-2590	BMT-2610
BMT-2650-2660	BMT-2700	BMT-2720
BMT-2750	BMT-2910-2930	BPM-1010-1020
BRE-1030	BRE-2030	BRE-2910-2930
BUS-1240	CAP-1310	INT-1010
HSM-1510	HSM-1550-1560	HSM-1620-1630
HSM-1700-1760	HSM-1800-1890	HSM-2530
HSM-2630	HSM-2910-2930	PHL-1400
SPH-1010		

### Electives . . . . . 6 Credits

Individuals may wish to tailor their skill development to a particular type of business by choosing elective courses from other areas of the college such as music, art, photography, preschool management, engineering, computers, hotel/motel management, food service management or real estate.

### Total Required for Certificate . . . . . 31 Credits

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Sports Management

This certificate provides a foundation of sports management and marketing functions that are applicable worldwide. It prepares professionals to apply communication, leadership, managerial, and marketing skills in a variety of sports management career positions. Students will develop knowledge, skills, and processes applicable in collegiate, professional, and private sports environments.

## Sports Management

*Certificate*

Program Code: BMGT.SPORT.MGT.CT

BMT-1010 Introduction to Business . . . . .	3
BMT-1600 Principles of Management . . . . .	3
BMT-1650 Customer Service . . . . .	3
BMT-2630 International Management . . . . .	3
BMT-2670 Sports Management . . . . .	3
BMK-2600 Sports Marketing . . . . .	3
<b>Total Required for Certificate . . . . .</b>	<b>18 Credits</b>

## Supervisory Management

Because the composition of the workforce is changing, effective supervisors must have strong interpersonal skills. The Supervisory Management Certificate is appropriate for both first-time supervisors as well as experienced supervisors who recognize that they need to enhance their supervisory skills. This certificate provides opportunities for supervisors to obtain a core set of critical supervisory management skills. The Supervisory Management Letter of Recognition provides a foundation in supervisory management.

## Supervisory Management

*Certificate*

Program Code: BMGT.SUPVS.CT

BMT-1010 Introduction to Management . . . . .	3
BMT-1550 Elements of Supervision . . . . .	3
BMT-2660 Conflict Management . . . . .	3
BMT-2720 Managing Workplace Diversity . . . . .	3
BMT-2960 Emotional Intelligence in the Workplace . . . . .	3
BMT-2700 Stress Management	
or EGL-1320 Composition II: Writing for Business	
or SPH-1010 Introduction to Speech Communication	
<b>Total Required for Certificate . . . . .</b>	<b>18 Credits</b>

## Supervisory Management

*Letter of Recognition*

Program Code: BMGT.SUPVS.LOR

BMT-1010 Introduction to Management . . . . .	3
BMT-1550 Elements of Supervision . . . . .	3
BMT-2720 Managing Workplace Diversity . . . . .	3
<b>Total Required for Letter of Recognition . . . . .</b>	<b>9 Credits</b>

## Chemistry

### Chemistry Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: CHEM.AA

This is a recommended program of study for students planning to pursue a bachelor's degree in chemistry. Graduates of the Chemistry Option of the General Studies A.A. degree program will be able to:

- Reason abstractly and think critically
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Understand and apply the scientific method

#### Program Concentration . . . . . 26–27 Credits

CHM-1030 General Chemistry II Lab . . . . .	2
CHM-2010 Organic Chemistry I . . . . .	4
CHM-2020 Organic Chemistry II . . . . .	3
CHM-2040 Organic Chemistry II Lab . . . . .	2
MAT-2420 Calculus II for Science and Engineering . . . . .	4
BIO-1140 Principles of Biology: Cellular and Molecular Biology . . . . .	4
Choose two courses from the following . . . . .	7–8
MAT-2210, 2430, 2450 or 2460	
BIO-1130, 2010, 2090 or 2250	
Any INT course (besides INT-1010)	
FOS-2500	
CHM-2050	

#### Required General Education Courses . . . . . 35 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	4
MAT-2410 Calculus I for Science and Engineering Science* . . . . .	7
CHM-1010 General Chemistry I	
CHM-1020 General Chemistry II	
Social Sciences* . . . . .	6
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3
Information Technology* . . . . .	3
INT-1010	

#### Total Required for A.A. Degree . . . . . 61–62 Credits

See page 91–92 for Secondary Education-Chemistry (A.A.T.)

## Communication

In addition to the Communications Programs listed below, see Media Production on page 76.

### Communication/Public Relations —Journalism Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: COMM.PR.AA

This program of study is recommended for students planning to pursue a bachelor's degree in journalism or public relations. Students are encouraged to consult with an academic advisor for recommended courses to take and specific transfer requirements.

Graduates of the Communication/Public Relations—Journalism Option of the General Studies A.A. degree program will be prepared for transfer to a four-year college or university to pursue a bachelor's degree in Public Relations—Journalism.

Graduates of the Communications/Public Relations—Journalism Option will be able to:

- Apply communication theory
- Develop and execute basic public relations plans
- Communicate with diverse audiences
- Execute varied communication techniques
- Explain how public relations supports organizations and individuals

#### Program Concentration . . . . . 21 Credits

SPH-1110 Public Speaking . . . . .	3
SPH-1130 Interviewing . . . . .	3
SPH-1230 Intercultural Communication . . . . .	3
PRJ-1210 Public Relations Techniques . . . . .	3
PRJ-2210 Introduction to Communication Theory . . . . .	3
PRJ-2200 News Writing and Reporting for Public Relations . . . . .	3
TRF-1310 Introduction to Mass Communication . . . . .	3

#### Required General Education Courses . . . . 34–35 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: One Speech course from approved general education list (SPH-1010 recommended)

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics* . . . . .	3
MAT-1120 or higher (MAT-1350 recommended)	

Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	

Social Sciences* . . . . .	6
Choose one course from each group:	

Group 1: One History course from approved general education list

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list (PSY-1010 and SOC-1010 recommended)

One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3
Information Technology* . . . . .	3
INT-1010	

**Electives . . . . . 6 Credits**

Any credit courses except PED

**Total Required for A.A. Degree . . . . . 61–62 Credits**

### Communication/Speech Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: COMM.SPEECH.AA

The Communication/Speech Option is recommended for students planning to pursue a bachelor's degree in Communication/Speech. This program of study provides the foundation for upper-level classes at four-year institutions. Students should consider the program requirements of their desired transfer institution when choosing elective courses. Some four-year institutions may require foreign language courses. Graduates of the Communication/Speech Option of the General Studies A.A. degree program will be able to:

- Speak and listen effectively using correct Standard American English.
- Listen carefully by postponing judgment and demonstrating openness to understanding.
- Demonstrate knowledge of history, process, and effects of human communication through speech and related courses.
- Analyze audiences to make appropriate public speaking and interpersonal communication decisions.
- Know and demonstrate ethical communication behavior.
- Demonstrate ability to work effectively in teams and groups.
- Demonstrate some familiarity with the many forms and uses of communication in day-to-day interactions.

#### Program Concentration . . . . . 21 Credits

SPH-1050 Group Communication and Leadership . . . . .	3
SPH-1070 Voice and Diction . . . . .	3
SPH-1090 Interpersonal Communication . . . . .	3
SPH-1110 Public Speaking . . . . .	3
SPH-1130 Interviewing . . . . .	3
PRJ-1210 Public Relations Techniques . . . . .	3
SPH-1230 Intercultural Communication . . . . .	3

#### Required General Education Courses . . . . 34–35 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: SPH-1010

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics* . . . . .	3
MAT-1120 or higher	

Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	

Social Sciences* . . . . .	6
Choose one course from each group:	

Group 1: One History course from approved general education list

**Communication** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Communication** continues from previous page

- Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list
- Information Technology\* . . . . . 3  
INT-1010
- One additional course from either the Social Sciences or Humanities approved general education list . . . 3
- Electives** . . . . . **6 Credits**  
Any credit courses except PED
- Total Required for A.A. Degree** . . . . . **61–62 Credits**

### Communication/Writing Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: COMM.WRIT.AA

The Communication/Writing Option provides an excellent foundation for students who want to become professional writers for the mass media, business, government, scientific or technical fields or who are interested in careers in public relations, editing and publishing or website content. In addition to writing and communication courses, the program includes twelve credits of electives that enable students to explore subjects that might become an area of expertise, such as business, politics, health issues or fine arts. Most students who complete this program go on to four-year colleges and universities to earn a bachelor's degree. The Communication/Writing Option transfers seamlessly to University of Maryland University College (UMUC). Please check with academic advisors for transferability to University of Maryland College Park (UMCP).

Graduates of the Communication/Writing Option of the General Studies A.A. degree program will be able to:

- Produce written information in formats appropriate for journalistic, business and technical documents.
- Analyze audiences to make appropriate content and stylistic choices.
- Speak, write, edit and proofread using correct standard grammar and punctuation.
- Demonstrate the ability to use style manuals and apply the documentation requirements in a given field.
- Understand and apply the ethical principles and behaviors that govern information gathering, interviewing and writing in a given field.

**Program Concentration** . . . . . **27 Credits**

- SPH-1010 Introduction to Speech Communication . . 3
- SPH-1130 Interviewing . . . . . 3
- EGL-1040 Media Writing . . . . . 3
- EGL-1340 Composition II: Writing About Technical Topics . . . . . 3
- EGL-1360 Principles of Editing . . . . . 3

**Electives** . . . . . **12**

Two courses must be 2000-level literature courses and the remaining two may be any credit courses except PED-1030; EGL-2150 or 2160 are recommended

**Required General Education Courses** . . . . **34–35 Credits**

- EGL-1010 Composition I: Expository Writing\* . . . . 3
- EGL-1320 Composition II: Writing for Business\* . . . 3

Humanities\* . . . . . 6

- Choose one course from each group:
- Group 1: SPH-1050, SPH-1090, SPH-1110
- Group 2: ART-1010, MUS-1010, PHL-1010, PHL-1090, THE-1010

Mathematics\* . . . . . 3

- MAT-1120 or higher

Science\* . . . . . 7–8

- Two courses, one of which must carry laboratory credit

Social Sciences\* . . . . . 6

- Choose one course from each group:
- Group 1: One History course from approved general education list
- Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

One additional course from either the Social Sciences or Humanities approved general education list . . . 3

Information Technology\* . . . . . 3  
INT-1010

**Total Required for A.A. Degree** . . . . . **61–62 Credits**

### Mass Communication Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: COMM.MASS.AA

The Mass Communication Option prepares students for career positions in film, television, video, radio, and other digital and mass media industries. Most students who complete this program transfer to four-year colleges and universities to earn a bachelor's degree in one of a wide range of communications and media programs. Students should be acquainted with the program requirements of their desired transfer institution when making course selections. Students should consult with academic advisors and mass communication faculty for transfer opportunities.

Graduates of the Mass Communication Option of the General Studies A.A. degree program will be able to:

- Think critically about how mass media influence society.
- Communicate effectively using visual, written, spoken, and non-verbal methods.
- Understand how the various fields in mass communication are structured and function.
- Have an understanding of how technologies associated with mass communication are used.

**Program Concentration** . . . . . **27 Credits**

- TRF-1310 Introduction to Mass Communication . . . 3
- TRF-1330 Television Production I . . . . . 3
- TRF-1410 Introduction to Radio . . . . . 3
- TRF-2310 Introduction to Film . . . . . 3
- TRF-2330 Television Production II . . . . . 3
- THE-1150 Technical Theatre . . . . . 3
- SPH-1070 Voice and Diction . . . . . 3
- EGL-1040 Media Writing . . . . . 3
- Choose one course from the following . . . . . 3
- SPH-1130 Interviewing
- SPH-1230 Intercultural Communication

First-time college students are expected to take PAS-1010 Principles and Strategies of Successful Learning (3 Credits). PAS-1010 is required for students when they take DVR-0061. For more information, see Chapters 2, 6, and 8.



**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
Information Technology* . . . . .	3
INT-1010	
One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3
<b>Total Required for A.A. Degree . . . . .</b>	<b>61–62 Credits</b>

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## Computer-Aided Drafting

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The Computer-Aided Drafting certificate program provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software. All courses within this program can be used in the Engineering Technology A.A.S. degree. For more information about the Computer-Aided Drafting program, call 301-322-0751.

Graduates of the Computer-Aided Drafting Certificate program will be able to:

- Use the AutoCAD command prompt and menus to create and edit complete two-dimensional AutoCAD drawings that use multiple layers and dimensioning techniques
- Use AutoCAD software to create three-dimensional drawings using wireframe and solid models
- Create automated AutoCAD drawings by using scripts and AutoLISP
- After taking a set of initial measurements for a complex mechanical part or building, produce a complete set of working drawings

## Computer-Aided Drafting

*Certificate*

Program Code: COMP.CAD.CT

INT-1010 Introduction to Information Technology . .	3
ENT-1600 Introduction to CAD with AutoCAD . . . .	3
ENT-1640 Three-Dimensional CAD with AutoCAD .	3

Technical Elective . . . . .	3
Any INT, ENT, ART or other course approved by the program coordinator	
ENT-2660 Customizing AutoCAD . . . . .	3
ENT-2680 CAD Portfolio Development . . . . .	3
ART-1510, ART-1530 or ART-1570 . . . . .	3
<b>Total Required for Certificate . . . . .</b>	<b>21 Credits</b>

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## Computer Engineering Technology

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The Computer Engineering Technology programs prepare students for immediate employment as computer and network technicians. Students receive a general background in electronics, software, computer networks and data communication in addition to specialized training in the assembly, configuration, diagnosis and repair of IBM-class personal computers. By proper choice of electives, mathematics and science courses, A.A.S. graduates may transfer into the B.S. in Computer Engineering Technology program at Capitol College. The certificate programs, with fewer credit requirements, lead into the A.A.S. program without loss of credit. Some students may wish to take courses within this program to prepare for industry certifications, such as the CompTIA A+, Network+, Security+, and the CISCO CCNA. For the CompTIA A+ certification, take INT-1550. For the A+ certification, take INT-1540 and INT-2540. For the Network+ certification, take INT-1550. For the Security+ certification, take INT-1620. For the CCNA Certification, take INT-1450, 1460, 2450, and 2460. For more information about the Computer Engineering Technology programs, call 301-322-0751.

Graduates of the Computer Engineering Technology A.A.S. degree program will be able to:

- Use operating systems such as Windows and Linux that are currently used on personal computers
- Use standard Windows-based programs such as word processors, spreadsheets and the Internet
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as Visual Basic or C++
- Analyze and troubleshoot computer hardware and software by understanding system organization, data representation, memory management and interrupts.
- Upgrade and repair personal computers
- Design, build and manage local area networks; understand basic telecommunications systems and protocols
- Design, build and test basic analog and digital electronic circuits that can be used as part of a computer system or interface to a computer system
- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a computer- or network-related problem in which the student has no specific background.
- Produce a comprehensive written report and oral presentation describing a research project

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Computer Engineering Technology

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

Program Code: COMP.ENGR.AAS

### Program Concentration . . . . . 46–47 Credits

ENT-1710 Circuits and Measurement Techniques . . .	3
ENT-1720 Circuit Analysis and Design . . . . .	3
ENT-1770 Introduction to Computing for Technology	3
ENT-1780 Analog Circuits . . . . .	4
ENT-1800 Digital Circuits . . . . .	4
INT-1540 Computer Hardware I: A+ Preparation . . .	3
ENT-1850 Circuit Evaluation and Repair . . . . .	2
ENT-2810 CPU Architecture . . . . .	4
ENT-2540 Computer Hardware II: A+Preparation . . .	4
ENT-2900 Systems Analysis Project** . . . . .	3
INT-1550 Intro. to Networks: Network+ Preparation .	3
INT-1700 Understanding Operating Systems . . . . .	3
Technical electives . . . . .	7–8

Choose from the following:

INT-1450, INT-1460, INT-2450, INT-2460, INT-2530,  
INT-2560, INT-1560, INT-1620, INT-1630, INT-2300,  
ENT-2960, ENT-2970, ENT-2980

**Note:** Students who wish to achieve CCNA certification should take INT-1450 and INT-1460 as technical electives and substitute INT-2450 and 2460 for INT-1700 and ENT-1780

### Required General Education Courses . . . . .22 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1010	
Mathematics* . . . . .	3
MAT-1340 or higher	
Science* . . . . .	4
PHY-1570	
Social Sciences* . . . . .	3
Information Technology . . . . .	3
INT-1010 or higher INT course*	

### Total Required for A.A.S. Degree . . . . . 68–69 Credits

## A+ Preparation

Certificate

Program Code: COMP.APLUS.CT

Students who complete this program should be able to repair and upgrade personal computers. They also should be prepared to take the CompTIA A+ certification examination in personal computer hardware and operating systems. All courses in this program can be used in the Computer Engineering Technology A.A.S. degree and the Information Technology A.A.S. degree. Graduates of the A+ Preparation certificate program will be able to:

- Use operating systems such as Windows and Linux that are currently used in personal computers
  - Upgrade and repair personal computers
- |                                                     |   |
|-----------------------------------------------------|---|
| INT-1010 Introduction to Information Technology . . | 3 |
| INT-1540 Computer Hardware I: A+ Preparation . . .  | 3 |
| INT-2540 Computer Hardware II: A+ Preparation . . . | 4 |
| INT-1700 Understanding Operating Systems . . . . .  | 3 |

### Total Required for Certificate . . . . .13 Credits

## Cisco CCNA Preparation

Certificate

Program Code: COMP.CISCO.CT

This program prepares students to take the Cisco CCNA (Cisco Certified Network Associate) and CompTIA Network+ examination. All courses within the program can be used as part of the Computer Engineering Technology A.A.S. degree, the Information Security A.A.S. degree, and the Information Technology A.A.S. degree. Students who successfully complete this program will be able to:

- Design, configure, and troubleshoot local area networks using Cisco routers and switches
  - Design, configure, and troubleshoot wide area networks using Cisco routers and switches
  - Use network and telecommunications systems and protocols
- |                                                   |   |
|---------------------------------------------------|---|
| INT-1450 CCNA 1: Network Fundamentals . . . . .   | 4 |
| INT-1460 CCNA 2: Routing Protocols . . . . .      | 4 |
| INT-2450 CCNA 3: LAN Switching Wireless . . . . . | 4 |
| INT-2460 CCNA 4: Accessing the WAN . . . . .      | 4 |

### Total Required for Certificate . . . . .16 Credits

## Computer Service Technology

Certificate

Program Code: COMP.SERV.CT

This program prepares students for computer support careers. It also prepares students for the CompTIA A+ computer support certification, the CompTIA Network + certification, and the CompTIA Security+ certification. All courses in this program can be used in the Computer Engineering Technology A.A.S. degree and the Information Technology A.A.S. degree.

Graduates of this certificate program will be able to:

- Use operating systems word processors, spreadsheets, and Web browsers to solve technical problems and present the solutions
- Upgrade and repair personal computers
- Design, build, and manage local area networks; understand basic telecommunications systems and protocols
- Apply information security methods to protect information and programs stored on a computer

INT-1540 Computer Hardware I: A+ Preparation . . .	3
INT-1550 Introduction to Networks:	
Network+ Preparation . . . . .	3
INT-2540 Computer Hardware II: A+ Preparation . . .	3
INT-2560 Advanced PC Configuration . . . . .	4
INT-1010 or higher INT course . . . . .	3
INT-1620 Computer Security: Security+ Preparation .	3
INT-1700 Understanding Operating Systems . . . . .	3
Technical electives . . . . .	5–6
Choose from the following:	
INT-1450, INT-1460, INT-2450, INT-2460, INT-2530,	
INT-1560, INT-1630, INT-2300, INT-2720, ENT-1880,	
ENT-2960, ENT-2970, ENT-2980	

### Total Required for Certificate . . . . . 28–29 Credits

Computer Information Systems is now Information Technology

## Information Technology

In addition to the Information Technology Systems degree and certificate programs listed below, see the Information Security programs on pages 73–74.

The Information Technology A.A.S. degree enables students to study systematic approaches to problem solving within the environment of computer hardware and software systems. In the course of this study, students develop the practice of clear thinking and logical reasoning while learning to analyze, design and program utilizing information processing tools, application packages and software languages. The available courses cover a wide array of the computing discipline, including programming languages, systems analysis and design, operating systems, networking, Web technology, technical support, computer graphics and applications software. In addition to the A.A.S. degree, there are seven certificates which may be earned and applied toward the degree. They are:

1. Computer Graphics
2. Computer Programming
3. Database Systems
4. Network Systems Administrator
5. Technical Support Specialist
6. Information Technology Core Concepts
7. Web Technology

Returning students should carefully check course numbers and titles when registering because they may have changed from previous catalogs. Credit may not be received twice for the same course. Students should review the suggested course groupings and discuss their selections with an advisor, the department chair or department coordinator before making a decision. Students are reminded that they also may use Cooperative Education, INT-2910-2930, for a maximum of three elective credits in their program requirements.

**Note:** Cooperative Education may not count toward the 6 credits of 2000-level INT courses required by the program.

Graduates with Associate of Applied Science degrees in Information Technology will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, and presentations
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Analyze, design and develop a computer information system in a real-world scenario
- Communicate effectively and professionally in the information technology environment

For more information about the Information Technology A.A.S. degree program or certificates, call 301-322-0752 or check <http://academic.pgcc.edu/IET>

## Information Technology

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

Program Code: COMP.INFO.TECH.AAS

### Program Concentration . . . . . 10 Credits

- INT-1330 Integrated Software Applications . . . . . 3
- INT-1111 Programming Logic and Design . . . . . 3
- INT-2840 Systems Analysis and Project Management\*\* 4

**Note:** It is recommended that students take INT-2840 after completing most of their program requirements. See course description for specific requirements

### Program Requirements . . . . . 26 Credits

At least 26 credits from a combination of INT and selected ART (computer graphics), BMT, and FOS courses. Course suggestions, based on the student's specific interests, follow this degree listing.

The approved courses are:

- All INT courses not already listed in Program Concentration.
- ART-1570, ART-1620, ART-2620, ART-2650, ART-2660, ART-2670
- BMT-1650, BMT-2860, BMT-2880
- FOS-2600, FOS-2610

**Note:** At least 6 of the 26 credits of program requirements **must** be in 2000-level INT courses (exclusive of INT-2910, 2920 and 2930).

All course prerequisites **must** be met with a grade of C or higher before enrolling in the next course.

### Required General Education Courses . . . 21–22 Credits

- English Composition I and II\* . . . . . 6
- Humanities\* . . . . . 3
- SPH-1010
- Mathematics\* . . . . . 3
- MAT-1120 or higher
- Science\* . . . . . 3–4
- Social Sciences\* . . . . . 3
- Information Technology
- INT1010\* . . . . . 3

### Electives . . . . . 3–5 Credits

- Any credit course except PED . . . . . 3
- Emerging Technologies (optional) . . . . . 0–1
- INT-1250
- Keyboarding (optional) . . . . . 0-1
- INT-1250

### Total Required for A.A.S. Degree . . . . . 60–63 Credits

Suggestions for selecting courses to meet the Program Requirements of the Information Technology A.A.S. degree, based on specific areas of interest:

The following course groupings are appropriate for students wishing to concentrate in a particular area of information technology. Students are free to combine courses in any way that satisfies the program requirements outlined above. Students also may take coursework directed to a particular specialty area by beginning with any of the certificates listed in the next section. All coursework taken toward a certificate may be counted toward the Information Technology A.A.S. degree. As an example, a student interested in Computer Networks may initially elect to follow the certificate

Information Technology continues on next page

\* Satisfies general education requirement (see Chapter 4)  
 \*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Information Technology** continues from previous page

program for Network Systems Administrator and then continue on to the Information Technology A.A.S. degree by choosing additional courses from the Networking and Operating Systems, Information Security and/or the Cisco Router Technology sections listed below. These additional courses, along with INT courses already taken for the certificate, would count as part of the 26 credits of Program Requirements to be applied to the associate degree.

**Potential Options for Program Requirements**

**Cisco Networking Technology**

- INT-1450 CCNA 1: Network Fundamentals
- INT-1460 CCNA 2: Routing Protocols
- INT-2450 CCNA 3: LAN Switching and Wireless
- INT-2460 CCNA 4: Accessing the WAN

**Computer Graphics**

- ART-1510 Basic Design
- ART-1570 Introduction to Computer Graphics
- ART-1620 Digital Publication Design
- ART-2620 Digital Illustration
- ART-2650 Animation and Multimedia I
- ART-2660 Digital Imaging
- ART-2670 3-D Digital Modeling and Animation

**Computer Hardware**

- INT-1540 Computer Hardware I: A+ Preparation
- INT-2540: Computer Hardware II: A+ Preparation
- INT-2560: Advanced PC Configuration and Repair

**Computer Programming Languages**

- INT-2030 Programming in Visual Basic
- INT-2130 Programming in C++
- INT-2200 Programming in Java

**Computer Science**

- INT-1210 Computer Science I
- INT-1220 Computer Science II

**Database Management Systems**

- INT-1150 Introduction to Database Management Systems
- INT-2081 Introduction to Oracle
- INT-2082 Advanced Oracle and PL/SQL

**Information Security**

- INT-1620 Computer Security: Security+ Preparation
- INT-1630 Tactical Perimeter Defense
- INT-1660 Strategic Infrastructure Security
- INT-2690 CISSP Preparation

**Networking and Operating Systems**

- INT-1400 Introduction to Networks: Network+ Preparation
- INT-1700 Understanding Operating Systems
- INT-1760 Introduction to New Mainframe: z/OS Basics
- INT-2300 Windows Desktop Client
- INT-2310 Windows Server Administration
- INT-2312 Windows Active Directory
- INT-2314 Windows Network Infrastructure
- INT-2316 Microsoft Exchange Design and Deployment
- INT-2318 Microsoft Exchange Design and Deployment
- INT-2720 UNIX/Linux Operating System
- INT-2760 UNIX/Linux System Administration

**Technical Support**

- BMT-1650 Customer Service
- INT-1370 Introduction to Help Desk Tools and Procedures
- INT-1700 Understanding Operating Systems
- INT-1540 Computer Hardware I: A+ Preparation
- INT-2540 Computer Hardware II: A+ Preparation

**Web Technology**

- INT-1800 Internet and Web Technology
- INT-1850 Client-Side Web Development
- INT-1860 Server-Side Web Development

**Word Processing**

- INT-1250 Operating the Keyboard
- INT-1290 Beginning Microsoft Word
- INT-1390 Intermediate Microsoft Word

**Other CIS Courses**

- INT-1901 Emerging Technologies I
- INT-2910, 2920, 2930 Cooperative Education
- INT-2980H Honors Colloquium in Information Technology

**Computer Graphics**

*Certificate*

Program Code: COMP.GRAPH.CT

This certificate provides an introduction to computer graphics and how that is applied in a Web development environment. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Computer Graphics certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website
- Articulate visual communication concepts in written, verbal, and visual form

INT-1010 Introduction to Information Technology . . .	3
INT-1800 Internet and Web Technology . . . . .	3
INT-1850 Client_Side Web Development . . . . .	3
ART-1510 Basic Design . . . . .	3
ART-1570 Introduction to Computer Graphics . . . . .	3
Choose one course from the following. . . . .	3
ART-1620 Digital Publication Design	
ART-2650 Animation and Multimedia I	
ART-2660 Digital Imaging	

**Total Required for Certificate . . . . . 18 Credits**

**Computer Programming**

*Certificate*

Program Code: COMP.PROG.CT

This certificate provides an introduction to programming concepts, programming languages and databases. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Computer Programming certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts

- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Demonstrate proficiency in the use of database management software

INT-1010 Introduction to Information Technology . . .	3
INT-1111 Programming Logic and Design . . . . .	3
INT-2081 Introduction to Oracle . . . . .	4
Choose two courses from the following . . . . .	8
INT-2030 Programming in VisualBasic	
INT-2130 Programming in C++	
INT-2200 Programming in Java	
INT-2720 UNIX/Linux Operating System	

**Total Required for Certificate . . . . . 18 Credits**

## Database Systems

### Certificate

Program Code: COMP.DBAS.CT

This certificate provides an introduction to programming concepts, database management systems, and database query languages. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Database Systems certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Demonstrate proficiency in the use of database management software

INT-1010 Introduction to Information Technology . .	3
INT-1111 Programming Logic and Design . . . . .	3
INT-1150 Introduction to Database Management Systems . . . . .	3
INT-2081 Introduction to Oracle . . . . .	4
INT-2082 Advanced Oracle and PL/SQL . . . . .	4

**Total Required for Certificate . . . . . 17 Credits**

## Network Systems Administrator

### Certificate

Program Code: COMP.NETADM.CT

This certificate program includes courses to prepare students for entering the field of network systems administration. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree, which may include additional courses for Microsoft Certification exams. Students completing the Network Systems Administration certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Perform basic network and operating system administration, configuration, and system security tasks

INT-1010 Introduction to Information Technology . .	3
INT-1111 Programming Logic and Design . . . . .	3
INT-1550 Introduction to Networks:	
Network + Preparation . . . . .	3
INT-1700 Understanding Operating Systems . . . . .	3
INT-2300 Windows Desktop Client . . . . .	3
INT-2310 Windows Server Administration . . . . .	3
Choose one course from the following . . . . .	3-4
INT-1620 Computer Security: Security+ Preparation	
INT-2312 Windows Active Directory	
INT-2314 Widows Network	
INT-2760 UNIX/Linux System Administration	

**Total Required for Certificate . . . . . 21-22 Credits**

## Technical Support Specialist

### Certificate

Program Code: COMP.TECHSUP.CT

This certificate program includes courses to prepare students for Microsoft Office Specialist (MOS) certifications, as well as A+ certification. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Technical Support Specialist certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, presentations, and desktop publishing
- Carry out preventative hardware and software maintenance
- Troubleshoot and correct computer hardware and software problems
- Assemble, reconfigure and upgrade personal computers

INT-1010 Introduction to Information Technology . .	3
INT-1330 Integrated Software Applications . . . . .	3
BMT-1650 Customer Service . . . . .	3
INT-1370 Introduction to Help Desk Tools and Procedures . . . . .	3
INT-1700 Understanding Operating Systems . . . . .	3
INT-1540 Computer Hardware I: A+ Preparation . . .	3
INT-2540 Computer Hardware II: A+ Preparation . . .	4

**Total Required for Certificate . . . . . 22 Credits**

## Technology Core Concepts

### Certificate

Program Code: COMP.TECH.CORE.CT

This certificate provides students with a selection of courses that cover fundamental information technology concepts. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Technology Core Concepts certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, database management, and presentations.

**Technology Core Concepts** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Technology Core Concepts** continues from previous page

- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

INT-1010 Introduction to Information Technology . . . 3

INT-1111 Programming Logic and Design . . . . . 3

INT-1330 Integrated Software Applications . . . . . 3

INT-1700 Understanding Operating Systems . . . . . 3

Choose two of the following courses based on specialty pursuit . . . . . 6–8

INT-1150 Introduction to Database Management Systems

INT-1550 Introduction to Networks: Network + Preparation

INT-1370 Introduction to Help Desk Tools and Procedures

INT-1620 Computer Security: Security+ Preparation

INT-1800 Introduction to Internet and Web Technology

INT-2081 Introduction to Oracle

**Total Required for Certificate . . . . . 18–20 Credits**

## Web Technology

*Certificate*

Program Code: COMP.WEB.CT

This certificate is designed for the student who wishes to enter the field of Internet and World Wide Web-based environments. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Web Technology certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website.
- Integrate productivity tools such as word processors, spreadsheets, and databases into Web content
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

INT-1010 Introduction to Information Technology . . . 3

INT-1111 Programming Logic and Design . . . . . 3

INT-1800 Internet and Web Technology . . . . . 3

INT-1850 Client-Side Web Development . . . . . 3

INT-1860 Server-Side Web Development . . . . . 3

INT-1901 Emerging Technologies I . . . . . 1

Choose one course from the following. . . . . 4

INT-2200 Programming in Java

INT-2720 UNIX/Linux Operating System

**Total Required for Certificate . . . . . 20 Credits**

## Computer Science

**In addition to the Computer Science programs listed below, see the Information Technology programs on pages 49–52 and Information Security programs on pages 73–74.**

The Computer Science transfer program includes two A.S. degree choices—Computer Science and the Information Science Option. Students are encouraged to see an advisor to select correct transfer courses because transfer requirements change periodically.

### Computer Science

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

Program Code: COMP.SCI.AS

Graduates of the Computer Science A.S. degree in Computer Science will be able to:

- Analyze user requirements to do problem solving
- Design algorithms to solve complex mathematical or scientific problems
- Select algorithms based on a comparison of their time and space complexity requirements
- Implement those algorithms in a high-level programming language, such as Java
- Utilize object-oriented methodology to write efficient code

**Program Concentration . . . . . 23 Credits**

INT-1111 Programming Logic and Design . . . . . 3

INT-1210 Computer Science I . . . . . 4

INT-1220 Computer Science II . . . . . 4

Choose one of the following:

INT-2200 or INT-2720 . . . . . 4

MAT-2420 . . . . . 8

MAT-2430, MAT-2450, or MAT-2460

**General Education Courses . . . . . 32-33 Credits**

English Composition I and II\* . . . . . 6

Humanities\* . . . . . 9

SPH-1010

Two courses, other than Speech, selected

from approved Humanities general education list

Mathematics\* . . . . . 4

MAT-2410

Science\* . . . . . 7-8

Two courses, one of which must carry laboratory credit

Social Sciences\* . . . . . 6

Two courses from different social sciences disciplines

**Electives . . . . . 5-6 Credits**

Any credit courses

**Total Required for the A.S. Degree . . . . . 60-62 Credit**

### Information Science Option

*of Computer Science Associate of Science Degree (A.S.)*

Program Code: COMP.INFO.SCI.AS

This program of study can be used by students transferring to the University of Maryland Robert H. Smith School of Business as Information Systems majors. Mathematics, general education and elective courses must be chosen carefully to ensure application prerequisites are met. Students should meet with an advisor and

should check the University of Maryland's Limited Enrollment Program website ([www.lep.umd.edu](http://www.lep.umd.edu)) prior to applying to be sure all current requirements for transfer enrollment have been met.

Graduates of the Information Science Option of the Computer Science A.S. degree program will be able to:

- Analyze user requirements and develop algorithms for solving user problems
- Demonstrate proficiency in implementing those solutions in a high level programming language, such as C++
- Troubleshoot and maintain programs and computer-related systems
- Utilize the systems development life cycle in developing functional computer-based systems in response to user requests

#### Program Concentration . . . . . 22-26 Credits

INT-1111 Programming Logic and Design . . . . . 3

INT-2130 Programming in C++ . . . . . 4

INT-2840 Systems Analysis and Project Management. 4

**Note:** *It is recommended that students take INT-2840 after completing most of their program requirements. See course description for specific requirements.*

INT, MGT, ACC electives . . . . . 7

Students should meet with an academic advisor to ensure transferability of electives.

Mathematics Sequence . . . . . 4-8

If general education math is 1350

Take MAT-2160 and

a) MAT-1140, or MAT-1190, or MAT-2210 or

b) MAT-1360, MAT-2140

If general education math is 2410

Take MAT-2450

#### Required General Education Courses . . . . 31-33 Credits

English Composition I and II\* . . . . . 6

Humanities\* . . . . . 6

SPH-1010

Plus: One course, other than Speech, selected from approved Humanities general education list.

Mathematics\* . . . . . 3-4

Complete one of the following

MAT-1350,

MAT-2410,

(See remainder of math course sequence in Program Concentration above)

Science\* . . . . . 7-8

Two courses one of which must carry laboratory credit

Social Sciences\* . . . . . 6

Two courses from different social sciences disciplines

Information Technology\* . . . . . 3

INT-1010

#### Electives . . . . . 1-9 Credits\*

Any credit courses

\*Total elective credits will vary depending on math sequence followed

#### Total Required for A.S. Degree . . . . . 60 Credits

## Construction Management

The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies. Technical coursework will acquaint students with various building materials, codes and regulations, types of fabrication and methods of construction. Technical problem solving will be stressed. Business and management coursework will teach basic business structures and concepts as well as contemporary management practices. Avenues for employment include general contracting, specialty contracting, construction supervision, equipment and material suppliers, construction services and/or regulatory agencies. Graduates of the program are prepared to earn a bachelor's degree in Construction Management programs at four-year institutions such as the University of Maryland, Eastern Shore.

All credits earned in the certificate and letter of recognition programs can be applied to the A.A.S. program. For more information about the Construction Management programs, call 301-341-3075.

Graduates of the Construction Management A.A.S. degree program will be able to:

- Read construction drawings, estimate material and labor costs and schedule a construction project
- Use knowledge of the organizational structure of a construction company and its legal relationships with the designer, subcontractors and suppliers to successfully manage a construction project
- Establish proper safety procedures and a quality assurance plan for a construction project
- Effectively use proper communication, decision-making principles and leadership qualities to both avoid and solve problems on the job site

## Construction Management

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

Program Code: CNST.AAS

#### Program Concentration . . . . . 24 Credits

ACC-1030 Accounting for Managers . . . . . 3

CSM-1450 Construction Management I . . . . . 3

CSM-1460 Construction Methods and Materials . . . . 3

CSM-1470 Construction Planning and Scheduling . . . 3

CSM-1480 Construction Estimating I . . . . . 3

CSM-1830 Construction Print Reading . . . . . 3

CSM-2410 Communication and Computers

in Construction . . . . . 3

CSM-2900\*\* Construction Enterprise Project . . . . . 3

#### Program Specialization . . . . . 15 Credits

Choose from the following courses:

CSM-1410 Construction Math

CSM-1500 Construction Surveying

CSM-1510 Residential Construction Management

CSM-1600 Construction Safety

CSM-1850 Construction Quality Control

CSM-1860 Construction Codes

CSM-2310 Construction Entrepreneurship

CSM-2450 Construction Management II

CSM-2610 Mech. & Elec. Systems in Construction

**Construction Management** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Construction Management** continues from previous page

- CSM-2850 Leadership in Construction
- CSM-2910-2930 Cooperative Education
- ENT-1600 Introduction to CAD with AutoCAD
- Approved MAT elective
- ENT-1680 Revit Architecture with BIM

**Required General Education Courses . . . . 21–22 Credits**

- English Composition I and II\* . . . . . 6
- Humanities\* . . . . . 3
- Any Speech course from the approved general education list
- Mathematics\* . . . . . 3
- MAT-1120 or higher
- Science\* . . . . . 3–4
- Social Sciences\* . . . . . 3
- Information Technology\* . . . . . 3
- INT-1010

**Total Required for A.A.S. Degree . . . . . 60–61 Credits**

**Construction Management**

*Certificate*

Program Code: CNST.CT

- CSM-1450 Construction Management I . . . . . 3
- CSM-1460 Construction Methods and Materials . . . . . 3
- CSM-1470 Construction Planning and Scheduling . . . . . 3
- CSM-1480 Construction Estimating I . . . . . 3
- CSM-1830 Construction Print Reading . . . . . 3
- CSM electives . . . . . 6

**Total Required for Certificate . . . . . 21 Credits**

**Construction Management**

*Letter of Recognition*—Program Code: CNST.LOR

- CSM-1450 Construction Management I . . . . . 3
- CSM-1460 Construction Methods and Materials . . . . . 3
- CSM-1830 Construction Print Reading . . . . . 3

**Total Required for Letter of Recognition . . . . . 9 Credits**

**Criminal Justice**

The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data and critical thinking. Students who choose one of the following programs develop these abilities and are prepared for successful careers in a variety of positions in federal, state and local law enforcement agencies as police, corrections or security officers or a number of administrative positions. The A.A. degree option readily transfers to four-year colleges and universities that offer a bachelor's degree in criminal justice. The A.A.S. degree prepares students to directly enter the workforce and also satisfies most of the requirements for transfer to four-year institutions. Prince George's Community College has a partnership with the Prince George's County Police Department. Graduates who complete their training at the county's Police Academy may receive up to eighteen college credits toward their

associate degree when they enroll at the college. For more information about the Criminal Justice programs, call 301-322-0553.

**Criminal Justice**

Graduates of the Criminal Justice A.A.S. and A.A. degree programs will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the history of the criminal justice, court and corrections systems in the United States
- Develop a working knowledge of the United States criminal justice system, criminal law and the rules of evidence
- Apply critical thinking skills for appropriate decision-making in law enforcement-related fields
- Apply basic theories of police operations and management
- Demonstrate appropriate skills in communication, observation, investigation, evaluation and personal safety in law enforcement situations
- Demonstrate the documentation, collection and preservation of physical evidence from a crime scene
- Apply concepts of community-oriented policing
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Criminal Justice at a four-year college or university

**Criminal Justice**

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

Program Code: CRJU.AAS

**Program Concentration . . . . . 30 Credits**

- CJT-1510 Introduction to Criminal Justice . . . . . 3
- CJT-1520 Police Operations . . . . . 3
- CJT-1530 Law Enforcement and the Community . . . . . 3
- CJT-1550 Juvenile Delinquency . . . . . 3
- CJT-2510 Criminal Law . . . . . 3
- CJT-2530 Criminal Investigation . . . . . 3
- CJT-2540 Criminal Evidence and Procedure . . . . . 3
- CJT-2800 Professional Ethics in Criminal Justice . . . . . 3
- CJT-2900 Capstone Seminar in Criminal Justice \*\* . . . . . 3
- Program Electives . . . . . 3

Choose three credits from the following electives:

- Cooperative Education/Internship
  - CJT-2910-2930
- Correctional Services
  - COR-1510, COR-1530, COR-2510, COR-2530
- Criminal Justice
  - CJT-1540, CJT-1620, CJT-1700, CJT-1730, CJT-1740, CJT-2560
- Forensic Science
  - FOS-2500, FOS-2600, FOS-2610
- Other
  - CAP-1310, INT-1620, INT-1700, BMT-2860, PAR-1510-2610, PSY-2120, 2130, SPN-1010

First-time college students are expected to take PAS-1010 Principles and Strategies of Successful Learning (3 Credits). PAS-1010 is required for students when they take DVR-0061. For more information, see Chapters 2, 6, and 8.



<b>Required General Education Courses . . . .</b>	<b>30–31 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	6
SPH-1010 and any general education philosophy course	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	9
PSY-1010	
SOC-1010	
SOC-2010 or SOC-2030 or POS-1020	
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A.S. Degree . . . . .</b>	<b>60–61 Credits</b>

## Criminal Justice Transfer Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: CRJU.AA

<b>Program Concentration . . . . .</b>	<b>27 Credits</b>
CJT-1510 Introduction to Criminal Justice . . . . .	3
CJT-1530 Law Enforcement and the Community . . . . .	3
CJT-2800 Professional Ethics in Criminal Justice . . . . .	3
Choose three courses from the following. . . . .	9
CJT-1520 Police Operations	
CJT-1540 Police Management	
CJT-1550 Juvenile Delinquency	
CJT-2510 Criminal Law	
CJT-2530 Criminal Investigation	
CJT-2540 Criminal Evidence and Procedure	
PSY-1010 General Psychology . . . . .	3
<b>Electives . . . . .</b>	<b>6</b>
Choose two courses from the following:	
SOC-2010 Social Problems	
POS-1020 State and Local Government	
PSY-2130 Forensic Psychology	
<b>Required General Education Courses . . . .</b>	<b>34–35 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: Any Speech course from approved General Education List	
Group 2: Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved General Education List	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: History course from Approved General Education List	
Group 2: SOC-1010 or SOC-2030	
Select one additional course from either the Social Science or Humanities approved General Education List. . . . .	3
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A. Degree . . . . .</b>	<b>60–62 Credits</b>

## Criminal Justice Technology

Certificate

Program Code: CRJU.CT

<b>Program Concentration . . . . .</b>	<b>15 Credits</b>
CJT-1510 Introduction to Criminal Justice . . . . .	3
CJT-1520 Police Operations . . . . .	3
CJT-1530 Law Enforcement and the Community . . . . .	3
CJT-2510 Criminal Law . . . . .	3
CJT-2530 Criminal Investigation . . . . .	3
<b>Required General Education Courses . . . . .</b>	<b>15 Credits</b>
EGL-1010 Composition I: Expository Writing . . . . .	3
Humanities . . . . .	3
SPH-1010	
Mathematics . . . . .	3
MAT-1120 or higher	
Social Sciences . . . . .	6
PSY-1010 and PSY-2130	
<b>Total Required for Certificate . . . . .</b>	<b>30 Credits</b>

## Correctional Services

Correctional Services involve the operation of jails and detention facilities, probation and intermediate sanctions, prisons and parole and prisoner reentry into society. The Correctional Services Option provides students with a strong criminal justice curriculum, combined with coursework and practical applications that emphasize current correctional practices and approaches. Students are prepared for careers as correctional case managers, correctional officers, counselors working with juveniles and prerelease/offender transition. Prince George's Community College has a partnership with the Prince George's County Department of Corrections. Graduates who complete their training at the county's Correctional Training Academy may receive up to nine college credits toward their associate degree when they enroll at the college.

Graduates with the Correctional Services Option of the Criminal Justice A.A.S. degree will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the history of the criminal justice, court and corrections systems in the United States
- Develop a working knowledge of the United States criminal justice system, criminal law and the rules of evidence
- Apply critical thinking skills for appropriate decision-making in law enforcement and corrections-related fields
- Apply basic theories of corrections operations and management
- Demonstrate appropriate skills in communication, observation, investigation, evaluation and personal safety in correctional services situations
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Criminal Justice at a four-year college or university

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

### Correctional Services Option

of Criminal Justice Associate of Applied Science Degree (A.A.S.)  
 Program Code: CORR.AAS

**Program Concentration . . . . . 30 Credits**

COR-1510 Introduction to Corrections . . . . .	3
CJT-1530 Law Enforcement and the Community . . . . .	3
COR-1530 Corrections Management . . . . .	3
CJT-1550 Juvenile Delinquency . . . . .	3
CJT-2510 Criminal Law . . . . .	3
CJT-2530 Criminal Investigation . . . . .	3
CJT-2540 Criminal Evidence and Procedure . . . . .	3
CJT-2560 Terrorism . . . . .	3
COR-2510 Community-based Corrections . . . . .	3
CJT-2900 Capstone Seminar in Criminal Justice** . . . . .	3

**Required General Education Courses . . . . 30–31 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
SPH-1010 and any philosophy course from the approved General Education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	9
PSY-1010	
SOC-1010	
SOC-2010 or SOC-2030	
Information Technology* . . . . .	3
INT-1010	

**Total Required for A.A.S. Degree . . . . . 60–61 Credits**

### Cybercrime

Cybercrime investigation involves the application of computer forensics examination and analysis techniques, in order to properly preserve electronic and digital evidence, so that it may be presented in a court of law. Both the associate degree and the certificate in Cybercrime Investigation combine criminal justice, forensic science and computer courses and are designed for students who plan to pursue entry-level careers in the field of computer forensics. For more information, call 301-322-0553. Graduates with a Cybercrime Investigation Option A.A.S. degree also may decide to pursue a bachelor's degree in Criminal Justice at a four-year college or university.

Graduates with the Cybercrime Investigation Option of the Criminal Justice A.A.S. degree will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the history the criminal justice, court and corrections systems, as well as the investigation of computer crimes in the United States
- Develop a working knowledge of the United States criminal justice system, criminal law and the rules of evidence
- Apply critical thinking skills for appropriate decision-making in law enforcement and computer-related fields

- Demonstrate appropriate skills in the usage of computers, networks and operating systems Demonstrate the documentation, collection and preservation of computer forensic evidence Apply concepts of systems security and cybercrime detection techniques
- Demonstrate appropriate professional standards, ethics and leadership skills

### Cybercrime Investigation Option

of Criminal Justice Associate of Applied Science Degree (A.A.S.)  
 Program Code: CRJU.CYBER.AAS

**Program Concentration . . . . . 30 Credits**

CJT-1510 Introduction to Criminal Justice . . . . .	3
CJT-2510 Criminal Law . . . . .	3
CJT-2530 Criminal Investigation . . . . .	3
FOS-2500 Forensic Science . . . . .	3
BMT-2860 Cyber Law . . . . .	3
INT-1700 Understanding Operating Systems . . . . .	3
INT-1620 Computer Security: Security+ Preparation . . . . .	3
FOS-2600 Computer Forensics I . . . . .	3
FOS-2610 Computer Forensics II . . . . .	3
CJT-2900 Capstone Seminar in Criminal Justice** . . . . .	3

**Required General Education Courses . . . . 30–31 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
SPH-1010	
Any PHL on the approved General Education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	9
PSY-1010	
SOC-1010	
POS-1020 or SOC-2010 or SOC-2030	
Information Technology* . . . . .	3
INT-1010	

**Total required for A.A.S. Degree . . . . . 60–61 Credits**

### Cybercrime Investigation

Certificate

Program Code: CRJU.CYBER.CT

INT-1010 Introduction to Information Technology . . . . .	3
INT-1700 Understanding Operating Systems . . . . .	3
INT-1620 Computer Security: Security+ Preparation . . . . .	3
CJT-2510 Criminal Law . . . . .	3
CJT-2540 Criminal Evidence and Procedure . . . . .	3
FOS-2500 Forensic Science . . . . .	3
FOS-2600 Computer Forensics I . . . . .	3
FOS-2610 Computer Forensics II . . . . .	3
BMT-2860 Cyber Law . . . . .	3

**Total Required for Certificate . . . . . 27 Credits**

First-time college students are expected to take PAS-1010 Principles and Strategies of Successful Learning (3 Credits). PAS-1010 is required for students when they take DVR-0061. For more information, see Chapters 2, 6, and 8.

## Police Science

Police Science is a partnership between Prince George's Community College and the Prince George's Municipal Police Academy, located on the Largo campus. The Police Science Option degree program prepares graduates for entry-level police officer positions with local and municipal law enforcement agencies. In accordance with the Maryland Police and Correctional Training Commission (the regulatory agency for police training and certification and instructor certification), Academy recruits complete the equivalent of 30 general education credits and 30 criminal justice program credits. The Police Science Option also provides a bridge for law enforcement personnel wishing to continue their higher education for personal and/or professional career advancement. For more information about the Police Science Option, call the Prince George's Municipal Police Academy at 301-322-0175.

## Police Science Option

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

For Police Academy recruits only.

Program Code: CRJU.ACAD.AAS

### Program Concentration . . . . .30 Credits

CJT-1510 Introduction to Criminal Justice . . . . .	3
CJT-1520 Police Operations . . . . .	3
CJT-1530 Law Enforcement and the Community . . . . .	3
CJT-1550 Juvenile Delinquency . . . . .	3
CJT-2510 Criminal Law . . . . .	3
CJT-2530 Criminal Investigation . . . . .	3
CJT-2540 Criminal Evidence and Procedure ** . . . . .	3
FOS-2500 Forensic Science . . . . .	3
FOS-2580 Basic Accident Investigation . . . . .	3
HLE-2130 First Aid . . . . .	3

### Required General Education Courses . . . . .30 Credits

English Composition I and II* . . . . .	6
EGL-1010 and 1320	
Humanities* . . . . .	6
SPH-1090 and SPN-1010	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3
NTR-1010	
Social Sciences* . . . . .	9
PSY-1010; SOC-1010 SOC-2030	
Information Technology* . . . . .	3
INT-1010	

### Total Required for A.A.S. Degree . . . . .60 Credits

## Culinary Arts

The Culinary Arts program introduces students to the range of skills and credentials required for a successful career in the culinary arts. Cooking, baking and management courses are featured.

Graduates of the Culinary Arts A.A.S. degree program will be prepared to:

- Enter the workforce as management trainees
- Transfer into related bachelor's degree programs at four-year institutions

Working closely with the department chair and Advising is strongly recommended.

## Culinary Arts

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

Program Code: FOOD.CULIN.AAS

### Program Concentration . . . . .40 Credits

CUL-1100 Introduction to Culinary Arts . . . . .	3
HSM-1550 Food Service Manager Training and Certification in Sanitation . . . . .	1
ACC-1030 Accounting for Managers . . . . .	3
HSM-1560 Catering and Banquet Planning . . . . .	3
HSM-1630 Food Service Operations . . . . .	3
HSM-2020 Food and Beverage Purchasing and Cost Control . . . . .	3
HSM-1580 Using Technology in the Hospitality Industry . . . . .	3
HSM-2910-2930 Internship ** . . . . .	3
Culinary Arts Electives . . . . .	18

### Required General Education Courses . . . . .21 Credits

English Composition I* . . . . .	3
English Composition II* . . . . .	3
EGL-1320 recommended	
Humanities* . . . . .	3
Any Humanities course from the approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3
NTR-1010 or NTR-1100	
Social Sciences* . . . . .	3
General Education Elective* . . . . .	3
Any course from approved general education list	

### Total Required for A.A.S. Degree . . . . .61 Credits

## Culinary Arts

Certificate

Program Code: FOOD.CULIN.CT

CUL-1100 Introduction to Culinary Arts . . . . .	3
HSM-1550 Food Service Manager Training and Certification in Sanitation . . . . .	1
HSM-1630 Food Service Operations . . . . .	3
CUL-1150 Food Production I . . . . .	3
HSM-1580 Using Technology in the Hospitality Industry . . . . .	3
CUL-1300 Baking Skills . . . . .	3
CUL-2150 Food Production II . . . . .	3
HSM-2070 Supervision in the Hospitality Industry . . . . .	3
CUL-2200 Garde Manger and Catering . . . . .	3
CUL-2300 Advanced Baking and Pastry . . . . .	3
CUL-2450 International Cuisine . . . . .	3

### Total Required for Certificate . . . . .31 Credits

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

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## Dietetics

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### Dietetics Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: FOOD.DIET.AA

This is the recommended program of study for students planning to pursue a B.S. in Dietetics. Working closely with the department chair and Advising is strongly recommended, because both Program Concentration and general education requirements vary among receiving institutions.

A graduate of the Dietetics Option of the General Studies A.A. degree program will be able to:

- Apply the principles of food and nutrition to promote healthy eating patterns
- Demonstrate an understanding of the relationships between diet and disease/wellness
- Apply critical thinking and abstract reasoning to current issues in nutrition
- Communicate effectively using basic nutrition terminology
- Pursue a bachelor's degree at a four-year institution.

#### Program Concentration . . . . .28 Credits

NTR-1010 Introductory Nutrition . . . . .	3
CHM-1010 General Chemistry I . . . . .	4
CHM-1020 General Chemistry II . . . . .	3
CHM-1030 General Chemistry II Lab . . . . .	2
CHM-2010 Organic Chemistry I . . . . .	4
CHM-2020 Organic Chemistry II . . . . .	3
CHM-2040 Organic Chemistry II Lab . . . . .	2
BIO-2010 Microbiology . . . . .	4
PSY-1010 General Psychology . . . . .	3

#### Required General Education Courses . . . . .34 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1350	
Science* . . . . .	7
BIO-1140 Principles of Biology: Cellular and Molecular Biology	
NTR-1100 Introduction to Food Science	
Social Sciences* . . . . .	6
Choose one from each group:	
Group 1: One History course from approved general education list	
Group 2: SOC-1010 Introduction to Sociology	
Information Technology* . . . . .	3
INT-1010	
One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3

#### Total Required for A.A. Degree . . . . .62 Credits

## Dietetics

*Certificate*

Program Code: FOOD.DIET.CT

The Dietetics Certificate is designed as the first 29 credits of the Dietetics Option of the General Studies A.A. degree. It also may be used to transfer into the A.A.S. in Dietetic Technology at Baltimore City Community College, provided the student maintains a C average or better. Dietetic technicians, part of allied health and food service management teams, work independently or under the supervision of a registered dietitian in various settings, including hospitals, schools and universities, public health agencies, the armed forces and research laboratories.

EGL-1010 English Composition I . . . . .	3
Speech . . . . .	3
SPH-1010 or 1030	
SOC-1010 Introduction to Sociology . . . . .	3
PSY-1010 General Psychology . . . . .	3
MAT-1350 College Algebra . . . . .	3
NTR-1010 Introductory Nutrition . . . . .	3
NTR-1100 Introduction to Food Science . . . . .	3
BIO-1010 General Biology . . . . .	4
BIO-2050 Human Anatomy and Physiology I . . . . .	4
BIO-2060 Human Anatomy and Physiology II . . . . .	4

#### Total Required for Certificate . . . . .33 Credits

**Note:** *In addition to the courses in the Dietetics Certificate, students intending to enroll at Baltimore City Community College are strongly encouraged to take the following courses before transfer:*

HSM-1550 Food Service Manager Training and Certification in Sanitation . . . . .	1
HIM-1530 Medical Terminology . . . . .	3
HLE-1150 Personal and Community Health . . . . .	3
or PED-1030 Lifetime Fitness and Leisure . . . . .	2

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## Early Childhood Education

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See Teacher Education (pages 88–96).

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## Economics

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### Economics Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: ECON.AA

This is a recommended program of study for students interested in pursuing a bachelor's degree in economics.

Graduates of this program will be able to:

- Explain the functional relationships between economic variables such as price and demand, supply and demand, scarcity and choice and consumption and national income
- Utilize appropriate modes of information technology in communicating, presenting, sharing and transmitting data

- Model economic principles such as: aggregate demand and aggregate supply; changes in supply, demand and market equilibrium; production possibility curve and maximization for a competitive firm
- Identify and explain the different economic systems and how they address normative economic objectives, the basic determinants of choice made by consumers and firms
- Write a persuasive analytical essay in conformity with standard citation and reference style
- Communicate orally to explain the rationale underlying federal bonds rates, federal discount rates and reserve requirements in controlling inflation and recession to an audience

**Program Concentration . . . . . 22–23 Credits**

ACC-1010 Principles of Accounting I . . . . .	4
ECN-1030 Principles of Macroeconomics . . . . .	3
ECN-1040 Principles of Microeconomics . . . . .	3
ECN-1990 Money and Banking . . . . .	3
MAT-2160 Applied Calculus I or MAT-2410 Calculus I for Science and Engineering . . . . .	3–4
MAT-2210 Statistics . . . . .	3
BMT-1010 Introduction to Business . . . . .	3

**Required General Education Courses . . . . 34–36 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics* . . . . .	3–4
MAT-1350 or MAT-1360	

Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	

Social Sciences* . . . . .	6
Choose one course from each group:	

Group 1: One History course from approved general education list

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

One additional course from either the Social Sciences or Humanities approved General Education list

SOC-1010 recommended . . . . . 3

Information Technology* . . . . .	3
INT-1010	

<b>Elective . . . . .</b>	<b>.6 Credits</b>
Any credit course except PED	

**Total Required for A.A. Degree . . . . . 62–64 Credits**

## Education

See Teacher Education (pages 88–96).

## Electronic Engineering Technology

Electronic technologists are needed by organizations that develop, manufacture and service electronic and electrical equipment and systems. Graduates may work on communications equipment, radar and sonar units, industrial and medical monitoring and control devices, navigation equipment and computer systems. The degree programs emphasize understanding electronics principles and troubleshooting concepts rather than how to repair specific equipment. With this background, students should be able to repair, modify and design a wide variety of electronic equipment. Depending upon their eventual career goals, students can choose among two degree program options and a certificate. Students who wish to continue their studies toward a four-year Bachelor of Science in Electronic Engineering Technology (BSEET) degree should take the Electronic Engineering Technology A.A.S.

Graduates of the Electronic Engineering Technology Option typically transfer to Capitol College, Old Dominion University or the University of Maryland Eastern Shore. Additionally, graduates of this technology program can transfer into the engineering program at Capitol College with minimal loss of credits by carefully choosing mathematics and science courses. Students who wish to work directly after graduation should pursue the Electronic Service Technology Option of the Electronic Engineering Technology A.A.S. degree program, which has fewer mathematics requirements and more hands-on courses. Students interested in this program also should consider the Computer Engineering Technology A.A.S. program described elsewhere in this chapter. The certificate program is composed of technical courses without the general education courses required for a degree and leads into the degrees without loss of credits.

Graduates of the Electronics Engineering Technology A.A.S. degree program will be able to:

- Build and debug a prototype analog or digital circuit from an engineer's rough sketch
- Analyze all types of ac and dc circuits using various methods of network analysis, circuit simplification and approximation
- Design, analyze and troubleshoot standard digital circuits from simple Boolean expressions through counters, encoders, memories and field-programmable gate arrays
- Understand and use standard electronics instrumentation such as VOMs, DVMs, complex oscilloscopes and function generators
- Reverse engineer a schematic from a circuit
- Given a complex electronics system, either analog or digital, troubleshoot it successfully to the component level
- Solve technical problems using the standard concepts of algebra, trigonometry and higher mathematics
- Write a comprehensive technical report
- Give a successful oral presentation
- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a technical problem in which the student has no specific background

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Electronic Engineering Technology

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

Program Code: ELEC.TECH.AAS

### Program Concentration . . . . . 33–34 Credits

ENT-1710 Circuits and Measurement Techniques . . . . .	3
ENT-1720 Circuit Analysis and Design . . . . .	3
ENT-1770 Introduction to Computing for Technology* . . . . .	3
ENT-1780 Analog Circuits . . . . .	4
ENT-1800 Digital Circuits . . . . .	4
ENT-1850 Circuit Evaluation and Repair . . . . .	2
ENT-2810 CPU Architecture . . . . .	4
ENT-2900 Systems Analysis Project** . . . . .	3
Engineering Technology electives . . . . .	7–8
(Consult with electronics faculty.)	

### Required General Education Courses . . . . . 31 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1010	
Mathematics* . . . . .	11
MAT-1350 and MAT-1360 (or MAT-1370) and MAT-2410	
Science* . . . . .	8
PHY-1570 and lab science elective (PHY-1010 recommended)	
Social Sciences* . . . . .	3

### Total Required for A.A.S. Degree . . . . . 64–65 Credits

## Electronic Service Technology Option

of Electronic Engineering Technology Associate  
of Applied Science Degree (A.A.S.)

Program Code: ELEC.SVCOPT.AAS

### Program Concentration . . . . . 38–39 Credits

ENT-1710 Circuits and Measurement Techniques* . . . . .	3
ENT-1720 Circuit Analysis and Design . . . . .	3
ENT-1770 Introduction to Computing for Technology* . . . . .	3
ENT-1780 Analog Circuits . . . . .	4
ENT-1800 Digital Circuits . . . . .	4
ENT-1850 Circuit Evaluation and Repair . . . . .	2
ENT-2200 High-Reliability Soldering and Fabrication* . . . . .	2
ENT-2810 CPU Architecture . . . . .	4
ENT-2900 Systems Analysis Project** . . . . .	3
Engineering Technology electives . . . . .	10–11
(Consult with electronics faculty.)	

### Required General Education Courses . . . . . 23 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1010	
Mathematics* . . . . .	3
MAT-1340 or higher	
Science* . . . . .	8
PHY-1570 and lab science elective (PHY-1010 recommended)	
Social Sciences* . . . . .	3

### Total Required for A.A.S. Degree . . . . . 61–62 Credits

## Electronic Analysis and Repair

Certificate

Program Code: ELEC.ANREP.CT

Students who complete this program should have the ability to analyze complex electronics systems, both analog and digital. They also should have the hands-on skills needed to repair electronic devices.

ENT-1710 Circuits and Measurement Techniques . . . . .	3
ENT-1720 Circuit Analysis and Design . . . . .	3
ENT-1780 Analog Circuits . . . . .	4
ENT-1800 Digital Circuits . . . . .	4
ENT-1850 Circuit Evaluation and Repair . . . . .	2
ENT-2200 High-Reliability Soldering and Fabrication . . . . .	2
MAT-1340 Trigonometry with Applications to Technology (or higher) . . . . .	4

### Total Required for Certificate . . . . . 22 Credits

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## Emergency Medical Technician

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### Intermediate Program

The EMT-Intermediate is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Intermediate program provides students with the skills, knowledge and clinical experience required to provide safe and effective prehospital care at the intermediate level. Successful completion of courses will lead to a certificate in Emergency Medical Technician-Intermediate and eligibility for entry into the EMT-Paramedic program. The program integrates classroom, laboratory and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Services Systems, The Emergency Medical Services Board. Upon successful completion of the program, graduates are eligible to take the national certifying EMT-I examination.

Applicants for the EMT-I program must be licensed as an EMT-Basic for one year or have approved field experience that meets the Maryland State standard. Applicants must be eligible for EGL-1010 and MAT-0104 (formerly MAT-1040).

Certified EMT-Intermediate Graduates will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level EMT-Intermediate provider
- Perform skills necessary to fulfill the role of an entry-level EMT-Intermediate provider
- Operate equipment necessary to perform as an entry-level EMT-Intermediate provider
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level EMT-Intermediate provider
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying EMT-I examination

## Emergency Medical Technician-Intermediate

Certificate

Program Code: EMTI.CT.PETIT

<b>Program Concentration</b> . . . . .	<b>30 Credits</b>
EMT-1510 Prehospital Environment . . . . .	2
EMT-1520 Medical Emergencies. . . . .	3
EMT-1540 Advanced Airway Management. . . . .	3
EMT-1550 Paramedic Practice I . . . . .	2
EMT-1570 IV Therapy and Pharmacology . . . . .	3
EMT-1580 Shock and Trauma. . . . .	4
EMT-1590 Medical Math f or Allied Health Professionals . . . . .	2
EMT-1600 Cardiology and EKG Interpretation . . . . .	3
EMT-1620 Paramedic Practice II . . . . .	3
EMT-2510 Special Patient Populations and Medical Emergencies II. . . . .	3
EMT-2000 Preparation for EMT-I Certification. . . . .	2
<b>Total Required for Certificate</b> . . . . .	<b>30 Credits</b>

### Paramedic Programs

The EMT-Paramedic is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Paramedic program provides students with the skills, knowledge and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the associate of applied science degree or certificate option. EMT-Basic certification and completion of an approved EMT-I curriculum or EMT-I licensure is a prerequisite for entry into both options. The program integrates classroom, laboratory and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Services Systems, The Emergency Medical Services Board. Upon successful completion of the program, graduates are eligible to take the national certifying examination.

Graduates of the EMT-Paramedic programs will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level EMT-Paramedic provider
- Perform skills necessary to fulfill the role of an entry-level EMT-Paramedic provider
- Operate equipment necessary to perform as an entry-level EMT-Paramedic provider
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level EMT-Paramedic provider
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying EMT-P examination.

## Emergency Medical Technician-Paramedic

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

Program Code: EMT.P.AAS.PETIT

<b>Program Concentration</b> . . . . .	<b>49 Credits</b>
(30 credits of EMT-I plus 19 credits EMT-P)	
EMT-2530 Paramedic Practice III. . . . .	3
EMT-2520 Medical Emergencies and Patient Assessment II . . . . .	3
EMT-2540 Paramedic Practice IV** . . . . .	3
EMT-2560 Preparation for EMT-P Certification** . . . . .	2
BIO-2050 Human Anatomy and Physiology I*. . . . .	4
BIO-2060 Human Anatomy and Physiology II* . . . . .	4
<b>Required General Education Courses</b> . . . . .	<b>21 Credits</b>
English Composition I and II*. . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: SPH-1090	
Group 2: ART-1010, PHL-1010, PHL-1330, THE-1010 or any foreign language course	
Mathematics* . . . . .	3
MAT-1120	
Science*—see program concentration	
Social Sciences* . . . . .	3
PSY-1010	
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A.S. Degree</b> . . . . .	<b>70 Credits</b>

## Emergency Medical Technician-Paramedic

Certificate

Program Code: EMT.P.CT.PETIT

<b>Program Concentration</b> . . . . .	<b>45 Credits</b>
(30 credits of EMT-I plus 15 credits EMT-P)	
EMT-2530 Paramedic Practice III. . . . .	3
EMT-2520 Medical Emergencies and Patient Assessment II . . . . .	3
EMT-2540 Paramedic Practice IV** . . . . .	3
EMT-2560 Preparation for EMT-P Certification** . . . . .	2
EMT-2580 Study of Human Systems for Paramedics. . . . .	4
<b>Total Required for Certificate</b> . . . . .	<b>45 Credits</b>

Programs of Study

\* Satisfies general education requirement (see Chapter 4)  
 \*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Engineering

The college offers three engineering degree programs: an A.S. in Engineering, an A.S.E. in Computer Engineering, and an A.S.E. in Electrical Engineering. Students who graduate in one of the engineering programs are prepared to transfer as a college juniors to four-year institutions to obtain a bachelor's degree in one of the engineering disciplines.

A precalculus mathematics sequence is available for students who need review or additional preparation before starting engineering and calculus courses.

Credits earned at Prince George's Community College toward one of the Engineering degrees transfer to the University of Maryland, Catholic University, and other schools that award bachelor's degrees in engineering. Students should consult with an advisor about transfer requirements. For more information about the Engineering programs call 301-386-7536.

Engineering Graduates of the A.S. or A.S.E. degree programs will be able to:

- Read, write and speak English at a scientific level
- Reason abstractly and think critically
- Engage in qualitative and quantitative reasoning to interpret, analyze and solve problems
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Understand and apply the scientific methods
- Locate, evaluate and effectively synthesize technical information
- Use computers and other technology at a professional level
- Apply ethical principles in professional and personal decision-making

### Engineering A.S.

#### Engineering

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

Program Code: ENGR.AS

Engineers need to think logically, communicate effectively and be well-grounded in science and mathematics. The Engineering A.S. program provides the engineering, mathematics, science and general education courses that are taken by all engineering students in their freshman and sophomore years.

#### Program Concentration . . . . . 48 Credits

EGR-1010 Introductory Engineering . . . . .	3
EGR-2200 Engineering Mechanics . . . . .	3
MAT-2410 Calculus I for Science and Engineering* . .	4
MAT-2420 Calculus II for Science and Engineering . .	4
MAT-2430 Calculus III for Science and Engineering . .	4
MAT-2460 Differential Equations. . . . .	4
(MAT-2450 may be substituted for MAT-2430 or MAT-2460.)	
PHY-1030 General Physics I* . . . . .	3
PHY-2030 General Physics II. . . . .	4
PHY-2040 General Physics III. . . . .	4
CHM-1010 General Chemistry I* . . . . .	4
CHM-1020 General Chemistry II. . . . .	3
CHM-1030 General Chemistry II Lab . . . . .	2

Engineering electives. . . . .	6
EGR-2210, EGR-2220, EGR-2030	
EGR-2050, EGR-2060	
EGR-2440 or EGR-2450	

#### Required General Education Courses . . . . . 18 Credits

English Composition I and II*. . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: SPH-1010 or SPH-1110	
Group 2: ART-1010, MUS-1010, PHL-1010, PHL-1090, THE-1010 or any foreign language	

Social Sciences* . . . . .	6
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#### Total Required for A.S. Degree . . . . . 66 Credits

## Engineering Technology

Engineering Technology at Prince George's Community College includes electronic engineering technology, computer engineering technology and space engineering technology. All of these areas offer opportunities for immediate employment after graduation or transfer to a four-year engineering technology program.

Students choosing to concentrate in the electronics area receive a background in general principles and troubleshooting concepts, rather than training on how to repair specific equipment. They should find employment working with communication systems, medical electronics and consumer and industrial systems. Students who choose to concentrate on computer engineering technology can be employed as computer hardware technicians, help desk technicians and network technicians. The coursework also prepares students to take and pass CompTIA's A+ computer hardware technician certification and Network+ certification exams. Students who choose to concentrate in the networking/Internet working field will be prepared for the Cisco CCNA certification exam. Students who choose to concentrate in space engineering technology will be ready for employment at Goddard Space Flight Center and its associated contractors.

Students who choose the transfer concentration are ready to transfer into the BSET programs at Capitol College, University of Maryland Eastern Shore and Old Dominion University. Graduates who substitute higher-level math and science courses also may transfer into the Engineering programs at Capitol College.

For more information, contact the Engineering Technology program at 301-322-0751.

Graduates of the Engineering Technology A.A.S. degree program will be able to:

- Use operating systems word processors, spreadsheets, and Web browsers to solve technical problems and present the solutions
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as C++ or LabVIEW
- Upgrade and repair personal computers
- Design, build, and test basic analog and digital electronic circuits
- Design, build, and manage local area networks; understand basic telecommunications systems and protocols



- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a technical problem in which the student has no specific background.
- Produce a comprehensive written report and oral presentation describing the project

## Engineering Technology

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

Program Code: ENGR.TECH.AAS

### Program Concentration . . . . . 28 Credits

ENT-1710 Circuits and Measurement Techniques . . . . .	3
ENT-1770 Introduction to Computing for Technology* . . . . .	3
ENT-1800 Digital Circuits . . . . .	4
INT-1540 Computer Hardware I: A+ Preparation . . . . .	3
ENT-1850 Circuit Evaluation and Repair . . . . .	2
INT-1550 Introduction to Networks: Network + Preparation . . . . .	3
INT-2530 Telecommunications . . . . .	3
INT-2540 Computer Hardware II: A+ Preparation . . . . .	4
ENT-2900 Systems Analysis Project** . . . . .	3

### Technical Electives . . . . . 11-16 Credits

Students may choose any course from any of the suggested program concentrations listed below or any INT, ENT, MAT or science course approved by the department chair or coordinator. The concentrations are suggestions only; students do not have to follow a suggested program concentration in its entirety and may choose courses from among different concentrations.

#### Computer Engineering Technology

INT-1560 Personal Computer Configuration and Assembly . . . . .	1
INT-2560 Advanced PC Configuration and Repair . . . . .	4
INT-1700 Understanding Operating Systems . . . . .	3
INT-2720 UNIX/Linux Operating System . . . . .	4

#### Electronics Engineering Technology

ENT-1720 Circuit Analysis and Design . . . . .	3
ENT-1780 Analog Circuits . . . . .	3
ENT-2200 High-Reliability Soldering and Fabrication . . . . .	2
ENT-2810 CPU Architecture . . . . .	4

#### Networking/Internetworking

INT-1450 CCNA 1: Network Fundamentals . . . . .	4
INT-1460 CCNA 2: Routing Protocols . . . . .	4
INT-2450 CCNA 3 LAN Switching and Wireless . . . . .	4
INT-2460 CCNA 4: Accessing the WAN . . . . .	4

#### Space Engineering Technology

ENT-1720 Circuit Analysis and Design . . . . .	3
ENT-1860 Fundamentals of Quality Assurance . . . . .	3
ENT-1900 Introduction to Space Technology . . . . .	3
ENT-1920 Quality Management: Engineering Process . . . . .	3
ENT-2200 High-Reliability Soldering and Fabrication . . . . .	2

### Transfer to Bachelor of Science in Engineering

#### Technology (BSET) Program

MAT-1350 College Algebra . . . . .	3
MAT-1360 Trigonometry and Analytic Geometry . . . . .	4
MAT-2410 Calculus I for Science and Engineering . . . . .	4

#### Required General Education Courses . . . . . 23 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
Any SPH course from approved general education list	
Mathematics* . . . . .	3
MAT-1340 or higher	
Science* . . . . .	8
PHY-1570	
PHY-1010 or PSC-1010/1020	
Social Sciences* . . . . .	3

#### Total Required for A.A.S. Degree . . . . . 62 -67 Credits

## English

### English Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: ENGL.AA

The English Option is recommended for students planning to pursue a bachelor's degree in English. The American, British and world literature survey courses and electives in this option provide the foundation for the upper-level literature classes students will take when they transfer to a four-year college or university. To build an understanding of the cultural context for the works of literature, the option also includes history and humanities courses. Students should consider the program requirements of their desired transfer institution as they make their course selections. Some colleges may require courses in a foreign language.

Graduates with the English Option of the General Studies A.A. degree will be able to:

- Identify major authors, titles and literary trends of the periods studied
- Produce written and oral analysis of characters, themes, plots, symbolism and language of works in American, British and world literature
- Explain how the works studied reflect the social and intellectual climate of the historical period when they were written
- Demonstrate some familiarity with literary criticism and its application
- Work with primary and secondary sources, attributing and documenting them ethically in Modern Language Association style
- Demonstrate knowledge of the history and development of English grammar and usage
- Pursue a bachelor's degree in English at a four-year institution

English continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**English** continues from previous page

<b>Program Concentration</b> . . . . .	<b>27 Credits</b>
EGL-2270 Applied Grammar . . . . .	3
Choose three courses from the following	
literature surveys . . . . .	9
EGL-2010 British Literature from the Anglo-Saxon Period Through the 18th Century	
EGL-2030 British Literature of the 19th and 20th Centuries	
EGL-2050 American Literature from the Beginnings to the Late 19th Century	
EGL-2070 American Literature from the Late 19th Century to the Present	
EGL-2130 African-American Literature Pre-1800 to 1920	
EGL-2140 African-American Literature 1920 to the present	
Choose one course from the following . . . . .	3
EGL-2090 World Literature from Ancient Times Through the Middle Ages	
EGL-2110 World Literature from the Renaissance to the Present	
Choose two courses from the following that complement the literature surveys selected . . . . .	6
HST-1310 Ancient and Medieval History	
HST-1320 Modern History	
HST-1370 The World in the Twentieth Century	
HST-1410 History of the United States I	
HST-1430 History of the United States II	
Electives . . . . .	6
Any credit courses except PED-1030 (Recommended: 2000-level EGL literature or creative writing courses)	
<b>Required General Education Courses</b> . . . .	<b>34–35 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
One additional course from either the Social Sciences or Humanities approved general education list . . . .	3
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A. Degree</b> . . . . .	<b>61–62 Credits</b>

## Environmental Studies

The Environmental Studies Program is recommended for students planning to pursue a bachelor's degree in environmental studies, environmental science, environmental policy, or related fields. The Environmental Studies Program requires fundamental biology, chemistry, and mathematics courses integral to the study of the environment, with additional course options in areas of economics, health, and policy. Students in this program are encouraged to consider the program requirements of their desired transfer institution as they make their course selections.

### Environmental Studies

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

Program Code: ENVR.STUD.AS

Graduates of the Environmental Studies A.S. Degree program will be able to:

- Describe key environmental principles in the discipline of biology, including the areas of ecology, evolutionary biology, cell biology, and molecular biology.
- Describe key principles in the disciplines of chemistry, geography, and economics.
- Demonstrate scientific laboratory skills.
- Demonstrate written and oral communication skills.
- Apply the scientific method and basic experimental design to interpret information and draw conclusions.
- Apply principles of mathematics to problems in environmental studies.
- Evaluate relationships among the various disciplines in the program.
- Evaluate the impacts of policy decisions on the environment.
- Identify positions on contemporary societal issues in environmental studies, including sustainability.

### Program Concentration . . . . .

<b>24 Credits</b>	
BIO-1110 Environmental Biology . . . . .	3
BIO-1140 Principles of Biology: Cellular and Molecular Biology . . . . .	4
BIO-2330 Fundamentals of Soil Science . . . . .	4
CHM-1020 General Chemistry II . . . . .	3
CHM-1030 General Chemistry II Lab . . . . .	2
CHM-2010 Organic Chemistry I . . . . .	4
GEO-1020 Physical Geography Laboratory . . . . .	1
BIO-2300 Introduction to Environmental Health . . . .	3
or POS-1400 Introduction to Environmental Policy	

### Program Concentration Electives . . . . .

<b>4</b>
Choose one of the following:
BIO-2010 Microbiology
PHY-1010 Introductory Physics I
MAT-2420 Calculus II for Science and Engineering

### Required General Education Courses . . . .

<b>32–33 Credits</b>	
English Composition I . . . . .	3
English Composition II . . . . .	3
EGL-1020 recommended	

Humanities . . . . .	6
Choose one course from each group:	
Group 1: any Speech course from the General Education List	
Group 2: any Humanities course except Speech from the General Education List (ART-1010, MUS 1010, or THE-1010 recommended for UMCP transfers)	
Mathematics . . . . .	3–4
MAT-1350 or higher (MAT-2160 or MAT-2410 recommended for UMCP transfer)	
Science . . . . .	8
BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior	
CHM-1010 General Chemistry I	
Social Sciences . . . . .	6
ECN-1040 Principles of Microeconomics	
GEO-1010 Physical Geography	
Information Technology . . . . .	3
INT-1010	

**Total Required for the A.S. Degree . . . . . 60-61 Credits**

## Environmental Studies

### Certificate

Program Code: ENVR.STUD.CT

This certificate program provides a core set of skills and knowledge that may lead to or advance careers in fields involving sustainable technologies and resources. Such fields include natural resources conservation and management, soil and watershed science, ecological technology design, and environmental health. The certificate program includes fundamental biology, chemistry, and mathematics courses integral to the study of the environment.

### Program Concentration . . . . . 25-26 credits

BIO-1110 Environmental Biology . . . . .	3
BIO-1130 Principles of Biology: Evolution, Ecology and Behavior . . . . .	4
BIO-1140 Principles of Biology: Cellular and Molecular Biology . . . . .	4
BIO-2330 Fundamentals of Soil Science . . . . .	4
CHM-1010 General Chemistry I . . . . .	4
MAT-1350 College Algebra (or any higher-level MAT course) . . . . .	3–4
BIO-2300 Introduction to Environmental Health . . . . .	3
or POS-1400 Introduction to Environmental Policy	

### Electives . . . . . 3–4

Choose one of the following:	
ECN-1040 Principles of Microeconomics	
PHY-1010 Introductory Physics	
BIO-2010 Microbiology	
GEO-1010 Physical Geography with GEO-1020 Physical Geography Laboratory	

**Total required for the Certificate . . . . . 28-30 Credits**

## Fire Science

### Fire Science

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

*For employees and volunteers of the Fire/EMS Department only.*

Program Code: FIRE.AAS

The Fire Science A.A.S. program prepares graduates to function as entry-level fire service personnel and emergency service providers and provides a pathway to professional advancement within the fire department for career personnel currently employed as fire fighters. The curriculum is a partnership between Prince George's Community College, the Prince George's County Fire/EMS Department and the Maryland Fire and Rescue Institute (MFRI). Students will complete 18 credits of required state/nationally-mandated Fire/EMS Department Career Recruit School courses, which are taught by MFRI at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs. For more information, call 301-322-0553.

Graduates of the Fire Science Associate of Applied Science degree program will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Effectively perform basic fire fighting operations and hazardous materials first response as part of a fire fighting team
- Effectively perform emergency medical care in a pre-hospital environment at the basic life support level
- Apply knowledge about the classification system of buildings which affects emergency operations
- Demonstrate sensible and safe emergency vehicle driving procedures and collision avoidance in the operation of fire and rescue service apparatus and truck company operations
- Explain the fundamentals of arson investigation and the documentation, collection and preservation of physical evidence as it relates to fire scenes
- Demonstrate skills needed to become a journeyman firefighter
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Fire Science at a four-year college or university

### Program Concentration . . . . . 18 Credits

FSC-1010 Firefighter I . . . . .	3
FSC-1020 Emergency Medical Technician Basic . . . . .	6
FSC-1030 Hazardous Materials Operations . . . . .	1
FSC-1200 Principles of Building Construction:	
Combustible . . . . .	1
FSC-1210 Principles of Building Construction:	
Non-Combustible . . . . .	1
FSC-1300 Emergency Vehicle Operator . . . . .	2
FSC-2010 Firefighter II . . . . .	2

**Fire Science** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Fire Science** continues from previous page

FSC-2020 Truck Company Fireground Operations . . .	1
FSC-2060 Firefighter Survival and Rescue . . . . .	1
<b>Supporting Courses . . . . .</b>	<b>12 Credits</b>
FOS-2500 Forensic Science . . . . .	3
FOS-2530 Fire and Arson Investigation . . . . .	3
BMT-1010 Introduction to Business or BMT-1900 Introduction to Public Administration	3
BMT-1960 Public Service Management or FSC-2930 Work-Based Experience . . . . .	3
<b>Required General Education Courses . . . .</b>	<b>21–22 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	3
Choose one SPH course: SPH-1010, SPH-1050, SPH-1090 or SPH-1110	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	3
Information Technology* . . . . .	3
INT-1010	
<b>Electives . . . . .</b>	<b>9 Credits</b>
Any credit courses except PED	
<b>Total Required for A.A. Degree . . . . .</b>	<b>60–61 Credits</b>

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## Food Science

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### Food Science Option

*of General Studies Associate of Arts Degree (A.A.)*  
Program Code: FOOD.SCI.AA

This is the recommended program of study for students planning to pursue a B.S. in Food Science at the University of Maryland College Park (UMCP). Working closely with the department chair and Advising is strongly recommended in order to meet UMCP's CORE requirements.

Graduates with the Food Science Option of the General Studies A.A. degree will be able to:

- Apply the principles of chemical, physical, microbiological sciences to foods
- Demonstrate an understanding of the relationships between food complexity and food processing
- Apply critical thinking and abstract reasoning to current research in food manufacture and safety
- Communicate effectively using basic scientific and nutrition terminology
- Transfer into a bachelor's degree program at a four-year institution

<b>Program Concentration . . . . .</b>	<b>28 Credits</b>
NTR-1100 Introduction to Food Science . . . . .	3
CHM-1010 General Chemistry I . . . . .	4
CHM-1020 General Chemistry II . . . . .	3
CHM-1030 General Chemistry II Lab . . . . .	2
CHM-2010 Organic Chemistry I . . . . .	4
CHM-2020 Organic Chemistry II . . . . .	3
CHM-2040 Organic Chemistry II Lab . . . . .	2

BIO-2010 Microbiology . . . . .	4
MAT-2160 Applied Calculus I . . . . .	3
<b>Required General Education Courses . . . . .</b>	<b>34 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1350 College Algebra	
Science* . . . . .	7
NTR-1010 Introductory Nutrition*	
BIO-1140 Principles of Biology: Cellular and Molecular Biology	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
One additional course from either the Social Sciences or Humanities approved general education list . . .	3
Information Technology* . . . . .	3
INT-1010	

**Total Required for A.A. Degree . . . . .** 62 Credits

**Note:** *General Education courses should be chosen to address UMCP's CORE requirements.*

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## Forensic Science

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The Forensic Science Associate of Science (A.S.) degree provides the foundation for students who plan to pursue a bachelor's or a master's degree in forensic science. The program combines a science curriculum with hands-on experience in the collection, processing and analysis of physical evidence in criminal cases. The incorporation of physical science, criminal investigation and the law provides a comprehensive understanding of the evidentiary process. Students learn investigative techniques and data analysis coupled with critical-thinking, verbal and written communication skills that are essential for the constantly evolving forensic science disciplines. The Forensic Science A.S. degree program articulates with the University of Baltimore and the University of Maryland University College. Before registering for forensic science courses, students, including those with bachelor's or advanced degrees, should consult with program faculty or an academic advisor and also should check with the four-year institution to which they plan to transfer. Individuals with a bachelor's degree may work as crime scene technicians or laboratory examiners for federal, state or local law enforcement agencies or private crime laboratories. For more information, call 301-322-0553.

Graduates of the Forensic Science A.S. degree program will be able to:

- Communicate effectively and professionally in both oral and written forms

- Read critically and use written material to support logical reasoning and solve problems
- Develop a working knowledge of the criminal justice system and the rules of evidence
- Demonstrate the documentation, collection and preservation of physical evidence from a crime scene
- Apply the scientific method and basic principles of the biological and physical sciences in the analysis of evidence and to legal concepts and cases
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Forensic Science at a four-year college or university

## Forensic Science

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

Program Code: FORS.AS

### Program Concentration . . . . . 31 Credits

BIO-2500 Principles of Forensic Biology . . . . .	4
CHM-1020 General Chemistry II . . . . .	3
CHM-1030 General Chemistry II Lab . . . . .	2
PHY-1010 Introductory Physics I or CHM-2050 Forensic Chemistry (Offered spring semester) . . . . .	4
CJT-1510 Introduction to Criminal Justice . . . . .	3
CJT-2510 Criminal Law . . . . .	3
FOS-2500 Forensic Science . . . . .	3
FOS-2550 Photography in the Forensic Sciences . . . . .	3
FOS-2590 Crime Scene Investigation . . . . .	3

### Program Elective . . . . . 3

Choose one course from the following:	
PSY-2130 Forensic Psychology	
FOS-2510 Forensic Aspects of Death Investigation	
FOS-2520 Forensic Aspects of Drug Identification and Abuse	
FOS-2530 Fire and Arson Investigation (Offered spring only)	
FOS-2540 Physical Identifiers (Fingerprinting Techniques) (Offered fall only)	
FOS-2570 Firearms and Tool Marks Identification (Offered fall only)	
FOS-2580 Basic Accident Investigation (Offered spring only)	
FOS-2600 Computer Forensics I	
FOS-2910-2930 Cooperative Education	

### Required General Education Courses . . . . . 32 Credits

English* . . . . .	6
EGL-1010 Composition I and EGL-1020 Composition II or EGL-1340 Technical Writing	
Humanities* . . . . .	6
PHL-1100 or PHL-1010 SPH-1090 or SPH-1010	
Mathematics* . . . . .	3
MAT-1350	

Science* . . . . .	8
BIO-1140, CHM-1010	
Social Sciences* . . . . .	6
PSY-1010, SOC-1010	
Information Technology* . . . . .	3
INT-1010	

**Total Required for A.S. Degree . . . . . 63 Credits**

## General Studies

This program is for students interested in transferring to institutions without a foreign language requirement. The program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical and critical-thinking skills. An associate degree in General Studies include courses in humanities, social sciences, English, science and math, which enable students to sample various subject matters and methodologies so they can make informed educational and career choices.

This program transfers to four-year colleges and universities. The various options of the General Studies A.A. degree are listed in the index and are located alphabetically in this chapter. Students should consult with an advisor about transfer requirements. For more information about the General Studies program, call 301-322-0151.

Graduates of the General Studies A.A. degree program will be able to:

- Challenge assumptions, analyze oral and written material, synthesize the material and reach logical conclusions
- Develop speaking and listening skills such that one can communicate effectively in interpersonal, small groups (including both nonverbal and verbal language usage) and in larger, impersonal forums
- Write, edit and proofread using correct standard grammar and punctuation
- Apply the scientific method to problems in the physical world
- Understand the nature and value of the fine, literary and performing arts
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Demonstrate informational literacy and apply technological competencies to enhance and accelerate communication through word processing on the computer
- Apply what they have learned from significant historical events since colonial times in the United States to current political and social problems today

## General Studies

*Associate of Arts Degree (A.A.)*

Program Code: GENL.STUDIES.AA

### Program Concentration . . . . . 26–27 Credits

Select courses appropriate for planned transfer program.  
Limit: 2 PED credits.

### Required General Education Courses . . . . 34–35 Credits

English Composition I and II* . . . . .	6
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**General Studies** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**General Studies** continues from previous page

Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
Information Technology* . . . . .	3
INT-1010	
One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3
<b>Total Required for A.A. Degree . . . . .</b>	<b>60–62 Credits</b>

## Transfer Studies

### Certificate

Program Code: GENL.TRAN.CT

This is a flexible certificate that, with the exception of English 1010, allows students to take the general education courses of their choice. When students complete the certificate, they have achieved college sophomore standing and have earned credits that will transfer to many four-year institutions.

<b>Required General Education Courses . . . .</b>	<b>27–28 Credits</b>
English Composition I . . . . .	3
EGL-1010	
English Composition II . . . . .	3
EGL-1020 recommended	
Humanities . . . . .	6
Choose two courses from approved general education list	
Social Sciences . . . . .	9
Choose three courses from approved general education list	
Mathematics . . . . .	3
MAT-1120 or higher	
Science . . . . .	3–4
<b>Elective . . . . .</b>	<b>3 Credits</b>
Any credit course except PED	
<b>Total Required for Certificate . . . . .</b>	<b>30–31 Credits</b>

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## Health Education

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### Health Education Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: HLTH.ED.AA

Graduates of the Health Education Option of the General Studies A.A. degree program will be able to:

- Apply critical thinking skills to assess health, wellness and physical fitness
- Demonstrate use of interpersonal skills using verbal and written communication
- Use technology to research consumer-related health information and changing health-related trends
- Provide First Aid and CPR
- Evaluate health issues from a multicultural perspective
- Analyze issues related to individual and community health
- Pursue a bachelor's degree at a four-year college or universities that offer Health Education as a teaching option or other health-related program

### Program Concentration . . . . . 26 Credits

HLE-1150 Personal and Community Health . . . . .	3
HLE-2000 Application of Concepts for Fitness and Wellness . . . . .	3
HLE-2130 First Aid-Responding to Emergencies /CPR FPR . . . . .	3
HLE-2210 Human Sexuality . . . . .	3
NTR-1010 Introductory Nutrition . . . . .	3
Choose one course from the following . . . . .	3
HLE-2010 Health Issues in a Culturally Diverse Society	
HLE-2150 Introduction to Child Health	
HLE-2250 Health Issues for Women	
BIO-2050 Anatomy and Physiology I . . . . .	4
BIO-2060 Anatomy and Physiology II . . . . .	4

### Required General Education Courses . . . . 34–35 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from the approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from the approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
CHM-1010 General Chemistry I and one of the following:	
BIO-1010 General Biology	
BIO-1040 Principles of Biology: Cellular and Molecular Biology	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3
Information Technology* . . . . .	3
INT-1010	

**Total Required for A.A. Degree . . . . . 60–61 Credits**

## Health Science Clinical Information

One of the most rapidly growing career paths is in health care. In response to the need for highly skilled health care workers, Prince George's Community College continues to offer state-of-the-art health science programs. As the health care delivery system changes, health personnel find employment opportunities in hospitals and community agencies designed to provide different types of care, including intensive, chronic and ambulatory. All health science programs have state approval and specialized accreditation. Both nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by the National League for Nursing Accrediting Commission. All allied health programs have state approval and are accredited by the applicable accrediting body: Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), Committee on Accreditation for Respiratory Care (CoARC), Joint Review Committee on Education in Radiologic Technology (JRCERT), Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). Although graduates are eligible to take the licensure/certification examinations upon program completion, there are restrictions about sitting for the examination if an applicant has been convicted of a felony or a misdemeanor. See program coordinator for additional information.

Satisfactory completion of a health sciences career program prepares the graduate to:

- 1) Perform the cognitive, technical and psychomotor skills necessary for a beginning health care practitioner in his/her respective program
- 2) Demonstrate ethical behaviors and a professional demeanor consistent with the profession's code of ethics
- 3) Sit for the certification/licensing examination appropriate to the field of study.

Students interested in one of the health career programs must meet the eligibility criteria for admission. For more information about these programs, call 301-322-0151 (Advising) or 301-322-0733 (Allied Health) or 301-322-0731 (Nursing).

The programs of study for the following health science clinical areas are included alphabetically throughout this chapter:

- Emergency Medical Technician–Intermediate
- Emergency Medical Technician–Paramedic
- Health Information Management
- Nuclear Medicine Technology
- Nursing
- Radiography
- Respiratory Therapy

### Multidisciplinary Health Education

Multidisciplinary Health Education courses offer opportunities for learning across the various disciplines of health careers for students and health care professionals. Courses may be taken for credit or as a noncredit option with professional CEU approval. See Chapter 6 for Multidisciplinary Health Education (MHE) course descriptions

## Health Information Management

### Health Information Management

*Formerly Health Information Technology*  
*Associate of Applied Science Degree (A.A.S.)*  
 Program Code: HLTH.INFO.PETIT

Designed for the dynamic field of health information management, this program integrates the disciplines of medicine, computer technology and business management. Students who are interested in studying diseases and treatments but are not interested in hands-on patient care will find this a challenging career path. The graduate is prepared to perform technical and supervisory duties in organizing, analyzing and generating health data for reimbursement, planning, quality improvement, research and the legal issues surrounding the release of health information.

Employment opportunities exist in a broad range of settings, such as hospitals, home health care, nursing homes, health maintenance organizations (HMOs), physicians' offices, consulting, computer software companies and government agencies. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 2330 Michigan Avenue, Suite 21500, Chicago, IL 60601; 312-233-1183 in cooperation with the American Health Information Management Association (AHIMA).

Graduates of the Health Information Management A.A.S. degree program will be able to:

- Apply skills in releasing medical information according to legal, regulatory and facility policies
- Apply knowledge of anatomy and physiology, medical terminology and disease processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Analyze clinical information needed for decision support, research and performance improvement
- Use technology, including hardware and software, to ensure data collection, storage, retrieval and reporting of information; protect data integrity, security, and confidentiality of patient health records.
- Demonstrate effective oral and written communication skills
- Maintain behaviors consistent with the professional Code of Ethics of the American Health Information Management Association
- Apply for the American Health Information Management Association's national certifying examination for Registered Health Information Technicians (RHIT). Passing this examination entitles the graduate to use the credential registered health information technician (RHIT).

### Program Concentration . . . . . 41 Credits

HIM-1500 Fundamentals of Health Information . . . . .	5
HIM-1530 Medical Terminology . . . . .	4
HIM-1540 Directed Clinical Practice I . . . . .	1
HIM-1550 Disease Processes . . . . .	4
HIM-1580 Principles and Applications of ICD-9-CM4 HIM-1600 Principles and Applications of CPT . . . . .	2

**Health Information Management** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Health Information Management** continues from previous page

HIM-2510 Health Information Statistics and Quality Improvement . . . . .	5
HIM-2530 Health Information Management** . . . . .	3
HIM-2550 Health Information in Alternative Care . . . . .	2
HIM-2560 Directed Clinical Practice II. . . . .	3
HIM-2580 Directed Clinical Practice III** . . . . .	2
HIM-2600 Medical Reimbursement and Billing. . . . .	3
BMT-1550 Elements of Supervision . . . . .	3
<b>Required General Education Courses . . . . .</b>	<b>26 Credits</b>
English Composition I and II* . . . . .	6
EGL-1010 and EGL-1320	
Humanities* . . . . .	3
SPH-1010 or SPH-1050	
Mathematics* . . . . .	3
MAT-1140	
Science* . . . . .	8
BIO-2050 and BIO-2060 (Students transferring BIO-2050 to Prince George's Community College from another institution are exempted from the BIO-1010 requirement)	
Social Sciences* . . . . .	3
PSY-1010	
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A.S. Degree . . . . .</b>	<b>67 Credits</b>
<i>Note: If not previously completed, BIO-2060 must be taken concurrently with HIM-1500.</i>	

## Medical Coder/Billing Specialist

Certificate

Program Code: HLTH.BILL.PETIT

This certificate prepares students for employment in hospitals, physicians' offices and other health care settings as medical coders, abstractors and medical billers of clinical patient information using ICD-9-CM, HCPCS/CPT. In addition, students will learn about other related classification systems, clinical documentation requirements, prospective payment systems, e.g., diagnosis-related groups (DRGs), reimbursement strategies and the processing of medical claims. The program incorporates classroom instruction and a practicum covering a wide variety of medical specialties in both ambulatory and inpatient care.

Graduates of the Medical Coder/Billing Specialist Certificate program will be able to:

- Apply knowledge of anatomy and physiology, medical terminology and diseases processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Demonstrate effective oral and written communication skills
- Apply to take one of three national certifying examinations administered by the American Health Information Management Association (AHIMA) to become a certified coding associate (CCA), certified coding specialist (CCS) or certified coding specialist-physician (CCS-P)
- Apply to take the national certifying examinations administered by the American Academy of Professional Coders (AAPC)

**Program Concentration . . . . .** 25 Credits

HIM-1500 Fundamentals of Health Information . . . . .	5
HIM-1530 Medical Terminology . . . . .	4
HIM-1550 Disease Processes . . . . .	4
HIM-1580 Principles and Applications of ICD-9-CM . . . . .	4
HIM-1600 Principles and Applications of CPT . . . . .	2
HIM-2560 Directed Clinical Practice II. . . . .	3
HIM-2600 Medical Reimbursement and Billing. . . . .	3
<b>Required General Education Courses . . . . .</b>	<b>14 Credits</b>
EGL-1010 . . . . .	3
BIO-2050 and BIO-2060†. . . . .	8
INT-1010. . . . .	3
<b>Total Required for Certificate . . . . .</b>	<b>39 Credits</b>
If not previously completed, BIO-2060 must be taken concurrently with HIM-1500.	

## Hospitality Services Management

### Hospitality Services Management

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

Program Code: HOSP.SERV.AAS

The A.A.S. in Hospitality Services Management is a flexible degree designed to introduce students to the key skills and concepts required for a successful career in the expanding field of hospitality services. The core courses provide a strong background in aspects of the hospitality industry that cut across all segments with an emphasis on real world applications and experiential learning. The curriculum is designed with adequate credits allotted to electives within the department, thus allowing students the opportunity to pursue more specialized training in industry segments of their particular interest. These areas include restaurants and food service, hotels and resorts, meetings and conventions, special events, tourism, entrepreneurship, and more.

Graduates of the program will be able to:

- Communicate effectively both verbally and in writing
- Use appropriate technologies including Microsoft Office, industry specific software, and social media for marketing
- Describe industry standards of performance, career progressions, and quality guest service
- Discuss the essential role of interpersonal skills in the hospitality industry, including leadership, professionalism, ethics including the work ethic, networking, and cross-cultural awareness.

**Program Concentration . . . . .** 31 Credits

HSM-1510 Introduction to Hospitality Industry . . . . .	3
HSM-1550 Food Service Manager Training and Certification in Sanitation . . . . .	1
HSM-1580 Using Technology in the Hospitality Industry. . . . .	3
HSM-1621 Hotel Operations Management. . . . .	3
or HSM-1630 Food Service Operations	
HSM-1990 Leadership and Interpersonal Dynamics in the Hospitality Industry. . . . .	3
HSM-2050 Human Resource Management for Hospitality and Tourism . . . . .	3
HSM-2071 Managing Staff and Service in Hospitality . . . . .	3



HSM-2530 Hospitality Sales and Marketing . . . . .	3
HSM-2550 Understanding Hospitality Law . . . . .	3
ACC-1030 Accounting for Managers . . . . .	3
HSM-2760 Hospitality Seminar	

**Electives . . . . . 8–9 Credits**

HSM-1520 Convention Management and Service . . . .	3
HSM-1560 Catering and Banquet Planning . . . . .	3
HSM-1640 Special Event Planning . . . . .	3
HSM-1740 Bed and Breakfasts . . . . .	1
HSM-1750 Wines and Spirits . . . . .	1
HSM-1810 Introduction to Travel and Tourism . . . .	3
HSM-2020 Food and Beverage Purchasing and Cost Control . . . . .	3
HSM-2040 Bar and Beverage Management . . . . .	3
HSM-2640 Security and Loss Prevention Management	3

**Required General Education Courses . . . . 21–22 Credits**

English Composition I* . . . . .	3
English Composition II* . . . . .	3
EGL-1320 recommended	
Humanities* . . . . .	3
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3
Social Sciences* . . . . .	3
General Education Elective* . . . . .	3–4
Any course from approved general education list	

**Total Required for A.A.S. Degree . . . . . 60–62 Credits**

## Hospitality Services Management

### Certificate

Program Code: HOSP.SERV.CT

**Program Concentration . . . . . 25 Credits**

HSM-1510 Introduction to Hospitality Industry . . . .	3
HSM-1550 Food Service Manager Training and Certification in Sanitation . . . . .	1
HSM-1580 Using Technology in the Hospitality Industry . . . . .	3
HSM-1621 Hotel Operations Management . . . . .	3
or HSM-1630 Food Service Operations	
HSM-1990 Leadership and Interpersonal Dynamics in the Hospitality Industry . . . . .	3
HSM-2050 Human Resource Management for Hospitality and Tourism . . . . .	3
HSM-2071 Managing Staff and Service in Hospitality . . . . .	3
HSM-2530 Hospitality Sales & Marketing . . . . .	3
HSM-2550 Understanding Hospitality Law . . . . .	3

**Electives . . . . . 5–6 Credits**

HSM-1520 Convention Management and Service . . . .	3
HSM-1560 Catering and Banquet Planning . . . . .	3
HSM-1640 Special Event Planning . . . . .	3
HSM-1740 Bed and Breakfasts . . . . .	1
HSM-1750 Wines and Spirits . . . . .	1
HSM-1810 Introduction to Travel and Tourism . . . .	3
HSM-2020 Food and Beverage Purchasing and Cost Control . . . . .	3
HSM-2040 Bar and Beverage Management . . . . .	3
HSM-2640 Security and Loss Prevention Management	3

**Total Required for Certificate . . . . . 30–31 Credits**

## Food Service Management

### Letter of Recognition

Program Code: FOOD.SERV.LOR

HSM-1550 Food Service Manager Training and Certification in Sanitation . . . . .	1
HSM-1560 Catering and Banquet Planning . . . . .	3
HSM-1630 Food Service Operations . . . . .	3
HSM-2020 Food and Beverage Purchasing and Cost Control . . . . .	3

**Total Required for Letter of Recognition . . . . 10 Credits**

## Lodging Management

### Letter of Recognition

Program Code: HOSPLODGE.MGT.LOR

HSM-1621 Hotel Operations Management . . . . .	3
HSM-1520 Convention Management and Service . . . .	3
or HSM-2530 Hospitality Sales and Marketing	
HSM-2640 Security and Loss Prevention Management . . . . .	3

**Total Required for Letter of Recognition . . . . 9 Credits**

## Meeting and Event Management

The program is designed to prepare students for careers in the expanding fields of event and meeting management. The curriculum includes a strong core of courses that introduce students to the fundamentals of convention and meeting planning, as well as to more specialized aspects of the industry: trade show and exposition management, event sponsorship, association and special interest meeting management, and social event planning. Finally, the curriculum presents concepts related to the wider world of hospitality management sales and marketing, the law, hotel operations, and sustainability issues.

Upon successful completion of the Meeting and Event Management degree, a graduate will be able to:

- Create a plan for a successful meeting or event
- Explain how to adjust meeting and event management skills based on the venue and/or context, in which it would be held;
- Demonstrate the critical skills of the professional meeting and event manager and
- Demonstrate leadership in group settings manager.

## Meeting and Event Management

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

(Pending MHEC Approval)

Program Code: HOSP.MTG.EVENT.AAS

**Program Concentration . . . . . 39 Credits**

HSM-1510 Introduction to the Hospitality Industry . .	3
HSM-1520 Fundamentals of Meeting, Convention and Event Management . . . . .	3
HSM-1580 Using Technology in the Hospitality Industry . . . . .	3
HSM-1621 Hotel Operations . . . . .	3
HSM-1640 Special Event Management . . . . .	3
HSM-1680 Event Sponsorship . . . . .	1
HSM-1810 Introduction to Travel and Tourism . . . .	3

**Meeting and Event Management** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Meeting and Event Management** continues from previous page

HSM-2050 Human Resource Management for Hospitality and Tourism . . . . .	3
HSM-2071 Managin Staff and Service in the Hospitality Industry . . . . .	3
HSM-2530 Hospitality Sales and Marketing . . . . .	3
HSM-2550 Hospitality Law . . . . .	3
HSM-2700 Sustainability in Hospitality . . . . .	3
HSM-2760 Hospitality Seminar . . . . .	3
HSM-1650 Planning for Association Events . . . . .	1
or HSM-1660 Planning for SMERF Events	
HSM-1670 Trade Shows and Expositions or HSM1860 Weddings and Social Events . . . . .	1
<b>Required General Education Courses . . . . .</b>	<b>21-2 Credits</b>
English Composition I . . . . .	3
English Composition II . . . . .	3
(EGL-1320 Writing for Business recommended)	
Humanities* . . . . .	3
(Foreign Language or Public Speaking recommended)	
Mathematics* . . . . .	3
MAT-1120 or higher (MAT-1140 recommended)	
Science* . . . . .	3-4
Social Sciences* . . . . .	3
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A.S. Degree . . . . .</b>	<b>60-1 Credits</b>

## Meeting and Event Management

*Certificate*

Program Code: HOSP.MTG.EVENT.CT

HSM-1510 Introduction to the Hospitality Industry . . .	3
HSM-1520 Fundamentals of Meeting, Convention and Event Management . . . . .	3
HSM-1580 Using Technology in the Hospitality Industry . . . . .	3
HSM-1621 Hotel Operations . . . . .	3
HSM-1640 Special Event Management . . . . .	3
HSM-1650 Planning for Association Events . . . . .	1
HSM-1680 Event Sponsorship . . . . .	1
HSM-1810 Introduction to Travel and Tourism . . . . .	3
HSM-2530 Hospitality Sales and Marketing . . . . .	3
HSM-2550 Hospitality Law . . . . .	3
HSM-2700 Sustainability in Hospitality . . . . .	3
HSM-2760 Hospitality Seminar . . . . .	3
<b>Choose one from:</b>	
HSM-1670 Trade Shows and Expositions . . . . .	1
or HSM1860 Weddings and Social Events	
<b>Total Required for Letter of Recognition . . .</b>	<b>33 Credits</b>

## Meeting and Event Management

*Letter of Recognition*

Program Code: HOSP.MGT.MGT.LOR

HSM-1520 Convention Management and Service . . . .	3
HSM-1560 Catering and Banquet Planning . . . . .	3
HSM-1640 Special Event Planning . . . . .	3
<b>Total Required for Letter of Recognition . . .</b>	<b>9 Credits</b>

## Human Services

The Human Services program provides students with training in both theory and practice required to work in the broad and growing field of human services, which includes assisting professionals in social work, mental health, counseling, rehabilitation, nursing and gerontology. Two structured internships give students direct experience in applied work settings. After completing this program, students will be qualified to work as paraprofessionals helping people with developmental disabilities, mental illness, chemical dependency, physical limitations, and other challenges. Students also may choose to continue their education by entering bachelor's degree programs in human services or social work.

### Human Services

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

Program Code: HUMN.SERV.AAS

Graduates of the Human Services A.A.S. degree program will be able to:

- Demonstrate knowledge of the major concepts, theoretical perspectives, empirical findings and historical trends in human services.
- Interact professionally with people from diverse backgrounds.
- Apply human services principles to personal, social and organizational issues.
- Use appropriate computer technology to complete relevant projects and assignments.
- Demonstrate social responsibility, civic engagement, and advocacy through participation in community and human service organizations and activities.
- Describe the process of screening, examining, evaluating, and diagnosing individuals with impairments, functional limitations, and disabilities related to movement, physical dysfunction and health and explain the importance and function of each step in the process.
- Describe ethical standards outlined by the National Organization for Human Services and the Council for Standards in Human Service Education and apply them to hypothetical situations.

### Program Concentration . . . . . 40 Credits

HUS-1010 Introduction to Human Services . . . . .	3
HUS-1020 Professional Ethics in Human Services . . . .	1
HUS-2010 Counseling, Assessment & Behavior Modification Techniques . . . . .	3
HUS-2020 Group and Family Counseling Skills . . . . .	3
HUS-2200 Developmental Disabilities . . . . .	3
HUS-2300 Chemical Dependency Counseling . . . . .	3
HUS-2400 Therapeutic Recreation . . . . .	3
HUS-2810 Human Services Internship I . . . . .	3
HUS-2820 Human Services Internship II . . . . .	3
PSY-2070 Human Growth and Development . . . . .	3
PSY-2080 Abnormal Psychology . . . . .	3
PSY-2120 Drugs and Behavior . . . . .	3
SOC-1010 Introduction to Sociology . . . . .	3

Social Science Electives Choose One . . . . .	3
PSY-1150 Death and Dying	
PSY-2030 Child Psychology	
PSY-2040 Adolescent Psychology	
PSY-2010 Personality and Adjustment	
PSY-2090 The Psychology of Aging	
PSY-2100 Psychology of Women	
PSY-2110 Psychology of African Americans	
PSY-2190 Social Psychology	
SOC-1020 Marriage and Family	
SOC-2010 Social Problems	
SOC-2040 Introduction to Social Work	
SOC-2090 The Sociology of Minorities	

#### Required General Education Courses . . . . . 22 Credits

EGL-1010 and 1020 English Composition I and II* . . .	6
Humanities*	
SPH-1090 Interpersonal Communication . . . . .	3
Mathematics*	
MAT-1140 or MAT-1160 Statistics . . . . .	3
Science*	
BIO-1010 General Biology . . . . .	4
Social Sciences*	
PSY-1010 General Psychology . . . . .	3
Information Technology*	
INT-1010 or higher INT course . . . . .	3
<b>Total Required for AAS Degree . . . . .</b>	<b>62</b>

## Information Security

In addition to the Information Security programs listed below, see the Information Technology programs on pages 49–52 and the Computer Science programs on pages 52–53.

The Committee on National Security Systems and the National Security Agency have certified that the Prince George's Community College courseware meets the National Training Standards for Information Systems Security (INFOSEC) Professionals, NSTISSI Nos. 4011 (through 2012) and 4013E (through 2014). In addition, the college has been designated by the National Security Agency (NSA) and the Department of Homeland Security (DHS) as a National Center of Academic Excellence in Information Systems Security Education (through 2015).

### Information Security

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

Program Code: COMP.SECUR.AAS

The Information Security Program provides the skills for students to become highly skilled computer systems security professionals and to train individuals for entry-level positions as data security analyst, systems security administrators and network security administrators. In this program, students will master the latest security technologies and will examine the issues of information security awareness, network security hardware, systems and network security planning and defense, network security organization and the legal and ethical issues associated with information systems security. Students also will complete a capstone project and will design information security systems and implement a security strategy for a net-

work. Students completing this degree program will be able to use the curriculum fundamentals learned to prepare for the A+, CCNA, Network+, Security+, and SCNP industry certification exams.

Students planning to pursue a bachelor's degree in Information Assurance, Information Security or related programs at area four-year institutions should work closely with the Information and Engineering Technology department chair and Advising in order to meet the requirements of the transfer institution.

Graduates of the Information Security A.A.S. degree program will be able to:

- Plan and implement network router and switch configurations
- Monitor the security infrastructure to analyze network problems and traffic flow
- Identify and remove network security vulnerabilities and threats
- Monitor and enforce an organizational security policy including contingency plans
- Install, configure and manage Windows and UNIX/Linux network operating systems
- Install, configure and monitor a firewall

#### Program Concentration . . . . . 38-39 Credits

INT-1700 Understanding Operating Systems . . . . .	3
INT-1620 Computer Security: Security+ Preparation . . .	3
INT-1630 Tactical Perimeter Defense . . . . .	3
INT-1660 Strategic Infrastructure Security . . . . .	3
INT-2310 Windows Server Administration . . . . .	3
INT-1450 CCNA 1: Network Fundamentals : . . . . .	4
INT-1460 CCNA 2: Routing Protocols . . . . .	4
INT-2450 CCNA 3: LAN Switching and Wireless . . . . .	4
INT-2460 CCNA 4: Accessing the WAN . . . . .	4
INT-2840 Systems Analysis and Project Management . . .	4

**Note:** It is recommended that students take INT-2840 after completing their program requirements. See course description for specific requirements.

Choose one course from the following. . . . . 3–4

BMT-1900 Introduction to Public Administration	
BMT-2860 Cyber Law	
BMT-2880 Emergency Management	
INT-1680 Ethical Hacking and Network Defense	
INT-2300 Windows Client Desktop	
INT-2760 UNIX/Linux System Administration	
INT-2690 CISSP Preparation	
FOS-2600 Computer Forensics I	
FOS-2610 Computer Forensics II	

#### Required General Education Courses . . . . 21–22 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3–4
Social Sciences* . . . . .	3
INT-1010 Introduction to Information Technology . . .	3

#### Elective . . . . . 3 credits

Any credit course except PED

#### Total Required for the A.A.S. Degree . . . . 62–64 Credits

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Information Security

### Certificate

Program Code: COMP.SECUR.CT

This certificate will help to prepare students for an entry-level position in the field of information security. Upon completion of coursework, students will have the foundation needed to pursue CompTIA's Security+ certification. Students wishing to pursue an A.A.S. degree may apply these credits to the Information Security A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation Certificate, which also may be applied to the Information Security A.A.S. degree program. Students completing the Information Security certificate will be able to:

- Identify and remove network security vulnerabilities and threats
  - Monitor the security infrastructure to analyze network problems and traffic flow
  - Create and enforce an organizational security policy including contingency plans
- INT-1010 Introduction to Information Technology . . . 3  
 INT-1700 Understanding Operating Systems . . . . . 3  
 INT-1620 Computer Security: Security+ Preparation . 3  
 INT-1630 Tactical Perimeter Defense. . . . . 3  
 INT-1660 Strategic Infrastructure Security . . . . . 3  
 Choose one course from the following. . . . . 3–4
- FOS-2600 Computer Forensics I
  - ENT-2190 Wireless LANs
  - INT-2690 CISSP Preparation
  - INT-2760 UNIX/Linux System Administration

**Total Required for Certificate . . . . . 18–19 Credits**

## Information Security Management

### Certificate

Program Code: COMP.SECUR.MGT.CT

This certificate will help meet the needs of technical and security staff for both managing and implementing information security projects. Coursework may include basic computer operations, operating systems, security, cyber law, disaster recovery, project management and systems analysis. Students may apply these credits to the Information Security A.A.S. degree.

Students are encouraged to complete the Information Security Certificate, the Information Security Management Certificate, and the Cisco CCNA Preparation Certificate. All three certificates may be applied to the Information Security A.A.S. degree program. Support for this certificate program was obtained via the Maryland Higher Education Commission BRAC initiative. Students completing the Information Security Management certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
  - Analyze, design, and develop a computer information system in a real-world scenario
  - Create and enforce an organizational security policy including contingency plans
- INT-1010 Introduction to Information Technology . . . 3  
 INT-1700 Understanding Operating Systems . . . . . 3  
 INT-1620 Computer Security: Security+ Preparation . 3  
 Choose one course from the following . . . . . 3
- BMT-2860 Cyber Law
  - BMT-1900 Introduction to Public Administration

BMT-2880 Emergency Management

INT-2840 Systems Analysis and Project Management 4

**Total Required for Certificate . . . . . 16 Credits**

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## International Studies

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### International Studies Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: INTLAA

The International Studies Option, an interdisciplinary program, prepares students to pursue a bachelor's degree program in International Studies at a four-year institution, which will prepare them for employment in international organizations, government agencies, business or teaching.

Upon completion of the International Studies Option of the General Studies A.A. degree, graduates will be able to:

- Identify social differences and similarities in countries outside the United States
- Analyze political, economic and diplomatic relations among nations

#### Program Concentration . . . . . 21 Credits

GEO-1090 World Regional Geography . . . . . 3  
 HST-1370 The World in the Twentieth Century. . . . . 3  
 HST-2310 History of American Foreign Policy . . . . . 3  
 HST-2470 African History *or* HST-2230 History of Latin America and the Caribbean  
 POS-2010 Political Ideologies . . . . . 3  
 POS-2070 Introduction to International Politics . . . . . 3  
 POS-2150 Introduction to Comparative  
 Politics and Government . . . . . 3

#### Required General Education Courses . . . . 34–35 Credits

English Composition I and II\* . . . . . 6  
 Humanities\* . . . . . 6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics\* . . . . . 3  
 MAT-1120 or higher

Science\* . . . . . 7–8  
 Two courses, one of which must carry laboratory credit

Social Sciences\* . . . . . 6  
 Choose one course from each group:

Group 1: One History course from approved general education list and not required in the Program Concentration

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

Information Technology\* . . . . . 3  
 INT-1010

One additional course from either the Social Sciences or Humanities approved general education list. . . . 3

**Electives** ..... 6 Credits  
 Any credit courses except PED; foreign language recommended  
**Total Required for A.A. Degree** ..... 61–62 Credits

## Marketing Management

The Marketing Management program at Prince George’s Community College helps students develop the methods, tools, techniques and management skills needed for success in marketing, which involves the distribution of goods and services. These skills have broad applications in private organizations as well as in government and nonprofit organizations. Graduates may get jobs in retailing, inventory control, transportation, warehousing, advertising or selling. The courses required for the Marketing Management Certificate may be applied to the Associate of Applied Science degree in Marketing Management. For more information about the Marketing Management program, call 301-322-0696.

Graduates of the Marketing Management A.A.S. degree program will be able to:

- Define the four P’s (product, price, placement, promotion) of the marketing mix and describe the role each element plays in defining the company’s marketing objectives
- Describe the strategic part each of the four elements of the marketing mix plays in attracting a specific customer
- Create a basic strategy for using demographic and psychographic factors to identify the company’s target market
- Identify marketing distribution systems commonly used in the movement of goods from producers to users
- Illustrate how the product life-cycle affects the development of new products and the management of existing products
- Identify and describe each of the elements of the consumer decision process
- Evaluate the interpersonal determinants of consumer behavior and explain how they apply to marketing
- Articulate an understanding of e-business, B2B e-marketing, B2C e-marketing, and how the Internet has changed and challenged the traditional methods of doing business
- Analyze competitive strategies for creating unique brands for different product categories
- Analyze the effects of a business evolving from a local, to a national, to a global marketplace

## Marketing Management

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

Program Code: MKTG.AAS

**Program Concentration** ..... 36–37 Credits  
 BMK-2510 Introduction to Marketing ..... 3  
 BMK-2630 International Marketing ..... 3  
 BMK-2710 Salesmanship ..... 3  
 BMK-2730 Retail Business Management ..... 3  
 BMK-2770 Advertising ..... 3  
 ACC-1010 Principles of Accounting I ..... 3–4  
     or ACC-1030 Accounting for Managers  
 BUS-1220 Business Law I ..... 3

BMT-1010 Introduction to Business ..... 3  
 BMT-1620 Financial Planning and Investments ..... 3  
 BMT-2400 Strategic Management\*\* ..... 3  
 Business-Related Electives ..... 6

Choose from the following

ACC-1020-1040	BMT-1500	BMT-1550
BMT-1570	BMT-1600	BMT-1800
BMT-2500-2550	BMT-2580-2590	BMT-2610
BMT-2630	BMT-2650-2660	BMT-2700
BMT-2750	BMT-2910-2930	BRE-1030
BUS-1240	CAP-1310	PHL-1400

**Required General Education Courses** .... 24–25 Credits

English Composition I and II\* ..... 6  
 Humanities\* ..... 3  
     SPH-1010 or SPH-1110  
 Mathematics\* ..... 6  
     MAT-1120 or higher  
 Science\* ..... 3–4  
 Social Sciences\* ..... 3  
 Information Technology\* ..... 3  
     INT-1010

**Total Required for A.A.S. Degree** ..... 60–62 Credits

## Marketing Management

*Certificate*

Program Code: MKTG.CT

BMK-2510 Introduction to Marketing ..... 3  
 BMK-2630 International Marketing ..... 3  
 BMK-2710 Salesmanship ..... 3  
 BMK-2730 Retail Business Management ..... 3  
 BMK-2770 Advertising ..... 3  
 BMT-1010 Introduction to Business ..... 3  
 BMT-1800 Microcomputer Applications  
     for the Business Manager ..... 3  
 Electives ..... 9

Choose from the following:

ACC-1010	ACC-1030	BMT-1500
BMT-1550	BMT-1570	BMT-1620
BUS-1220	MAT-1120 or higher	

**Total Required for Certificate** ..... 30 Credits

## Mathematics

The strength of a degree in mathematics is its versatility. Students will find that a major in mathematics complements virtually any career. Mathematics majors work for insurance companies as actuaries, for government as statisticians or analysts or for large companies as institutional researchers and marketing analysts.

Mathematics majors also work as teachers at all educational levels. Students interested in teaching mathematics at the secondary level may consider the Secondary Education–Mathematics Associate of Arts in Teaching (A.A.T.) degree which combines a concentration in mathematics with courses in education. (See Teacher Education Programs.)

**Mathematics** continues on next page

\* Satisfies general education requirement (see Chapter 4)  
 \*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Mathematics** continues from previous page

## Mathematics Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: MATH.AA

The Mathematics Option of the General Studies Associate of Arts degree prepares students to pursue for a bachelor's degree in mathematics or statistics at a four-year institution. The Mathematics Option of the General Studies Associate of Arts degree also is recommended for students planning to pursue a bachelor's degree in economics, physics or astronomy; all of which rely heavily on mathematical methods and critical thinking.

In the Mathematics Option program, students develop their ability to think critically, solve problems, explore applications of technology to mathematics, and apply mathematical skills to other fields. Students also learn to apply quantitative reasoning and mathematical concepts to interpret, analyze and represent real world situations.

Graduates of the Mathematics Option of the General Studies Associate of Arts degree program will be able to:

- Work with mathematical abstractions and analyze mathematical relationships
- Apply numerical, graphical and symbolic techniques and models to solve problems and analyze functions
- Apply appropriate mathematical notation and terminology to communicate mathematics formally
- Identify and execute appropriate algorithms to solve problems that are amenable to mathematical solutions
- Apply technological tools to explore mathematical concepts and to solve mathematical problems that cannot be solved efficiently by other means
- Make plausible conjectures and arguments to prove mathematical results inductively and deductively
- Pursue a bachelor's degree in mathematics or a related field at a four-year college or university

### Program Concentration . . . . . 22 Credits

MAT-2210 Statistics . . . . .	3
MAT-2420 Calculus II* . . . . .	4
MAT-2430 Calculus III . . . . .	4
MAT-2450 Linear Algebra . . . . .	4
MAT-2460 Differential Equations . . . . .	4
MAT-2500 Mathematics of Discrete Structures . . . . .	3

### Required General Education Courses . . . . . 35 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	4
MAT-2410 Calculus I	
Science* . . . . .	7
PHY-1030 General Physics I*	
PHY-2030 General Physics II	
Social Sciences* . . . . .	6

Choose one course from each group:

Group 1: One History course from approved  
general education list

Group 2: One Anthropology, Economics, Geography,  
Political Science, Psychology, Sociology, or  
Women's Studies course from approved general  
education list

One additional course from either the Social Sciences  
or Humanities approved general education list . . . . . 3  
Information Technology\* . . . . . 3  
INT-1010

**Elective . . . . . 3–4**

CHM-1010 recommended

See Mathematics Department for other options.

**Total Required for A.A. Degree . . . . . 60 -61 Credits**

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## Media Production

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### Media Production

*Certificate*

Program Code: COMM.MEDIA.CT

The Media Production Certificate prepares students to utilize current technology to produce, shoot and edit video and multimedia productions. It is geared toward people who may need to gain production skills for their current position or to those pursuing a career change. Students will gain technical knowledge and training with a background in mass media history and trends. For more information about the Media Production Certificate program, call 301-322-0953.

TRF-1310 Introduction to Mass Communication . . . . .	3
TRF-1330 Television Production I . . . . .	3
TRF-2310 Introduction to Film . . . . .	3
TRF-2330 Television Production II . . . . .	3
TRF-2040 Introduction to Broadcast News . . . . .	3
THE-1150 Technical Theatre . . . . .	3
THE-2040 Event and Conference Multimedia Production . . . . .	3
THE-2120 Film and Studio Mechanics . . . . .	3
ART-1570 Introduction to Computer Graphics . . . . .	3
ART-2650 Animation and Multimedia I . . . . .	3
ART-2750 Animation and Multimedia II . . . . .	3

**Total Required for Certificate . . . . . 33 Credits**

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## Music

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### Music Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: MUSI.AA

The Music Option program prepares students to transfer into a bachelor's degree program in music at a four-year college or university.

Graduates of the Music Option of the General Studies A.A. degree program will be able to:

- Apply principles of music theory to the evaluation and interpretation of musical scores

- Describe the historical evolution of Western music as it relates to stylistic periods, performance practices, and representative composers and their works
- Utilize current technologies in performance, composition, notation, and distribution of music
- Demonstrate through performance technical proficiency and stylistic grasp at the sophomore level
- Work collaboratively to apply technical and stylistic knowledge and skills to an ensemble performance.
- Transfer into a bachelor's degree program in music at a 4-year institution

<b>Program Concentration</b> . . . . .	<b>32 Credits</b>
Ensemble . . . . .	4
Four semesters of either MUS-1030 or MUS-1110	
MUS-1150 Theory I . . . . .	3
MUS-1160 Theory II . . . . .	3
MUS-1210 Class Piano I . . . . .	1
or MUS-1230 Class Voice I	
MUS-1250 Sight Singing and Ear Training . . . . .	1
MUS-1500 Introduction to Music Technology* . . . . .	3
<b>Note:</b> <i>This course meets the general education Information Technology requirement.</i>	
Advanced Music Technology . . . . .	3
Choose one course from the following:	
MUS-1510 Digital Notation	
MUS-1520 Digital Audio	
MUS-1600 MIDI Sequencing I	
MUS-2150 Theory III . . . . .	3
MUS-2160 Theory IV . . . . .	3
Applied Music . . . . .	4
Two semesters in an instrument (or voice)	
from the following courses:	
MUS-1290 through MUS-1400	
Advanced Applied Music . . . . .	4
Two semesters in the same instrument (or voice)	
studied in Applied Music, from the following courses:	
MUS-2290 through MUS-2400	
<b>Required General Education Courses</b> . . . .	<b>31–32 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: MUS-1050	
Mathematics* . . . . .	3
MAT-1130 recommended	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
General Education Elective . . . . .	3
One additional course from either the Social Sciences or Humanities approved general education list	
<b>Total Required for A.A. Degree</b> . . . . .	<b>63–64 Credits</b>

## Nuclear Medicine Technology

The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of culturally diverse health care settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient health care practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a one-year certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy or medical lab technology; and a two-year Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses and current certification in basic cardiac life support (CPR for health care professionals). The Nuclear Medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; telephone: 405-285-0546; fax: 405-285-0579; e-mail: jrcnmt@coxinet.net. Graduates of the program are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and to use the credential CNMT upon successful completion of the exam. Graduates are also eligible to take the American Registry of Radiologic Technologists (ARRT) exam and to use the credential RT(N) when successfully completing the exam.

The Nuclear Medicine Technology graduate will be able to:

- Practice knowledgeably and skillfully in an entry-level nuclear medicine technology position
- Demonstrate effective oral and written English communication skills
- Work in a variety of culturally diverse health care settings
- Use appropriate radiation safety techniques and safe-handling of radiopharmaceuticals to protect patients, self and others
- Appraise situations and use problem-solving skills to construct appropriate solutions
- Maintain professional, ethical and moral standards consistent with the Society of Nuclear Medicine, Technologist Section, Code of Ethics
- Meet the criteria required to take the Nuclear Medicine Technology Certification Board and/or the American Registry of Radiologic Technologists' examination. Successful completion of one of these exams is required for practice in the state of Maryland

## Nuclear Medicine Technology

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

Program Code: NUCL.MED.PETIT

<b>Program Concentration</b> . . . . .	<b>37 Credits</b>
HIM-1800 Introduction to Medical Terms for Health Professionals (Offered spring only) . . . . .	1
NUM-1550 Introduction to Nuclear Medicine Technology I (Offered spring only) . . . . .	4
NUM-1560 Introduction to Nuclear Medicine Technology II (Offered summer only) . . . . .	4

**Nuclear Medicine Technology** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Nuclear Medicine Technology** continues from previous page

NUM-2510 Nuclear Medicine Techniques I . . . . .	3
NUM-2520 Nuclear Medicine Techniques II . . . . .	3
NUM-2530 Clinical Nuclear Medicine Technology I . . . . .	7
NUM-2540 Clinical Nuclear Medicine Technology II . . . . .	9
NUM-2550 Radiopharmacy and Radiation Chemistry . . . . .	2
NUM-2600 Clinical Nuclear Medicine Technology III** (Offered summer only). . . . .	4
<b>Required General Education Courses . . . . .</b>	<b>33 Credits</b>
English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1090	
Mathematics* . . . . .	6
MAT-1120 and MAT-1140	
Science* . . . . .	12
BIO-2050 and BIO-2060; CHM-1010 or PSC-1150	
Social Sciences* . . . . .	3
PSY-1010	
Information Technology* . . . . .	3
INT-1010	
<b>Total Required for A.A.S. Degree . . . . .</b>	<b>70 Credits</b>

**Nuclear Medicine Technology***Certificate*

Program Code: NUCL.CT.PETIT

<b>Prerequisites for NUM Certificate Option . . . . .</b>	<b>21 Credits</b>
BIO-2050 and 2060 Human Anatomy and Physiology I and II . . . . .	8
MAT-1120 Finite Mathematics . . . . .	3
MAT-1140 Introduction to Statistics . . . . .	3
CHM-1010 General Chemistry I or PSC-1150 Fundamentals of Chemistry and Physics . . . . .	4
INT-1010 Introduction to Information Technology . . . . .	3
<b>Program Concentration . . . . .</b>	<b>36 Credits</b>
NUM-1550 Introduction to Nuclear Medicine Technology I (Offered spring only). . . . .	4
NUM-1560 Introduction to Nuclear Medicine Technology II (Offered summer only) . . . . .	4
NUM-2510 Nuclear Medicine Techniques I . . . . .	3
NUM-2520 Nuclear Medicine Techniques II . . . . .	3
NUM-2530 Clinical Nuclear Medicine Technology I . . . . .	7
NUM-2540 Clinical Nuclear Medicine Technology II . . . . .	9
NUM-2550 Radiopharmacy and Radiation Chemistry . . . . .	2
NUM-2600 Clinical Nuclear Medicine Technology III (Offered summer only) . . . . .	4
<b>Total Required for Certificate . . . . .</b>	<b>57 Credits</b>

**Nursing**

The Nursing Program prepares graduates to provide direct client care in a safe, effective manner across multiple settings. To achieve this goal, three educational options exist in the program: registered nurse (RN), licensed practical nurse (LPN) and LPN to RN. The registered nurse (RN) is prepared to manage the care of clients in any setting to achieve an optimal state of health. The RN uses the nursing process to assess and analyze the health needs and/or problems of clients, plan and implement appropriate actions based upon nursing diagnosis or identified client needs and evaluate the extent to which expected outcomes are achieved. Graduates of the associate degree Registered Nurse program earn an Associate of Science degree (A.S.) and are eligible to sit for the RN licensure examination (NCLEX-RN). The RN program articulates with bachelor's degree nursing programs allowing graduates to transfer or challenge credits. Under a special articulation agreement with Stevenson University, RNs are able to complete all requirements for the Bachelor of Science degree, except upper-level nursing courses, through Prince George's Community College. Stevenson University's upper-level nursing courses also are offered at Prince George's Community College, allowing all requirements to be completed in the county. For more information, contact Stevenson University at 877-468-6852 or [www.vjc.edu](http://www.vjc.edu).

The Licensed Practical Nurse (LPN) program prepares students to use the nursing process to collect and organize relevant health care data and assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings. The entry-level licensed practical nurse (LPN), under appropriate supervision, is prepared to coordinate and provide care, while contributing to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems having predictable outcomes. Graduates of the Licensed Practical Nurse program earn a certificate and are eligible to sit for the LPN licensure examination (NCLEX-PN). The LPN program articulates with associate degree RN programs providing graduates with advanced standing.

The LPN to RN Transition Option permits LPNs to enter the second year of the RN program in the fall and spring semesters after completing prerequisites and coursework. Selected classes, labs and clinical experiences for this option may only be available during evenings and weekends.

The EMT-Paramedic to RN Transition Option permits EMT-Paramedics to enter the second year of the RN program in the summer semester after completing prerequisites and coursework. Selected classes, labs and clinical experiences for this option may only be available during evenings and weekends.

The ratio of credit to clock hours is consistent throughout both nursing programs and is based on a 15-week semester. The credit-clock allocation in all NUR courses is as follows:

- Lecture—one credit hour = one clock hour
- Campus Nursing Skills Laboratory—one credit hour = three clock hours
- Clinical Laboratory Experience—one credit hour = three clock hours

**A grade of C or higher is required in all NUR courses. No NUR course may be repeated more than once. A cumulative grade point average of 2.0 is required for continuation in the nursing course sequence in both nursing programs.**



Both Nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, N.E., Atlanta, Georgia 30326; telephone 404-075-5000. Graduates of the Nursing (RN) and the LPN to RN Transition A.S. degree programs are prepared to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice.
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan.
- Evaluate the patient's adaptation to developmental changes across the lifespan.
- Evaluate the patient's ability for self-care and initiate activities that promote optimal functioning.
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings.
- Evaluate the effects of culture, values and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others.
- Evaluate therapeutic nursing interventions to reduce risks of patients' health alteration within a variety of settings.
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings.
- Document and analyze care related information using knowledge of compute hard and software to manage patient care.

## Nursing (RN)

Associate of Science Degree (A.S.)

Program Code: NURS.RN.PETIT

### Program Concentration . . . . . 37 Credits

BIO-2010 Microbiology . . . . .	4
NUR-1010 Introduction to Nursing . . . . .	1
NUR-1020 Foundation of Nursing Practice . . . . .	7
NUR-1030 Reproductive Health . . . . .	3
NUR-1040 Physiological Integrity I . . . . .	5
NUR-2010 Nursing Care of Children and Family . . . . .	3
NUR-2020 Physiological Integrity II . . . . .	5
NUR-2031 Psychosocial Integrity† # . . . . .	3
NUR-2032 Physiological Integrity III # . . . . .	3
NUR-2040 Management of Care and Professional Issues† # . . . . .	3

### Required General Education Courses . . . . . 33 Credits

English Composition I and II* . . . . .	6
EGL-1320 or 1340 recommended for Composition II	
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: SPH-1010, SPH-1050, SPH-1090, SPH-1110	
Group 2: One course, other than Speech, from the Humanities general education list	
Mathematics* . . . . .	3
MAT-1120 or higher (MAT-1140 or 1350 recommended)	
Science* . . . . .	12
BIO-1010 (Students who transfer in BIO-2050 without the prerequisite, BIO-1010, are not required to take the course or a replacement course)	
BIO-2050 and BIO-2060	

Social Sciences* . . . . .	6
PSY-1010 and SOC-1010	

**Total Required for A.S. degree . . . . . 70 Credits**

#### Notes:

† Provides culminating experience for A.S. Degree.

# NUR-2031, 2032, and 2040 must be taken concurrently.

## Nursing (LPN)

Certificate

Program Code: NURS.LPN.PETIT

Graduates of the Nursing (LPN) Certificate program are prepared to:

- Use the nursing process to collect and organize relevant health care data
- Assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings
- Under appropriate supervision, coordinate and provide care of clients with commonly occurring health problems
- Under appropriate supervision, contribute to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems with predictable outcomes
- Sit for the LPN licensure examination (NCLEX-PN)

### Program Concentration . . . . . 26 Credits

NUR-1000 Introduction to Practical Nursing (PN) . . . . .	3
NUR-1020 Foundations of Nursing Practice . . . . .	7
NUR-1030 Reproductive Health . . . . .	3
NUR-1040 Physiological Integrity I . . . . .	5
NUR-1050 Adaptation and Practices-LPN † . . . . .	8

### Required General Education Courses . . . . . 21 Credits

EGL-1010 Composition I: Expository Writing . . . . .	3
Humanities . . . . .	3
Choose one course from the following:	
SPH-1010, SPH-1050, SPH-1090 or SPH-1110	
Sciences . . . . .	12
BIO-1010 General Biology (Students who transfer in BIO-2050 without the prerequisite, BIO-1010, are not required to take the course or a replacement course)	
BIO-2050 Human Anatomy and Physiology I	
BIO-2060 Human Anatomy and Physiology II	
Social Sciences . . . . .	3
PSY-1010 General Psychology (Must be eligible for MAT-1120)	

### Total Required for Certificate . . . . . 47 Credits

Note: † Provides culminating experience for LPN Certificate

## LPN to RN Transition

Associate of Science Degree (A.S.)

Program Code: NURS.RN.PETIT

This course of study facilitates educational and career nursing mobility from the LPN level to the Nursing (RN) Associate of Science (A.S.) degree program. The LPN who holds a valid, active Maryland license and has completed all of the prerequisites for the RN program with a grade point average of 2.5 or higher may be granted advanced placement. Upon satisfactory completion of the transition course, NUR-1060, the student can progress to the

**Nursing** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Nursing** continues from previous page

second year of the Nursing (RN) A.S. degree program. The total number of credits required for graduation is 70.

Graduates of the LPN to RN transition will be able to:

- Collaborate with members of the health care team to facilitate care of patients in regard to the legal and ethical standards of the practice of licensed practical nurse.
- Plan and implement activities that promote safety and protection of the patient.
- Cooperate with other health care providers to assist patients to meet age-associated health needs.
- Provide patient teaching and care activities that promote health and prevent disease. .  
Utilize therapeutic communication skills to support the patient's emotional, mental and social well-being.
- Participate in culturally sensitive nursing interventions to assist the patient/family to adapt to stressors.
- Initiate caring interventions for patients experiencing common health alterations while in a variety of settings.
- Identify potential threats to the physiologic function for patients/families and initiate interventions to promote adaptation.
- Document and analyze care related information using knowledge of compute hard and software to manage patient care

**Program Concentration . . . . .37 Credits**

Credits awarded following the successful completion of NUR-1060 per the Maryland LPN to RN articulation model . . . . . 10

BIO-2010 Microbiology . . . . . 4

NUR-1060 LPN to RN Transition††. . . . . 6

NUR-2010 Nursing Care of Children and Families . . . 3

NUR-2020 Physiological Integrity II . . . . . 5

NUR-2031 Psychosocial Integrity†#. . . . . 3

NUR-2032 Physiological Integrity III#. . . . . 3

NUR-2040 Management of Care and Professional Issues†# . . . . . 3

**Required General Education Courses . . . . .33 Credits**

English Composition I and II\*. . . . . 6  
EGL-1320 or 1340 recommended for Composition II

Humanities\* . . . . . 6  
Choose one course from each group:  
Group 1: SPH-1010, 1050, 1090 or 1110  
Group 2: One course, other than Speech, from the Humanities general education list

Mathematics\* . . . . . 3  
MAT-1120 or higher (MAT-1140 or 1350 recommended)

Science\* . . . . . 12  
BIO-1010 (Students who transfer in BIO-2050 without the prerequisite, BIO-1010, are not required to take the course or a replacement course)  
BIO-2050 and BIO-2060

Social Sciences\* . . . . . 6  
PSY-1010 and SOC-1010

**Total Required for A.S. Degree . . . . .70 Credits**

**Notes:**

- † Provides culminating experience for A.S. Degree.
- †† Maryland license must be current at time of admission into the Transition Nursing Course, NUR-1060.
- # NUR-2031, 2032, and 2040 must be taken concurrently.

**EMT-Paramedic to RN Transition**

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

Program Code: NURS.RN.PETIT

This course of study facilitates educational and career nursing mobility from an EMT-Paramedic to the Nursing (RN) Associate of Science (A.S.) degree program. The EMT-P must have three years of employment as a paramedic and hold a valid, active Maryland license as a paramedic and National Board of Registry Certification (NREMT). (Students must be graduates of an accredited program.) Upon satisfactory completion of the transition course, NUR-1070, the student can progress to the second year of the Nursing (RN) A.S. degree program. The total number of credits required for graduation is 70.

**Program Concentration . . . . .37 Credits**

BIO-2010 Microbiology . . . . . 4

Credits awarded following the successful completion of NUR-1070 (Offered summer only). . . . . 8

NUR-1070 EMT-Paramedic to RN Transition†† . . . . . 8

NUR-2010 Nursing Care of Children and Families . . . 3

NUR-2020 Physiological Integrity II . . . . . 5

NUR-2031 Psychosocial Integrity†\* . . . . . 3

NUR-2032 Physiological Integrity III\* . . . . . 3

NUR-2040 Management of Care and Professional Issues†\* . . . . . 3

**Required General Education Courses . . . . .33 Credits**

English Composition I and II\*. . . . . 6  
EGL-1320 or 1340 recommended for Composition II

Humanities\* . . . . . 6  
Choose one course from each group:  
Group 1: SPH-1010, SPH-1050, SPH-1090  
or SPH-1110  
Group 2: One course, other than Speech, from the Humanities general education list

Mathematics . . . . . 3  
MAT-1120 or higher  
(MAT-1140 or MAT-1350 recommended)

Science\* . . . . . 12  
BIO-1010 (Students who transfer in BIO-2050 without the prerequisite, BIO-1010, are not required to take the course or a replacement course)  
BIO-2050 and BIO-2060

Social Sciences\* . . . . . 6  
PSY-1010 and SOC-1010

**Total Required for A.S. Degree . . . . .70 Credits**

**Notes:**

- † Provides culminating experience for A.S. Degree.
- †† Maryland license must be current at time of admission into the Transition Nursing Course, NUR-1070.
- # NUR-2031, 2032, and 2040 must be taken concurrently.

## Ornamental Horticulture

The letter of recognition is for students who desire training in exterior landscaping or nursery and garden center management. Students learn to identify plants, recognize diseases and pests and initiate proper control methods for infestations. Proper plant installation and maintenance is also covered. Practical work experience through cooperative education provides on-the-job exposure. After satisfying the employment hours required by the Maryland Nurserymen's Association, the student can take the exam to become a certified horticulturist in the state. Courses in the program meet requirements to take the Maryland and D.C. Pesticide Applicator Certification exams. For more information regarding the Ornamental Horticulture program, call 301-322-0182.

### Ornamental Horticulture

*Letter of Recognition*

Program Code: HORT.LOR

HRT-1010 Principles of Ornamental Horticulture . . . .	4
HRT-1030 Principles of Landscape Contracting and Design . . . . .	3
or HRT-1050 Principles of Greenhouse Management or HRT-1080 Introduction to Turfgrass Management	
HRT-1160 Woody Ornamental Plants I or HRT-1170 Woody Ornamental Plants II . . . . .	3
HRT-2910 Cooperative Education . . . . .	1

**Total Required for Letter of Recognition . . . . 11 Credits**

## Paralegal/Legal Assistant

The Paralegal/Legal Assistant Associate of Applied Science degree helps students qualify as legal assistants aiding lawyers with procedural activities in the practice of law. These activities include research, alternative dispute resolution, interviewing witnesses and drafting motions, interrogatories and pleadings. Legal assistants may work in government agencies, in corporations that have in-house attorneys and in private law firms or they may prefer to freelance. The paralegal profession is one of the fastest growing occupations in Maryland and the demand for legal assistants in the Washington Metropolitan Area is high. The Paralegal/Legal Assistant A.A.S. is a career degree that enables a student to directly enter the workforce. However, the credits earned do transfer to a number of four-year institutions, including Excelsior College and the University of Maryland University College. The certificate is well-suited for individuals who want to upgrade their skills or get a promotion and credits earned may be applied toward the A.A.S. degree. For more information, call 301-322-0553.

Graduates of the Paralegal/Legal Studies A.A.S. degree program will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Develop a working knowledge of the law and its impact on the legal system and society

- Utilize a law library, computer software and online research tools to effectively locate, analyze and evaluate legal resources, data and information
- Utilize investigative techniques to gather information from clients, witnesses and other sources
- Draft and organize legal documents, pleadings, motions and other writings typically assigned to paralegals
- Analyze and ethically solve legal problems and synthesize legal concepts
- Demonstrate appropriate professional standards, ethics and leadership skills

### Paralegal/Legal Assistant

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

Program Code: PARA.AAS

#### Program Concentration . . . . . 30 Credits

PAR-1510 Introduction to Law for the Paralegal . . . .	3
PAR-1550 Techniques of Legal Research . . . . .	3
PAR-2510 Legal Writing and Documents . . . . .	3
PAR-2530 Torts . . . . .	3
PAR-2540 Contracts . . . . .	3
PAR-2610 Legal Ethics for Paralegals . . . . .	3
PAR-2650 Civil Litigation** . . . . .	3
CJT-2510 Criminal Law . . . . .	3
CJT-2540 Criminal Evidence and Procedure . . . . .	3
Choose from the following . . . . .	3
BUS-1220	
BUS-1240	
CAP-1310	
Any CJT or COR	
FOS-2500	
PAR-2550 (Offered fall only)	
PAR-2570 (Offered spring only)	
PAR-2580 (Offered fall only)	
PAR-2590 (Offered spring only)	
PAR-2910-2930 Cooperative Education/Internship**	
PSY-2010	
SPN-1010	

#### Required General Education Courses . . . . . 33 Credits

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
SPH-1010 and PHL-1010	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	3
Social Sciences* . . . . .	12
PSY-1010 and SOC-1010	
POS-1010 or POS-1020	
SOC-2010 or SOC-2030	
Information Technology* . . . . .	3
INT-1010	

**Total Required for A.A.S. Degree . . . . . 63 Credits**

**Paralegal/Legal Assistant** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Paralegal/Legal Assistant** continues from previous page

## Paralegal/Legal Assistant

*Certificate*

Program Code: PARA.CT

### Program Concentration . . . . . 24 Credits

PAR-1510 Introduction to Law for the Paralegal . . . . .	3
PAR-1550 Techniques of Legal Research . . . . .	3
PAR-2510 Legal Writing and Documents . . . . .	3
PAR-2530 Torts . . . . .	3
PAR-2540 Contracts . . . . .	3
PAR-2650 Civil Litigation. . . . .	3
CJT-2510 Criminal Law . . . . .	3
Choose from the following. . . . .	3
BUS-1220	
BUS-1240	
CAP-1310	
Any CJT or COR	
FOS-2500	
PAR-2550 (Offered fall only)	
PAR-2570 (Offered spring only)	
PAR-2580 (Offered fall only)	
PAR-2590 (Offered spring only)	
PAR-2610	
PAR-2910-2930 Cooperative Education/Internship	
PSY-2010	
SPN-1010	

### Required General Education Courses . . . . . 6 Credits

EGL-1010 Composition I: Expository Writing . . . . .	3
POS-1010 American National Government . . . . .	3

### Total Required for Certificate . . . . . 30 Credits

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## Philosophy

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### Philosophy Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PHL.AA

This degree is for students planning to transfer to four-year institutions to earn bachelor's degrees in philosophy or in disciplines in which a major or minor in philosophy would be useful, such as liberal arts, law, allied health, community organizing, social sciences, and business.

Graduates with an Associate of Arts degree in philosophy will be able to:

- Differentiate between philosophical and other kinds of questions
- Conduct clear logical analyses of problems and questions within philosophy
- Write coherent and comprehensive philosophical essays
- Understand the major traditions and trends of philosophical development
- Apply philosophical principles to contemporary issues

### Program Concentration . . . . . 27 Credits

PHL-1010 Introduction to Philosophy. . . . .	3
PHL-1090 Introduction to Logic. . . . .	3
PHL-1330 Ethics . . . . .	3
PHL-1190 Philosophic Ideas in Imaginative Literature 3 or PHL-1270 Thinking about Religion	3

### Electives . . . . . 15

Select courses appropriate for planned transfer program

### Required General Education Courses . . . . 34–35 Credits

English Composition I and II*. . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: One Speech course from the approved general education list

Group 2: One Art, Music, Theater, Literature or Foreign Language course from the approved general education list

Mathematics* . . . . .	3
MAT-1120 or higher	

Science*. . . . .	7–8
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Two courses, one of which must carry laboratory credit

Social Sciences* . . . . .	6
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Choose one course from each group:

Group 1: Any History course from approved general education list. HST-1310 recommended

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

One additional course from either the Social Sciences or Humanities approved general education list. . . . .	3
Information Technology* . . . . .	3

INT-1010

### Total Required for A.A. Degree . . . . . 61–62 Credits

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## Physical Education

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### Physical Education Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PHYS.EDUC.AA

The Physical Education Option program prepares students to pursue a bachelor's degree at four-year institutions that offer physical education as a teaching option or other fitness related programs.

Graduates of the Physical Education Option of the General Studies A.A. degree program will be able to:

- Apply critical thinking skills to assess health, wellness and physical fitness
- Use technology to research consumer-related fitness information and changes in fitness trends and products
- Incorporate skills and techniques into sport, physical fitness and recreation activities
- Provide First Aid and CPR
- Analyze issues related to individual and community health

**Program Concentration . . . . . 27 Credits**

Physical Education PED-1110 and PED-1130 and the following six skill laboratories . . . . .	10
PED-1570, PED-1670, PED-1790, PED-1650, PED-1730, PED-1810	
HLE-1150 Personal and Community Health . . . . .	3
HLE-2130 First Aid-Responding to Emergencies/CPR FPR . . . . .	3
HLE-2000 Application of Concepts for Fitness and Wellness . . . . .	3
BIO-2050 Anatomy and Physiology I . . . . .	4
BIO-2060 Anatomy and Physiology II . . . . .	4

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from the approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from the approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
CHM-1010 General Chemistry I*+	
Choose one course from the following:	
BIO-1010 General Biology	
BIO-1140 Principles of Biology: Cellular and Molecular Biology+	
NTR-1010 Introductory Nutrition	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: Any History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
General Education Elective	
One additional course from either the Social Sciences or Humanities approved general education list . . . . .	3
Information Technology* . . . . .	3
INT-1010	

**Total Required for A.A. Degree . . . . . 61–62 Credits**  
+Recommended for those transferring to UMCP

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## Pre-Law

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**Pre-Law Option**

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PREP.LAW.AA

The Pre-Law Option of the General Studies Associate of Arts degree provides a well-rounded liberal education structured to develop students' critical thinking and communication skills. Students who earn the degree transfer to four-year institutions to complete their bachelor's degrees in preparation for the LSAT and admission to law school. For more information, call 301-322-0553.

Graduates with Associate of Arts degrees in the Pre-Law Option of General Studies will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Think critically, analytically and logically
- Comprehend the structure of the United States system of government and the primary sources of law
- Analyze human behavior and social interaction
- Utilize computer-based legal research software and other technologies to enhance research, writing and communication skills
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in a related area at a four-year college or university

**Program Concentration . . . . . 24 Credits**

PHL-1010 Introduction to Philosophy . . . . .	3
HST-1430 History of the United States II* . . . . .	3
POS-1020 State and Local Government . . . . .	3
Select five courses from the following . . . . .	15
CJT-1510 Introduction to Criminal Justice	
CJT-2510 Criminal Law	
FOS-2500 Forensic Science	
PAR-1510 Introduction to Law for the Paralegal	
PAR-1550 Techniques of Legal Research	
PHL-1150 Law and Values	
SPH-1110 Public Speaking	

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: SPH-1010	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which course must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: HST-1410	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list General Education Elective (POS-1010 strongly recommended)	
One additional course from either the Social Sciences or Humanities approved general education list (SOC-1010 strongly recommended) . . . . .	3
Information Technology* . . . . .	3
INT-1010	

**Elective . . . . . 3 Credits**  
Any credit course except PED

**Total Required for A.A. Degree . . . . . 61–62 Credits**

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Pre-Medicine

### Pre-Medicine Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PREP.MED.AA

This is a recommended program of study for students who intend to pursue a medical school education.

Graduates of the Pre-Medicine Option of the General Studies A.A. degree program will be able to:

- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Use critical thinking and abstract reasoning to relate biological concepts to human health
- Demonstrate an understanding of the relationship between biological structure and function and the comparison between prokaryotic and eukaryotic organisms
- Communicate effectively using basic scientific terminology
- Pursue a bachelor's degree program at a four-year institution

#### Program Concentration . . . . . 26 Credits

BIO-2010 Microbiology . . . . . 4

Choose one course from the following. . . . . 4

BIO-2030 Genetics

BIO-2050 Human Anatomy and Physiology I

BIO-2090 Cell Biology

MAT-2420 Calculus II for Science and Engineering

CHM-1010 General Chemistry I\* . . . . . 4

CHM-1020 General Chemistry II\* . . . . . 3

CHM-1030 General Chemistry II Lab . . . . . 2

CHM-2010 Organic Chemistry I . . . . . 4

CHM-2020 Organic Chemistry II. . . . . 3

CHM-2040 Organic Chemistry II Lab . . . . . 2

#### Required General Education Courses . . . . . 36 Credits

English Composition I and II\* . . . . . 6

Humanities\* . . . . . 6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics\* . . . . . 4

MAT-2410 Calculus I for Science and Engineering

Science\* . . . . . 8

BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior

BIO-1140 Principles of Biology: Cellular and Molecular Biology

Social Sciences\* . . . . . 6

Choose one course from each group:

Group 1: One History course from approved general education list

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

One additional course from either the Social Sciences

or Humanities approved general education list. . . . 3

Information Technology\* . . . . . 3

INT-1010

**Total Required for A.A. Degree . . . . . 62 Credits**

## Pre-Pharmacy

### Pre-Pharmacy Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PREP.PHARM.AA

This is a recommended program of study for students planning to pursue a pharmacy degree following their bachelor's program.

Graduates of the Pre-Pharmacy Option of the General Studies A.A. degree program will be able to:

- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Use critical thinking and abstract reasoning to synthesize biological concepts
- Demonstrate an understanding of the structure and function of key body systems and their role in homeostatic control mechanisms
- Communicate effectively using basic scientific terminology
- Pursue a bachelor's degree program at a four-year institution

#### Program Concentration . . . . . 25–26 Credits

BIO-2010 Microbiology . . . . . 4

Choose one course from the following. . . . . 3–4

BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior\*

MAT-1140 Introduction to Statistics

MAT-2210 Statistics

PHY-1020 Introductory Physics II

BIO-2050 Human Anatomy and Physiology I

CHM-1010 General Chemistry I\* . . . . . 4

CHM-1020 General Chemistry II. . . . . 3

CHM-1030 General Chemistry II Lab . . . . . 2

CHM-2010 Organic Chemistry I . . . . . 4

CHM-2020 Organic Chemistry II. . . . . 3

CHM-2040 Organic Chemistry II Lab . . . . . 2

#### Required General Education Courses . . . . . 35 Credits

English Composition I and II\* . . . . . 6

Humanities\* . . . . . 6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics\* . . . . . 3

MAT-2160 Applied Calculus I

Science. . . . . 8

BIO-1140 Principles of Biology: Cellular and Molecular Biology\*

PHY-1010 Introductory Physics

Social Sciences\* . . . . . 6

Choose one course from each group:  
 Group 1: Any History course from approved  
 general education list  
 Group 2: Any Anthropology, Economics, Geography,  
 Political Science, Psychology or Sociology  
 course from approved general education list  
 One additional course from either the Social Sciences  
 or Humanities approved general education list . . . 3  
 Information Technology\* . . . . . 3  
 INT-1010  
**Total Required for A.A. Degree . . . . . 60–61 Credits**

## Pre-Physical Therapy

### Pre-Physical Therapy Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PREPPT.AA

This is a recommended program of study for students planning to pursue a bachelor's or master's degree in physical therapy.

Graduates of the Pre-Physical Therapy Option of the General Studies A.A. degree program will be able to:

- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Use critical thinking and abstract reasoning to synthesize biological concepts
- Demonstrate an understanding of the structure and function of key body systems and their role in homeostatic control mechanisms
- Communicate effectively using basic scientific terminology
- Pursue a bachelor's degree program at a four-year institution

#### Program Concentration . . . . . 28 Credits

BIO-2050 Human Anatomy and Physiology I . . . . . 4  
 BIO-2060 Human anatomy and Physiology II . . . . . 4  
 Choose one course from the following . . . . . 4  
 BIO-1130 Principles of Biology: Evolution,  
 Ecology and Behavior\*  
 BIO-2010 Microbiology  
 BIO-2090 Cell Biology  
 CHM-1020 General Chemistry II . . . . . 3  
 CHM-1030 General Chemistry II Lab . . . . . 2  
 PHY-1010 Introductory Physics I . . . . . 4  
 PHY-1020 Introductory Physics II . . . . . 4  
 MAT-2160 Applied Calculus I . . . . . 3

#### Required General Education Courses . . . . . 35 Credits

English Composition I and II\* . . . . . 6  
 Humanities\* . . . . . 6  
 Choose one course from each group:  
 Group 1: One Speech course from approved  
 general education list  
 Group 2: One Art, Music, Theater, Philosophy,  
 literature or Foreign Language course  
 from approved general education list  
 Mathematics\* . . . . . 3  
 MAT-1140 Introduction to Statistics  
 or MAT-2210 Statistics

Science\* . . . . . 8  
 BIO-1140 Principles of Biology: Cellular  
 and Molecular Biology\*  
 CHM-1010 General Chemistry I  
 Social Sciences\* . . . . . 6  
 Choose one course from each group:  
 Group 1: Any History course from approved  
 general education list  
 Group 2: One Anthropology, Economics, Geography,  
 Political Science, Psychology, Sociology, or  
 Women's Studies course from approved general  
 education list  
 General Education Elective  
 One additional course from either the Social Sciences  
 or Humanities approved general education list . . . 3  
 Information Technology\* . . . . . 3  
 INT-1010

**Total Required for A.A. Degree . . . . . 63 Credits**

## Psychology

### Psychology Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: PSYCH.AA

This is a recommended program of study for students planning to pursue a bachelor's degree in psychology.

Graduates of the Psychology Option of the General Studies A.A. degree program will be able to:

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in psychology
- Use the scientific method as a primary basis for engaging in critical thinking
- Use appropriately the technical language of the science of psychology in oral and written communication
- Use appropriate computer technology to complete relevant projects and assignments
- Interact effectively and work productively with people from diverse backgrounds
- Apply psychological principles to personal, social and organizational issues
- Pursue a bachelor's degree in psychology or a related field at a four-year institution.

#### Program Concentration . . . . . 24 Credits

PSY-1010 General Psychology . . . . . 3  
 PSY-2010 Personality and Adjustment . . . . . 3  
 PSY-2030 Child Psychology . . . . . 3  
 PSY-2080 Abnormal Psychology . . . . . 3  
 PSY-2190 Social Psychology . . . . . 3  
 PSY-2110 Psychology and African Americans . . . . . 3  
 Any Health course . . . . . 3  
 Any Psychology course not listed above . . . . . 3

#### Required General Education Courses . . . . 34–36 Credits

English Composition I and II\* . . . . . 6

**Psychology** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Psychology** continues from previous page

Humanities* .....	6
Choose one course from each group:	
Group 1: Any Speech course from approved general education list	
Group 2: Any Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* .....	3–4
MAT-1190 or MAT-2160 or MAT-2410	
Science* .....	7–8
Two courses, one of which must carry laboratory credit (Recommended for UMCP: BIO-1130, BIO-1140, PHY-1010 or CHM-1010)	
Social Sciences* .....	6
Choose one course from each group:	
Group 1: One History course from approved general education list (HST-1410 recommended)	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list General Education Elective (SOC-1010 recommended)	
One additional course from either the Social Sciences or Humanities approved general education list . . .	3
Information Technology* .....	3
INT-1010	
<b>Elective</b> .....	<b>3 Credits</b>
Any credit course except PSY or PED	
<b>Total Required for A.A. Degree</b> .....	<b>61–63 Credits</b>

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## Public Relations and Journalism

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See **Communication**, page 45.

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## Radiography

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The Radiography program prepares students to practice as a proficient, professional radiographer in culturally diverse health care settings. Through courses in patient care and education, radiographic procedures, radiation protection, equipment operation and quality control, image production and evaluation and clinical practice, students progress from the learning phase to the multiskilled, practitioner phase. Students will be prepared with the skills necessary to perform radiologic examinations that produce high-quality diagnostic images to be used in the diagnosis and treatment of patient disease. The program is structured to allow students to earn an Associate of Applied Science (A.A.S.) degree and qualify and prepare them for the American Registry of Radiologic Technologists (ARRT) board exam upon successful completion of all required courses.

The Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606;

telephone 312-704-5300; mail@jrcert.org. One of the necessary standards for admission is for the student to submit evidence of physical examination and immunizations as outlined on the Radiography Program Health Assessment form. The health assessment must indicate with reasonable accommodation that the applicant can:

- Work eight to ten hours per day performing physical tasks such as sitting, lifting, bending, turning, carrying and moving around the physical environment
- Perform fine motor movements needed to manipulate instruments and equipment
- Communicate effectively, both orally and in writing, with peers, patients and physicians
- Monitor and assess patients' needs using auditory and visual skills
- Monitor radiation exposure by visual and auditory mode
- Work safely with patients who are susceptible or are in the contagious stage(s) of communicable diseases
- Establish and work toward goals in a responsible manner
- Work as a member of the health care team to care for patients while delivering ionizing radiation and maintaining high standards of professionalism

## Radiography

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

Program Code: RADI.AAS.PETIT

Radiography program goals.

- Graduates will be clinically competent.
- Graduates will apply critical thinking skills
- Graduates will demonstrate professional growth and development
- Graduates will communicate effectively

Graduates of the Radiography A.A.S. degree program will be able to:

- Properly position patients
- Select correct exposure factors
- Apply radiation protection principals
- Modify positioning based upon patient condition
- Critique radiographic images
- Explain the importance of continued professional development
- Demonstrate professional behavior
- Demonstrate effective oral communication skills
- Demonstrate effective written communication skills

**Program Concentration** .....

HIM-1800 Introduction to Medical Terms for Health Professionals .....	1
RAD-1410 Radiographic Procedures I .....	3
RAD-1420 Radiographic Procedures II .....	3
RAD-1430 Radiation Biology/Protection .....	3
RAD-1500 Image Production and Imaging Equipment I .....	3
RAD-1510 Patient Care and Education I .....	2
RAD-1530 Clinical Radiography I .....	2



RAD-1540 Clinical Radiography II . . . . .	4
RAD-1550 Clinical Radiography III . . . . .	4
RAD-1580 Image Production and Imaging Equipment II . . . . .	3
RAD-2000 Computed Tomography Practicum . . . . .	1
RAD-2410 Radiographic Procedures III . . . . .	3
RAD-2420 Radiographic Procedures IV . . . . .	2
RAD-2430 Patient Care and Education II . . . . .	2
RAD-2530 Clinical Radiography IV . . . . .	4
RAD-2540 Clinical Radiography V** . . . . .	4
RAD-2570 Preparation for ARRT Certification . . . . .	1

**Required General Education Courses . . . . . 23 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1090	
Mathematics* . . . . .	3
MAT-1120	
Science* . . . . .	8
BIO-2050 and BIO-2060	
Social Sciences* . . . . .	3
PSY-1010	

**Total Required for A.A.S. Degree . . . . . 68 Credits**

## Residential Property Management

See Business Management page 43.

## Respiratory Therapy

The Respiratory Therapy program prepares students to work in a variety of health care settings, to care for patients with acute and chronic respiratory disease, to assist in the treatment of trauma patients and to provide life support to critically ill newborn, pediatric and adult patients. Students receive a solid foundation in principles of cardiopulmonary physiology and respiratory care practices prior to providing hands-on care within actual clinical settings. Clinical experiences begin with basic general care and progress to extensive experience in adult medical and surgical intensive care and neonatal/pediatric intensive care units. Throughout the curriculum, students are expected to develop a caring commitment to the patient along with safe and effective respiratory care. Students rotate through renowned and respected clinical sites, including Prince George's Hospital Center, Washington Hospital Center, Children's National Medical Center, Washington Adventist Hospital, Anne Arundel Medical Center, Southern Maryland Hospital Center and Gladys Spellman Specialty Hospital. The Respiratory Therapy Program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC); 1248 Harwood Road; Bedford, Texas 76021-4244; telephone: 817-283-2835; fax: 817-354-8519. Upon graduation, students are awarded an Associate of Applied Science (A.A.S.) degree and are eligible to take both the entry-level and advanced practitioner exams and to use the credential CRT (entry-level exam) and RRT (advanced practitioner exam) upon successful completion of the respective exam.

## Respiratory Therapy

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

Program Code: RESP.AAS.PETIT

The Respiratory Therapy graduate will be able to:

- Work in a variety of health care settings
- Assess and treat patients with acute and chronic respiratory diseases
- Assist in the treatment of trauma patients
- Provide life support to critically ill newborn, pediatric and adult patients
- Achieve success on the National Board for Respiratory Care Examination system
- Demonstrate satisfaction with the preparation provided by the program at Prince George's Community College
- Maintain behaviors consistent with professional practice and the ethical and moral standards consistent with the American Association for Respiratory Care as demonstrated by meeting the needs and standards of employers

**Program Concentration . . . . . 39 Credits**

RST-1530 Principles and Practice of Respiratory Therapy I . . . . .	3
RST-1570 Principles of Cardiopulmonary Physiology . . . . .	4
RST-1600 Principles of Ventilatory Diseases . . . . .	3
RST-1630 Principles and Practice of Respiratory Therapy II . . . . .	5
RST-1730 Clinical Practice in Respiratory Therapy III (Offered summer only) . . . . .	3
RST-1740 Ventilators and Introduction to Critical Care (Offered summer only) . . . . .	3
RST-2490 Neonatal and Pediatric Respiratory Care . . . . .	3
RST-2500 Pharmacology for Respiratory Therapy . . . . .	3
RST-2530 Clinical Practice in Critical Care I . . . . .	5
RST-2620 Trends in Respiratory Therapy . . . . .	2
RST-2630 Clinical Practice in Critical Care II** . . . . .	5

**Required General Education Courses . . . . . 31 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	3
SPH-1090	
Mathematics* . . . . .	3
MAT-1120	
Science* . . . . .	16
BIO-2050, BIO-2060, BIO-2010 and PSC-1150 or CHM-1010	
Social Sciences* . . . . .	3
PSY-1010	

**Total Required for A.A.S. Degree . . . . . 70 Credits**

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Sociology

The Sociology Option of the General Studies A.A. degree program is a recommended program of study for students interested in pursuing a bachelor's degree in sociology.

### Sociology Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: SOCI.AA

Graduates of the Sociology Option program will be able to:

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in society.
- Use the scientific method as a primary basis for engaging in critical thinking.
- Use appropriately the technical language of the science of sociology in oral and written communication.
- Use appropriately technology to complete relevant projects and assignments.
- Interact effectively and work productively with people from diverse backgrounds.
- Apply sociological principles and ethics to personal, social, organizational issues, and research.
- Pursue a bachelor's degree in sociology or a related field at a four-year institution.

**Program Concentration . . . . . 21 Credits**

SOC-1010 Introduction to Sociology . . . . .	3
SOC-1020 Marriage and Family . . . . .	3
SOC-2010 Social Problems . . . . .	3
SOC-2030 Criminology . . . . .	3
SOC-2040 Introduction to Social Work . . . . .	3
SOC-2090 Sociology of Minorities . . . . .	3
SOC-2400 Introduction to Public Health and Health Care Policy . . . . .	3

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: Any Speech course from approved general education list	
Group 2: Any Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1140, 1160 or 1190 recommended	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: Any History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list	
General Education Elective	
One additional course from either the Social Sciences or Humanities approved general education list . . . .	3

Information Technology\* . . . . . 3  
INT-1010

**Electives . . . . . 6 Credits**

Any credit courses except PED

**Total Required for A.A. Degree . . . . . 61–62 Credits**

## Teacher Education

The field of education encompasses many areas: early childhood, elementary, secondary and special education. Each area has different requirements and, therefore, different goals and outcomes.

Students are highly encouraged to consult the department chairperson at 301-583-5250 for advisement before beginning their coursework to ensure they are in the correct program.

Each program is outlined below with the specific career objectives and outcomes for each program of study.

### Early Childhood Education

#### Early Childhood Education

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

Program Code: TCHR.ECHILD.AAS

The Early Childhood Education A.A.S. degree program provides the educational background to teach preschool children in private early childhood centers and to direct early childhood centers. The program introduces students to child development theories, current early childhood education issues, the exceptional child, assessment skills, developmentally appropriate curricula and lessons, management, and literacy skills. For more information, call 301-583-5250.

Graduates of the Early Childhood Education A.A.S. degree program will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to direct a large group child care facility
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
- Reflect upon their classroom experiences and learning to critically examine the learning and teaching process

**Program Concentration . . . . . 39 Credits**

TED-1100 Principles and Practices in Early Childhood Education . . . . .	3
TED-1200 Child Growth and Development . . . . .	3
TED-1300 Methods and Materials in Early Childhood Education . . . . .	3

First-time college students are expected to take PAS-1010 Principles and Strategies of Successful Learning (3 Credits). PAS-1010 is required for students when they take DVR-0061. For more information, see Chapters 2, 6, and 8.

TED-1400 Introduction to Multicultural Education . . 3  
 TED-2110 Infant and Toddler Curriculum and Teaching. . . . . 3  
 TED-2100 Processes and Acquisition of Reading or TED-2400 Language Arts in Early Childhood Education . . . . . 3  
 TED-2200 Guiding Behavior in Educational Settings . 3  
 TED-2350 Early Childhood Special Education. . . . . 3  
 TED-2650 Child Care Center Administration and Management . . . . . 3  
 TED-2750 Field Work in Early Childhood Education\*\* or TED-2751 Field Work in Early Childhood Special Education\*\* . . . . . 3  
 Early Childhood Electives . . . . . 9  
 Choose three courses from the following:  
 ART-2730      EGL-2230      GEO-1010  
 HST-1410      PSC-1200      PSC-1210  
 PSY-2030      PSY-2060  
 NTR-1200 or HLE-2150

**Required General Education Courses . . . . 24–26 Credits**

English Composition I and II\* . . . . . 6  
 EGL-1010 and EGL-1020  
 Humanities\* . . . . . 6  
 SPH-1010 or SPH-1090 and one of the following:  
 ART-1010, ART-2730, MUS-1010, PHL-1010,  
 THE-1010 or any foreign language course  
 Mathematics\* . . . . . 3–4  
 MAT-1050 recommended  
 Science\* . . . . . 3–4  
 BIO-1010 recommended  
 Social Sciences\* . . . . . 3  
 PSY-1010  
 Information Technology\* . . . . . 3  
 INT-1010

**Total Required for A.A.S. Degree . . . . . 63–65 Credits**

**Mastery in Early Childhood Education**

*Certificate*

Program Code: TCHR.MASTERY.CT

This 27-credit childcare certificate is for students who desire to enhance their credentials for working in a child care center as a lead teacher, senior staff or assistant director. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. For more information, call 301-583-5250.

TED-1100 Principles and Practices in Early Childhood Education . . . . . 3  
 TED-1200 Child Growth and Development . . . . . 3  
 TED-1300 Methods and Materials in Early Childhood Education . . . . . 3  
 TED-1400 Introduction to Multicultural Education . . 3  
 TED-2100 Processes and Acquisition of Reading or TED-2400 Language Arts in Early Childhood Education . . . . . 3  
 TED-2110 Infant and Toddler Curriculum and Teaching . . . . . 3  
 TED-2200 Guiding Behavior in Educational Settings . 3  
 TED-2350 Early Childhood Special Education. . . . . 3

Choose one course from the following. . . . . 3  
 ART-2730      INT-1010      EGL-1010  
 EGL-2230      HLE-2150      PSY-1010  
 PSY-2030      PSY-2060      SPH-1010  
 SPH-1090      TED-2100#      TED-2400#

**Note:** Select TED-2100 or TED-2400, only if not taken for requirements listed above

**Total Required for Certificate . . . . . 27 Credits**

**Early Childhood Education**

*Letter of Recognition*

Program Code: TCHR.ECHILD.LOR

This 9-credit letter of recognition is designed for students to continue their studies in the field of early childhood education, either for the A.A.S. in ECE degree or for employment of MD credentialing purposes. The courses listed below can be used for completion of the 90 hour certificate and/or the 120 hour coursework requirement for the CDA certificate. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. For more information, call 301-583-5250.

TED-1100 Principles and Practices in Early Childhood Education . . . . . 3  
 TED-1200 Child Growth and Development . . . . . 3  
 TED-1300 Methods and Materials in Early Childhood Education . . . . . 3

**Proficiency in School Age Care and Management**

*Certificate*

*(Pending MHEC Approval)*

Program Code: TCHR.SCHOOLAGE.CT

This 18 credit certificate is designed for students who desire to have the academic credentials to manage and/or teach in before and after care for school age children.. All courses transfer into the ECE AAS degree program and some courses are also transferable to the AAT in ECE degree program. For more information, call 301-583-5250.

Graduates of the Proficiency in School Age Care and Management certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to direct a large group child care facility
- Demonstrate the skills needed to communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom

**Teacher Education** continues on next page

\* Satisfies general education requirement (see Chapter 4)  
 \*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Teacher Education** continues from previous page

- TED-1200: Child Growth and Development
  - TED-1300: Methods and Materials in Early Childhood Education
  - TED-1400: Introduction to Multicultural Education
  - TED-2115: School Age Curriculum and Teaching
  - TED-2200: Guiding Behavior in Educational Settings
  - TED-2650: Child Care Administration and Management
- Total Required for Certificate . . . . . 18 Credits**

## Proficiency in Infant and Toddler Development

*Certificate*  
 (Pending MHEC Approval)  
 Program Code: TCHR.INFANT.TOD.CT

This 18 credit certificate is designed for students who desire to have additional proficiency in the area of infant and toddler care and curriculum. All courses transfer into the ECE AAS degree program and some courses are also transferable to the AAT in ECE degree program. For more information, call 301-583-5250.

Graduates of the Proficiency in Infant and Toddler Development certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to direct a large group child care facility
- Demonstrate the skills needed to communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Identify the components of a nutritional diet for infants and toddlers and its relationship to the cognitive and physical development of infants and toddlers

- TED-1100: Principles and Practices in Early Childhood Education
- TED-1200: Child Growth and Development
- TED-1300: Methods and Materials in Early Childhood Education
- TED-2110: Infant and Toddler Curriculum and Teaching
- TED-2400: Language Arts in Early Childhood Education
- HLE-2150: Introduction to Child Health
  - or NTR-1200: Nutrition for Infants and Young Children
  - or NTR-1010: Introductory Nutrition

**Total Required for Certificate . . . . . 18 Credits**

## Early Childhood Special Education

*Certificate*  
 Program Code: TCHR.SPECED.CT

This 18-credit childcare certificate is for students who want to have additional proficiency in working with children with special needs. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. For more information, call 301-583-5250.

- TED-1200 Child Growth and Development . . . . . 3
- TED-1300 Methods and Materials in Early Childhood Education . . . . . 3
- TED-1400 Introduction to Multicultural Education . . 3
- TED-2200 Guiding Behavior in Early Childhood Education . . . . . 3
- TED-2350 Early Childhood Special Education. . . . . 3
- TED-2751 Field Work in Early Childhood Special Education. . . . . 3

**Total Required for Certificate . . . . . 18 Credits**

## Early Childhood Education (Pre-K–3rd Grade)/Early Childhood Special Education

*Associate of Arts in Teaching Degree (A.A.T.)*  
 Program Code: TCHR.ECHILD.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching early childhood education (pre-K to grade 3) or Early Childhood Special Education.

Graduates of the Early Childhood Education/Early Childhood Special Education A.A.T. degree program will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
- Pursue a bachelor's degree at a four-year institution

**Program Concentration . . . . . 21 Credits**

- TED-1100 Principles and Practices in Early Childhood Education . . . . . 3
- TED-1200 Child Growth and Development . . . . . 3
- TED-1300 Methods and Materials in Early Childhood Education . . . . . 3
- TED-1400 Introduction to Multicultural Education . . 3
- TED-2100 Processes and Acquisition of Reading. . . . 3
- TED-2350 Early Childhood Special Education. . . . . 3
- TED-2750 Field Work in Early Childhood Education\*\* . . . . . 3

First-time college students are expected to take PAS-1010 Principles and Strategies of Successful Learning (3 Credits). PAS-1010 is required for students when they take DVR-0061. For more information, see Chapters 2, 6, and 8.

**Required General Education Courses . . . . . 45 Credits**

English*	9
EGL-1010 Composition I	
EGL-1020 Composition II	
EGL-2230 Children's Literature	
Humanities*	3
ART-2730 Integrated Arts	
Mathematics*	12
MAT-1050 Elements of Mathematics	
MAT-1060 Elements of Geometry and Logic	
MAT-1160 Elements of Probability and Statistics	
Science*	12
BIO-1010 General Biology	
PSC-1200 Exploring Chemistry and Physics Concepts	
PSC-1210 Exploring Earth and Space Science Concepts	
Social Sciences*	9
HST-1410 History of the United States I	
GEO-1010 Physical Geography	
PSY-1010 General Psychology	

**Total Required for A.A.T. Degree . . . . . 66 Credits**

**Note:** 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

**Elementary Education****Elementary Education (Grades 1–6)/  
Special Education (Grades 1–12) (A.A.T.)**

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

Program Code: TCHR.ELEM.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching elementary education, grades 1-6 or special education, grades 1-12. For more information, call 301-583-5250.

Graduates of the Elementary Education/ Special Education A.A.T. degree program will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
- Pursue a bachelor's degree at a four-year institution

**Program Concentration . . . . . 18 Credits**

TED-1200 Child Growth and Development . . . . .	3
TED-2000 Foundations of Education . . . . .	3
TED-2001 Field Experience for Foundations of Education . . . . .	1
TED-2300 Introduction to Special Education . . . . .	3
TED-2301 Field Experience for Special Education . . . . .	1
PSY-2060 Educational Psychology . . . . .	3
TED-2061 Field Experience for Educational Psychology . . . . .	1
TED-2100 Processes and Acquisition of Reading . . . . .	3

**Required General Education Courses . . . . . 48 Credits**

English*	6
EGL-1010 Composition I	
EGL-1020 Composition II	
Humanities*	6
ART-2730 Integrated Arts	
SPH-1090 Interpersonal Communication	
Mathematics*	12
MAT-1050 Elements of Mathematics	
MAT-1060 Elements of Geometry and Logic	
MAT-1160 Elements of Probability and Statistics	
Science*	12
BIO-1010 General Biology	
PSC-1200 Exploring Chemistry and Physics Concepts	
PSC-1210 Exploring Earth and Space Science Concepts	
Social Sciences*	9
HST-1410 History of the United States I	
POS-1010 American National Government	
PSY-1010 General Psychology	
Health/Physical Education . . . . .	3
HLE-2300 Integrated Health and Physical Education	

**Total Required for A.A.T. Degree . . . . . 66 Credits**

**Note:** 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

**Secondary Education****Secondary Education—Chemistry (A.A.T.)**

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

Program Code: TCHR.CHEM.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching chemistry at the secondary level. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team

**Teacher Education** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Teacher Education** continues from previous page

- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

**Program Concentration . . . . . 33–34 Credits**

CHM-1010 General Chemistry I*	4
CHM-1020 General Chemistry II*	3
CHM-1030 General Chemistry II Laboratory	2
CHM-2010 Organic Chemistry I	4
CHM-2020 Organic Chemistry II	3
CHM-2040 Organic Chemistry II Laboratory	2
MAT-2410 Calculus I for Science and Engineering*	4
MAT-2420 Calculus II for Science and Engineering	4
Choose one of the following physics or chemistry sequences based on your transfer plans and complete both courses shown	7–8

Sequence 1: PHY-1030 General Physics I  
PHY-2030 General Physics II  
(Two semesters of calculus-based physics will transfer to all institutions offering chemistry and secondary teacher certification.)

Sequence 2: PHY-1010 Introductory Physics I  
PHY-1020 Introductory Physics II  
(Two semesters of algebra-based physics will transfer to Towson University, Hood College, Washington Adventist University, Goucher College or Frostburg State University.)

**Pre-Professional Courses . . . . . 15 Credits**

TED-2000 Foundations of Education	3
TED-2001 Field Experience for Foundations of Education	1
TED-2300 Introduction to Special Education	3
TED-2301 Field Experience for Special Education	1
PSY-2060 Educational Psychology	3
TED-2061 Field Experience for Educational Psychology	1
PSY-2040 Adolescent Psychology	3

**Required General Education Courses . . . . . 15 Credits**

English*	6
EGL-1010 Composition I	
EGL-1020 Composition II	
Humanities*	6
ART-2730 Integrated Arts	
SPH-1090 Interpersonal Communication	
Social Sciences*	3
PSY-1010 General Psychology	

**Total Required for A.A.T. Degree . . . . . 63–64 Credits**

**Note:** 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

## Secondary Education—English (A.A.T.)

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

Program Code: TCHR.ENGLISH.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching English at the secondary level.

Graduates of this Secondary Education A.A.T. degree program will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

**Program Concentration . . . . . 18 Credits**

EGL-2270 Applied Grammar	3
Choose one course from the following literature surveys:	3
EGL-2010 British Literature from the Anglo-Saxon Period Through the 18th Century	
EGL-2030 British Literature of the 19th and 20th Centuries	

Choose one course from the following:  
literature surveys: . . . . . 3  
EGL-2050 American Literature from the Beginnings to the Late 19th Century  
EGL-2070 American Literature from the Late 19th Century to the Present

Choose one course from the following. . . . . 3  
EGL-2090 World Literature from Ancient Times Through the Middle Ages  
EGL-2110 World Literature from the Renaissance to the Present  
EGL-2410 Mythology, Legend and Folklore

Choose two courses from the following that complement the literature surveys selected: . . . . . 6  
HST-1310 Ancient and Medieval History  
HST-1320 Modern History  
HST-1370 The World in the Twentieth Century  
HST-1410 History of the United States I  
HST-1430 History of the United States II

**Pre-Professional Courses . . . . . 15 Credits**

TED-2000 Foundations of Education	3
TED-2001 Field Experience for Foundations of Education	1
TED-2300 Introduction to Special Education	3
TED-2301 Field Experience for Special Education	1
PSY-2060 Educational Psychology	3

TED-2061 Field Experience for Educational Psychology	1
PSY-2040 Adolescent Psychology	3
<b>Required General Education Courses: . . . . .</b>	<b>28 Credits</b>
English*	6
EGL-1010 Composition I	
EGL-1020 Composition II	
Humanities*	6
ART-2730 Integrated Arts	
SPH-1090 Interpersonal Communication	
Mathematics*	3
MAT-1120 or higher	
Science*	7
Two courses, one of which must carry laboratory credit	
Social Sciences*	6
PSY-1010 General Psychology	
One nonhistory course from approved general education list	

**Total required for A.A.T. Degree . . . . . 61 Credits**

**Note:** 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

## Secondary Education—Mathematics (A.A.T.)

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

Program Code: TCHR.MATH.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching mathematics at the secondary level. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

**Program Concentration . . . . . 23–24 Credits**

MAT-2410 Calculus for Science and Engineering	4
MAT-2420 Calculus II for Science and Engineering	4
MAT-2430 Calculus III for Science and Engineering	4
MAT-2450 Linear Algebra	4
Choose one of the following physics or chemistry sequences based on your transfer plans and complete both courses shown	7–8

**Sequence 1:** PHY-1030 General Physics I

PHY-2030 General Physics II

(For students who wish to transfer to Bowie State University, Coppin State University, Morgan State University, Towson University, University of Maryland Baltimore County or University of Maryland Eastern Shore, two courses in calculus-based physics or general chemistry are required. All colleges will accept these two courses.)

**Sequence 2:** PHY-1010 Introductory Physics I

PHY-1020 Introductory Physics II

(For students who wish to transfer to Frostburg State University, Hood College, College of Notre Dame, Mount St. Mary's College, UMCP or Washington College, two courses in algebra-based physics or general chemistry are acceptable.)

**Sequence 3:** CHM-1010 General Chemistry I\*

CHM-1020 General Chemistry II\*

**Pre-Professional Courses . . . . . 15 Credits**

TED-2000 Foundations of Education	3
TED-2001 Field Experience for Foundations of Education	1
TED-2300 Introduction to Special Education	3
TED-2301 Field Experience for Special Education	1
PSY-2060 Educational Psychology	3
TED-2061 Field Experience for Educational Psychology	1
PSY-2040 Adolescent Psychology	3

**Required General Education Courses . . . . . 24 Credits**

English*	6
EGL-1010 Composition I	
EGL-1020 Composition II	
Humanities*	9
ART-2730 Integrated Arts	
SPH-1090 Interpersonal Communication	
One elective from approved general education list (PHL-1010 or PHL-1090 recommended)	
Social Sciences*	9
PSY-1010 General Psychology	
One history course from approved general education list	
One non-history course from approved general education list	

**Total Required for the A.A.T. Degree . . . . 62–63 Credits**

**Note:** 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions

## Secondary Education—Physics (A.A.T.)

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

Program Code: TCHR.PHYSICS.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching physics at the secondary level. For more information, call 301-583-5250.

- Graduates of this Secondary Education A.A.T. degree program will be able to: Successfully transfer to a four-year institution to complete their bachelor's degree
- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate lessons and activities for a variety of purposes and groups of children

**Teacher Education** continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Teacher Education** continues from previous page

- Demonstrate the skills needed to be an effective part of an educational team
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings

**Program Concentration . . . . . 31 Credits**

PHY-1030 General Physics I*	3
PHY-2030 General Physics II*	4
PHY-2040 General Physics III	4
MAT-2410 Calculus for Science and Engineering*	4
MAT-2420 Calculus II for Science and Engineering	4
MAT-2460 Differential Equations	4
CHM-1010 General Chemistry	4
BIO-1010 General Biology	4

**Pre-Professional Courses . . . . . 15 Credits**

TED-2000 Foundations of Education	3
TED-2001 Field Experience for Foundations of Education	1
TED-2300 Introduction to Special Education	3
TED-2301 Field Experience for Special Education	1
PSY-2060 Educational Psychology	3
TED-2061 Field Experience for Educational Psychology	1
PSY-2040 Adolescent Psychology	3

**Required General Education Courses . . . . . 21 Credits**

English*	6
EGL-1010 Composition I	
EGL-1020 Composition II	
Humanities*	6
ART-2730 Integrated Arts	
SPH-1090 Interpersonal Communication	
Social Sciences*	9
PSY-1010 General Psychology	
One history course from approved general education list	
One non-history course from approved general ed. list	

**Total Required for A.A.T. Degree . . . . . 67 Credits**

**Note:** 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

## Secondary Education—Spanish (A.A.T.)

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

Program Code: TCHR.SPAN.AAT

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. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students

- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

**Program Concentration . . . . . 12 Credits**

SPN-1020 Spanish for Advanced Beginners	3
(SPN-1010 is the prerequisite.)	
SPN-2010 Intermediate Spanish I	3
SPN-2020 Intermediate Spanish II	3
SPN-2040 Advanced Conversation	3

**Pre-Professional Courses . . . . . 15 Credits**

TED-2000 Foundations of Education	3
TED-2001 Field Experience for Foundations of Education	1
TED-2300 Introduction to Special Education	3
TED-2301 Field Experience for Special Education	1
PSY-2060 Educational Psychology	3
TED-2061 Field Experience for Educational Psychology	1
PSY-2040 Adolescent Psychology	3

**Required General Education Courses . . . . . 34 Credits**

English*	6
EGL-1010 Composition I	
EGL-1020 Composition II	
Humanities*	9
ART-2730 Integrated Arts	
SPH-1090 Interpersonal Communication	
One elective from approved general education list (SPN-1010 if needed)	
Mathematics*	3
MAT-1120 or higher	
Science*	7
Two courses, one of which has a laboratory component	
Social Sciences*	9
PSY-1010 General Psychology	
One history course from approved general education list	
One non-history course from approved general education list	

**Total Required for A.A.T. Degree . . . . . 61 Credits**

**Note:** 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

## Professional Education Courses for Maryland Certification/Recertification (only for individuals who already have a bachelor's degree)

These courses are for persons who already have a bachelor's degree and wish to become a certified teacher in Maryland. Teachers who



are already certified also may complete these courses for recertification requirements. Four areas are required to become certified in Maryland for any certification area.

1. All certification areas require Maryland passing scores on one of the basic skills tests: Praxis I, SAT or ACT. Check with [www.ets.org](http://www.ets.org) or [www.marylandpublicschools.org](http://www.marylandpublicschools.org) for required Maryland Praxis I tests and scores, and scores for alternative basic skills tests. Check with [www.ets.org](http://www.ets.org) for registration information for Praxis I. Praxis I is usually taken early in a student's academic career and must be passed prior to transcript submission to MSDE.
2. Certification courses: Students may enroll in these courses, prior to, concurrently with, or after submission of all college transcripts to Maryland State Department of Education (MSDE), Division of Certification for transcript evaluation. Students must contact MSDE by logging on to [www.marylandpublicschools.org](http://www.marylandpublicschools.org) or by calling the MSDE Certification Assistance Line at 410-767-0412 to learn about the transcript evaluation process. The courses listed below will satisfy most, if not all, of the coursework requirements on the MSDE Evaluation Form for Certification. However, there may be additional Professional Development Education courses required for some certifications and/or for some students. Using the MSDE transcript evaluation and the charts below, students can determine what courses Prince George's Community College offers that meet the MSDE Professional Development course requirements.
3. Most certification areas require Maryland passing scores on the Praxis II: Subject Assessments. Check [www.ets.org](http://www.ets.org) for required Maryland Praxis II tests and scores. Check [www.ets.org](http://www.ets.org) for registration information for Praxis II. Praxis II is usually taken after completing methods courses.
4. All certification areas require documented teaching experience before an initial certificate is awarded. Prince George's Community College does not provide this documented teaching experience or offer a student teaching course which meets the requirement for Teacher Certificate Candidates. Students should contact Prince George's County Public Schools or MSDE for additional information regarding this requirement.

The options below alone do not provide a complete certificate program.

### Early Childhood Certification (Pre-K–Grade 3)

PGCC Course Equivalent	MSDE Course Requirement
TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Child Development
PSY-2060: Educational Psychology	Human Learning
TED-1300: Methods and Materials in ECE	Teaching Methodology
TED-2300: Intro to Special Education or TED-2350: Early Childhood Education Special Education	Inclusion of Special Needs Student Populations
TED-2830: Assessment of Students	Assessment of Students

PGCC Course Equivalent	MSDE Course Requirement
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading

### Elementary (Grades 1–6) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Child Development (3 Credits)
PSY-2060: Educational Psychology	Human Learning (3 Credits)
TED-2840: Elementary Methods	Teaching Methods (3 Credits)
TED-2300: Intro to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830: Assessment of Students	Assessment of Students (3 Credits)
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading (12 Credits)

### Academic Subjects (N–12), Middle School (Grades 4–9) and Secondary (Grades 7–12) Certification

PGCC Course Equivalent	MSDE Course Requirement
PSY-2040: Adolescent Psychology	Adolescent Development (3 Credits)
PSY-2060: Educational Psychology	Human Learning (3 Credits)
TED-2850: Secondary Methods	Teaching Methods (3 Credits)
TED-2300: Intro to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830: Assessment of Students	Assessment of Students (3 Credits)
TED-2820: Teaching Reading in the Content Areas: Part I TED-2821: Teaching Reading in the Content Areas: Part II	Reading (6 Credits)

Teacher Education continues on next page

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Teacher Education continues from previous page

### Generic Special Education Infant/Primary (Birth–Grade 3) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-2300: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY-2070: Human Growth and Development and TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Human Growth and Development (6 Credits)
TED-2830: Assessment of Students TED-2950: Special Ed Assessment: Part I TED-2951: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
TED-2900: Special Ed Methods: Birth-12th Grade TED-2901: Special Ed Methods: Birth-6th Grade	Curriculum and Methodology of Instruction (6 Credits)
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading (12 Credits)
SPH-1090: Interpersonal Communication	Communication Skills (3 Credits)

### Generic Special Education Elementary/Middle School (Grades 1–8) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-2300: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY-2070: Human Growth and Development and TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Human Growth and Development (6 Credits)
TED-2830: Assessment of Students TED-2950: Special Ed Assessment: Part I TED-2951: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)

PGCC Course Equivalent	MSDE Course Requirement
TED-2900: Special Ed Methods: Birth-12th Grade TED-2901: Special Ed Methods: Birth-6th Grade	Curriculum and Methodology of Instruction (6 Credits)
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading (12 Credits)
SPH-1090: Interpersonal Communication	Communication Skills (3 Credits)

### Generic Special Education Secondary/Adult (Grades 6–12 and Adult) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-2300: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY-2070: Human Growth and Development and PSY-2040: Adolescent Psychology	Human Growth and Development (6 Credits)
TED-2830: Assessment of Students TED-2950: Special Ed Assessment: Part I TED-2951: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
TED-2900: Special Ed Methods: Birth-12th Grade TED-2902: Special Ed Methods: Grade 6 - Age 21	Curriculum and Methodology of Instruction (6 Credits)
TED-2820: Teaching Reading in the Content Areas: Part I	Essentials of the Reading Process (3 Credits)
TED-2821: Teaching Reading in the Content Areas: Part II	Teaching Students to Learn From Text (3 Credits)
SPH-1090: Interpersonal Communication	Communication Skills (3 Credits)

## Technical Studies

The Technical Studies A.A.S. degree program provides a means for students to earn an associate degree using education obtained outside of the traditional college environment. Apprenticeship programs leading to journeyman status can provide this learning through programs sponsored by businesses, labor unions and professional and trade associations. The technical core for each degree option consists of 30 credit hours obtained through the specific approved apprenticeship program for that option and transferred in to the college. The technical electives and general studies courses are the same for all options. The program currently has one option, Electrical Construction Technology, with additional options pending.

For more information, contact the Construction and Energy Institute at 301-322-0964.

### Technical Studies

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

Program Code: TECH.STUDY.AAS

**Program Concentration . . . . . 30 Credits**

Specific courses will vary by option.

**Program Electives . . . . . 9 Credits**

Choose any INT, CSM or ENT courses.

**Required General Education Courses . . . . 21–22 Credits**

English Composition I and II\* . . . . . 6

Humanities\* . . . . . 3

SPH-1010 recommended

Mathematics\* . . . . . 3

MAT-1340 or higher

Science\* . . . . . 3–4

PHY-1570 recommended

Social Sciences\* . . . . . 3

Information Technology\* . . . . . 3

INT-1010

**Total Required for A.A.S. Degree . . . . . 60–61 Credits**

### Electrical Construction Technology Option

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

Program Code: TECH.ECT.AAS

Graduates of this program of study will be able to:

- Identify safety hazards in electrical equipment
- Fabricate electrical conduit properly
- Read electrical blueprint drawings
- Perform appropriate electrical calculations for voltage, current and power in series, parallel and series-parallel circuits, for AC and DC circuits, including three-phase AC circuits
- Use diagnostic equipment, such as multimeters and oscilloscopes, properly
- Design, build and test semiconductor circuits using diodes, transistors, amplifiers and SCRs
- Demonstrate proper grounding and bonding techniques for equipment enclosures and buildings, including ground-fault protection devices
- Demonstrate proper design, operation and installation of a complete three-phase motor control system

- Demonstrate competency in an area of chosen specialization, such as motor control, programmable controllers (PLCs), fire alarm systems, instrumentation, structured cabling or high voltage power distribution

**Note:** Students taking Electrical Construction Technology (ECT) courses must be participants in the International Brotherhood of Electrical Workers (IBEW) apprentice program. For information on the apprentice program, call IBEW #26 at 301-429-2575.

**Program Concentration . . . . . 30 Credits**

ECT-1010 Electrical Construction Technology

Year 1A . . . . . 3

ECT-1020 Electrical Construction Technology

Year 1B . . . . . 3

ECT-1030 Electrical Construction Technology

Year 2A . . . . . 3

ECT-1040 Electrical Construction Technology

Year 2B . . . . . 3

ECT-2010 Electrical Construction Technology

Year 3A . . . . . 3

ECT-2020 Electrical Construction Technology

Year 3B\*\* . . . . . 3

ECT-2030 Electrical Construction Technology

Year 4A . . . . . 3

ECT-2040 Electrical Construction Technology

Year 4B . . . . . 3

ECT-2050 Electrical Construction Technology

Year 5A . . . . . 3

ECT-2060 Electrical Construction Technology

Year 5B . . . . . 3

**Program Electives . . . . . 9 Credits**

Choose any INT, CSM or ENT courses.

**Required General Education Courses . . . . 21–22 Credits**

English Composition I and II\* . . . . . 6

Humanities\* . . . . . 3

SPH-1010 recommended

Mathematics\* . . . . . 3

MAT-1340 or higher

Science\* . . . . . 3–4

PHY-1570 recommended

Social Sciences\* . . . . . 3

Information Technology\* . . . . . 3

INT-1010

**Total Required for A.A.S. Degree . . . . . 60–61 Credits**

### Electrical Construction Technology

Certificate

Program Code: TECH.ECT.CT

**Note:** Students taking Electrical Construction Technology (ECT) courses must be participants in the International Brotherhood of Electrical Workers (IBEW) apprentice program. For information on the apprentice program, call IBEW #26 at 301-429-2575.

**Program Concentration . . . . . 18 Credits**

ECT-1010 Electrical Construction Technology

Year 1A . . . . . 3

ECT-1020 Electrical Construction Technology

Year 1B . . . . . 3

**Technical Studies** continues on next page

Programs of Study

\* Satisfies general education requirement (see Chapter 4)  
 \*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

**Technical Studies** continues from previous page

ECT-1030 Electrical Construction Technology Year 2A . . . . .	3
ECT-1040 Electrical Construction Technology Year 2B. . . . .	3
ECT-2010 Electrical Construction Technology Year 3A . . . . .	3
ECT-2020 Electrical Construction Technology Year 3B. . . . .	3

**Program Electives . . . . . 6 Credits**  
Choose any CIS, CSM or ENT courses.

**General Education Courses . . . . . 9 Credits**

Choose at least 9 credits from the following:

English Composition I* . . . . .	3
English Composition II* . . . . .	3
Humanities* . . . . .	3
SPH-1010 recommended	
Mathematics* . . . . .	3
MAT-1340 or higher	
Science* . . . . .	3-4
PHY-1570 recommended	
Social Sciences* . . . . .	3
Information Technology* . . . . .	3
INT-1010	

**Total Required for Certificate . . . . . 33 Credits**

## Theatre

### Theatre Arts Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: THTR.AA

Graduates of the Theatre Arts Option of the General Studies A.A. degree program will be prepared to pursue a bachelor's degree in theatre performance or theatre foundations at a four-year college or university.

Graduates of the Theatre Arts Option will be able to:

- Identify the personnel and their fundamental functions central to the production of a theatre performance
- Produce written and oral assessments of the themes, styles, dramatic structure, metaphors, and production requirements within theatre scripts and performance material
- Apply a working knowledge of acting and performance skills required for the stage
- Demonstrate the ability to interpret and make use of theatre specific lexicon
- Identify an awareness of significant works of dramatic literature and performance
- Engage in the skills needed to work successfully in an atmosphere of collaboration
- Describe the key components of a performance space and their function

**Program Concentration . . . . . 26 Credits**

Choose one of the following two tracks and complete the courses listed:

#### Theatre Foundations Track

THE-1110 Introduction to Stage Makeup . . . . .	2
THE-1130 Fundamentals of Design . . . . .	3
THE-1150 Technical Theatre. . . . .	3
THE-2010 Principles of Acting I. . . . .	3
THE-2030 Fundamentals of Script Analysis . . . . .	3
THE-2050 Fundamentals of Theatre History I. . . . .	3
Choose three courses from the following. . . . .	9

- SPH-1070 Voice and Diction
- SPH-1170 Oral Interpretation of Literature
- THE-1090 Fundamentals of Movement
- THE-2020 Principles of Acting II
- TRF-1310 Introduction to Mass Communication
- PAS-1010 Principles and Strategies of Successful Learning

#### Theatre Performance Track

THE-1050 Play Production . . . . .	3
THE-1110 Introduction to Stage Makeup . . . . .	2
THE-1150 Technical Theatre. . . . .	3
THE-2010 Principles of Acting I. . . . .	3
THE-2030 Fundamentals of Script Analysis . . . . .	3
THE-1090 Fundamentals of Movement. . . . .	3
THE-2020 Principles of Acting II . . . . .	3
SPH-1070 Voice and Diction . . . . .	3
Elective . . . . .	3
Any credit course except PED	

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II* . . . . .	6
Humanities* . . . . .	6
Choose one course from each group:	
Group 1: One Speech course from approved general education list	
Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list	
Mathematics* . . . . .	3
MAT-1120 or higher	
Science* . . . . .	7–8
Two courses, one of which must carry laboratory credit	
Social Sciences* . . . . .	6
Choose one course from each group:	
Group 1: One History course from approved general education list	
Group 2: One Anthropology, Economics, Geography, Political Science, Psychology or Sociology course from approved general education list	
Information Technology* . . . . .	3
INT-1010	
One additional course from either the Social Sciences or Humanities approved general education list. . . . .	3

**Total Required for A.A. Degree . . . . . 60–61 Credits**

## Theatre and Entertainment Technology

### Certificate

Program Code: THTR.CT

The Theatre and Entertainment Technology program is a cooperative venture between Prince George's Community College and the International Alliance of Theatrical Stage Employees (IATSE) in Washington, D.C. The college and IATSE have designed the Theatre and Entertainment Technology Certificate program for students interested in this field. The program has two goals. The first is to provide students with the specialized skills needed to attain employment in the entertainment technology field. The second goal is to upgrade and enrich the skills of existing IATSE members. For more information on the Theatre and Entertainment Technology program, call 301-322-0926.

THE-1030 Introduction to Stage Technology . . . . .	1
THE-1040 Introduction to Event Staging . . . . .	4
THE-1060 Theatrical Rigging . . . . .	4
THE-1080 Lighting for the Stage. . . . .	4
THE-1100 Concert and Stage Sound Reinforcement. . . . .	4
THE-2040 Event and Conference Multimedia Production . . . . .	3
THE-2060 Theatre Computer Automation and Control. . . . .	3
THE-2080 Stage Scenery Construction . . . . .	4
THE-2100 Concert and Stage Special Effects . . . . .	3
THE-2120 Film and Studio Mechanics . . . . .	3

**Total Required for Certificate . . . . . 33 Credits**

## Visual Communication/Graphic Design

See Art, page 35.

## Women's Studies

The Women's Studies Option of General Studies A.A. degree program gives students the opportunity to study the perspectives and contributions of women while promoting an understanding of and respect for gender differences and interdependence. This option emphasizes the interdisciplinary nature of research and data in women's issues and provides a broad foundation in various disciplines.

### Women's Studies Option

*of General Studies Associate of Arts Degree (A.A.)*

Program Code: WMST.STUDIES.AA

Graduates of the Women's Studies Option of the General Studies A.A. degree program will be able to:

- Analyze the social construction of gender roles
- Explain the ways that race, class, gender, and sexual orientation intersect with gender
- Identify the issues facing women across cultures
- Analyze the significance of gender in multiple areas of study, including literature, health, psychology, history, and sociology; and to explore their many career options
- Write researched papers using proper documentation

**Program Concentration . . . . . 18 Credits**

WMS-1010 Introduction to Women's Studies . . . . .	3
HST-2100 The History of Women in America . . . . .	3
EGL-2500 Women in Literature . . . . .	3
HLE-2250 Health Issues for Women . . . . .	3
PSY-2100 The Psychology of Women. . . . .	3
SOC-1020 Marriage and the Family . . . . .	3

**Required General Education Courses . . . . 34–35 Credits**

English Composition I and II*. . . . .	6
Humanities* . . . . .	6

Choose one course from each group:

Group 1: One Speech course from approved general education list

Group 2: One Art, Music, Theater, Philosophy, Literature or Foreign Language course from approved general education list

Mathematics* . . . . .	3
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Science* . . . . .	7–8
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Two courses; one of which must carry laboratory credit

Social Sciences* . . . . .	6
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Group 1: One History course from approved general education list

Group 2: Psychology 1010

Information Technology* . . . . .	3
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INT-1010

One additional course from either the Social Science

or Humanities approved general education list\* . . . . 3

**Electives . . . . . 9 Credits**

Foreign language recommended

Any credit courses except PED

**Total Required for A.A. Degree . . . . . 61–62 Credits**

## Women's Studies

*Letter of Recognition*

Program Code: WMST.LOR

The Letter of Recognition in Women's Studies is offered for students who desire evidence of concentrated study in the field of Women's Studies for career reasons, personal enrichment, or to prepare for a more advanced degree in Women's Studies or a related field

**Program Concentration . . . . . 3 Credits**

WMS-1010 Introduction to Women's Studies . . . . .	3
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**Program Electives (choose two) . . . . . 6 Credits**

HST-2100 The History of Women in America . . . . .	3
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EGL-2500 Women in Literature . . . . .	3
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HLE-2250 Health Issues for Women . . . . .	3
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SOC-1020 Marriage and the Family . . . . .	3
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**Total Required for Letter of Recognition . . . . . 9 Credits**

\* Satisfies general education requirement (see Chapter 4)

\*\* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

## Suspended Programs of Study

The following programs of study have been suspended. A student currently in one of these programs has a maximum of five years to complete requirements for the academic program as shown in the last catalog in which the program appeared. No students are allowed to select these academic programs at this time.

### Associate Degree Programs

- American Studies Option of General Studies
- Computer Information Systems options
- Drafting Technology
- Early Childhood Education Transfer Option of Teacher Education
- Historical Fieldwork and Research Option of General Studies
- Information Technology—All options
- Investigative Forensics
- Microcomputer Systems
- Office Administration—All options
- Space Engineering Technology—All options

### Certificate Programs

- Architectural Drafting
- Computer Information Systems
- Engineering Drafting
- Forensic Science Technology
- General Management
- Microcomputer Applications Specialist
- Microcomputer Systems
- Office Technology—All options
- Quality Assurance

### Letters of Recognition

- Developing a Professional Image

Currently enrolled students with questions about graduation requirements in any of these programs should consult with the department chair of the individual program.

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