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CECIL COMMUNITY COLLEGE

STUDENTS

2005-2007 CATALOG

REAL STUDENTS. REAL SUCCESS.

CECIL COMMUNITY COLLEGE

2005 – 2007 Catalog

North East Campus
One Seahawk Drive
North East, MD 21901
Main Switchboard: 410-287-6060
College Information Center: 410-287-1000
Web site: www.cecilcc.edu

Elkton Station
107 Railroad Avenue
Elkton, MD 21921
410-392-3366

Bainbridge Center
748 Jacob Tome Highway
Port Deposit, MD 21904
410-378-4610

Family Education Center
200 Road B
Hollingsworth Manor
Elkton, MD 21921
410-287-1100

Cover photos taken by Matthew L. Sprout,
2005 Visual Communications Graduate.

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Welcome

I have greatly benefited from Cecil Community College, which has given me the opportunity to realize my potential and what I want to do with my life: photography. Through the Visual Communications Program, I have been able to put together a great portfolio and get accepted to the School of Visual Arts in New York City. Without Cecil, I am not sure what I would be doing today.

Matt Sprout
Visual Communications, Professional Photography Option

"Learning is not attained by chance, it must be sought for with ardor and attended to with diligence."
— Abigail Adams

Doubtless more than chance has caused you to browse our College catalog. Perhaps it is: 1) word of our regionally strong programs in a number of rewarding career fields, 2) our faculty's "top performer" ranking nationally for challenging and supporting students, 3) convenient locations in North East and now at our beautiful new Elkton Station, 4) alliances and agreements with so many baccalaureate level institutions in the region that make it clear sailing to transfer on your terms, 5) comparatively affordable tuition, or 6) all of the above.

In part, because we emphasize a rigorous, well-rounded education, Cecil students are well prepared for "the next level" and highly prized by employers and officials at other colleges. They know you will be able to calculate, communicate, think on your feet, work in teams and have the skills to be a full participant in the 21st century.

This College is moving with ardor and diligence to a higher level of service for students individually and to the region in general. We are in a stronger and stronger position to be part of your program to reach your learning goals. We invite you to join us – *right* **HERE…** *right* **NOW!**

Sincerely,

W. Stephen Pannill, Ed.D.
President

Mission

Cecil Community College is a comprehensive, open-admission, learner-centered institution. The College provides career, transfer, and continuing education coursework and programs that anticipate and meet the dynamic intellectual, cultural and economic development challenges of Cecil County and the surrounding region. Through support services and a technologically enriched learning environment, the College strives to empower each learner with skills, knowledge and values needed for college preparation, transfer to four-year institutions, workforce entry or advancement, and personal enrichment. Further, Cecil Community College promotes an appreciation of cultural diversity, social responsibility and academic excellence.

Vision

Cecil Community College will be the premier provider for learning throughout the region.

Strategic Initiatives and Goals

The College has four strategic initiatives.

First, Cecil Community College will place innovative learning opportunities, academic excellence and student success at the forefront of all it does. This includes developing and/or enhancing outcome indicators used to measure student learning in the areas of communication, computation, cultural diversity, critical thinking and teamwork, expanding the number of alternative instructional delivery systems that are consistent with diverse learning styles and needs, and increasing the use of technology used in and beyond the classroom. The College will also expand and promote student experiential learning, implement a comprehensive academic equipment and technology replacement plan, expand the number of credit courses that are accessible to continuing education students, and develop and/or expand partnerships with educational providers. In addition, the College will expand the range of opportunities that are offered to assist students to cultivate their leadership skills, including participation in its shared governance structure.

Second, Cecil Community College will expand its pattern of responsible enrollment growth, enhance its learning facilities, and continue to broaden its course and program options. The College will increase its efforts to introduce new courses, programs and delivery formats in the credit and continuing education areas, and identify and develop science and technology programs that will provide students with the competencies and skills needed for emerging professions. It will also explore new partnerships with regional businesses and colleges, continue to implement actions generating a 20 percent enrollment growth during the 2005-10 planning period, and increase the proportion of out-of-county enrollment to 15 percent. The College will also develop a new 10-year facilities master plan, build upon its marketing and public relations efforts, and expand its partnerships with the Cecil County Public Schools.

Third, Cecil Community College will develop and allocate human, fiscal and technological resources to ensure academic excellence. The College will develop additional cost containment practices that are integrated with the budget development process, and investigate business process improvement measures that result in documented enhancements in operational efficiency and effectiveness. In addition, the College will collaborate with the state legislative delegation and other constituencies to secure more aid, identify and implement improvements that will enhance safety and security, and investigate transportation opportunities between the Elkton and North East facilities. The College will also realign its career services so that efforts are made to provide job placement for students in all career programs.

Fourth, Cecil Community College will create educational opportunities for a diverse community of learners and business partners that stress access, flexibility and timely learning solutions. The College will increase student access through distance learning options and integration of technology across the curriculum. It will evaluate the changing resource needs of an increasingly diverse student population and provide access to educational programs and services that overcome the barriers of time and distance. The College will also develop additional fiscal resources for day-care services and develop strategies to improve the perception of the value of higher education. In addition, the College will develop accelerated learning models and multiple approaches to granting credit for prior learning to position it as a champion of access to baccalaureate and graduate studies for individuals throughout the region.

Core Values

Cecil Community College is an organization that values quality, learner-centeredness, diversity, inclusiveness, integrity, innovation, growth and accountability.

Overview of College History

Cecil Community College was founded in 1968 to meet the postsecondary and continuing education needs of Cecil County residents. The College is governed by a Board of Trustees appointed by the governor. The College's president, Dr. W. Stephen Pannill, reports directly to the Board of Trustees. He is the fourth president of Cecil Community College.

The College is centrally located in Maryland's most northeastern county, just one half mile from Interstate 95. It is easily accessible from Philadelphia and Baltimore, as well as from Wilmington.

Cecil Community College was the fastest growing community college in Maryland during academic years 2002 and 2003. With a diverse student population, the College enrolls approximately 1,800 credit students and 6,500 non-credit students. Cecil Community College offers associate degrees, certificate programs, and non-credit program areas.

Classes at the College are taught by qualified faculty and can be taken in a traditional classroom or online. Many students choose programs that can transfer to four-year institutions. The College offers associate degrees in elementary and secondary teacher education transfer programs. In nursing, students can earn a certificate as a licensed practical nurse or a degree as a registered nurse and transfer to a four-year institution for a bachelor's degree. Business students can enroll in degree programs for accounting, marketing, or other subjects. In the arts and sciences, the options include biology, math, and physics. Through the Mid-Atlantic Transportation and

Logistics Institute, students can earn an associate's degree in transportation and logistics. In technology, there are geographic information systems and wireless networking classes, as well as degree programs in computer information systems. In visual communications, students can earn degrees and certificates to pursue careers in fields such as photography, digital imaging, video technology, or graphic design. New in the spring of 2005, and a focal point of the Elkton Station facility, is the performing arts program. The program offers course work and degrees in the areas of dance, music and theatre to include performance ensembles.

Students can also opt to take non-credit courses to upgrade their job skills or expand their personal horizons. Certifications are available for various health care careers such as certified nursing assistant and medical assistant. Students can also become certified in billing and coding, phlebotomy, medical transcription and hospital unit clerk. In addition, students can earn computer certifications in a variety of areas, including A+, Web page design or Microsoft software. Personal enrichment classes encompass many topics, including creative arts, exercise and wellness, history and humanities, music, and adult basic education.

Through its open admissions policy, Cecil Community College provides learning opportunities for all who have the desire and ability to benefit from its courses and programs, regardless of age, gender, race, ethnic origin, sexual orientation, handicap, or socioeconomic status.

Cecil Community College is a member of the Maryland Junior College Conference in all sports and competes in the National Junior College Athletic Association. The College fields men's teams in basketball, baseball, and soccer. Women can compete in volleyball, basketball, softball, soccer, and tennis.

Accreditation

Cecil Community College is a two-year public community college, offering transfer, career-credit and non-credit continuing education courses. Cecil Community College is accredited by the Middle States Commission on Higher Education, meets the standards established by the Maryland Higher Education Commission, and is authorized to grant the associate's degree. Cecil Community College is also accredited by the Maryland State Board of Nursing and the National League for Nursing Accrediting Commission.

Disclaimer

The information in this catalog applies to the academic years 2005–2007. The provisions are not to be regarded as a contract between the student and Cecil Community College. Failure to read this catalog does not excuse students from the regulations and requirements described herein. This publication is designed to provide accurate information about the College at the time of publication. The College reserves the right to change, at any time, any of the provisions contained herein. The College will make efforts to notify students of changes through class schedules, academic advising, the website and updated program brochures. Students are encouraged to talk to an academic advisor to verify curriculum information before registering each semester.

Non-Discrimination Statement

Cecil Community College actively encourages the enrollment of all interested students, regardless of race, sex, disability, sexual orientation or national origin. The College has established a written affirmative action plan with respect to equal opportunity. Inquiries regarding compliance may be directed to the Director of Human Resources/Affirmative Action Officer.

Locations

Cecil Community College has four locations: the North East campus, Elkton Station, the Family Education Center, and the Bainbridge Center.

The North East campus is the location of the Mid-Atlantic Transportation and Logistics Institute, the Community Cultural Center, the Milburn Stone Memorial Theatre, the Gallery, and the Technology Center.

Elkton Station opened in January 2005 and credit courses were offered at the site for the first time in the College's history. The location also continues to serve as the home for continuing education and community education programs as well as customized workforce training courses.

The Family Education Center in Elkton offers programs such as Head Start and Early Head Start, and houses the Judy Center.

The Bainbridge Center is the location for the College's truck driver training programs.

CECIL COMMUNITY COLLEGE CALENDAR 2005–2006

SUMMER 2005

May 27	Holiday — College Offices Closed at 5 p.m.
May 28–30	Holiday — College Offices Closed
May 31	College Offices Open at 8 a.m.
June 13	Seven Week Summer Session — First Day of Classes
July 1	Last Day for Summer 2005 Graduation Applications
July 2–4	Holiday — College Offices Closed
	No Classes for Seven Week Summer Session
July 5	Classes Resume, College Offices Open at 8 a.m.
July 15	Seven Week Summer Session — Last Day to Withdraw
July 29	Seven Week Summer Session — Last Day of Classes before Finals
August 1	Seven Week Summer Session — Exams
August 2	Seven Week Summer Session — Exams
August 5	Seven Week Summer Session — Grades Due by 10 a.m.

FALL 2005

August 31	Fall Semester — First Day of Classes
September 3–5	Holiday — College Offices Closed
	No Classes for Fall Semester or any Session
September 6	College Offices Open at 8 a.m.
November 1	Last Day for December 2005 Graduation Applications
November 11	Fall Semester — Last Day to Withdraw
November 23	No Classes after 5 p.m. — College Offices close at 5 p.m.
November 24–27	Holiday — College Offices Closed
	No Classes for Fall Semester or any Session
November 28	Classes Resume, College Offices Open at 8 a.m.
December 2	Last Day for Spring 2006 Graduation Applications
December 12	Fall Semester — Last Day of Classes before Finals
December 13–19	Fall Semester — Exams
December 22	Grades Due for Fall Semester by 10 a.m.
December 23–31	Holiday — College Offices Closed

SPRING 2006

January 1	Holiday — College Offices Closed
January 2	College Offices Open at 8 a.m.
January 16	Holiday — College Offices Closed
January 23	Spring Semester Classes begin at 8 a.m.
February 15	Last Day for May 2006 Graduation Applications
March 20–25	Spring Break — No Classes — College Offices Open
March 27	Spring Semester — Classes Resume
April 14	Spring Semester — Last Day to Withdraw
May 6	Spring Semester — Last Day of Classes before Finals
May 8–13	Spring Semester — Exams
May 17	Grades Due for Spring Semester by 10 a.m.
May 21	College Graduation
May 29	Holiday — College Offices Closed
May 30	College Offices Open at 8 a.m.

CECIL COMMUNITY COLLEGE CALENDAR 2005–2006

SUMMER 2006

May 26	Holiday — College Offices Closed at 5 p.m.
May 27–29	Holiday — College Offices Closed
May 30	College Offices Reopen at 8 a.m.
June 12	Seven Week Summer Session — First Day of Classes
July 1	Last Day for August 2006 Graduation Applications
July 4	Holiday — College Offices Closed
	No Classes for Seven Week Summer Session
July 5	Classes Resume, College Offices Open at 8 a.m.
July 14	Seven Week Summer Session — Last Day to Withdraw
July 28	Seven Week Summer Session — Last Day of Classes before Finals
July 31	Seven Week Summer Session — Exams
August 1	Seven Week Summer Session — Exams
August 4	Seven Week Summer Session — Grades Due by 10 a.m.

FALL 2006

August 30	Fall Semester — First Day of Classes
September 2–4	Holiday — College Offices Closed
	No Classes for Fall Semester or any Session
September 5	College Offices Open at 8 a.m.
November 1	Last Day for December 2006 Graduation Applications
November 10	Fall Semester — Last Day to Withdraw
November 22	No Classes after 5 p.m. — College Offices Close at 5 p.m.
November 23–25	Holiday — College Offices Closed
	No Classes for Fall Semester or any Session
November 27	Classes Resume, College Offices Open at 8 a.m.
December 1	Last Day for Spring 2007 Graduation Applications
December 11	Fall Semester — Last Day of Classes before Finals
December 12–16	Fall Semester — Exams
December 18	Fall Semester — Exams
December 21	Grades Due for Fall Semester by 10 a.m.
December 25–31	Holiday — College Offices Closed

SPRING 2006

January 1	Holiday — College Offices Closed
January 2	College Offices Open at 8 a.m.
January 15	Holiday — College Offices Closed
January 22	Spring Semester Classes begin at 8 a.m.
February 15	Last Day for May 2006 Graduation Applications
March 19–24	Spring Break — No Classes — College Offices Open
March 26	Spring Semester — Classes Resume
April 13	Spring Semester — Last Day to Withdraw
May 5	Spring Semester — Last Day of Classes before Finals
May 7–12	Spring Semester — Exams
May 16	Grades Due for Spring Semester by 10 a.m.
May 20	College Graduation
May 28	Holiday — College Offices Closed
May 29	College Offices Open at 8 a.m.

Admissions & Enrollment

Although I chose Cecil Community College because it's close to home and offers an affordable education, I have found that it provides much more. Getting involved in the Minority Student Union has allowed me to experience campus life and activities that have enhanced my education and given me a new sense of independence and responsibility. My instructors and advisors really believe in me and now I believe in myself.

Marquita Johnson
Elementary Education

ADMISSIONS AND ENROLLMENT

Philosophy

Cecil Community College is committed to offering accessible educational opportunities to the surrounding community. In support of this commitment, the College maintains an open-door policy of admission. All who may benefit from the learning experience at Cecil are welcome in accordance with the College's admission practices.

Cecil Community College offers a variety of pre-admission services to assist prospective students in their decision-making about the College. This includes academic guidance to help individuals determine how the College might help them meet their needs and accomplish their goals. An academic advisor will help students choose a major or program of study and explore how courses in their major will transfer to baccalaureate degree programs. Services also include high school visits, open house days, individual appointments, and other programs designed in conjunction with the high schools. Close relationships with area high schools, the School of Technology, and local business and community organizations are maintained in order to provide direct access to College services.

Admission Requirements

Credit Students

Applicants will be admitted to the College who have met one of the following:

- have graduated from high school; or
- have earned high school equivalency (GED); or
- have reached age 16 and have graduated from or left elementary or secondary school; or
- have completed the seventh grade and have attained a Scholastic Aptitude Test combined score of 1,200 or an equivalent score on a nationally-accepted college entrance examination; or
- have met the criteria to participate in an early admission program described in this catalog.

Additional admission requirements for the Licensed Practical Nurse and Registered Nurse programs are described on pages 10–13.

High school students may take college courses during the school day only when approved by the high school and the College.

Continuing Education (non-credit) Students

Credit-free education and community service courses are open to persons age 16 or older unless otherwise stated in the course or program description. Students will complete a registration form at the time of enrollment. An application to the College is not required for continuing education enrollment.

Admission Procedures

- **Submit** an official application form to the Admissions Office.
- **Forward** any ACT, SAT, AP and CLEP scores, as well as the following documents, to the Admissions Office:
  - High school graduates: submit an official copy of a secondary school transcript
  - General Educational Development diploma (GED) students: request the appropriate state department to mail a copy of the test results
  - Students who have attended other colleges and are seeking a degree or certificate from Cecil Community College: forward an official transcript from each college attended.
- **Apply for financial aid,** if needed. Obtain a copy of the Free Application for Financial Student Aid (FAFSA) in the Financial Aid Office. Federal processing takes four to six weeks, so students must apply early or apply on the web at www.fafsa.ed.gov which takes five to seven days to process.
- **Complete Skills Assessments.** All students must be assessed for proficiency in English, reading, and mathematics prior to their first registration. Students may take the College's skills assessments, forward ACT or SAT score reports to the Admissions Office, or bring ACT or SAT score reports to the office at the time of enrollment. Required test scores are listed on page 10.

  Test results are used to place students in appropriate courses, not for determining eligibility for admission to the College. Skills assessments are waived for students who can establish eligibility through prior education. Based on the results of the skills assessments, students will be allowed to register for college-level courses or developmental courses.

  To facilitate the timely completion of a degree or certificate, students are encouraged to complete any equivalent developmental math courses as early as possible.

  Students currently enrolled at another college or university who wish to earn credits at Cecil Community College for transfer to their home institution should obtain advance written approval from the appropriate office of the college or university they now attend. Skills assessments may be waived if the pre-requisites and/or co-requisites have satisfactorily been met.
- **Attend New Student Orientation.** The program is designed to help new students and their families feel at ease with the college experience and to introduce them to the resources available. Through the cooperation of faculty, staff, and current student leaders, the program focuses on the College's services and

facilities, academic expectations, academic advising, and student life on campus. All new students and their families are encouraged to attend orientation.

Skills Assessments and Placement Procedures

The purpose of the English, mathematics, and reading skills assessments is to assess students' entry-level academic skills and to provide options to strengthen them if appropriate. Students have a better chance for success in college if their basic skills are strong enough to meet the rigors of college-level classes. All courses in English and mathematics require students to complete the appropriate skills assessments for placement prior to enrollment, but so do many other courses in a variety of disciplines. These requirements are listed under pre-requisites and co-requisites in the course description section of this catalog. For all these reasons, students should make it a priority to complete the skills assessments as early as possible after admission, but prior to registration.

No student is denied admission to the College as a result of performance on the skills assessments; however, students whose scores indicate a need for skill development are required to complete the appropriate developmental courses. *During the first sessions of a developmental course, student performance is closely monitored and the instructor may initiate a change in placement.*

Any of the assessments may be completed on a walk-in basis. Students should contact the Learning Center or an academic advisor for more information about the skills assessments.

Note: There are some courses/disciplines that, because of their content, are exempt from the skills assessment requirement. Students may enroll in these courses with no expectation of having to take the skills assessments. However, students are expected to read and write at the college level.

- **Skills Assessment Waivers**
  Skills assessments are waived when students present documentation of scores received on the SAT or ACT assessments. The following tables represent the assessments that may be waived and the scores needed to qualify for an exemption:

SAT Assessment

SAT Section	CCC Skills Assessment Waived	Score Required
Critical Reading (formerly Verbal) subtest	Reading	550 or better
Math subtest	Math	550 or better
Writing subtest	Reading and Writing	550 or better

ACT Assessment

ACT Section	CCC Skills Assessment Waived	Score Required
English subtest	Reading and Writing	21 or better
Math subtest	Math	21 or better

Exemptions are granted to students who have earned an associate's degree or bachelor's degree. Students who can document work and/or academic experience that would suggest the ability to do college-level work can provide such documentation to the appropriate department chair for consideration of a waiver of the skills assessments in English, math, and/or reading.

- **Placement of Students without High School Diploma or GED**
  Any student (full-time or part-time) who does not have a high school diploma or GED (high school equivalency) must take all the skills assessments.

Student Status

A full-time student is one enrolled for the equivalent of 12 credit hours or more. Students enrolled for fewer than 12 credit hours are classified as part-time.

- **Overload** – students who feel that they can justify carrying more than 18 semester hours, may petition to an academic advisor to register for more than 18 credit hours. A Course Overload Form may be obtained from Student Services.

Special Admission Procedures

Non-graduates of High School

Applicants at least 16 years old who have not completed a formal high school program nor received an acceptable diploma or certificate are eligible to apply for admission to the College.

Students are admitted and enrolled according to general admission policies and procedures. Non-graduates of high school should meet with an advisor prior to registering for classes to discuss career and educational goals.

The College strongly encourages non-high school graduates to complete their high school graduation requirements or obtain a General Educational Development diploma (GED). Courses for GED preparation are offered through the Continuing Education Division of the College. For more information, call **410-392-3366.**

Health Professions Programs

Admission to the health professions programs (Registered Nurse, Licensed Practical Nurse, and Paramedic) require an admission procedure separate from general admission to Cecil Community College. The health professions programs have limited enrollment and require specific admissions criteria which are explained in detail in this section.

• Paramedic Certificate and Degree Program

Upon completing and submitting a Cecil Community College admissions application, all students must take the skills assessments in math, reading, and English. Prior to entry into this certificate and degree program, the student is required to submit verification of the following:

- • Current Maryland EMT-Basic certification or equivalent
- • Verification of affiliation with an Advanced Life Support Company

• LPN (Licensed Practical Nursing) Certificate Program

The LPN Program at Cecil Community College has limited enrollment and requires specific criteria to be considered for admission:

1. A cumulative minimum GPA of 2.0.
2. Satisfactory completion of required developmental courses as determined by skills assessments in reading, English, and mathematics. Skills assessment in mathematics must reflect placement beyond MAT093 (Intermediate Algebra), or the student must complete MAT093 with a grade of "C" or better.
3. Satisfactory completion of EGL101 (Freshman Composition) with a grade of "C" or better.
4. Satisfactory completion of BIO208/218 (Anatomy and Physiology I and Lab) with a grade of "C" or better from an accredited college/university within four years of entrance into the LPN Program. At Cecil, BIO101/111 (General Biology and Lab) are prerequisites to BIO208/218.

Note: Entrance into the program is competitive. If one's application is incomplete and/or eligibility criteria are not met, the application cannot be processed.

BIO209/219 (Anatomy and Physiology II and Lab) are LPN program requirements and must be completed with a "C" or better prior to the final LPN summer semester.

Program applicants are advised that the Maryland Board of Nursing, as well as any other state board of nursing, **may** deny licensure to any individual it deems to be unsuitable for the practice of nursing. Examples include, but are not limited to, falsifying application information, habitual intoxication and/or narcotic addiction, convictions or *nolo contendere* pleas for felonies or crimes of moral turpitude, whether or not appeals or other proceedings are pending or in progress (Maryland's *Nurse Practice Act: January 2005*).

• LPN Program Selection Policies & Procedures

1. All applicants for the LPN Program must first complete the general admissions application to Cecil Community College through the Admissions Office prior to meeting with the pre-nursing advisor in the Division of Enrollment and Student Support Services, or before transferring courses from other institutions, or before formally applying for acceptance into the LPN program. Students may call the Information Center at 410-287-1000 to make an appointment with the pre-nursing advisor.
2. Review of college transcripts may reveal that a prospective student has already fulfilled requirements for admission into the LPN Program. If not, the prospective student must take the relevant skills assessment in mathematics, reading and/or English. The appropriate developmental and general education courses must be successfully completed before the student will be eligible for entry into the LPN Program. Official transcripts from other institutions should be sent directly to the Registrar in order for coursework to be evaluated, allowing four to six weeks for processing.
3. Deadline for applying for entrance into the LPN Program for the upcoming fall semester is March 31. Beginning the second week in January, a prospective student may call the Nursing Office at 410-287-6060, ext. 330, to request the Nursing Program Admissions Application and to schedule an appointment for "Application Review."
4. At the time of "Application Review" appointments, prospective LPN students will submit completed applications and provide the Nursing Department with student copies of all academic transcripts from other institutions of higher learning. If transferring credits from other institutions, applicants must also submit Cecil Community College transcripts reflecting all transferred courses. High school transcripts/diplomas or proofs of high school equivalency are also requested.
5. The main criteria for acceptance into the LPN program are student readiness, cumulative grade point average(s) and successful completion of appropriate coursework. When the number of qualified applicants exceeds the number that the College can accept, priority is given to Cecil County residents.
6. Applications are reviewed in April by the Director of Nursing Education, Allied Health and Health Services, and applicants are notified in May of their acceptance status.
7. The LPN Program is a one-year certificate program that commences in the fall semester, continues through the spring semester and concludes in the latter part of July during the summer session.

- **RN (Registered Nursing)**
  Associate Degree Program

The RN Program at Cecil Community College has limited enrollment and requires specific criteria to be considered for admission:

1. A cumulative minimum GPA of 2.0.
2. Satisfactory completion of required developmental courses as determined by skills assessments in reading, English, and mathematics. Skills assessment in mathematics must reflect placement beyond MAT093 (Intermediate Algebra), or the student must complete MAT093 with a grade of "C" or better.
3. Satisfactory completion of EGL101 (Freshman Composition) with a grade of "C" or better.
4. Satisfactory completion of BIO208/218 (Anatomy and Physiology I and Lab) with a grade of "C" or better from an accredited college/university within four years of entrance into the RN Program. At Cecil, BIO101/111 (General Biology and Lab) are prerequisites to BIO208/218.

   Note: Entrance into the program is competitive. If one's application is incomplete and/or eligibility criteria are not met, the application cannot be processed.

   BIO209/219 (Anatomy and Physiology II and Lab) and BIO200/210 (Microbiology and Lab) are RN program requirements that must be completed with a "C" or better prior to the third semester of the RN program.

Program applicants are advised that the Maryland Board of Nursing, as well as any other state board of nursing, may deny licensure to any individual it deems to be unsuitable for the practice of nursing. Examples include, but are not limited to, falsifying application information, habitual intoxication and/or narcotic addiction, convictions or nolo contendere pleas for felonies or crimes of moral turpitude, whether or not appeals or other proceedings are pending or in progress (Maryland's Nurse Practice Act: January 2005).

- **RN Program Selection**
  Policies & Procedures

1. All applicants for the RN Program must first complete the general admissions application to Cecil Community College through the Admissions Office prior to meeting with the pre-nursing advisor in the Division of Enrollment and Student Support Services, or before transferring courses from other institutions, or before formally applying for acceptance into the nursing program. Students may call the Information Center at 410-287-1000 to make an appointment with the pre-nursing advisor.
2. Review of college transcripts may reveal that a prospective student has already fulfilled requirements for admission into the Nursing Program. If not, the prospective student must take the relevant skills assessment in mathematics, reading and/or English. The appropriate developmental and general education courses must be successfully completed before the student will be eligible for entry into the RN Program. Official transcripts from other institutions should be sent directly to the Registrar in order for coursework to be evaluated, allowing four to six weeks for processing.
3. Deadline for applying for entrance into the RN Program for the upcoming fall semester is March 31. Beginning the second week in January, a prospective student may call the Nursing Office at 410-287-6060, ext. 330, to request the Nursing Program Admissions Application and to schedule an appointment for "Application Review."
4. At the time of "Application Review" appointments, prospective RN students will submit completed applications and provide the Nursing Department with student copies of all academic transcripts from other institutions of higher learning. If transferring credits from other institutions, applicants must also submit Cecil Community College transcripts reflecting all transferred courses. High school transcripts/diplomas or proofs of high school equivalency are also requested.
5. The main criteria for acceptance into the nursing program are student readiness, cumulative grade point average(s) and successful completion of appropriate coursework. It is strongly suggested that program applicants complete as many general education requirements as possible before entering the program. When the number of qualified applicants exceeds the number that the College can accept, priority is given to Cecil County residents.
6. Applications are reviewed in April by the Director of Nursing Education, Allied Health, and Health Services, and applicants are notified in May of their acceptance.

7. Licensed Practical Nurses (LPNs) may be eligible for advanced standing in the RN program and should inquire about this option with the Director of Nursing Education, Allied Health and Health Services.
8. The RN Program is a two-year associate degree program that begins in the fall semester of the first year and concludes in May of the second year.

Selective Admission for Secondary School-Age Students

A number of individuals may benefit from a college experience prior to completing high school graduation requirements. Students should begin the application process early to ensure appropriate documents, testing, and course selections are completed. Early entry programs include:

- **Concurrent Enrollment** – Concurrent enrollment allows qualified students (age 16 or older) to enroll in a limited number of courses at the College while still enrolled in high school. Students must take the appropriate college skills assessment and meet the College standards for enrollment.
- **On-Site College Program** – The On-Site College Program is jointly sponsored by Cecil Community College and Cecil County Public Schools and other regional designated organizations as approved by the College President. This program allows academically prepared students age 16 or older to begin exploring college-level courses and programs while they are still enrolled in high school. Eligible students may take regular college classes at their home high schools that will complement their high school schedules. These courses are taught during the students' regular daytime schedules and allow students to get a jumpstart on required college courses. Students must take the appropriate college skills assessments and meet the college standards for enrollment.
- **College Campus Program** – Students age 16 or older may enroll in college courses as long as their college schedule does not conflict with their required high school schedule. Students typically enroll in college courses that meet after their high school day is completed, such as evening or weekend classes. Students must take the skills assessments and meet the College's standards for enrollment.
- **Gifted and Talented Program** – The Gifted and Talented Program is the only program in which students under age 16 may be eligible to take college credit courses. This program is for students who have been identified as having exceptional academic talent. Students under 16 years of age who have completed seventh grade or the equivalent may be able to take college-level classes in subjects not available at their high schools. Students and parents/guardians are required to meet with the Director of Admissions or their designee.

- **Senior Waiver Program** – The Senior Waiver Program allows Cecil County Public School students to waive all or part of their senior year and still graduate with their high school class. Permission is required from the school system and the parents of the student. Students should contact their high school counselor to initiate the approval process.

Admission of International Students/Non-U.S. Citizens

Cecil Community College is committed to the collective and individual educational needs of its community, including individuals who have been granted permanent residence or similar status by the United States Citizenship and Immigration Services (USCIS). These students include permanent immigrants to the United States and citizens of other countries who are temporarily visiting, working, or studying in Cecil County.

Whereas its mission is directed primarily toward serving residents of Cecil County, the College recognizes the value of enrolling non-resident international students who could also benefit from the educational offerings of the institution. Non-U.S. citizens wishing to study in the U.S., as well as non-residents will be called International Students, with differences in admissions procedures noted below. All international students must submit their Admissions Application and proof of visa status to the Director of Advising.

In all cases, the College requires students whose native language is not English to be tested for English language ability. Students are required to submit their scores from the Test of English as a Foreign Language (TOEFL) (a score of 173 or higher on computerized TOEFL) assessment to the Director of Advising. Scores on the College's English skills assessments may be used to determine if additional classes are needed to improve a student's English language skills for a successful college experience.

For students whose ability in English is not yet sufficient to succeed in college credit courses, the College provides a preparatory program in English as a Second Language (ESL) through Continuing Education. This ESL program is described on page 171 of this catalog.

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

To apply to the College with permanent residence status, a student must submit:

- an application for admission signed by the student;
- SAT or ACT scores if available (the College's skills assessments may be required for enrollment in certain courses);
- Transcripts from secondary and postsecondary schools attended (translated into English); and
- Proof of permanent resident status: temporary evidence or actual Alien Registration Receipt Card (I-551 or I151).

- **Admission of International Students with a Student Visa (F-1)** – Non-immigrant international students who apply to Cecil Community College must meet special admission requirements.

Students who apply to come to the United States for the purpose of studying at Cecil Community College may be issued an I-20 Certificate of Eligibility form by the College after the following documents have been reviewed and approved:

- an application for admission signed by the student;
- evidence of proficiency in English based on one of the following: (1) an official TOEFL score; (2) documentation of satisfactory completion of an intensive curriculum of English instruction, such as the College's ESL program;
- English translations of official secondary school, college, or university transcripts; and
- Certification of Finances form, official bank statements (translated to English currency) and statement of support of the international student and the sponsor. The documentation should also indicate how the student will be supported for the remaining years in the program.

After arriving at Cecil Community College, students must take the College's English, reading and mathematics assessments and meet with the International Student Advisor before registering for courses. Final placement into courses is determined by performance on the skills assessments.

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

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

- release from the previous institution's SEVIS;
- an application of admission to Cecil Community College signed by the student;
- official transcripts from secondary and postsecondary schools attended (translated into English);
- evidence of proficiency in English based on one of the following: (1) an official TOEFL score report; or (2) documentation of satisfactory completion of an intensive curriculum of English instruction such as the College's ESL program; or (3) eligibility determined by the College's English assessment test; and
- Certification of Finances form, official bank statements (translated to English currency) and statement of support of the international student and the sponsor. The documentation should also indicate how the student will be supported for the remaining years in the program.

- **Students With Other Types of Visas** – Prospective students with a temporary visa status such as J or B (visitors, business, exchange, etc.) should contact the Director of Advising to have their applications approved before registering for classes. Non-immigrant students other than F-1 students may take Cecil courses as long as the semester or term begins and ends within the duration of stay indicated on the I-94 in their passport. They will pay out-of-state tuition rates. Refunds will not be issued after the term's scheduled drop/refund dates.

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

New Students
Fall enrollment ....July 1
Spring enrollment............November 15
Summer enrollment ....April 1
Transfer Students
Fall enrollment ....July 15
Spring enrollment............December 1
Summer enrollment ....May 1

- **Additional Information** – Non-immigrant students are subject to out-of-state tuition rates. Students with an F-1 visa must enroll for a full-time course of study, which is a minimum of 12 credits each term or semester.

Questions regarding the most current regulations for admission of international students should be directed to the Director of Advising at 410-287-1000.

Transferring to Cecil Community College

For students to be admitted with transfer credit at Cecil Community College, the sending institution must be accredited by a nationally recognized accrediting agency of the United States Department of Education. The College will award credits for prior learning through methods reviewed and approved by the American Council on Education. Applicants desiring to transfer from another college to Cecil Community College must follow the standard admission procedures and must submit official transcripts of all previous college records.

New Student Orientation

Students should plan to attend the day or evening new student orientation session the week before the traditional fall and spring semesters. There will be information sessions on study skills, faculty expectations, student services, clubs, athletics, and more. A campus tour is also available at each orientation session. Check the Credit Course Schedule before each semester for days, times, and locations.

Registration

Registration refers to the process of enrolling in courses. Students may take advantage of mail-in, fax-in, on-site, tele-registration, or Web registration as outlined in the Credit Course Schedule.

All new students are required to register with an academic advisor for their first semester of enrollment. Students are encouraged to arrange for advising/registration appointments; however, a walk-in advisor is always available to see students.

Early registration is recommended to decrease the chances of exclusion from filled classes and to afford students the maximum benefit from academic advising. Payment is required at the time of registration.

The Advising/Registration Center is located within the Division of Enrollment and Student Support Services and is an accessible outlet for College information and support services.

Add a Course

Students may add a course(s) during the first week of the 15-week fall and spring semesters. Students must submit an Add Form to the Registration Office. Students may add a course that is offered in an alternative learning format up to the first day of the class unless they have written permission of the instructor.

Drop a Course

Students may drop a course, which means that all entries for the course are dropped completely from students' transcripts. Students must submit a Drop Form at the Registration Office prior to the published date in the Credit Course Schedule. Students will receive a refund of tuition and course fees for courses that are dropped by the deadline date. It is important for students to remember that all courses in which they are enrolled after the drop date will be entered permanently into their academic record.

Withdrawal from a Course

After the final drop date, and through the withdrawal date published in the Credit Course Schedule, students may withdraw from a course. An entry of "W," signifying withdrawal, is entered into their record. Withdrawals are not calculated into students' grade point averages. To withdraw, students must file a Withdrawal Form at the Registration Office. Refunds are not granted for withdrawals.

Audit a Course

Students who wish to be under no obligation for regular attendance, preparation, recitation, or examination, and who do not wish to receive any credit, may register for a course as auditors. Students may change their enrollment status from credit to audit through the withdrawal dates published in the Credit Course Schedule. Students may change from audit status to letter grade status through the add period only.

Since no credits are attempted or earned and no quality points are given, the course will not be included in the calculation of the grade point average. Audited courses are not eligible for calculation toward students' full-time or part-time enrollment status or toward financial aid. The designator "K" will be entered on the academic record (transcript). Regular tuition and fees apply to audited courses. Students will not receive credit for a course taken as an auditor.

Tuition, Fees & Financial Aid

Everybody at Cecil Community College knows you and is willing to help you. It's a big family and there is nothing you can't get involved in. I'm not sure what I want to do after college but Cecil has given me the confidence to do anything and go anywhere. I didn't feel that way until I came here. It's a life-changing revelation to learn the door to any opportunity is open.

Zach Rothwell

TUITION AND FEE SCHEDULE

Tuition — Fall 2005

Resident of Cecil County	$80/credit hour
Other Maryland Residents	$170/credit hour
Out-of-State Residents	$215/credit hour
Credit by Examination	Based on residency

Fees

Registration Fee*	$60/semester
Student Development Fee**	$7/credit hour
Course Fees	Variable
Applied Music Fee	Variable
College-of-the-Air Fee	$45/credit hour

 * 50% discount for early registration

** Not charged for summer session or senior citizens

Notes:
- VISA, MasterCard and Discover cards will be accepted for payment.
- **Payment is due at the time of registration.**
- By registering for courses, students acknowledge responsibility of tuition and fee charges generated by the registration.
- Current tuition and fee information is published in the Credit Course Schedule. **All tuition and fees are subject to change without prior notice.**
- Students who audit courses are charged tuition at the same rate as students taking courses for credit.

Fee Explanations

- **Course Fee** – this fee offsets costs to provide various classroom materials and equipment needed to successfully offer classes, including instructional equipment, lab and classroom supplies, computer paper and software.

- **Registration Fee** – covers the cost of registration, add/drop and withdrawal from courses, student identification cards, admissions, transcripts, graduation, and the use of physical education facilities and equipment.

- **Student Development Fee** – covers expenses incurred for student development activities and cultural events discounts open to the student population.

F.A.C.T.S. Payment Plan

The College offers to students the option of paying for their tuition in monthly installments during the fall and spring semesters through the F.A.C.T.S. Plan. The total of the student's tuition and fees for the semester will be divided into payments that are automatically deducted monthly from a checking or savings bank account. The F.A.C.T.S. payment plan arrangements are made through the Cashier's Office, which can be reached at 410-287-1020.

Refund and Appeal Policy

- **Credit Students:** Students who officially drop a credit class before the designated drop deadlines are eligible for a full refund of tuition and course fees. A schedule of deadline dates for dropping classes and receiving a refund of tuition and course fees is published in the Credit Course Schedule. The drop period generally extends at least through the first scheduled class meeting.

To be eligible for a refund, students must file a Drop Form with the Registration Office. Students who stop attending classes, but do not officially drop the classes will continue to be financially responsible for all tuition and fees.

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

- **Sessions of Four Weeks or Longer**
  100% refund through the date published in the Credit Course Schedule, which is calculated from the start date of the session.

  0% refund after the published date, except for students called to military duty or for students in special programs who are withdrawn by the College early in the semester due to program requirements.

- **Sessions of Less Than Four Weeks**
  0% refund from the start date of the session, with the exceptions noted above.

- **Non-Credit/Continuing Education Students:** Students who officially drop a course 24 hours prior to the first class meeting will be eligible to receive a full refund. To officially drop a course, students must complete a Drop Form and submit it to the Registration Office. If a Drop Form is not filed or if a student fails to attend, the student is responsible for all tuition and fees associated with the registration.

Tuition Appeals (Credit Only)

After the refund date, appeals for refunds based on extraordinary or exceptional circumstances may be addressed in writing, with documentation, to the Registrar.

Financial Obligations

Students are expected to pay all College bills, fees, accounts, and other financial obligations promptly, when due. Failure to meet these obligations will result in the withholding of the right to future enrollment, taking exams, and obtaining transcripts of grades and credits. A $25 fee will be charged for all checks returned for non-payment and declined credit card charges.

Residency and Tuition Policy

Students at Cecil Community College pay tuition according to their domicile and are classified to be one of the following:

- a resident of Cecil County;
- a resident of the State of Maryland but outside of Cecil County; or
- an out-of-state resident; or
- a student who is not a U.S. citizen, or permanent U.S. resident not holding an Alien Registration Receipt Card.

At the time of admission or initial enrollment in any course at the College (credit or non-credit) students will indicate their residency status and will affirm their residency at each subsequent registration. Students will be considered in-county residents if they maintain legal domicile in Cecil County and have done so for a period of three months or more prior to the start of semester/term at the College.

Students will be considered in-state residents if they have maintained legal domicile in other parts of the state for not less than three months. Otherwise, the student shall be considered an out-of-state resident.

Domicile – For tuition purposes, domicile may be defined as a person's permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely, independent of attendance at the College. The domicile of a person who received more than one-half of his/her financial support from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support, without regard to whether the parties are related by blood or marriage.

Unless information is received which would contradict or call into question the validity of the student's status, the College will accept the student's sworn statement. In the case of contradictory information, the College will assign residency status, and the student will be asked to provide proof of domicile. Registration will be restricted until the question of residency status is resolved.

Determination of Residency

The College shall consider any or all of the following factors in determining residency and may request evidence for substantiation:

- ownership or rental of local living quarters;
- substantially uninterrupted physical presence, including the months when the student is not in attendance at the College;
- maintenance in Maryland and in the county of all, or substantially all, of the student's possessions;
- payment of state and local income taxes on all taxable income earned, including all taxable income earned outside the state;
- registration to vote in the state and county;
- registration of a motor vehicle in the state, with a local address specified, if the student owns or uses such a vehicle; and
- possession of a valid Maryland driver's license with a local address specified, if the student is licensed anywhere to drive a motor vehicle.

Change of Residency Classification

Students may request a change in residency classification by filing a written request and submitting supporting documentation to the Registrar prior to the first day of classes for the semester/term. Students may appeal residency classifications made by the Registrar within 30 days by filing an appeal with the Vice President of Student Services and Institutional Effectiveness. The Vice President's decision is final.

Military Personnel

Military personnel and their dependents who were domiciliaries of Maryland at the time of entrance into the armed forces and who are stationed outside the state may retain Maryland domicile as long as they do not establish domicile elsewhere.

Military personnel and their dependents, who were not domiciliaries of Maryland at the time of entrance into the armed forces, but are stationed in Maryland, may be considered state residents for tuition purposes as long as they remain on active duty in the state. In addition, those who are stationed in or live in Cecil County are considered county residents for tuition purposes.

Contract Training

Students enrolled in a course contracted between the College and a business or industry that maintains facilities, operates, or does business in the state may be considered a resident of Maryland for tuition purposes. Students enrolled in a course contracted between the College and a business or industry that operates its business in Cecil County may be considered a county resident for tuition purposes.

Tuition for International Students/ Non U.S. Citizens

For non-U.S. citizens to be considered Maryland resident for purposes of this policy, students shall possess the legal capacity under federal and state law to establish Maryland domicile.

All students with an F, B, or J visa status must pay out-of-state tuition. Consult with the Director of Advising for other visa status.

Educational Tax Credits

• The Hope Scholarship

The Federal Hope Scholarship is a tax credit available to eligible students during their first two years of postsecondary education. The tax credit is up to $1,500 per eligible student during the qualified period. Students must be enrolled at least half time (six credits) in a degree or certificate program.

• Lifetime Learning Credit

Adults returning to college and students who attend less than half time are eligible for a Federal Lifelong Learning tax credit. The credit is worth $2,000 per family for all undergraduate and graduate level education and is figured by taking 20 percent of the first $10,000 of qualified educational expense.

Waivers and Reductions

• College Bound Scholarship

Cecil County Public Schools, as well as certain other pre-approved public and private high school juniors and seniors who enroll in Cecil Community College college level credit courses may receive a 50 percent scholarship towards tuition.

To participate, high school juniors must have a minimum grade point average of 3.0. A grade point average of 2.5 is required of high school seniors for program eligibility. Students must meet all other Cecil Community College entrance requirements and must present an eligibility form signed by a parent and a high school principal or other designated authority.

• Senior Citizen Tuition Waiver

Tuition and student development fees will be waived for Maryland residents 60 years and older enrolled in a course that has sufficient enrollment to be conducted. Seniors will be charged registration and course fees. Proof of age will be required at time of registration. Certain programs and courses available in continuing education (non-credit) are exempt from this waiver.

• Disability Tuition Waiver

Tuition will be waived for disabled Maryland residents who meet the following criteria and receive verification of eligibility from the appropriate agency:

1. student is a resident of Maryland;
2. student has worked and earned wages prior to total and permanent disability; and
3. student is receiving disability benefits under Title II of the Social Security Act or the Railroad Retirement Act.

In addition, the course must have sufficient enrollment to be conducted. Eligible students will be charged registration and course fees. In order to request a disability tuition waiver, students may obtain a form from the Director of Advising.

• Maryland National Guard Tuition Waiver

Cecil Community College offers a tuition reduction policy of 50 percent of the in-county tuition rate for members of the MD National Guard. Maryland National Guard (MDNG) members must meet the following eligibility criteria:

- must officially enroll as a student of Cecil Community College;
- must have been certified by the Maryland Adjutant General that the member has at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months; and
- must present to the Registrar a photocopy of his/her current military ID card and a letter of certification from the Maryland Adjutant General noting that he/she has at least twenty-four (24) months remaining to serve or has agreed in writing to serve for a minimum of twenty-four (24) months. All documentation must be presented to the Registrar to receive the tuition reduction.

  ◦ **Procedures:**
  - complete the application form for MDNG tuition waiver which is available in the Registration Office;
  - obtain authorization from the Registrar;
  - obtain signature of the Registrar for the tuition waiver form by presenting;
    - (a) current military picture identification card, and
    - (b) certification by the Maryland Adjutant General.
  - return the Tuition Waiver form to the Registration Office and register for classes; and
  - present the Tuition Waiver form to the Cashier's Office and pay for the balance of tuition and fees.

• Health Manpower Shortage Program

Cecil Community College participates in the Health Manpower Shortage Program, as approved by the Maryland Higher Education Commission, in alignment with Maryland state law and consistent with fiscal policies within the College. This program enables out-of-county and out-of-state students to enroll at the College in credit courses that are required in a designated Health Manpower Shortage Program at in-county tuition rates under certain conditions.

- ◦ **Out-of-County Students (Maryland residents)**

  - ▪ **Eligible Programs**
    Registered Nurse
    Licensed Practical Nursing

  - ▪ **Procedures**
    1. The out-of-county (Maryland resident) student completes the application and enrollment process according to College policy and procedures.
    2. The out-of-county (Maryland resident) student is required to attend an advising session with the College's pre-nursing advisor.
    3. The out-of-county (Maryland resident) student and advisor complete a "Special Agreement" Form in which the student enrolls.

- ◦ **Out-of-State Students**
  - ▪ **Eligible Programs:**
    Registered Nurse
    Licensed Practical Nursing

  - ▪ **Procedures**
    1. The out-of-state student completes the College's application and enrollment process according to policy and procedures.
    2. The out-of-state student registers at Cecil Community College for a minimum of six (6) credits per semester.
    3. The out-of-state student completes a specific application form and certification process of acceptance available through the Department of Nursing.
    4. The out-of-state student signs a surety bond or promissory note with the Maryland State Scholarship Administration.
    5. Students submit all documentation to the Director of Nursing Education, Allied Health and Health Services for State approval.

Maryland Foster Care Recipients

- • **Tuition Waiver**
  In accordance with the Maryland Higher Education Commission, Cecil Community College offers foster care recipients tuition waivers for those who resided in a foster care home at the time of graduation from high school or who have successfully completed a GED exam. Upon meeting eligibility requirements, the student is exempt from paying tuition and mandatory fees minus any grants and scholarships. Students must comply with all other Cecil Community College entrance requirements and must present a confirmation of waiver approval from the State Department of Human Recourses, and complete the FASFA application available from the Financial Aid Office. Applicants must apply between January 1 and March 1 of each year.

- • **Tuition Rates for Employees of Cecil County Businesses**
  When employees of Cecil County businesses register for a credit or non-credit course, the tuition, if paid directly by the employer or reimbursed by the employer, shall be computed on the basis of in-county tuition rates.

  - ◦ **Procedure**
    1. Direct Billing to Employer: At the time of payment each semester, students must present a letter, on employer letterhead, to the Cashier's Office signed by a company official specifying instructions for billing the organization (i.e. bill for tuition only; bill for tuition and all fees). Students should be aware if they do not fulfill the stipulations of their employer's tuition assistance program, they will personally be held responsible for the balance of their account.
    2. Students Receiving Reimbursements from Employers: At the time of registration each semester, students must present a letter, on employer letterhead, to the Cashier's Office signed by a company official indicating that the student is an active employee of a Cecil County organization and that the employer will reimburse the student upon completion of the course. Students will be charged in-county tuition and fees. Payment will be due at the time of registration. (The College will not bill students for the higher tuition rate if the student does not meet their employer's grade requirements).
    3. Each letter must contain the following information*:
       Course number
       Course title
       Start date of course
       *The detailed information listed above is not necessary if the employer states they will pay for any and all courses taken during a semester.

• Statewide Instructional Programs

Maryland residents may attend Cecil Community College at in-county tuition rates in programs that have been approved and designated as statewide programs by the Maryland Higher Education Commission.

◦ **Eligible Programs**
1. Visual Communications
2. Transportation & Logistics

◦ **Procedures**
1. Complete the admissions and enrollment process according to College policy and procedures.
2. Complete the registration process with an advisor and complete the Special Agreement Form at the time of registration for each semester.
3. Provide documentation from his/her local community college if the program is unavailable due to the program meeting or exceeding enrollment capacity, if applicable.

FINANCIAL AID

General Information

Financial Aid Programs are designed to assist qualified students in meeting their college-related expenses. Need-based scholarships, grants, work-study and loans are types of financial assistance that require completion of the Free Application for Federal Student Aid (FAFSA) to determine eligibility. In addition, some Maryland State Scholarships have specific application and award criteria. The Cecil Community College Foundation Scholarship application can be found online at www.cecilcc.edu/alumni/foundation/scholarships.asp.

The goal of Cecil Community College is to make the financial aid application process understandable and easy to follow. The financial aid staff maintains a strong commitment to students and encourages responsible participation in the process. The following are a few basic guidelines to ensure that students receive comprehensive consideration for all types of financial assistance:

- apply early to be considered for all types of aid: federal, state, and college aid;
- know the deadline: March 1 is the priority deadline for most Maryland state scholarships and Cecil Community College Foundation Scholarships;
- promptly provide all documents that are requested by the Financial Aid Office; and
- when in doubt, ask questions.

Eligibility Requirements

The following requirements must be met for students to receive federal student aid:

- be a U.S. citizen or eligible non-citizen;
- be registered with Selective Service, if required;
- be admitted into an eligible program of study and be working toward a certificate or degree;
- be making satisfactory academic progress;
- not owe a refund on a federal grant or be in default on a federal education loan;
- show demonstrated financial need by completing the FAFSA; and
- have a high school diploma or GED; and cannot be enrolled in elementary/high school and college at the same time.

How to Apply

Students must apply each year for financial aid. There are two ways of submitting the information:

- The paper Free Application for Federal Student Aid (FAFSA) by mail or,
- The electronic FAFSA at the website www.fafsa.ed.gov.

Generally, the paper application takes three to four weeks to process while the electronic version takes five to seven days. Regardless of the method of application, students will receive a Student Aid Report from the U.S. Department of Education that summarizes the FAFSA information and lists the student's Expected Family Contribution (EFC).

Federal Financial Aid Programs

The federal assistance programs are designed to provide funding for students who demonstrate financial need using the FAFSA. The standard needs analysis formula, called Federal Methodology, is applied to the information submitted in the FAFSA and treats all student information equally.

- **Federal Pell Grant**

  This program provides need-based grants to eligible full- and part-time undergraduate students. The Expected Family Contribution (EFC) and the student's credit load determine the amount of the grant. The maximum amount proposed for the 2005–06 academic year is $4,050 for a full-time student with an EFC of 0. The EFC is calculated by completing the FAFSA.

- **Federal Supplemental Educational Opportunity Grant (FSEOG)**

  This program provides supplemental funding for full- and part-time undergraduate students who demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients. The amounts may vary from $100 to $1,000.

- **Federal Work-Study Program**

  This program provides jobs for students who demonstrate financial need. Students work in a variety of positions on and off campus, averaging 10 to 15 hours per week. Work-study contracts are given as funding allows.

- **Federal Stafford Loan Program**

  The Federal Stafford Loan Program enables students in good academic standing to borrow funds to pay for educational expenses. Students sign a Promissory Note with their lender of choice agreeing to pay back the loan funds after graduating, withdrawing or dropping below six credits. Participating banks, credit unions, or savings and loan associations make these low interest loans. The interest rate is variable but caps at 8.25 percent. An entrance interview is conducted with all borrowers. In addition, an exit interview is conducted when a student withdraws, graduates, or drops below six credits. The purpose of both entrance and exit interviews is to inform students of their rights and responsibilities as borrowers and to help them

understand the importance of repaying their student loans. Debt management, repayment options and alternative sources of financing are some of the topics discussed during the interviews. Students who do not make academic progress may not utilize the Federal Stafford Loan Program.

- **Federal PLUS Loan Program**
  Parents may borrow through the PLUS Loan Program on behalf of their dependent undergraduate students who are enrolled in an eligible program of study. Students must be enrolled for a minimum of six credits and be making satisfactory academic progress. The interest rate is variable not to exceed 9 percent. Repayment begins 60 days after the last disbursement of the loan term. Approval is based on a satisfactory credit rating.

Maryland State Scholarship Program

Maryland offers a variety of scholarships and grants to full- and part-time Maryland residents attending a Maryland college. The FAFSA is used to apply for most Maryland scholarships; however, certain programs require an additional application. Applications can be printed from the state's Web site at www.mhec.state.md.us. Also, application information can be obtained from the Financial Aid Office or by contacting the state directly at 410-260-4565.

Veteran Benefits

Cecil Community College is approved to participate in the Veterans Educational Benefits Programs. VA benefits applications are processed through the Financial Aid Office.
To apply:

- new students should complete an Application for Benefits, VA form 22-1990;
- submit a copy of discharge papers, Form DD-214; and
- students who have previously used their benefits at another institution must complete the Change of Program/Place Form, VA form 22-1995.

In addition, VA students who transfer to Cecil should have their academic transcripts evaluated for transfer credits toward their program of study. The toll free numbers for the Veterans Administration are 1-888-442-4551 and 1-800-827-1000. Veterans may also contact VA on-line at www.va.gov.

Cecil Community College Foundation Scholarships (Institutional Scholarships)

Over 200 students are awarded scholarships each year through the Cecil Community College Foundation, Inc. These scholarships are made possible through the generosity of friends and alumni who support the mission and vision of the College. Financial need and academic merit are among the eligibility criteria for selecting the awardees. Apply by March 1 each year.

All applications are taken on-line at www.cecilcc.edu/alumni/foundation/scholarships.asp

Applications are automatically screened and matched to appropriate scholarships through the selection process. For further information, call 410-287-6060, ext. 326.

Verification

Students whose applications are selected for verification must document the accuracy of the information provided in the FAFSA. The Financial Aid Office will request signed copies of federal income tax returns, W-2 forms, and any other documents that may be needed to complete the verification process. Offers of financial aid will be made after all documents are received and the process is finalized.

Academic Progress Standards for Financial Aid

Students who receive financial aid must be making satisfactory academic progress in their program of study. Federal regulations require that progress be measured both quantitatively and qualitatively. This means that in addition to a minimum grade point average requirement, students must complete a minimum percentage of course work by the end of the academic year.

The academic progress standards for financial aid recipients are:

- students must maintain a minimum GPA of 2.0;
- students must complete 70 percent of the credits attempted each academic year. Grades of F, I, M, R, W and K are not counted as hours completed;
- students must complete their program within a 150 percent maximum time frame. In general, the time frames for the associate's degree programs of study are as follows:

Full-time (12+ credits)	6 semesters
Three-quarter time (9 – 11 credits)	10 semesters
Half-time (6 – 8 credits)	15 semesters
Less than half-time (1 – 5 credits)	18 semesters

Certificate students have the same GPA and 70 percent completion requirements. The time frames are as follows:

Full-time (12+ credits)	3 semesters
Three-quarter time (9 – 11 credits)	5 semesters
Half-time (6 – 8 credits)	8 semesters
Less than half-time (1 – 5 credits)	9 semesters

Students enrolled in developmental courses may have their time frames adjusted to allow for adequate time for program completion.

Students not making academic progress after one academic year are placed on financial aid restriction. During the restriction semester, students may continue receiving financial aid but will lose eligibility at the end of the semester if the deficiency continues. Eligibility may be restored once satisfactory academic progress is achieved. Students may appeal financial aid suspension in writing to the Director of Financial Aid.

Withdrawals and Return of Federal Financial Aid

Generally, federal financial aid is earned in direct proportion to the number of days that classes are attended. If a student completely withdraws from school during a semester, the College must calculate the portion of federal assistance earned by the student based on class attendance. The student must return any portion that is unearned due to non-attendance to the Department of Education within 45 days or the student risks losing future federal aid eligibility. The Financial Aid Office will notify students in writing when this determination is made. Details of the Return of Federal Aid Policy and a sample of the calculation worksheet can be obtained in the Financial Aid Office.

Adjustments to Financial Aid

Sometimes it is necessary to adjust financial aid awards. Reasons for adjustments may include:

- dropping/adding or withdrawing from classes;
- receiving additional financial aid; and
- selection for verification resulting in revisions to FAFSA data.

Cancellation of Financial Aid

Many reasons warrant cancellation of financial aid. These reasons include, but are not limited to:

- default on a federal student loan;
- repayment to a federal student grant program;
- verification process was not completed;
- academic progress was unsatisfactory; or
- non-attendance.

In addition, adjustments to aid cannot be made for late start classes if students were not previously registered for them by the end of the add/drop period of full semester classes. Financial aid award amounts must be based on the number of credits for which students are enrolled at the beginning of the standard term. Students planning to take later-starting courses should register for them at the time they register for their full semester classes.

Financial Aid Services
(410) 287-6060, ext. 355, 555 and 542
(410) 287-1001 FAX
finaid@cecilcc.edu

Academic Information & Standards
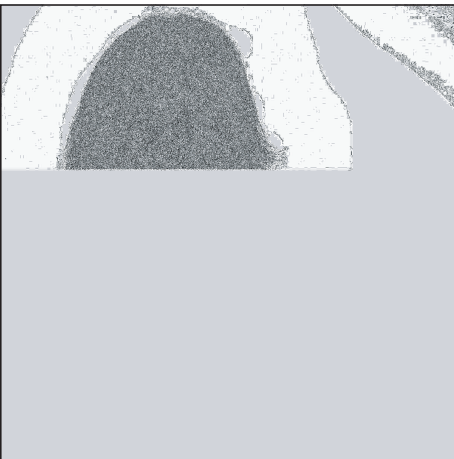
As a former student returning to school for educational advancement, Cecil Community College was my first choice. From the team in student services to the staff in the bookstore, everybody cares about you. The advisors and teachers work together to help you gain the best experience and education.

Penny Coale
Elementary Education

Learning Options

Formats for Learning

The College has three terms — fall, spring, and summer — in which students can earn credit in a variety of formats. The traditional term is 15 weeks long. Alternative formats offer flexibility in course delivery.

- **Condensed Sessions**
  Courses are offered in shorter, condensed sessions. Course offerings vary for each enrollment period and are listed in the Credit Course Schedule.

- **January Intersession**
  Each January, between the end of the fall semester and before the beginning of the spring semester, the College offers a limited number of courses in a compressed format. In many cases, students can complete a course that would take 15 weeks in the traditional semester. These courses are considered part of the spring enrollment period for enrollment purposes.

- **Weekend Courses**
  Cecil Community College offers a variety of courses on weekends. Class schedules vary, but may involve attendance on Friday evening or Saturday. Most weekend courses are scheduled over a 10-week condensed format. These courses are designated in the Credit Course Schedule with a section designation of "WE."

- **Summer Session**
  The College offers courses during the summer session to allow students to supplement their course work outside of the traditional fall and spring semesters.

Distance Learning

- **College of the Air (Maryland)**
  The Maryland College of the Air is a cooperative venture involving Maryland Public Television and colleges and universities across the state. Three-credit courses are offered during the semester. The bulk of the instruction is given through television broadcasts with occasional required on-campus instruction. The on-campus instructor will supply the broadcast schedule to the student by the first week of the semester course. These courses are designed to allow the highly-motivated student to schedule college courses at more convenient times. The courses are excellent for students who are "self-starters," who thrive in independent learning environments, and who can remain current in their studies.

  Telecourses are distributed over broadcast television and cable, and are also available on videotape through the Cecil Community College Library for review.

  The telecourses offered each session are listed in the Credit Course Schedule with a section designation of "CA."

  Students register for College of the Air courses as they would for any other credit course. An on-campus faculty member will be assigned to monitor student progress throughout the course. The on-campus faculty member will contact students either by mail or by phone the first week of classes. Textbooks and student study guides are available in the College bookstore. For additional information regarding College of the Air, please contact an academic advisor or the College Information Center at 410-287-1000.

- **Web-based Courses**
  These courses are delivered entirely online via the Web. Each Web-based course or online course uses a textbook and has an instructor who communicates with students electronically throughout the course. Students register for these courses through the same registration process as other courses. They are listed in the Credit Course Schedule with a section designation of "Z."

- **Maryland Online**
  MarylandOnline (MOL) is a consortium of Maryland colleges and universities that offer certificate and degree programs in a principally online format. MOL brings powerful online higher education resources to the citizens and employers of Maryland and the world. For more information about MOL, go to www.marylandonline.org.

Independent Study

This method of instruction is to be used for rare or extenuating circumstances when the student does not have the opportunity to earn credit for the required course in another semester. A request for Independent Study is submitted in writing to an academic advisor who forwards the request to the appropriate academic administrator or department chair for approval. If the administrator or department chair approves the request, the administrator or chair will attempt to locate a faculty member to work with the student on an independent study basis. The student enrolls for the independent study after the instructor has been assigned and the appropriate signatures are obtained on the Independent Study Form. Costs are comparable to on-campus courses.

Open Enrollment

Open Entry/Open Exit learning option allows students to begin a course at any time during a specific semester and end the course within that same semester. Students must first meet with the program coordinator who will explain the open enrollment learning format, and develop a schedule for completing the course outcomes within your desired time frame. These courses are listed in the Credit Course Schedule with a section designation of "OE."

Self-Paced Courses

Currently, the College offers some courses that allow students to work at their own pace under the guidance of a faculty member. These courses offer students self-paced learning and some attendance flexibility.

Evaluation of Prior Learning

Cecil Community College believes that learning is a life-long process and is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of other learning experiences.

Students must complete all admissions procedures before Cecil Community College will accept and evaluate requests for Evaluation of Prior Learning. While credits earned through various prior learning methods count toward graduation, neither credits nor grades are used in the calculation of the grade point average.

- **Traditional Prior Learning**
  College and University Credit
  Credit may be granted for coursework completed at accredited colleges and universities recognized by the United States Department of Education. College credits earned at other accredited institutions will be accepted for transfer if the course content is equivalent to that offered at Cecil Community College. Transfer credits from accredited institutions will be accepted subject to the following guidelines:

1. A student whose cumulative grade point average is at the 2.00 level or higher at an in-state sending institution will receive credit for all transferable course work in which a grade of "D" or better is achieved. For out-of-state institutions, a "C" or higher is required.
2. A student whose cumulative grade point average is below 2.00 level at a sending institution will receive credit for transferable course work in which a grade of "C" or better was achieved.
3. Transferable course work must be applicable to the student's declared program of study.
4. General Education courses taken at a Maryland public college or university will be accepted with a "D" or better.
5. A grade of "C" or better is required to receive transfer credit in Freshman Composition (EGL 101).

In all cases, only the course credit is transferred, not the grade or quality points earned. Transfer students enter Cecil Community College without a grade point average.

- **Foreign College and University Credit**
  Cecil Community College does not evaluate foreign transcripts. Students seeking credit for coursework completed at foreign colleges and universities must have their transcripts evaluated by an accredited foreign transcript evaluation service. Credit may be granted for foreign coursework, based upon the results of such evaluations and subject to the same procedures that apply to coursework completed at colleges and universities in the United States. Additional information is available from the international student advisor.

- **Alternative Prior Learning**
  The College may give credit for demonstrated proficiency in areas related to college-level courses. Sources used to determine such proficiency are College Level Examination Program (CLEP); Advanced Placement Examination (CEEB); Defense Activity for Nontraditional Education Support (DANTES); United States Armed Forces Institute (USAFI); Office of Education Credit and Credentials of the American Council on Education (ACE); Credit by CCC Departmental Examination; Advanced Prior Learning (APL by Portfolio Review); Tech Prep Articulation Agreements; and Credential Assessments. A maximum of 30 credit hours may be earned by assessment of prior learning. In assigning credits of this nature, the recommendations of the American Council on Education (ACE) and written articulation agreements will be used as guidelines.
  Applicants who seek credit for prior learning should contact the Records and Registration Office at the time of application to the College if they are unsure as to which documents are required.

◦ **Advanced Placement (AP)**

These exams are usually taken at the end of the high school senior year, concluding a specially designed advanced placement course. Cecil Community College will award credit based on a minimum score of (3) for the AP exams listed below. Students must have official Advanced Placement score reports sent to Cecil Community College. To request an official AP score report, write to:

Advanced Placement Exams
P. O. Box 6671
Princeton, NJ 08541-6671
Telephone: 609-771-7300
http://www.collegeboard.com

AP Examination	Minimum Score Required	Credits	Transfer Equivalency
Art History	3	3	ART 141
Biology	3	4	BIO 101, BIO 111
Calculus AB	3	4	MAT 201
Calculus BC	3	8	MAT 201, MAT 202
Chemistry	3	8	CHM 105, CHM 106
Computer Science A	3	3	DAP 109
Computer Science AB	3	6	DAP 109, DAP 202
Economics: Macro	3	3	ECO 222
Economics: Micro	3	3	ECO 221
English Language and Composition	3	6	EGL 101, EGL 102
English Literature and Composition	3	6	EGL 101, EGL 102
Environmental Science	3	4	BIO 106, BIO 116
European History	3	6	HST 101, HST 102
French Language	3	6	FRN 101, FRN 102
French Literature	3	6	FRN 101, FRN 102
German Language	3	6	Arts/Humanities Electives
Government & Politics: United States	3	3	POS 201
Human Geography	3	3	GEO 102
Music Theory	3	3	MUC 143
Physics B	3	10	PHY 203, PHY 204
Physics C	3	5	PHY 207
Physics C: Electricity and Magnetism	3	5	PHY 208
Psychology	3	3	PSY 101
Spanish Language	3	6	SPN 101, SPN 102
Spanish Literature	3	6	SPN 101, SPN 102
Statistics	3	4	MAT 127
Studio Art: Drawing	3	6	ART 130, ART 240
U. S. History	3	6	HST 201, HST 202
World History	3	6	HST 110, HST 111

◦ **College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) provides nationally recognized credit for learning gained through experience or independent learning. Cecil Community College will award credit for the CLEP exams listed below provided the minimum passing score of 50 (computerized version) has been met. Students interested in learning more about CLEP should contact an academic advisor.

It is the student's responsibility to have official CLEP score reports sent to Cecil Community College. To request an official CLEP score report, write to:

CEEB
CLEP Transcripts
P.O. Box 6600
Princeton, NJ 08541
Telephone: 609-771-7865
http://www.collegeboard.com

Special note: The list of course equivalences and minimum scores is based on Cecil Community College's evaluation. Students transferring to other colleges or universities should consult the admissions office at that institution to determine course equivalencies and acceptable scores.

CLEP Exam	Credits	Equivalency Course/s
Business:		
Accounting, Principles of	6	BUS 101, BUS 102
Business Law, Introductory	3	BUS 210
Information Systems & Computer Applications	3	CIS 101 (I)
Management, Principles of	3	BUS 131
Marketing, Principles of	3	BUS 212
Composition & Literature:		
American Literature	6	EGL 205 (H), EGL 206 (H)
Analyzing & Interpreting Literature	3	EGL 102 (H)
English Composition	3	EGL 101 (E)
English Composition w/ Essay	6	EGL 101 (E), EGL 102 (H)
English Literature	6	EGL 203 (H), EGL 204 (H)
Freshman College Composition	3	EGL 101 (E)
Humanities	3	Humanities Elective (H)
Foreign Languages:		
French Language Level 1 & 2	6	FRN 101 (H), FRN 102 (H)
German Language Level 1 & 2	6	Humanities Electives (H)
Spanish Language Level 1 & 2	6	SPN 101 (H), SPN 102 (H)
History and Social Sciences:		
American Government	3	POS 201 (SS)
Educational Psychology, Introduction to	3	PSY 207
Human Growth and Development	3	PSY 201 (SS)
Macroeconomics, Principles of	3	ECO 222 (SS)
Macroeconomics, Principles of	3	ECO 221 (SS)
Psychology, Introductory	3	PSY 101 (SS)
Sociology, Introductory	3	SOC 101 (SS)
Social Sciences and History	3	Social Science Elective (SS)
U. S. History I	3	HST 201 (H)
U. S. History II	3	HST 202 (H)
Western Civilization I	3	HST 101 (H)
Western Civilization II	3	HST 102 (H)
Sciences and Mathematics:		
Calculus	4	MAT 201 (M)
College Algebra	3	Math Elective (M)
College Algebra-Trigonometry	4	MAT 121 (M)
Trigonometry	4	Math Elective (M)
College Mathematics	3	Math Elective (M)
Biology	3	BIO 101 (S)
Chemistry	3	CHM Elective (S) (non-lab)
Natural Sciences	3	Science Elective (S) (non-lab)

◦ Credit by Departmental Assessment

An academic department may award course credit to students who document learning comparable to that required in specific college courses. Students must be admitted to the College and pay all applicable fees prior to assessment. There are three ways learning can be evaluated: departmental examination (credit-by-exam), portfolio assessment, and credential assessment.

▪ Departmental Examination (Institutional Credit-by-Exam)

A departmental examination is created by the appropriate College department and administered by a faculty member. A passing grade on an examination is recorded with a grade of "S" on the permanent record. Examinations that are attempted but not passed are not recorded on the student's permanent record. Students who fail may not repeat credit-by-exam, but may take the actual course.

Contact an Academic Advisor for more information about credit-by-exam.

▪ Portfolio Assessment

Credit for prior learning acquired through employment and experience may be awarded through the portfolio assessment option. To earn credit through this method, students must enroll in a course specifically designed to assist in the development of a portfolio in a format that enables faculty to assess eligibility for academic credit. The portfolio must provide documentation that course outcomes, as outlined in the course syllabus, have been mastered.

A passing grade on the portfolio assessment is recorded with a grade of "S" on the student's permanent record. Portfolios submitted for assessment that are deemed unsatisfactory are not recorded on the student's permanent record.

Contact an academic advisor for more information about Portfolio Assessment.

▪ Credential Assessment

Credit for prior learning may be awarded for national and/or state certification and/or licensure. To earn credit through this method, students must have successfully completed the training program and obtained the appropriate national and/or state certification and/or licensure. Students must provide proof of current licensure/certification and be in good standing with the certification and/or licensing agency.

◦ Credit by Tech Prep Articulation Agreements

Cecil County Public Schools and other approved high schools cooperate with Cecil Community College in a program designed to ensure that high school students acquire more rigorous academic and technical competencies. A coordinated sequence of courses prepares students for lifelong learning and provides a choice of career options leading to employment or advanced study at Cecil Community College. Cecil County high school students who have completed course work in specific subject areas may be eligible to receive academic credit for this experience.

Credits will be awarded to students once the evaluation criteria and the validation process have been met. Further information may be obtained from the College's Tech Prep Coordinator or from high school guidance counselors.

◦ Credit and Continuing Education Partnerships

The College has agreements between its continuing education (non-credit) and credit divisions that allow students to be awarded credit for successful completion of **selected** continuing education courses. The College matches the instructional outcomes of these selected courses to ensure that rigorous academic and technical competencies are a part of the desired outcomes.

There are two ways for a student to receive credit once he/she has successfully completed the course for non-credit: petition for evaluation of prior learning, and departmental examination (credit-by-exam).

▪ Evaluation of Prior Learning

A student who has successfully completed one of the selected courses through the continuing education division may petition for the award of credits by submitting the necessary paperwork to the Registrar **within three weeks** of the end date of the course. Credits will be awarded upon submission of the required paperwork and payment of all applicable charges.

A list of these courses may be obtained from the Registration Office.

▪ Departmental Examination (Credit-by-Exam)

A departmental examination is created by the appropriate College department and administered by a faculty member. A passing grade on an examination is recorded with a grade of "S" on the permanent record. Examinations that are attempted but not passed are not recorded on the

student's permanent record. Students who fail may not repeat credit-by-exam, but may take the actual course.

◦ **Credit for Military Training**

Credit may be granted for a variety of formal military training based on the student's declared program of study. Official military transcripts, including Community College of the Air Force (CCAF), AARTS, SMART, DD214, DD295, or other military transcripts, must be submitted to the Registrar for evaluation of credits. The College awards credit based upon the recommendations made by the American Council on Education (ACE) if the awards fit into the student's declared program of study.

◦ **Credit for Training Received in Business/Industry**

Academic credit may be awarded for the completion of training programs that have been evaluated by the American Council on Education (ACE) or are recognized through an articulation agreement between the College and the training institution. Additional information may be obtained from the Registrar.

◦ **Credit by Experimental Learning Internships (ELIP)**

Students can obtain college credit for internships in the community. This alternative learning strategy assists students in reinforcing academic learning, reaffirming career and educational choices, enhancing personal and professional attributes, and cultivating problem-solving skills that develop only with actual experience. For additional information contact 410-287-6060, ext. 548.

Graduation

Application for Graduation

Students must make an appointment with an advisor to complete the graduation application, graduation audit sheet, and file the application with the Registrar's Office. There are three graduation evaluation periods: December, May, and August. Filing deadline dates and degree conferral dates are:

Application Deadlines	Degree Conferral Date
Fall Graduation — November 1	Late December
Spring Graduation — February 15	May
Summer Graduation — July 1	Late August

Important! Students must apply for graduation by the application deadline in order to begin the graduation clearance process.

Note: Students must complete and submit another application to the Registrar's Office if they do not satisfactorily complete the degree requirements for the term in which they intended to graduate.

While students may graduate in the fall, spring, or summer, the College only holds one graduation ceremony in May.

December, May and August graduates are invited to attend the graduation exercises held in May. Note, however, that attending the ceremony does not automatically denote graduation, since evaluation of records showing final grades may occur after the ceremony. Summer applicants planning on attending commencement must file their applications by February 15.

Requirements for Associate's Degrees

Students are eligible to receive an associate's degree if they have met the following requirements:

- complete all course requirements in a given program. An associate's degree requires the completion of a minimum of 62 credit hours in college-level courses, of which 30 credits must be earned by direct classroom instruction and laboratory experience. All evidence of completed course requirements must be recorded in the Registrar's Office three days prior to the date of graduation;
- earn a minimum of a 2.0 cumulative grade point average in college-level courses;
- earn at least two credit hours of physical activity courses as indicated in this catalog (the nursing program is exempt from this requirement). Physical activity credits earned, beyond the two required, may not be used to satisfy graduation requirements;
- earn at least 30 credits in a program of study at Cecil Community College, or complete the last 15 credits of a curriculum at Cecil Community College;
Note: Students enrolled under a college/military agreement may complete their final 15 credits in any order or time sequence.
- complete the required General Education requirements;
- meet the financial and academic obligations of the College;
- submit an Application for Graduation to the Registrar's Office by the published deadline. A student may not receive a degree and certificate in the same program of study and option within the same graduation conferral term; and
- complete the degree program requirements as outlined in the College catalog within five years of the intended date of graduation, as noted on the Application for Graduation.

Note: Courses numbered 091 through 100 may not be used to satisfy graduation requirements.

The Vice President of Academic Programs may grant exceptions to the procedures.

Requirements for Certificates

Students are eligible to receive a certificate if they have met the following requirements:
- complete the courses listed in the certificate program;
- earn a minimum of a 2.0 cumulative grade point average in college level courses;
- complete a minimum of 50 percent of the required credits in the certificate program at Cecil Community College;
- meet financial and academic obligations to the College;
- complete the certificate program requirements as outlined in the College catalog within five years of the intended date of graduation, as noted on the Application for Graduation; and
- submit an Application for Graduation to the Registrar's Office by the published deadline. Students may not receive a degree and certificate in the same program of study and option within the same graduation conferral term.

Graduation Requirements

All students must meet specific General Education and institutional requirements within their associate's degree programs. To be eligible for the **Associate of Arts (AA) degree, Associate of Arts in Teaching (AAT) degree, or the Associate of Science (AS) degree,** students must complete a minimum of 62 credits of college-level work. Of the 62 credits, **30 credits** must fulfill the College's General Education core requirements. The distribution of the General Education and institutional credits must meet the following specifications:

Description	Credits Required
Freshman Composition Freshman Composition (EGL 101) required	3
Composition & Literary Forms (EGL 102) or Technical Writing (EGL 211).	3
Arts and Humanities Students must complete two courses from two different disciplines.	6
Mathematics Students must complete one 3-4 credit mathematics course.	3–4
Biological/Physical Science w/ Lab Students must complete 7 to 8 credits, including one lab science.	7–8
Social and Behavioral Sciences Students must complete two courses from two different disciplines.	6
Interdisciplinary and Emerging Issues Students must complete a general education computer literacy course, or in some degree programs, the computer literacy requirement is satisfied by the nature of the courses required in the degree.	3
Activity Electives Students are required to complete 2 credits in an activity course(s) as described in the Credit Course Schedule. (Nursing program is exempt from this requirement.)	2

To be eligible for the **Associate of Applied Science degree (AAS)**, students must complete a minimum of **62** credits of college-level work. Of the 62 credits, **20 credits** must fulfill the College's General Education core requirements. The distribution of the General Education and institutional credits must meet the following specifications:

Description	Credits Required
Freshman Composition	3
Arts and Humanities	3
Mathematics	3–4
Biological/Physical Science with Lab	4
Interdisciplinary and Emerging Issues Students must complete a general education literacy course or in some degree programs, the computer literacy requirement is satisfied by the nature of the courses required in the degree.	3
Activity Electives Students must complete 2 credits in an activity course(s) as described in the Credit Course Schedule.	2
Social and Behavioral Sciences	3

GRADING

Grade Reports

Grades and Quality Points

Grade reports are issued to students at the end of the fall and spring semesters and are entered on the permanent record. Grade reports are issued at the end of the summer session and are entered on the permanent record at that time.

A letter grade is assigned for each course in which students are enrolled at the end of the term. A quality point value per credit hour in the course is assigned to each letter grade. Developmental coursework is not calculated in the Grade Point Average, as of the Fall 2003 semester.

Letter Grade	Interpretation	Quality Point Value per Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D*	Poor	1
F	Failure	0

*Not acceptable for certain programs as a satisfactory grade. Also requires repeating the course if the course is a pre-requisite for other courses.

Grade designations not included in the calculation of the GPA:

I	Incomplete
NG	No Grade or Late Grades
S	Satisfactory
U	Unsatisfactory
M	Administrative Withdrawal
W	Withdrawal
R*	Repeat
K	Audit
V	Waiver of Prior Failing Grades

*Used for 091-099 and 100 level courses only.

Grade Point Average (GPA)

- **Semester Grade Point Average**

  The semester grade point average (GPA) is determined by multiplying the number of credit hours in each course attempted by the number of points corresponding to the final grade for the course. The total is then divided by the number of credit hours attempted during that semester period. The GPA is computed only on college-level courses attempted at Cecil Community College. Courses for which the symbols of I, K, M, NG, R, S, U, V, W are awarded will not be considered in calculating the GPA.

- **Cumulative Grade Point Average**

  The cumulative GPA includes all college level courses and grades attempted at Cecil Community College and is determined in the same manner as the semester GPA. In the case of repeated courses, only the highest grade earned will be used in computing the cumulative GPA.

Incomplete Grades

The grade of "I" (Incomplete) is assigned only in exceptional circumstances and is a temporary grade issued by the instructor after an Incomplete Contract is completed. An Incomplete is issued only to students who cannot complete the course on schedule because of illness or other circumstances beyond their control. Students must complete the course requirements by the deadline printed on the Incomplete Contract, but no later than six weeks after the last scheduled final examination for the given term, or an "F" will be recorded for the course. It is the prerogative of the instructor to decide whether or not to issue an Incomplete Contract.

Repeating of Courses

Students may repeat any course regardless of the grade earned. When students repeat a course, the highest grade earned is used to compute their adjusted GPA. However, both grades remain on students' transcripts. It is recommended that students repeat a course in which they earn a "D" if they wish to raise their GPA or if they need a higher grade for transfer. With the exception of the nursing courses, there are no restrictions on the number of times students may take a course.

Change of Grades

The instructor is the only one authorized to assign a grade or to change a grade. Once a grade has been assigned and entered into a student's record, an instructor may request the Registrar to make a grade change if there has been an error in the determination of the grade. The instructor must file a Change of Grade Form in the Registration Office. An unofficial copy of the student's transcript will be sent to the student when an instructor has changed a grade.

Waiver of Prior Failing Grades

Under certain circumstances, failing grades earned by students when previously enrolled at Cecil Community College may be reviewed and designated in such a way as not to be calculated in the overall grade point average. This policy applies only to courses taken at Cecil Community College and only to students currently enrolled at the College. This policy does not affect the student's responsibility to meet all program requirements.

- **Criteria**

  Students may request to have up to 15 previously attempted semester hours reviewed on a course-by-

course basis. Criteria for the waiver of prior failing grades are:

- students must be currently enrolled at Cecil Community College;
- students must not have attended Cecil Community College for at least one full semester since failing grades were earned;
- students must have earned at least 15 credits of college-level work at Cecil Community College or any other accredited degree-granting institution prior to requesting the review. These credits must have been earned after the failing grades were earned;
- students must have earned no grade below a "C" in the most recent 15 credits earned;
- students may not apply for courses required in their program of study, or courses that have been repeated and passed;
- submit narrative explaining your circumstances at the time of failure; and
- students may not request removal of the F grade for courses in which they are currently enrolled (See Repeating of Courses on page 34).

In no case will Cecil Community College waive more than a total of 15 credits of prior failing grades for an individual. Students are encouraged to consider applying for the waiver for courses that are no longer offered at the College, or courses no longer required in their program of study.

• Procedures

The student must meet with an academic advisor to complete the Application for Waiver of Prior Failing Grades. Applications approved by the advisor will be forwarded to the Registrar for review. The Registrar will notify the student in writing of the final action.

Grades that are waived will be identified on the student's transcript by the letter "V," which indicates they will not be calculated in the student's overall grade point average.

Appeal of Grades Policy

• Policy

Unless an appeal has been initiated, all grades become final **60 days** after being mailed to the student. Students may appeal a grade before 60 days have elapsed by following the procedures outlined below.

• Procedures

Students who feel an earned grade is unjust must address their disagreements with their instructors, as the determination of grades lies with the instructor. If the matter is not satisfactorily resolved through this approach and the issue warrants further consideration, students may then further request a review

by the appropriate academic administrator. A review by the appropriate academic administrator is used to determine if the grading criteria, as outlined by the course syllabus, have been followed. The decision of the Vice President of Academic Programs is final.

Note: If, after students have followed the above steps, they believe that the grade was based upon discriminatory or unfair practices, students may use the Student Grievance Procedure (beginning with Step #3) as outlined in this College catalog on pages 187 and 188.

Academic Achievement and Awards

• President's List

Students qualifying for the President's List must earn a Grade Point Average (GPA) of 3.75 or better for that semester and be carrying a full credit load of at least 12 semester hours. Part-time students will qualify for the President's List by maintaining a GPA of 3.75 or better for 15 accumulated hours or more of part-time study. Developmental course grades will be calculated in President's List and Vice President's List.

• Vice President's List

Students qualifying for the Vice President's List must earn a GPA of 3.50 – 3.74 for that semester and be carrying a full credit load of at least 12 semester hours. A part-time student will qualify for the Vice President's List by maintaining a GPA of 3.50 – 3.74 or better for 15 accumulated hours or more of part-time study. Developmental course grades will be calculated in President's List and Vice President's List.

• Graduation Academic Honors

- **Graduating with Highest Honors** – Graduating students in degree programs completing a minimum of 30 semester hours at Cecil Community College with grade point averages of 3.75 or higher computed on all semesters of college level work at Cecil Community College will qualify to graduate with highest honors.
- **Graduating with Honors** – Graduating students in degree programs completing a minimum of 30 semester hours at Cecil Community College with grade point averages of 3.50 – 3.74 in college level course work will qualify to graduate with honors.
- **Graduating with Distinction** – Graduating students in certificate programs completing a minimum of 15 semester hours at Cecil Community College with grade point averages of 3.50 or higher computed on all semesters of college level work at Cecil Community College will qualify to graduate with distinction.

Alpha Alpha Theta/Phi Theta Kappa

Alpha Alpha Theta is the Cecil Community College chapter of Phi Theta Kappa, the international honor society of two-year colleges. The organization offers unique opportunities for students to gain leadership skills, provide service to the College and community, be recognized for scholarship, and enjoy the company of scholars at Cecil, as well as in the surrounding region and internationally. Members may also qualify for over $25 million in transfer scholarships reserved exclusively for Phi Theta Kappa members and compete for a variety of prestigious awards.

Students must apply for membership; applications are available from the Alpha Alpha Theta advisor.

To be eligible to join, students must earn 12 or more credits at Cecil in college-level courses, with a cumulative grade point average of 3.25 or greater. Inductions are held during the academic year. Students are invited to join when they are eligible.

Academic Integrity Policy

Individual faculty members who detect a violation of the Academic Integrity Policy will confront the student with the alleged evidence of the violation at the time of discovery of the occurrence and impose a penalty. Responses to the first offense can range from an informal verbal warning to dismissal from the College. It is the responsibility of the faculty member who finds a student guilty of the violation to contact the appropriate academic administrator, who will then contact the Registrar's Office for documentation of any previous transgressions. The appropriate academic administrator will recommend penalties for multiple transgressions.

Faculty members may impose penalties up to and including a failing grade or dismissal from the course. Dismissal from a program shall be a departmental decision, and dismissal from the College shall be at the discretion of the Vice President of Academic Programs. Faculty are encouraged to record transgressions and the awarded penalties with the appropriate academic administrator.

Faculty members or the program coordinator/director may notify the appropriate academic administrator (or designee) of any offense. If the penalty for the violation results in failure of the course or a more severe penalty, the faculty member shall notify the appropriate academic administrator (or designee) in writing within seven working days of the discovery of the occurrence. The notification must include the nature of the offense and the penalty imposed. The academic administrator will send a copy of the faculty member's letter via registered mail to the student in such cases that involve failure of the course or a greater penalty.

- **Procedure**

The student will have a maximum of 10 working days (excluding all days the College is closed) in which to make a written reply or to appeal the penalty in writing to the appropriate academic administrator (or designee). If the academic administrator within the time limit receives no reply or appeal, the student waives further right of appeal. The academic administrator may uphold or modify the faculty member's decision.

If the student wishes to appeal the academic administrator's decision, the student must file such an appeal within 10 working days (excluding all days the College is closed) in writing to the Vice President of Academic Programs. The appeal must specify all grounds for appeal and must be issued in writing to be considered.

Upon receiving the appeal, the Vice President of Academic Programs will direct and appoint a Hearing Board to hear the appeal. The Board will be composed of the academic administrator, a representative of the advising staff, three faculty members, and two student representatives selected by the Vice President of Student Services and Institutional Effectiveness. No one previously directly involved in the matter shall be a member of the Hearing Board. The hearing shall be conducted within a maximum of 30 days of the appeal, and shall be recorded. In conducting the hearing, the Board shall follow the guidelines as adopted by Cecil Community College. The Board's ruling shall be final. Results of the appeal process will also be included in the student's disciplinary file.

The appeal process will be conducted as expeditiously as possible; during the appeal process, the imposed penalty shall stand.

The Academic Integrity Policy shall be used only for this purpose. All other grievances shall follow the Grievance Procedure, as outlined in the College catalog.

Academic Standards and Restrictions

Students at Cecil Community College are expected to take responsibility for their own academic success and achievement within the program of study planned with their academic advisor. Each semester Instructional Administration and Enrollment and Student Support Services staff will review the academic progress of each student and identify and assist those who appear to be making little or no progress.

Students identified as having made less than satisfactory progress will be required to have their credit-hour loads restricted for the upcoming semester. Satisfactory

progress is defined as maintaining a cumulative GPA of at least 2.0 for the time enrolled at Cecil Community College.

- **Academic Restriction**
  1. Students will be placed on academic restriction (for the next semester in which they enroll) if their cumulative GPA is less than 2.0.
  2. In order to enroll for the current semester, students on academic restriction must meet with an academic advisor.
  3. With an academic advisor's approval, students will be permitted to enroll for a maximum of 12 credit hours in the first semester of academic restriction. Students will be encouraged to complete any pre-requisite course(s) in their programs of studies and/or to repeat those courses in which they have received failing grades.
  4. Students who have registered prior to receiving notice of academic restriction must meet with an academic advisor to have their current semester course schedules adjusted to comply with the provisions of this policy (see item 3 above).

- **Satisfaction of Academic Restriction**
  In order for academic restriction to be lifted, students must attain a cumulative GPA of at least 2.0. Students who fail to attain the 2.0 cumulative average will remain on academic restriction for the next semester in which they enroll.

- **Student Procedures**
  1. Upon completion of each semester, the Vice President of Academic Programs will mail a notification to students whose cumulative GPAs are below 2.0, indicating (1) that they have been placed on academic restriction; (2) that they must meet with an academic advisor prior to finalizing their next semester's schedules; and (3) that their next semester's course loads cannot exceed 12 credit hours.
  2. This policy and these procedures shall apply to all students enrolled in credit courses, including those students enrolled in courses and programs on tuition waiver and those students who have not declared a program of study.
  3. Students on academic restriction who wish to enroll for more than 12 credits in any semester in which they are on academic restriction must secure the approval and signature of their academic advisor. The signatures and approvals must appear on the student's registration forms.
  4. Attaining minimal academic standards does not assure any student's admittance to or completion of a program. Program standards may exceed the minimal standards as defined and required under this policy.

Attendance

- **Absence of Teaching Faculty Members**
  If a teaching faculty member is late for class, students must remain in class at least 15 minutes after the time the class is scheduled to begin.

- **Student Attendance Policy**
  Students are expected to attend all classes except for reasons of illness or emergency. Each instructor will determine and announce the attendance policy and requirements for each course. Make-up tests may be administered at the request of the student and at the convenience and discretion of the instructor.

Credit Hours

A credit hour is the unit by which academic work is measured. In a 15-week term, a minimum of 50 minutes spent in class per week represents a credit hour. If a student takes a three-credit course during a 15-week term, they can expect to attend class once a week for a minimum of 150 minutes, twice a week for a minimum of 75 minutes or three times a week for a minimum 50 minutes.

Each course and laboratory is assigned a particular number of credit hours, and these are specified in the section of this catalog titled Course Descriptions starting on page 119. As a guide, students can expect to prepare two hours per week outside of class for every credit hour enrolled.

Hours Attempted and Earned

Hours attempted are the total number of credit hours in all the credit college level courses for which students receive one of the letter grades listed on page 34 under Grades and Quality Points.

Hours earned are the total number of credit hours in college level courses for which students receive a letter grade of D or higher. No credit hours are earned with a grade of F, K, I, M, NG, R, or W.

Each grade report shows the credit hours attempted and earned for the term.

Final Examination Statement

Students are required to take the final examination in each course they are registered, on the date scheduled by the Vice President of Academic Program's Office. The exam should be a culminating activity which reflects students' progress and a mastery of the course objectives. Permission for makeup examinations is left to the discretion of the instructor.

Course Substitutions

Students requesting course substitutions are required to get written permission from the appropriate academic administrator or faculty department chair before enrolling in the course in question. The substitution/waiver form must be filled out by the student, submitted to the appropriate academic administrator or faculty department chair, and, if approved, placed in the student's permanent file. The student is responsible for securing approval, in advance, for any deviations from the requirements of their program of study and should maintain a copy of all approved substitution requests to be used in support of their graduation application.

Statewide Programs

In order to avoid duplication of specialized career program offerings, the State of Maryland's community college system has designated these specific associate degrees as a statewide program, which students may attend at in-county rates, as long as the program is not offered at a public community college in the region of their residence or if offered, is not available due to enrollment capacity.

Allegany College of Maryland
Hotel & Restaurant Management
Medical Assistant
Automotive Tech
Forest Tech
Culinary Arts
Therapeutic Massage

Anne Arundel Community College
Hotel/Restaurant Management
Medical Assisting
EMT Paramedic
Therapeutic Massage
Paralegal Studies

Cecil Community College
Visual Communications
Transportation and Logistics

College of Southern Maryland
Massage Therapy
Manufacturing Technology

Community Colleges of Baltimore County
Aviation Management
Computer Graphic & Visual Communication
Veterinary Tech
Chemical Dependency Counseling
Mortuary Science
Occupational Safety & Health Tech
Radiation Therapy
Health and Fitness Studies
Automotive Technology
Construction Tech
Environmental Science and Technology
Recreation, Parks and Tourism
Labor Studies
Interpreter Preparation
E-Business Management
E-Business Technology
Media Technology

Garrett College
Agricultural Management Technology
Natural Resources and Wildlife Tech
Adventure Sports Management
Juvenile Justice

Harford Community College
Technical/Professional Studies
Electroneurodiagnostic Tech
High Performance Manufacturing
Science Lab Tech

Howard Community College
Cardiovascular Tech
Biomedical Engineer
Photonics Technology

Montgomery College — All Campuses
Diagnostic Medical Sonography
Biotechnology
Fire Science / Fire Service Management
Fine Arts (AFA)

Programs of Study

My courses at Cecil Community College were challenging and I was definitely pushed to my limits. Thanks to the caring faculty and the academic support I received as a student-athlete, I was able to achieve my goals. Everybody in the athletic department is like family to me. I am transferring to a four-year college and will take along all the friendships I made.

Samantha Wollitz
Business and Commerce Technology, Accounting Option

PROGRAMS OF STUDY

Cecil Community College offers programs of study that lead to associate degrees and program certificates. Students may enter a program designed for transfer to a four-year institution, or one that prepares them for immediate entry into, or upgrading skills in their current career.

Degree Programs

There are four associate's degrees:

- The **associate of arts (A.A.) degree** recognizes mastery in the liberal arts (humanities, social sciences and similar subjects) and in the fine arts. The associate of arts degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.
- The **associate of science (A.S.) degree** recognizes a curricular focus in science, mathematics, or technology. The associate of science degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.
- The **associate of applied science (A.A.S.) degree** recognizes a curricular focus in a specific occupational area. The associate of applied science degree is designed primarily for immediate employment or career mobility and is identified with a specialty designation, e.g., computer technology, law enforcement, etc.
- The **associate of arts in teaching (A.A.T.) degree** is designed for transfer to a Maryland four-year institution to obtain a baccalaureate degree and teacher certification.

Associate degree programs consist of general education courses, program specific courses, and electives. To qualify for an associate's degree, students must complete the minimum number of credit hours required in their programs and earn a cumulative grade point average of 2.0 or better in college level courses, and meet other requirements listed on pages 31–33.

Certificate Programs

The College offers certificate programs for those who wish to gain a credential for acquired knowledge, skills and abilities focused in specific discipline areas. Most certificate programs are designed to assist students with goals for upgrading skills for immediate application in employment. Many certificate programs are designed as units within associate degree programs and can be acquired in the process of seeking an associate's degree. Certificate programs require the completion of 12 credits or more. Students must complete 50 percent of their course work at Cecil Community College and earn a cumulative grade point average of 2.0 or better in college level courses, and meet all other graduation requirements listed on pages 31–33.

Programs to Meet Diverse Educational Needs

To meet the educational needs of the community, Cecil Community College offers programs in general education, college or university transfer, career education, continuing education, and student development services.

1. The general education program provides all students with writing, speaking, reading, critical thinking and computing skills and knowledge to function as educated citizens in a complex world.
2. College transfer programs prepare students for further learning by providing courses in specific disciplines and general education that parallel the first two years at a four-year college.
3. The career education program prepares students for immediate employment in technical and business fields and allows students to continue studies at four-year colleges.
4. The division of continuing education provides non-credit courses and activities which allow individuals to upgrade their abilities, prepare for state licensure, re-train for new occupations, enrich cultural backgrounds, and develop specialized interests. It also provides contract training for business and industry.
5. Enrollment and Student Support Services provides students with a variety of resources, including academic advising and support, minority affairs, job placement and career management services, alumni services, financial aid services, student development activities, and intercollegiate athletics.

General Education
Student Learning Outcomes

Student learning across the curriculum is measured by the expected student learning outcomes for General Education. Through the General Education core requirements, all curricula are designed so that students acquire and demonstrate college-level competency in:

A. critical and creative thinking skills and problem-solving strategies;
B. writing;
C. oral communications;
D. quantitative analysis;
E. computer literacy and in the ability to work productively with information technology; and
F. an enhanced awareness of ethics, cultural diversity, artistic expression, health-and-wellness issues, and the physical and social environment.

GENERAL EDUCATION AND INSTITUTIONAL REQUIREMENTS

The state of Maryland mandates that every associate degree program contain general education requirements designed to introduce students to the fundamental knowledge, skills and values that are essential to the study of academic disciplines. To assure that associate degree students meet the general education requirements defined by the state of Maryland, each degree program includes a distribution of general education credits. Courses which meet general education requirements must be approved by the College's academic council.

The College defines general education as the portion of the curriculum devoted to the development of the skills, knowledge and abilities essential to all students, regardless of chosen majors. The course distribution is intended to ensure that students have mastered and have demonstrated a familiarity with core knowledge basic to all college-level work.

General Education Requirements and Institutional Requirements for Associate of Arts (A.A.), Associate of Arts in Teaching (A.A.T.) and Associate of Science (A.S.) Degrees (minimum of 32 credits)

Arts and Humanities
- 6 semester credit hours in the arts and humanities general education courses
- courses must be from two different disciplines and have different course prefixes

Biological and Physical Sciences
- 7-8 semester credit hours in biological and physical sciences general education courses
- one of the courses must be a laboratory science course

English Composition
- 3 credits in Freshman Composition (EGL101)

Mathematics
- 3 semester credit hours in a mathematics general education course

Social and Behavioral Sciences
- 6 semester credit hours in social and behavioral sciences general education courses
- courses must be from two different disciplines and have different course prefixes

General Education Electives
- additional general education courses to complete a minimum of 30 semester hours

Institutional Requirements
- 3 additional credits in Composition and Literature (EGL102) or Technical Writing (EGL211)
- two activity semester credit hours (select from courses with an ACT coding in the course description) *NOTE: An exception to the Cecil Community College activity requirement is granted for the Registered Nurse degree program.*

General Education Requirements and Institutional Requirements for Associate of Applied Sciences (A.A.S.) Degrees (minimum of 22 credits)

Arts and Humanities
- 3 semester credit hours in the arts and humanities general education course

Biological and Physical Sciences
- 4 semester credit hours in biological and physical sciences general education course
- course must be a laboratory science course

English Composition
- 3 credits in Freshman Composition (EGL101)

Mathematics
- 3 semester credit hours in a mathematics general education course

Social and Behavioral Sciences
- 3 semester credit hours in social and behavioral sciences general education course

General Education Electives
- additional general education courses to complete a minimum of 20 semester hours

Institutional Requirements
- 3 additional credits in Composition and Literature (EGL102) or Technical Writing (EGL211)
- two activity semester credit hours (select from courses with an ACT coding in the course description)

APPROVED GENERAL EDUCATION COURSES BY CATEGORY

The associate degree programs at CCC include the general education credit hours required by the state of Maryland. If a degree program directs students to choose general education courses from specific categories, those courses must be selected from the approved courses listed below.

Transfer Students: It is extremely important for transfer students to consult with an academic advisor when choosing general education courses from the approved list since each transfer institution has slightly different requirements.

English Composition

EGL 101	Freshman Composition	3 cr.

Arts and Humanities

ART 101	Fundamentals of Design	3 cr.
ART 110	Color	3 cr.
ART 130	Drawing I	3 cr.
ART 140	Painting I	3 cr.
ART 141	Survey of Art History	3 cr.
ART 150	Art Appreciation and Museum Studies	3 cr.
ART 152	Beginning Sculpture	3 cr.
ART 160	Beginning Ceramics	3 cr.
ART 180	Basic Photography	3 cr.
ART 181	Introduction to Filmmaking	3 cr.
ART 201	Fundamentals of Design II	3 cr.
ART 230	Drawing II	3 cr.
ART 240	Painting II	3 cr.
ART 242	Survey of Modern Art History	3 cr.
ART 260	Intermediate Ceramics	3 cr.
EGL 102	Composition and Literature	3 cr.
EGL 203	Survey of English Literature	3 cr.
EGL 204	Survey of English Literature	3 cr.
EGL 205	Survey of American Literature	3 cr.
EGL 206	Survey of American Literature	3 cr.
EGL 213	Introduction to Film	3 cr.
EGL 260	Children's Literature	3 cr.
FRN 101	Beginning French I	3 cr.
FRN 102	Beginning French II	3 cr.
HST 101	Western Civilization I	3 cr.
HST 102	Western Civilization II	3 cr.
HST 110	World History I	3 cr.
HST 111	World History II	3 cr.
HST 201	History of the U.S.	3 cr.
HST 202	History of the U.S.	3 cr.
MUC 133	Music Literature and Appreciation I	3 cr.
MUC 134	Music Literature and Appreciation II	3 cr.
MUC 143	Music Fundamentals	3 cr.
PHI 101	Introduction to Philosophy	3 cr.
PHI 201	Ethics—Contemporary Moral Problems	3 cr.
PHI 202	Clear Thinking: Inductive Logic	3 cr.
PHI 203	History of Ideas I	3 cr.
PHI 204	History of Ideas II	3 cr.
PHI 205	Philosophy of Religion	3 cr.
PHI 207	World Religion	3 cr.
RUS 101	Russian I	3 cr.
SPH 121	Introduction to Speech Communication	3 cr.
SPH 141	Public Speaking	3 cr.
SPN 101	Beginning Spanish I	3 cr.
SPN 102	Beginning Spanish II	3 cr.
THE 161	Introduction to Theatre	3 cr.

Interdisciplinary and Emerging Issues

CIS 101	Introduction to Computer Concepts	3 cr.
GIS 101	Geographic Information Systems	3 cr.

Mathematics

MAT 121	Precalculus	4 cr.
MAT 123	Finite Math	3 cr.
MAT 127	Introduction to Statistics	4 cr.
MAT 201	Calculus I w/ Analytic Geometry	4 cr.
MAT 202	Calculus II w/ Analytic Geometry	4 cr.
MAT 203	Multivariable Calculus	4 cr.
MAT 240	Introduction to Linear Algebra	4 cr.
MAT 246	Introduction to Differential Equations	3 cr.

Physical and Biological Sciences

AST 103	Principles of Astronomy	4 cr.
BIO 101	General Biology*	3 cr.
BIO 104	General Botany*	3 cr.
BIO 106	Environmental Science*	3 cr.
BIO 123	Foundations of Nutrition*	3 cr.
BIO 130	Biological Principles I*	3 cr.
BIO 132	Biological Principles II*	3 cr.
BIO 200	Microbiology*	3 cr.
BIO 201	Fundamentals of Ecology	4 cr.
BIO 208	Human Anatomy and Physiology I*	3 cr.
BIO 209	Human Anatomy and Physiology II*	3 cr.
CHM 102	Introductory Chemistry w/ Lab	4 cr.
CHM 105	General Chemistry I w/ Lab	4 cr.
CHM 106	General Chemistry II w/ Lab	4 cr.
CHM 109	Chemistry and Art	4 cr.
CHM 203	Organic Chemistry I w/ Lab	4 cr.
CHM 204	Organic Chemistry II w/ Lab	4 cr.
PHY 103	Physics Today	4 cr.
PHY 120	Light Science	4 cr.
PHY 203	College Physics I w/ Lab	5 cr.
PHY 204	College Physics II w/ Lab	5 cr.
PHY 207	General Physics w/ Lab	5 cr.
PHY 208	General Physics II w/ Lab	5 cr.
PSC 105	General Physical Science w/ Lab	4 cr.
PSC 120	Physical Geology	4 cr.
PSC 125	Essentials of Weather	4 cr.
PSC 140	Introduction to Ocean Studies w/ Lab	4 cr.
PSC 220	Meteorology	4 cr.

*must be combined with a lab course to meet the lab science requirement

Social and Behavioral Sciences

|		
ANT 101	Cultural Anthropology	3 cr.
COU 102	Dynamics of Human Interaction	3 cr.
ECO 221	Economics-Micro	3 cr.
ECO 222	Economics-Macro	3 cr.
GEO 101	Physical Geography	3 cr.
GEO 102	Cultural Geography	3 cr.
POS 101	Introduction to Political Science	3 cr.
POS 201	American Government	3 cr.
PSY 101	Introduction to Psychology	3 cr.
PSY 201	Human Growth and Development	3 cr.
PSY 221	Personal Adjustment and Mental Health	3 cr.
PSY 227	Introduction to Abnormal Psychology	3 cr.
SOC 101	Introduction to Sociology	3 cr.
SOC 102	Social Problems	3 cr.
SOC 103	Family and Marriage	3 cr.

General Education Course Codes

The following codes are used in the course descriptions to identify courses that satisfy the General Education Core Requirements:

- **E**   English Composition
- **H**   Arts & Humanities
- **I**   Interdisciplinary and Emerging Issues
- **M**   Mathematics
- **SL**   Science w/ Lab
- **S**   Science
- **SS**   Behavioral & Social Sciences

Computer Literacy Across the Curriculum

Literacy Across the Curriculum is an approach to academic instruction that exercises skills which students will need to be computer literate in the future and to effectively use computer terminology, software, and hardware.

Students pursuing a degree program at Cecil Community College must fulfill a computer literacy requirement for graduation. In some degree programs the computer literacy requirement is satisfied by the nature of the courses needed to complete graduation requirements. In other degree programs the computer literacy graduation requirement is satisfied by Introduction to Computer Concepts (CIS101).
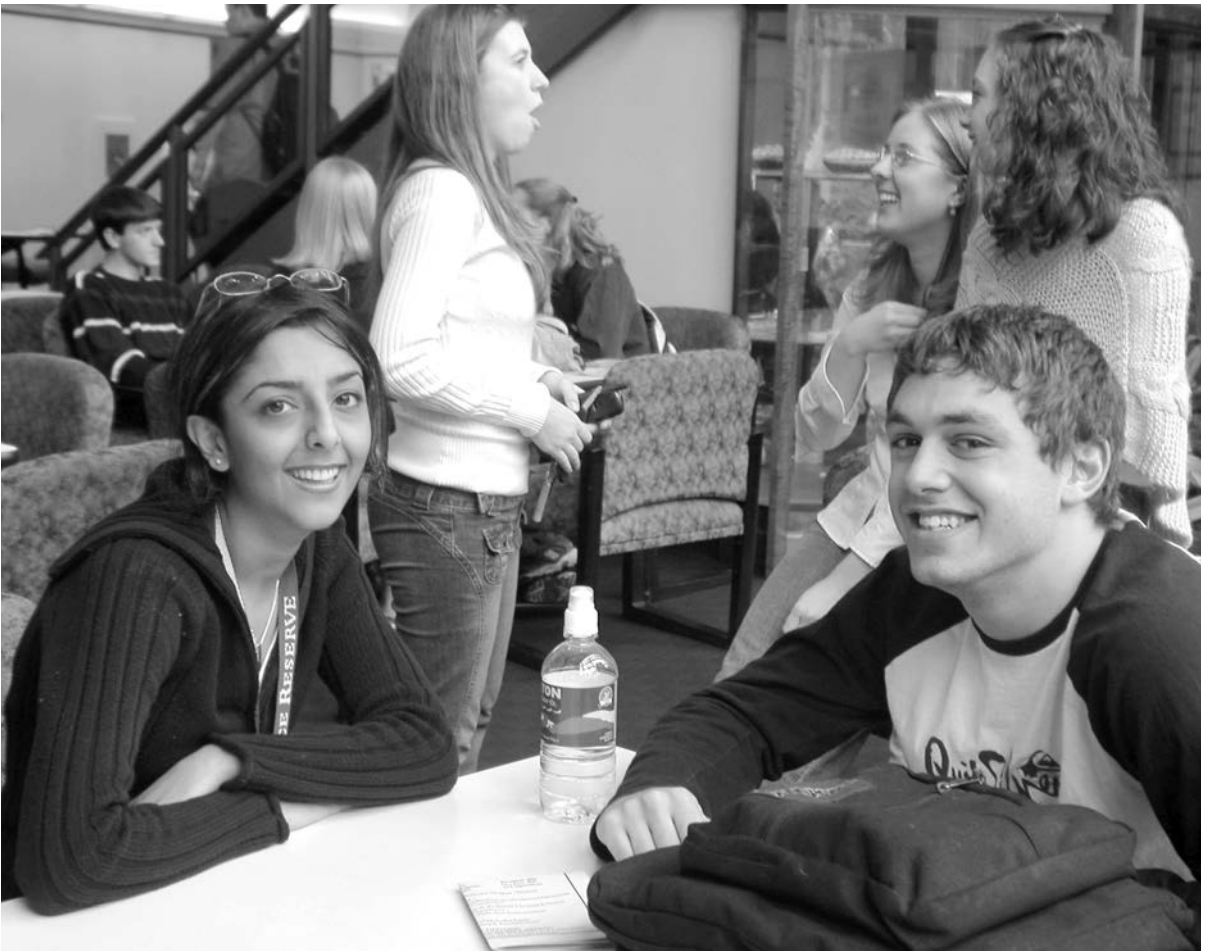
Emergency Medical Technology – Paramedic Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

Emergency Medical Technology is a rapidly expanding profession involving the provision of immediate care to the critically ill and injured at the scene of an emergency, and the transport of these patients to a hospital. The entry-level workforce in Emergency Medical Technology (paramedic) in Cecil County contains 1000 contact hours of theoretical and clinical instruction. Cecil's A.A.S. degree and subsequent certificate will allow graduates to function in entry level positions in the field of emergency medical technology. Students who have paramedic certification may be able to receive credits for the EMT courses through credential assessment. Program admission information is located on page 10 and 11.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BIO 208	Human Anatomy and Physiology I	S	3
BIO 209	Human Anatomy and Physiology II	S	3
BIO 218	Human Anatomy and Physiology I Lab		1
BIO 219	Human Anatomy and Physiology II Lab		1
CIS 101	Introduction to Computer Concepts	I	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
EMT 101	EMT — Paramedic — Preparatory Knowledge		5
EMT 110	EMT — Paramedic — Patient Assessment		3
EMT 210	EMT — Paramedic — Traumatic Emergencies		5
EMT 220	EMT — Paramedic — Medical Emergencies		5
EMT 230	EMT — Paramedic — Special Considerations		4
EMT 240	EMT — Paramedic — Operations		3
EMT 290	EMT — Paramedic — Clinical/Field Requirements		3
MAT	Math Elective	M	3–4
PSY 101	Introduction to Psychology	SS	3
PSY 201	Human Growth & Development	SS	3
SOC 101	Introduction to Sociology	SS	3
SPH 121	Introduction to Speech Communication	H	3

Total Credits Required in Program: ***62–63***

Note: BIO101 and BIO111 (General Biology and Lab) are pre-requisites to BIO208 and BIO218.

General Education courses are listed on page 42.

Emergency Medical Technology – Paramedic
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The Paramedic certificate program prepares students for entry-level positions in the field of emergency medical technology. The Paramedic curriculum in Cecil County contains a minimum of 1000 contact hours of theoretical and clinical instruction. The certificate program courses can be used in satisfying Emergency Medical Technology degree program requirements.

	Certificate Requirements	*Credits*
EMT 101	EMT — Paramedic — Preparatory Knowledge	5
EMT 110	EMT — Paramedic — Patient Assessment	3
EMT 210	EMT — Paramedic — Traumatic Emergencies	5
EMT 220	EMT — Paramedic — Medical Emergencies	5
EMT 230	EMT — Paramedic — Special Considerations	4
EMT 240	EMT — Paramedic — Operations	3
EMT 290	EMT — Paramedic — Clinical/Field Requirements	3
	Total Credits Required in Certificate:	*28*

Note: Coursework must be completed through Cecil Community College to be eligible for this certificate.

General Education courses are listed on page 42.

Registered Nurse
Associate of Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The R.N. program prepares graduates to function as entry-level nurses by emphasizing educational competencies within eight core components of nursing practice: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. Graduates of the program are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). The program is directly articulated with a number of higher education nursing programs, thus providing an educational foundation for further study in nursing.

The program is approved by the Maryland State Board of Nursing (61 Broadway – 33rd floor, New York, NY, 10006, phone 800-669-1656, www.nlac.org) and is accredited by the National League for Nursing Accrediting Commission. The nursing program has specific objectives that correlate with the College's educational goals. The specific objectives are described in the Nursing Student's Manual.

Information on program admission, selection policies and procedures, and eligibility criteria is located on pages 12 and 13 of this catalog.

The computer literacy requirement will be met throughout the course work of the nursing program.

	General Education and Program Requirements	General Education Code	Credits
ARTS/HUM	Arts and Humanities Elective	H	3
BIO 200	Microbiology	S	3
BIO 208	Human Anatomy and Physiology I	S	3
BIO 209	Human Anatomy and Physiology II	S	3
BIO 210	Microbiology Lab		1
BIO 218	Human Anatomy and Physiology I Lab		1
BIO 219	Human Anatomy and Physiology II Lab		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT 123	Finite Math[1]	M	3
NUR 101	Concepts and Process in Nursing	SS	2
NUR 104	Nursing Fundamental Theory		5
NUR 105	Care of Adult and Aging Client		4
NUR 114	Clinical Lab I: Nursing Fundamentals		2
NUR 115	Clinical Lab II: Medical/Surgical Settings		4
NUR 201	Care of Childbearing/Childrearing Families		4
NUR 204	Care of Clients Affected by Complex Stressors		4
NUR 206	Professional, Legal and Ethical Issues		2
NUR 211	Clinical Lab III: Care of Childbearing/Childrearing Families		4
NUR 214	Clinical Lab IV: Medical/Surgical/Psychiatric		4
PSY 101	Introduction to Psychology	SS	3
PSY 201	Human Growth & Development	SS	3
SOC 101	Introduction to Sociology	SS	3

Total Credits Required in Program: **68**

[1]Another general education mathematics elective will be accepted.

Note: BIO101 and BIO111 (General Biology and Lab) are pre-requisites to BIO200 and BIO210 and BIO208 and BIO218.

Licensed Practical Nurse
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The program is designed to give the student who has successfully completed the first two semesters of the nursing program and the summer LPN option an opportunity to enter the profession of nursing at the LPN level. Successful completion of the LPN option prepares the student for the National Council Licensure Examination in Practical Nursing (NCLEX-PN). The certificate program has specific objectives that correlate with the College's educational goals. These specific objectives are described in the Nursing Student's Manual.

Information on program admission, selection policies and procedures, and eligibility criteria is located on page 11 of this catalog.

	Certificate Requirements	*Credits*
BIO 208	Human Anatomy and Physiology I	3
BIO 209	Human Anatomy and Physiology II	3
BIO 218	Human Anatomy and Physiology I Lab	1
BIO 219	Human Anatomy and Physiology II Lab	1
EGL 101	Freshman Composition	3
LPN 201	Care of Childbearing/Childrearing Families	2
LPN 205	Advanced Medical/Surgical and Psychiatric Theory	2
LPN 206	Professional, Legal and Ethical Issues	1
LPN 211	Clinical Lab III: Care of Childbearing/Childrearing Families	1
LPN 215	Clinical Lab IV: Medical/Surgical/Psychiatric	1
NUR 101	Concepts and Process in Nursing	2
NUR 104	Nursing Fundamentals Theory	5
NUR 105	Care of the Adult and Aging Client	4
NUR 114	Clinical Lab I: Nursing Fundamentals	2
NUR 115	Clinical Lab II: Medical/Surgical Settings	4
	Total Credits Required in Certificate:	*35*

Note: BIO101 and BIO111 (General Biology and Lab) are pre-requisites to BIO208 and BIO218.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Arts Option
Drawing/Painting
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This program helps students to prepare for transfer to four-year colleges, initial employment or career advancement in the following areas: design, pottery, art education, art administration, fine arts production, exhibition and sales. The art program strives to be an open access, optimal learning environment for students' educational, cultural, and economic development in the art field.

The computer literacy requirement has been met throughout the course work in the degree program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ART 101	Fundamentals of Design I	H	3
ART 130	Drawing I	H	3
ART 140	Painting I	H	3
ART 141 or	Survey of Art History	H	
ART 150	Art Appreciation (Museum Studies)	H	3
ART 152 or	Beginning Sculpture	H	
ART 160	Beginning Ceramics	H	3
ART 180 or	Basic Photography	H	
VCP 101	Photography I		3–4
ART 230	Drawing II	H	3
ARTS/HUM	Arts and Humanities Electives[1]	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEN ED	General Education Electives		6
MAT	Math Elective	M	3–4
SCI	Lab Science Electives	S/SL	8
SOC SCI	Social Science Electives[2]	SS	6

	Program Electives		Select 11–12 Credits
ART 105	Illustration, Materials & Techniques		3
ART 132	Landscape and Nature Drawing		3
ART 142	Landscape and Nature Painting		3
ART 231	Portrait Drawing		3
ART 232	Figure Drawing		3
ART 240	Painting II	H	3
ART 241	Portrait Painting		3
ART 291 or	Professional Portfolio Production		
ART 292 or	Professional Portfolio Production		
ART 293	Professional Portfolio Production		1–3

	Total Credits Required in Program:		66–69

[1]EGL203, EGL204, EGL205, EGL206, or SPH141 recommended.
[2]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Arts Option
Graphic Design
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This program helps students to prepare for transfer to four-year colleges, initial employment or career advancement in the following areas: design, pottery, art education, art administration, fine arts production, exhibition and sales. The art program strives to be an open access, optimal learning environment for students' educational, cultural, and economic development in the art field.

The computer literacy requirement has been met throughout the course work in the degree program.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ART 101	Fundamentals of Design I	H	3
ART 130	Drawing I	H	3
ART 140	Painting I	H	3
ART 141 or	Survey of Art History	H	
ART 150	Art Appreciation (Museum Studies)	H	3
ART 152 or	Beginning Sculpture	H	
ART 160	Beginning Ceramics	H	3
ART 180 or	Basic Photography	H	
VCP 101	Photography I		3–4
ARTS/HUM	Arts and Humanities Electives[1]	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEN ED	General Education Electives		6
MAT	Math Elective	M	3–4
SCI	Lab Science Electives	S/SL	8
SOC SCI	Social Science Electives[2]	SS	6
	Program Electives	*Select 14–15 Credits*	
ART 105	Illustration, Materials & Techniques		3
ART 110	Color	H	3
ART 201	Fundamentals of Design II	H	3
ART 272	Silk Screening		3
VCP 116	Digital Imaging I		2
VCP 117	Digital Imaging II		2
VCP 118	Digital Imaging III		4
VCP 119	Digital Imaging IV		4
ART 291 or	Professional Portfolio Production		
ART 292 or	Professional Portfolio Production		
ART 293	Professional Portfolio Production		1–3
	Total Credits Required in Program:		*66–69*

[1]EGL203, EGL204, EGL205, EGL206, or SPH141 recommended.
[2]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Arts Option
Pottery/Ceramics
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This program helps students to prepare for transfer to four-year colleges, initial employment or career advancement in the following areas: design, pottery, art education, art administration, fine arts production, exhibition and sales. The art program strives to be an open-access, optimal-learning environment for students' educational, cultural, and economic development in the art field.

The computer literacy requirement has been met throughout the course work in the degree program.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ART 101	Fundamentals of Design I	H	3
ART 130	Drawing I	H	3
ART 140	Painting I	H	3
ART 141 or	Survey of Art History	H	
ART 150	Art Appreciation (Museum Studies)	H	3
ART 152 or	Beginning Sculpture	H	
ART 160	Beginning Ceramics	H	3
ART 180 or	Basic Photography	H	
VCP 101	Photography I		3–4
ARTS/HUM	Arts and Humanities Electives[1]	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEN ED	General Education Electives		6
MAT	Math Elective	M	3–4
SCI	Lab Science Electives	S/SL	8
SOC SCI	Social Science Electives[2]	SS	6
	Program Electives	*Select 14–15 Credits*	
ART 161	Ceramics/Japanese Raku		1
ART 162	Ceramics/Color Clay Jewelry		1
ART 163	Ceramics/Masks & Self Portraits		1
ART 164	Ceramics/Small Sculpture		1
ART 165	Ceramics/Polymer Clay Jewelry		1
ART 166	Ceramics/Egyptian Paste		1
ART 169	Pottery — Majolica Glaze Painting		3
ART 260	Intermediate Ceramics		3
ART 261	Advanced Ceramics		3
ART 291 or	Professional Portfolio Production		
ART 292 or	Professional Portfolio Production		
ART 293	Professional Portfolio Production		1–3
	Total Credits Required in Program:		*66–69*

[1]EGL203, EGL204, EGL205, EGL206, or SPH141 recommended.
[2]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Biology Option
Associate of Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program offers a selection of biology and other natural and physical science related courses for students wishing to pursue a program of study in biology. This basic transfer program comprises the first two years of a baccalaureate degree in science. This option is appropriate for students seeking pre-med, pre-dental, and pre-pharmaceutical degrees.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Electives	H	6
BIO	Biology Electives[1]	S/SL	6–8
BIO 130	Biological Principles I	S	3
BIO 131	Biological Principles I Lab		1
BIO 132	Biological Principles II	S	3
BIO 133	Biological Principles II Lab		1
CHM	Chemistry Elective (200 Level)		4
CHM 105	General Chemistry I with Lab	SL	4
CHM 106	General Chemistry II with Lab	SL	4
CIS 101	Introduction to Computer Concepts	I	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
HEA 130	Healthful Living		3
HST	History Elective	H	3
MAT 127	Introduction to Statistics I	M	4
PHY 203 or	College Physics I with Lab	SL	
PHY 207	General Physics I with Lab	SL	5
SOC SCI	Social Science Electives[2]	SS	6
SPH 141	Public Speaking	H	3

Total Credits Required in Program: **67–69**

[1]Student may not select BIO101 and BIO111.
[2]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Chemistry Option
Associate of Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program offers a selection of chemistry and other natural and physical science related courses for students wishing to pursue a program of study in chemistry. This basic transfer program comprises the first two years of a baccalaureate degree in science.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BIO 101	General Biology I	S	3
BIO 111	General Biology I Lab		1
CHM 105	General Chemistry I with Lab	SL	4
CHM 106	General Chemistry II with Lab	SL	4
CHM 203	Organic Chemistry I with Lab	SL	4
CHM 204	Organic Chemistry II with Lab	SL	4
CIS 101	Introduction to Computer Concepts	I	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
HEA 130	Healthful Living		3
HST	History Electives	H	6
MAT 201	Calculus I with Analytical Geometry	M	4
MAT 202	Calculus II with Analytical Geometry	M	4
PHI 101	Introduction to Philosophy	H	3
PHY 207	General Physics I with Lab	SL	5
PHY 208	General Physics II with Lab	SL	5
SOC SCI	Social Science Electives[1]	SS	6
SPH 121 or	Introduction to Speech Communication	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		***70***

[1]Courses must be from two different disciplines.

Arts and Sciences Transfer – Environmental Science Option
Associate of Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program offers a selection of biology, physical sciences and other related courses for students wishing to pursue a program of study in environmental science. This basic transfer program comprises the first two years of a baccalaureate degree in environmental science. This option will serve students entering the fields of: environmental earth sciences, environmental law, environmental chemistry, environmental policy, environmental engineering, environmental assessment, public affairs, waste management, environmental economics, environmental health, marine science, applied ecology, biodiversity, and conservation.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
BIO 106	Environmental Science	S	3
BIO 116	Environmental Science Lab		1
BIO 130	Biological Principles I	S	3
BIO 131	Biological Principles I Lab		1
BIO 132	Biological Principles II	S	3
BIO 133	Biological Principles II Lab		1
CHM 105	General Chemistry I with Lab	SL	4
CHM 106	General Chemistry II with Lab	SL	4
CIS 101	Introduction to Computer Concepts	I	3
ECO 221 or	Economics — Micro	SS	
ECO 222	Economics — Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEO 101	Physical Geography	SS	3
MAT	Math Elective (select from MAT 127, 201 and 202)	M	8
MAT or	Math Elective	M	
SCI	Science General Education Elective[1]	S/SL	3–4
PHY 203	College Physics I with Lab	SL	5
PSC 120	Physical Geology	SL	4
PSC 220	Meteorology	SL	4
SPH 141	Public Speaking	H	3

Total Credits Required in Program: **67–68**

[1]The student may select courses in BIO, PHY, PSC or CHM from list on page 42.

General Education courses are listed on page 42.

Arts and Sciences – Mathematics Option
Associate of Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program provides the proper training for continued study in mathematics, computer science, and mathematics education. The math and science portion of the first year of engineering studies can be met by this program. As technology increases, the level of mathematics in the job market also increases. A four-year degree opens doors in many areas not traditionally thought of as mathematical. Many people who earn a degree in mathematics are hired by business, industry, and government to provide support services involving analysis modeling or scientific computing, while others attend graduate school or go into teaching.

The computer literacy requirement has been met throughout the course work in the degree program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Electives[1]	H	6
BIO 130 &	Biological Principles I	S	
BIO 131 or	Biological Principles I Lab		
CHM 105	General Chemistry I with Lab	SL	4
CIS/DAP	Programming Language Elective[2]		3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
ELECT	Elective		3
GEN ED	General Education Elective		3
MAT 127	Introduction to Statistics I	M	4
MAT 201	Calculus I with Analytical Geometry	M	4
MAT 202	Calculus II with Analytical Geometry	M	4
MAT 203	Multivariable Calculus	M	4
PHY 207	General Physics I with Lab	SL	5
PHY 208	General Physics II with Lab	SL	5
SCI	Lab Science Elective	SL	4
SOC SCI	Social Science Electives[3]	SS	6
	Total Credits Required in Program:		**63**

[1]PHI101 recommended; courses must be from two different disciplines.
[2]The required pre-requisite of DAP106 for programming elective courses has been met when the student completes MAT121 or places into MAT201 through skills assessment. CIS/DAP programming electives are identified in the Course Description section of this catalog, page 118.
[3]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Performing Arts Option
Dance
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

The performing arts program provides students with an interdisciplinary experience and practical career skills as a foundation for applied technique and performance in a specific discipline track. The dance track provides solid training in ballet and modern dance techniques with participation in dance ensemble performances every semester. This program helps students to prepare for transfer to a four-year institution, internships, employment or career advancement in the areas of performance, education, administration, and production. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

	General Education & Program Requirements	General Education Code	Credits
ANT 101	Cultural Anthropology	SS	3
ART	Art Elective (Select from ART 101, 130, 140, 152, or 160)	H	3
BIO 101	General Biology	S	3
BIO 111	General Biology Lab		1
CIS 101	Introduction to Computer Concepts	I	3
DAN 111	Modern Dance Technique I		2
DAN 112	Modern Dance Technique II		2
DAN 211	Modern Dance Technique III		2
DAN 212	Modern Dance Technique IV		2
DAN 121	Ballet Technique I		2
DAN 122	Ballet Technique II		2
DAN 221	Ballet Technique III		2
DAN 222	Ballet Technique IV		2
DAN 131	Dance Ensemble I		2
DAN 132	Dance Ensemble II		2
DAN 231	Dance Ensemble III		2
DAN 232	Dance Ensemble IV		2
DAN 241	Performance Skills		3
DAN 242	Dance Composition I		3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEO 102	Cultural Geography	SS	3
MAT	Math Elective[1]	M	3–4
MUC 143	Music Fundamentals	H	3
PSC 105	General Physical Science with Lab	SL	4
THE 171	Acting Fundamentals		3

	Total Credits Required in Program:		*65–66*

[1]MAT123 recommended.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Performing Arts Option
Music/Guitar
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

The performing arts program provides students with an interdisciplinary experience and practical career skills as a foundation for applied technique and performance in a specific discipline track. The music/guitar track provides solid training in classical and jazz techniques with participation in music ensemble performances every semester. This program helps students to prepare for transfer to a four-year institution, internships, employment or career advancement in the areas of performance, education, administration, and production. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ANT 101	Cultural Anthropology	SS	3
ART	Art Elective (Select from ART 101, 130, 140, 152, or 160)	H	3
BIO 101	General Biology	S	3
BIO 111	General Biology Lab		1
CIS 101	Introduction to Computer Concepts	I	3
DAN 241	Performance Skills		3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEO 102	Cultural Geography	SS	3
MAT	Math Elective[1]	M	3-4
MUC 102	Piano Class I		1
MUC 110	Music Theory & Musicianship I		4
MUC 111	Music Theory & Musicianship II		4
MUC 210	Music Theory & Musicianship III		4
MUC 211	Music Theory & Musicianship IV		4
MUC 120	Music Ensemble I		2
MUC 121	Music Ensemble II		2
MUC 220	Music Ensemble III		2
MUC 221	Music Ensemble IV		2
MUC 133 or	Music Literature and Appreciation I	H	
MUC 134	Music Literature and Appreciation II	H	3
PSC 105	General Physical Science with Lab	SL	4
	Program Electives		*Select 5 Credits*
MUC 190	Classical Guitar I		1
MUC 191	Classical Guitar II		1
MUC 292	Classical Guitar III		1
MUC 293	Classical Guitar IV		1
MUC 140	Jazz Guitar I		1
MUC 141	Jazz Guitar II		1
MUC 240	Jazz Guitar III		1
MUC 241	Jazz Guitar IV		1

Total Credits Required in Program: **67–68**

[1]MAT123 recommended.

General Education courses are listed on page 42.

Arts and Sciences Transfer – Performing Arts Option
Music
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

The performing arts program provides students with an interdisciplinary experience and practical career skills as a foundation for applied technique and performance in a specific discipline track. The music track provides solid training in classical and/or contemporary techniques with participation in music ensemble performances every semester. The associate's degree in the performing arts option — music is offered as a partnership with Harford Community College. Students may take applied music courses at Harford Community College in commercial voice, woodwinds, brass, percussion, strings, keyboard, voice, and electronic bass and apply those credits towards an associate's degree at Cecil Community College. This program helps students to prepare for transfer to a four-year institution, internships, employment or career advancement in the areas of performance, education, administration and production. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ANT 101	Cultural Anthropology	SS	3
ART	Art Elective (Select from ART101, 130, 140, 152, or 160)	H	3
BIO 101	General Biology	S	3
BIO 111	General Biology Lab		1
CIS 101	Introduction to Computer Concepts	I	3
DAN 241	Performance Skills		3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEO 102	Cultural Geography	SS	3
MAT	Math Elective[1]	M	3–4
MUC 102	Piano Class I		1
MUC 110	Music Theory & Musicianship I		4
MUC 111	Music Theory & Musicianship II		4
MUC 210	Music Theory & Musicianship III		4
MUC 211	Music Theory & Musicianship IV		4
MUC 120	Music Ensemble I		2
MUC 121	Music Ensemble II		2
MUC 220	Music Ensemble III		2
MUC 221	Music Ensemble IV		2
MUC 133 or	Music Literature and Appreciation I	H	
MUC 134	Music Literature and Appreciation II	H	3
PSC 105	General Physical Science with Lab	SL	4

Program Electives continued on next page

	Program Electives[2]	*Select 5 Credits*
MUC 190	Classical Guitar I	1
MUC 191	Classical Guitar II	1
MUC 292	Classical Guitar III	1
MUC 293	Classical Guitar IV	1
MUC 140	Jazz Guitar I	1
MUC 141	Jazz Guitar II	1
MUC 240	Jazz Guitar III	1
MUC 241	Jazz Guitar IV	1

Total Credits Required in Program: 67–68

[1]MAT123 recommended.
[2]Elective courses (applied music) must be taken at Harford Community College. Choose from the following applied music courses:
Commercial Voice — MUS127, MUS128, MUS129, MUS130; MUS227, MUS228, MUS229, MUS230,
Woodwinds — MUS131, MUS132, MUS133, MUS134; MUS231, MUS232, MUS233, MUS234,
Brass — MUS135, MUS136, MUS137, MUS138; MUS235, MUS236, MUS237, MUS238,
Percussion — MUS139, MUS140, MUS141, MUS142; MUS239, MUS240, MUS241, MUS242,
Strings — MUS143, MUS144, MUS145, MUS146; MUS243, MUS244, MUS245, MUS246,
Keyboard — MUS147, MUS148, MUS149, MUS150; MUS247, MUS248, MUS249, MUS250,
Voice — MUS151, MUS152, MUS153, MUS154; MUS251, MUS252, MUS253, MUS254,
Electric Bass — MUS159, MUS160, MUS161, MUS162; MUS259, MUS260, MUS261, MUS262.

Students must follow all Harford Community College course requirements for any pre-requisite courses, auditions, or permission of instructor as appropriate. All students who enroll in the performing arts option — music program must work closely with the Arts Coordinator at Cecil Community College. CCC and HCC music courses are articulated with Council for Higher Education in Music (CHEMusic).

Arts and Sciences Transfer – Physics Option
Associate of Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program offers a selection of physics and other natural and physical science related courses for students wishing to pursue a program of study in physics. This basic transfer program comprises the first two years of a four-year degree in science.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BIO 101	General Biology I	S	3
BIO 111	General Biology I Lab		1
CHM 105	General Chemistry I with Lab	SL	4
CHM 106	General Chemistry II with Lab	SL	4
CIS 101	Introduction to Computer Concepts	I	3
DAP 131 or	Visual Basic Programming		
DAP 202	C Programming Language		3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
ELECT	Elective		3
HEA 130	Healthful Living		3
HST	History Electives	H	6
MAT 201	Calculus I with Analytical Geometry	M	4
MAT 202	Calculus II with Analytical Geometry	M	4
PHI 101	Introduction to Philosophy	H	3
PHY 207	General Physics I with Lab	SL	5
PHY 208	General Physics II with Lab	SL	5
SOC SCI	Social Science Electives[1]	SS	6
SPH 121 or	Introduction to Speech Communication	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		**68**

[1]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Business Administration Transfer
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed to provide the first two years of study for business students intending to transfer to a four-year college or university. Students electing this program should consult early in the program with an academic advisor. An articulated transfer agreement exists between Cecil Community College and the majority of four-year college and universities in the state and region.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
BIO	Biology Elective	S/SL	4
BUS 101	Accounting I		3
BUS 102	Accounting II		3
BUS 103	Introduction to Business		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 221	Economics — Micro	SS	3
ECO 222	Economics — Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
ELECT	Elective		3
HST	History Electives	H	6
MAT	Math Electives (Select from MAT 121, 201, 202 or 203)	M	8
MAT 127	Introduction to Statistics I	M	4
PSY 101	Introduction to Psychology	SS	3
SCI	Science Elective[1]	SL	4
SOC SCI	Social Science Elective	SS	3
SPH 121 or	Introduction to Speech Communication	H	3
SPH 141	Public Speaking	H	
	Total Credits Required in Program:		**67**

[1]Select from course with the designation of AST, CHM, PSC, or PHY from the list on page 42.

Business & Commerce Technology – Accounting Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed to prepare students for initial employment and career advancement in the field of accounting in small business as well as medium and larger size businesses. Successful completers of the program will be trained in the handling of recording routine data and transactions as well as how to prepare statements and analyze various types of data.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 102	Accounting II		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 187	Business Ethics		3
BUS 201	Tax Accounting		4
BUS 210	Business Law I		3
BUS 226	Accounting III		3
BUS 227	Accounting IV		3
BUS 233	Business Spreadsheeting Applications		3
BUS 289	Business Practicum		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 221	Economics – Micro	SS	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	SL	4
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		***68***

General Education courses are listed on page 42.

Business & Commerce Technology – Accounting
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

Certificate Requirements		*Credits*
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 201	Tax Accounting	4
BUS 226	Accounting III	3
BUS 227	Accounting IV	3
BUS 233	Business Spreadsheeting Applications	3
CIS 101	Introduction to Computer Concepts	3
CIS 111	Microsoft Applications	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
	Total Credits Required in Certificate:	*32*

Business & Commerce Technology – Accounting
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field who do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

Certificate Requirements		*Credits*
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 201	Tax Accounting	4
BUS 226	Accounting III	3
BUS 227	Accounting IV	3
BUS 233	Business Spreadsheeting Applications	3
	Total Credits Required in Certificate:	*19*

General Education courses are listed on page 42.

Business & Commerce Technology – Computerized Accounting Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program prepares students for entry-level accounting positions involving the recording of transactions and data using electronic accounting software. Students are trained on the current accounting software programs. In addition to the specialized software, students are taught basic theory for the single proprietorship, partnerships, and corporations.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 102	Accounting II		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 136	Quick Books		3
BUS 174	Accounting with Peachtree Software		3
BUS 187	Business Ethics		3
BUS 205	Payroll Accounting		3
BUS 210	Business Law I		3
BUS 233	Business Spreadsheeting Applications		3
BUS 289	Business Practicum		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 221	Economics – Micro	SS	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**67**

Business & Commerce Technology – Computerized Accounting
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

	Certificate Requirements	*Credits*
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 136	Quick Books	3
BUS 174	Accounting with Peachtree Software	3
BUS 205	Payroll Accounting	3
BUS 233	Business Spreadsheeting Applications	3
CIS 101	Introduction to Computer Concepts	3
CIS 111	Microsoft Applications	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
	Total Credits Required in Certificate:	***31***

Business & Commerce Technology – Computerized Accounting
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field who do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

	Certificate Requirements	*Credits*
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 136	Quick Books	3
BUS 174	Accounting with Peachtree Software	3
BUS 205	Payroll Accounting	3
BUS 233	Business Spreadsheeting Applications	3
	Total Credits Required in Certificate:	***18***

General Education courses are listed on page 42.

Business & Commerce Technology – Communications Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program prepares students for initial employment and career advancement in positions requiring an understanding of effective media communication and practical experience in state-of-the-art technologies for business and industry.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 289	Business Practicum		3
CIS 101	Introduction to Computer Concepts	I	3
CIS 124	Internet Tools & HTML		3
ECO 221	Economics – Micro	SS	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
SPH 121	Introduction to Speech Communication	H	3
	Program Electives	*Select 9–10 Credits*	
ART	Graphic Design Electives[1]		3
CIS 224	Advanced HTML and DHTML		3
EGL 211	Technical Writing		3
JOU 101	Journalism I		3
VCP	Digital Imaging Electives (Select from VCP 116, 117, 118 and 119)		4
	Total Credits Required in Program:		*64–65*

[1]Select courses from the Graphic Design Electives list on page 118.

General Education courses are listed on page 42.

Business & Commerce Technology – Communications
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

Certificate Requirements		*Credits*
BUS 103	Introduction to Business	3
BUS 111	Business Communications	3
CIS 101	Introduction to Computer Concepts	3
CIS 124	Internet Tools & HTML	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
Program Electives		*Select 9–10 Credits*
ART	Graphic Design Electives[1]	3
CIS 224	Advanced HTML and DHTML	3
EGL 211	Technical Writing	3
JOU 101	Journalism I	3
VCP	Digital Imaging Electives (Select from VCP 116, 117, 118, and 119)	4
Total Credits Required in Certificate:		***28–29***

[1]Select courses from the Graphic Design Electives list on page 118.

Business & Commerce Technology – Communications
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field that do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

Certificate Requirements		*Credits*
CIS 124	Internet Tools & HTML	3
EGL 101	Freshman Composition	3
Program Electives		*Select 9–10 Credits*
ART	Graphic Design Electives[1]	3
CIS 224	Advanced HTML and DHTML	3
EGL 211	Technical Writing	3
JOU 101	Journalism I	3
VCP	Digital Imaging Electives (Select from VCP 116, 117, 118, and 119)	4
Total Credits Required in Certificate:		***15–16***

[1]Select courses from the Graphic Design Electives list on page 118.

General Education courses are listed on page 42.

Business & Commerce Technology – Financial Services Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This option's goal is to aid in the career advancement of students working in banking, finance and credit related employment. Students currently enrolled in this option are employed in banks, savings and loans, credit unions and credit card centers. The certificate program courses can be used in satisfying degree program requirements.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 102	Accounting II		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 187	Business Ethics		3
BUS 191	Introduction to Finance		3
BUS 192	Introduction to Investments		3
BUS 210	Business Law I		3
BUS 212	Principles of Marketing		3
BUS 225	Customer Relations		3
BUS 289	Business Practicum		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 221	Economics – Micro	SS	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**67**

General Education courses are listed on page 42.

Business & Commerce Technology – Financial Services
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

	Certificate Requirements	*Credits*
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 103	Introduction to Business	3
BUS 191	Introduction to Finance	3
BUS 192	Introduction to Investments	3
BUS 212	Principles of Marketing	3
BUS 225	Customer Relations	3
ECO 222	Economics – Macro	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
	Total Credits Required in Certificate:	*31*

Business & Commerce Technology – Financial Services
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field who do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

	Certificate Requirements	*Credits*
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 191	Introduction to Finance	3
BUS 192	Introduction to Investments	3
BUS 212	Principles of Marketing	3
BUS 225	Customer Relations	3
	Total Credits Required in Certificate:	*18*

General Education courses are listed on page 42.

Business & Commerce Technology – Management Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree program is designed to prepare students for entry and career advancement in various management areas including finance, wholesaling, and manufacturing, as well as non-profit and government offices. Current students and recent graduates hold jobs with titles including purchasing manager, store manager, branch manager, department manager and sales representative, production planner, and personnel coordinator.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 102	Accounting II		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 212	Principles of Marketing		3
BUS 216	Organizational Leadership I		3
BUS 231	Management of Human Resources		3
BUS 289	Business Practicum		3
BUS	Elective		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 221	Economics – Micro	SS	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**67**

General Education courses are listed on page 42.

Business & Commerce Technology – Management
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

	Certificate Requirements	Credits
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 103	Introduction to Business	3
BUS 131	Principles of Management	3
BUS 212	Principles of Marketing	3
BUS 216	Organizational Leadership I	3
BUS 231	Management of Human Resources	3
BUS	Elective	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
	Total Credits Required in Certificate:	**31**

Business & Commerce Technology – Management
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field who do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

	Certificate Requirements	Credits
BUS 101	Accounting I	3
BUS 102	Accounting II	3
BUS 131	Principles of Management	3
BUS 212	Principles of Marketing	3
BUS 216	Organizational Leadership I	3
BUS 231	Management of Human Resources	3
	Total Credits Required in Certificate:	**18**

Business & Commerce Technology – Office Management Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed to prepare students for entry-level and higher level job opportunities including management, supervision and administrative levels. The program prepares students with no previous experience, as well as workers who desire additional training.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 175	Administrative Procedures in the Office		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 219	Integrated Document Applications		3
BUS 231	Management of Human Resources		3
BUS 289	Business Practicum		3
CIS 101	Introduction to Computer Concepts	I	3
CIS 111	Microsoft Applications		3
ECO 221	Economics — Micro	SS	3
ECO 222	Economics — Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**64**

General Education courses are listed on page 42.

Business & Commerce Technology – Office Management
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

	Certificate Requirements	*Credits*
BUS 103	Introduction to Business	3
BUS 111	Business Communications	3
BUS 131	Principles of Management	3
BUS 175	Administrative Procedures in the Office	3
BUS 219	Integrated Document Applications	3
BUS 231	Management of Human Resources	3
CIS 101	Introduction to Computer Concepts	3
CIS 111	Microsoft Applications	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
	Total Credits Required in Certificate:	*31*

Business & Commerce Technology – Office Management
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field who do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

	Certificate Requirements	*Credits*
BUS 131	Principles of Management	3
BUS 175	Administrative Procedures in the Office	3
BUS 219	Integrated Document Applications	3
BUS 231	Management of Human Resources	3
CIS 111	Microsoft Applications	3
	Total Credits Required in Certificate:	*15*

General Education courses are listed on page 42.

Business & Commerce Technology – Public Relations Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

Upon program completion students will be prepared to enter entry-level positions in public relations in various fields of business.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101	Accounting I		3
BUS 103	Introduction to Business		3
BUS 111	Business Communications		3
BUS 131	Principles of Management		3
BUS 187	Business Ethics		3
BUS 207	Introduction to Public Relations		3
BUS 210	Business Law I		3
BUS 225	Customer Relations		3
BUS 289	Business Practicum		3
CIS 101	Introduction to Computer Concepts	I	3
CIS 124	Internet Tools & HTML		3
ECO 221	Economics – Micro	SS	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	M	4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
SPH 121	Introduction to Speech Communication	H	3
	Program Electives	*Select 3 Credits*	
EGL 211	Technical Writing		3
JOU 101	Journalism I		3
	Total Credits Required in Program:		*64*

General Education courses are listed on page 42.

Business & Commerce Technology – Public Relations
Certificate, Level II

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level II certificate is to provide an option for those students who may not be interested in obtaining a degree, may not be interested in transferring, or may wish to set a more-attainable goal an opportunity to complete a defined course of study in a specific area.

	Certificate Requirements	*Credits*
BUS 103	Introduction to Business	3
BUS 111	Business Communications	3
BUS 207	Introduction to Public Relations	3
BUS 225	Customer Relations	3
CIS 101	Introduction to Computer Concepts	3
CIS 124	Internet Tools & HTML	3
EGL 101	Freshman Composition	3
MAT	Math Elective (Select from MAT 121, 127, or 201)	4
	Program Electives	*Select 3 Credits*
EGL 211	Technical Writing	3
JOU 101	Journalism I	3
	Total Credits Required in Certificate:	***28***

Business & Commerce Technology – Public Relations
Certificate, Level I

General Program Information: 410-287-1000 or information@cecilcc.edu

The goal of the Level I certificate is to provide a defined course of study for those working in the field that do not have the necessary college-level course work for their positions. This certificate is not recommended for beginning students who are not working in the specific fields addressed by these certificates.

	Certificate Requirements	*Credits*
BUS 207	Introduction to Public Relations	3
BUS 225	Customer Relations	3
CIS 124	Internet Tools & HTML	3
EGL 101	Freshman Composition	3
	Program Electives	*Select 3 Credits*
EGL 211	Technical Writing	3
JOU 101	Journalism I	3
	Total Credits Required in Certificate:	***15***

General Education courses are listed on page 42.

Computer Information Systems – Applications Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed to provide students with a knowledge and familiarization of application software packages including Microsoft applications. Advance courses are offered in Word, Excel, and Access. In addition to the applications, students are trained in computers, peripheral devices and special application software. The program also trains students in the construction, modification, implementation, evaluation, and maintenance of software and computers to meet business needs.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS	Business Elective		3
BUS 111	Business Communications		3
BUS 187	Business Ethics		3
BUS 219	Integrated Document Applications		3
CBWEP	BUS or DAP-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
CIS 102	Operating Systems I		3
CIS 124	Internet Tools & HTML		3
CIS/DAP	Computer Information Systems or Data Processing Electives		18
DAP 140	Introduction to Networking		3
DAP 203 or DAP 204	Seminar in Information Systems		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT	Math Elective	M	3–4
SCI	Lab Science Elective	S/SL	4
SOC SCI	Social Science Elective	SS	3
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		***67-–68***

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.

General Education courses are listed on page 42.

Computer Information Systems – Programming Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed to give students a beginning knowledge of computer operating systems, networking, and data communications, as well as currently used programming languages, such as languages used in the construction of Web programs.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
CBWEP	BUS or DAP-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
CIS 102	Operating Systems I		3
CIS 124	Internet Tools & HTML		3
CIS/DAP	Computer Information Systems or Data Processing Elective		3
CIS/DAP	Computer Information Systems or Data Processing Programming Electives[2]		12
DAP 109	Introduction to Programming		3
DAP 140	Introduction to Networking		3
DAP 160	Introduction to Data Communications		3
DAP 201	Business Systems Analysis & Design		4
DAP 203 or DAP 204	Seminar in Information Systems		1
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
GEN ED	General Education Elective		3
MAT	Math Elective	M	3–4
SCI	Lab Science Elective	S/SL	4
SOC SCI	Social Science Elective	SS	3
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		***65–66***

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.
[2]Select courses from CIS/DAP Programming Electives on page 118.

General Education courses are listed on page 42.

Computer Information Systems – Applications
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

Upon completion of the program students will be prepared to do entry level positions in the computer field, including those positions associated with the Internet, networking, and operating systems.

	Certificate Requirements	*Credits*
CBWEP	BUS or DAP-College Based Work Experience Program[1]	3
CIS 101	Introduction to Computer Concepts	3
CIS 102	Operating Systems I	3
CIS 124	Internet Tools & HTML	3
CIS/DAP	Computer Information Systems or Data Processing Electives	12
DAP 140	Introduction to Networking	3
DAP 203 or DAP 204	Seminar in Information Systems	1
	Total Credits Required in Certificate:	*28*

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.

Computer Information Systems – Programming
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

This certificate develops skills in programming and various languages as well as providing basic courses in operating systems, Web programming, business systems, networking and data communications.

	Certificate Requirements	*Credits*
CIS 101	Introduction to Computer Concepts	3
CIS 102	Operating Systems I	3
CIS 124	Internet Tools & HTML	3
CIS/DAP	Computer Information Systems or Data Processing Electives	6
DAP 109	Introduction to Programming	3
DAP 140	Introduction to Networking	3
DAP 160	Introduction to Data Communications	3
DAP 201	Business Systems Analysis & Design	4
DAP 203 or DAP 204	Seminar in Information Systems	1
	Total Credits Required in Certificate:	*29*

General Education courses are listed on page 42.

Computer Information Systems –
Computer Aided Drafting and Design Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed to prepare students for entry-level positions in computer aided drafting and design. The student receives training on the latest CADD software, as well as training in CADDware systems and other related software programs.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
BUS/CIS/ DAP/ELT	Business, Computer Information Systems, Data Processing, Electronics Electives		15
CBWEP	DAP-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
CIS 102	Operating Systems I		3
DAP 111	Introduction to CADD		3
DAP 112	Intermediate CADD		3
DAP 114	CADDWare Systems		3
DAP 223	Solid Modeling		3
DAP 224	Autolisp Programming		3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT	Math Elective	M	3–4
MAT 121	Precalculus	M	4
PHY 203	College Physics I with Lab	SL	5
SOC SCI	Social Science Elective	SS	3
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**68–69**

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.

General Education courses are listed on page 42.

Elementary Education Transfer
Associate of Arts in Teaching

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree provides the first two years of college preparation for students preparing to become teachers in the state of Maryland. It is designed for students desiring to transfer to a four-year institution to earn a bachelor's degree and to qualify for a teaching certificate. Prior to graduation, the student earning the A.A.T. degree must achieve a 2.75 cumulative grade point average (GPA), pass the PRAXIS I Licensure Exam[1] and complete a professional portfolio approved by the Director of Education. Upon completion of the degree, the students will continue their study by transferring to a four-year institution within Maryland and earning their teacher certifications. Students are encouraged to work closely with the Director of Education.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ART 195	Integrated Arts		3
BIO 101	General Biology	S	3
BIO 111	General Biology Lab		1
CIS 101	Introduction to Computer Concepts	I	3
EDU 101	Introduction to Education		3
EDU 102	Introduction to Education — Field Experience		1
EDU 207	Educational Psychology — Field Experience		1
EDU 210	Processes & Acquisitions of Reading		3
EDU 251	Introduction to Exceptional Children & Youth		3
EDU 253	Introduction to Exceptional Children & Youth — Field Experience		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEO 101	Physical Geography	SS	3
HEA 130	Healthful Living		3
HST 201 or	History of the United States (to Reconstruction)	H	
HST 202	History of the United States (Reconstruction to Present)	H	3
MAT 127	Introduction to Statistics I	M	4
MAT 133	Mathematical Concepts and Structure I		4
MAT 134	Mathematical Concepts and Structure II		4
PSC 105	General Physical Science with Lab	SL	4
PSY 101	Introduction to Psychology	SS	3
PSY 201	Human Growth and Development	SS	3
PSY 207	Educational Psychology		3
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		***67***

[1]The exam should be taken after a student has completed 45 credits and all of the General Education courses in this degree. For more information about the PRAXIS exam, contact the Director of Education.

General Education courses are listed on page 42.

Teacher Education Transfer – Elementary Education Option
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree is designed to provide the first two years of college preparation for students preparing to become teachers. It is designed for students desiring to transfer to a four-year institution to earn a bachelor's degree and to qualify for a teaching certificate. All students who enroll in the education programs should work closely with their advisors and the Director of Education. Changes in the program requirements at four-year institutions affect the transferability of the degree. This program is designed primarily for students transferring to out-of-state colleges.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ART 200	Applied Art in the Schools		3
BIO 101	General Biology	S	3
BIO 111	General Biology Lab		1
CIS 101	Introduction to Computer Concepts	I	3
EDU 101	Introduction to Education		3
EDU 102	Introduction to Education – Field Experience		1
EDU 251	Introduction to Exceptional Children and Youth		3
EDU 253	Introduction to Exceptional Children and Youth – Field Experience		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
EGL	English Electives (Select from EGL 203, 204, 205, or 206)	H	6
GEO 101	Physical Geography	SS	3
HEA 130	Healthful Living		3
HST	History Electives	H	9
MAT 123	Finite Math	M	3
MUC 143	Music Fundamentals	H	3
PSC 105	General Physical Science with Lab	SL	4
PSY 101	Introduction to Psychology	SS	3
PSY 201	Human Growth and Development	SS	3
SPH 121 or	Introduction to Speech Communication	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		**66**

General Education courses are listed on page 42.

Secondary Education Option
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree is designed primarily as a transfer degree that provides the first two years of college preparation for students preparing to become teachers. It is designed for students desiring to transfer to a four-year institution to earn a bachelor's degree and to qualify for a teaching certificate. All students who enroll in the education programs should work closely with their advisors and the Director of Education. Changes in the program requirements at four-year institutions affect the transferability of the degree.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
BIO 101	General Biology	S	3
BIO 111	General Biology Lab		1
CIS 101	Introduction to Computer Concepts	I	3
EDU 101	Introduction to Education		3
EDU 102	Introduction to Education – Field Experience		1
EDU 251	Introduction to Exceptional Children & Youth		3
EDU 253	Introduction to Exceptional Children & Youth – Field Experience		1
EGL	Literature Elective (Select from EGL 203, 204, 205 and 206)	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
ELECT	Electives		6
HEA 130	Healthful Living		3
HST	History Electives	H	6
MAT	Math Elective	M	3–4
PSY 101	Introduction to Psychology	SS	3
PSY 201	Human Growth and Development	SS	3
SCI	Lab Science Elective	S/SL	3–4
SOC SCI	Social Science Elective[1]	SS	3
SPH 121 or	Introduction to Speech Communication	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		*62–64*

[1]Social Science Elective must be a course designation other than PSY.

General Education courses are listed on page 42.

Secondary Education Transfer – Chemistry Option
Associate of Arts in Teaching

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree provides the first two years of college for students preparing to become secondary chemistry teachers. Students completing the degree are eligible for admission to Maryland's four-year colleges or universities to complete the teacher education degree. Students earning the A.A.T. must graduate with a 2.75 GPA, pass the Praxis I, and complete a professional portfolio approved by the Director of Education. Students may be required to take additional special education or inclusion course(s) as part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

The College's computer literacy requirement is met throughout the course work in the degree program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
CHM 105	General Chemistry I with Lab	SL	4
CHM 106	General Chemistry II with Lab	SL	4
CHM 203	Organic Chemistry I with Lab		4
CHM 204	Organic Chemistry II with Lab		4
EDU 101	Introduction to Education		3
EDU 102	Introduction to Education Field Experience		1
EDU 207	Educational Psychology — Field Experience		1
EDU 251	Introduction to Exceptional Children & Youth		3
EDU 253	Introduction to Exceptional Children & Youth — Field Experience		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT 201	Calculus I with Analytic Geometry	M	4
MAT 202	Calculus II with Analytic Geometry	M	4
PHY 207	General Physics with Lab	SL	5
PHY 208	General Physics II with Lab	SL	5
PSY 101	Introduction to Psychology	SS	3
PSY 203	Child Growth and Development		3
PSY 207	Educational Psychology		3
SOC SCI	Social Science Elective[1]	SS	3
SPH 121 or	Introduction to Speech Communications	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		**66**

[1]Social Science Elective must be a course designation other than PSY.

Secondary Education Transfer – Mathematics Option
Associate of Arts in Teaching

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree provides the first two years of college for students preparing to become secondary mathematics teachers. Students completing the degree are eligible for admission to Maryland's four-year colleges or universities to complete the teacher education degree. Students earning the A.A.T. must graduate with a 2.75 GPA, pass the Praxis I, and complete a professional portfolio approved by the Director of Education. Students may be required to take additional special education or inclusion course(s) as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

The College's computer literacy requirement is met throughout the course work in the degree program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
EDU 101	Introduction to Education		3
EDU 102	Introduction to Education — Field Experience		1
EDU 207	Educational Psychology — Field Experience		1
EDU 251	Introduction to Exceptional Children & Youth		3
EDU 253	Introduction to Exceptional Children & Youth — Field Experience		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT 127	Introduction to Statistics	M	4
MAT 201	Calculus I with Analytic Geometry	M	4
MAT 202	Calculus II with Analytic Geometry	M	4
MAT 203	Multivariable Calculus	M	4
MAT 240	Introduction to Linear Algebra	M	3
PHY 207	General Physics with Lab	SL	5
PHY 208	General Physics II with Lab	SL	5
PSY 101	Introduction to Psychology	SS	3
PSY 203	Child Growth and Development		3
PSY 207	Educational Psychology		3
SCI	Biology or Chemistry Science Elective		3-4
SOC SCI	Social Science Elective[1]	SS	3
SPH 121 or	Introduction to Speech Communications	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		**64–65**

[1]Social Science Elective must be a course designation other than PSY.

General Education courses are listed on page 42.

Secondary Education Transfer – Physics Option
Associate of Arts in Teaching

General Program Information: 410-287-1000 or information@cecilcc.edu

This degree provides the first two years of college for students preparing to become secondary physics teachers. Students completing the program are eligible for admission to Maryland's four year colleges or universities to complete the teacher education degree. Students earning the A.A.T. must graduate with a 2.75 GPA, pass the Praxis I, and complete a professional portfolio approved by the Director of Education. Students may be required to take additional special education or inclusion course(s) as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

The College's computer literacy requirement is met throughout the course work in the degree program.

	General Education Requirements	General Education Code	Credits
ACT	Activity Electives		2
CHM 105 or	General Chemistry I with Lab		
PSC 120 or	Physical Geology		
PSC 220	Meteorology	SL	4
EDU 101	Introduction to Education		3
EDU 102	Introduction to Education — Field Experience		1
EDU 207	Educational Psychology — Field Experience		1
EDU 251	Introduction to Exceptional Children & Youth		3
EDU 253	Introduction to Exceptional Children & Youth — Field Experience		1
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
MAT 201	Calculus I with Analytic Geometry	M	4
MAT 202	Calculus II with Analytic Geometry	M	4
MAT 203	Multivariable Calculus	M	4
MAT 246	Differential Equations	M	4
PHY 207	General Physics with Lab	SL	5
PHY 208	General Physics II with Lab	SL	5
PHY 209	General Physics III with Lab	SL	5
PSY 101	Introduction to Psychology	SS	3
PSY 203	Child Growth and Development		3
PSY 207	Educational Psychology		3
SOC SCI	Social Science Elective[1]	SS	3
SPH 121 or	Introduction to Speech Communications or	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		**67**

[1]Social Science Elective must be a course designation other than PSY.

Early Childhood Education
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed for students interested in providing childcare services and emphasizes the study of child development, early childhood curriculum/strategies and administrative responsibilities. In addition, the program requires field-based experiences in an early childhood learning environment. Students must meet any additional state requirements regarding age and experience for employment. Students will have the preparation necessary to continue their studies at a four-year institution.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ART 195	Integrated Arts		3
BIO/PSC	Biology or Physical Science Elective with Lab	SL	4
CIS 101	Introduction to Computer Concepts	I	3
EDU 131	Principles of Early Childhood I		3
EDU 132	Principles of Early Childhood II		3
EDU 150	Classroom Management		3
EDU 200	Introduction to Childcare Administration		3
EDU 202	Field Experience I		1
EDU 203	Field Experience II		1
EDU 260	Children's Literature		3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEO 101	Physical Geography	SS	3
HEA 130	Healthful Living		3
MAT 127	Introduction to Statistics I	M	4
MAT 133	Mathematical Concepts and Structure I		4
MAT 134	Mathematical Concepts and Structure II		4
PSY 101	Introduction to Psychology	SS	3
PSY 203	Child Growth and Development	SS	3
PSY 207	Educational Psychology[1]		3
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**65**

[1]Co-requisite of EDU207 is waived; EDU207 is not required in the degree.

General Education courses are listed on page 42.

Electronics Technology
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The Electronics Technology program is designed to provide courses for entry-level personnel, maintenance workforce, as well as for the amateur or hobbyist. The basic electronics courses are designed to build and strengthen the individual's basic knowledge of electronic troubleshooting and repair. Advanced courses are designed to assist individuals in expanding their knowledge in specific fields. The program prepares students for jobs classified as bench or field technicians, research and development, or plant maintenance, among others. Manufacturers require a certain degree of electronics knowledge prior to hiring. All lessons are reinforced with hands-on experiments. Miscellaneous electronic courses such as soldering and schematic reading are designed to further assist technicians in specialized fields.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
CIS 101	Introduction to Computer Concepts	I	3
DAP 203 or DAP 204	Seminar in Information Systems		1
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
ELT 101	DC Concepts		4
ELT 102	AC Concepts		4
ELT 110	Schematic Reading		1
ELT 112	Mechanical Devices		1
ELT 120	Soldering		1
ELT 201	Active Devices		4
ELT 202	Design and Development		4
ELT 205	Digital Concepts		4
ELT 210	Microprocessors/Microcomputers		4
ELT 232	Introduction to Computers		4
ELT 255	Instrumentation and Control		4
GEN ED	General Education Elective		3
IND 150	Industrial Safety and First Aid		3
MAT	Math Elective (Select from MAT 121, 201, 202, or 203)	M	4
PHY 103	Physics Today	SL	4
SOC SCI	Social Science Elective	SS	3
SPH 121	Introduction to Speech Communication	H	3
	Total Credits Required in Program:		**67**

General Education courses are listed on page 42.

Electronics Technology – Computer Repair
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

This program is designed for students interested in developing skills that will prepare them for a career in the computer repair field. The basic electronics courses from the certificate program are required for the computer repair certificate. Courses that will assist the technician, such as soldering and schematic reading, are required for the certificate. All hands-on maintenance and troubleshooting are accomplished on late-model computers.

	Certificate Requirements	*Credits*
ELT 101	DC Concepts	4
ELT 102	AC Concepts	4
ELT 110	Schematic Reading	1
ELT 120	Soldering	1
ELT 150	Personal Computer Maintenance	3
ELT 201	Active Devices	4
ELT 202	Design & Development	4
ELT 205	Digital Concepts	4
ELT 210	Microprocessors/Microcomputers	4
ELT 232	Introduction to Computers	4
ELT 250	Computer Repair	4

Total Credits Required in Certificate: **37**

Electronics Technology – Electrical/Mechanical Technician
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The Electrical/Mechanical Technician certificate was designed for the person who is mechanically inclined, or a person who desires to acquire the ability. The program is designed to teach the future technician knowledge he or she will need in plant maintenance or assembly-line production to work in this type of environment. The courses cover all general knowledge needed and means of achieving successful maintenance and/or repair.

	Certificate Requirements	*Credits*
CIS 101	Introduction to Computer Concepts	3
DAP 203 or DAP 204	Seminar in Information Systems	1
EGL 101	Freshman Composition	3
EGL 211	Technical Writing	3
ELT 101	DC Concepts	4
ELT 102	AC Concepts	4
ELT 110	Schematic Reading	1
ELT 112	Mechanical Devices	1
ELT 120	Soldering	1
ELT 240	Introduction to Programmable Logic Controllers	3
ELT 255	Instrumentation and Control	4
IND 150	Industrial Safety and First Aid	3
PHY 103	Physics Today	4

Total Credits Required in Certificate: **35**

General Education courses are listed on page 42.

Electronics Technology – Robotics
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The Robotics certificate program can be **taken only after an Electronics Technology certificate or degree is obtained.** The background in electronics is essential in order to fully comprehend the total concept of the robot. The Robotics Option certificate signifies that the prospective employee understands the functions of the industrial robot as a machine designed to aid in the production process. Employment as a robotics technician is usually a collateral duty associated with an electronics position.

	Certificate Requirements	*Credits*
DAP	Data Processing Elective	3-4
ELT 101	DC Concepts	4
ELT 102	AC Concepts	4
ELT 201	Active Devices	4
ELT 202	Design and Development	4
ELT 205	Digital Concepts	4
ELT 210	Microprocessors/Microcomputers	4
ELT 255	Instrumentation and Control	4
ELT 260	Robotics II	4
ELT 280	Fiber Optics Application and Theory	4
ELT 285	Fiber Optics Cabling	4

Total Credits Required in Certificate: **43–44**

Electronics Technology – Technician Option
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

This certificate is designed for students interested in developing skills that will prepare them for a career in the electronics field. Basic through advanced electronics will be studied. Laboratories provide extensive hands-on experience in theory, circuit building and troubleshooting. The purpose of the program is to train professional people who are able to design, test and troubleshoot various circuits, have a basic understanding of electronics theory and methods of organized troubleshooting/repair, and are able to obtain the training and skills necessary for employment with today's emerging technologies.

	Certificate Requirements	*Credits*
ELT 101	DC Concepts	4
ELT 102	AC Concepts	4
ELT 201	Active Devices	4
ELT 202	Design and Development	4
ELT 205	Digital Concepts	4
ELT 210	Microprocessors/Microcomputers	4
ELT 280	Fiber Optics Applications and Theory	4
ELT 285	Fiber Optics Cabling	4

Total Credits Required in Certificate: **32**

General Studies
Associate of Arts

General Program Information: 410-287-1000 or information@cecilcc.edu

This program of studies is designed for students who want maximum flexibility in their choice of courses. The program provides a core background in the humanities, mathematics, computer science, science, and social sciences. Beyond meeting general education state requirements, the program offers students an opportunity to design, in cooperation with an academic advisor, a series of courses for exploring career opportunities, achieving personal goals, or meeting transfer requirements. By using the ARTSYS computerized transfer program, available in Student Enrollment and Support Services through an advisor or via the Internet at http://artweb.usmd.edu, students can design a program of studies that will transfer seamlessly to an upper division college or university of choice.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Electives[1]	H	6
CIS 101	Introduction to Computer Concepts	I	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
ELECT	Electives		21
HEA	Elective		3
HST	History Elective	H	3
MAT	Math Elective	M	3–4
SCI	Electives[2]	SL	7–8
SOC SCI	Social Science Electives[3]	SS	6
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		***63–65***

[1]One course must have an ART designation; the other course must be from a discipline other than ART.
[2]One course must have a BIO designation; the other course must have a designation of AST, CHM, PSC, or PHY. At least one of the courses must include a lab.
[3]Courses must be from two different disciplines.

General Education courses are listed on page 42.

Law Enforcement & Corrections
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This program prepares students for career opportunities in the criminal justice field. The program provides a general education background while focusing on a comprehensive understanding of the criminal justice system and the legal process as it relates to the agencies within the system. The program is designed to prepare students to pursue entry-level criminal justice positions, as well as to enhance the knowledge of professionals already in the field.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
CIS 101	Introduction to Computer Concepts	I	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
ELECT	Elective		3
LAE 101	Introduction to Law Enforcement		3
LAE 103	Police Administration I		3
LAE 104	Police Administration II		3
LAE 201	Criminal Investigation		3
LAE 202	Criminal Law Procedures — Maryland		3
LAE 203	Principles of Criminal Law		3
LAE 204	Maryland Traffic Code		3
LAE 221	Criminology		3
LAE 230	Forensic Science		3
MAT	Math Elective (MAT 127 recommended)	M	3–4
PSY 101	Introduction to Psychology	SS	3
SCI	Lab Science Elective	SL	4
SOC 101	Introduction to Sociology	SS	3
SOC 102	Social Problems	SS	3
SOC 222	Juvenile Delinquency		3
SPH 121 or	Introduction to Speech Communication	H	
SPH 141	Public Speaking	H	3
	Total Credits Required in Program:		***66–67***

Law Enforcement & Corrections
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

	Certificate Requirements	*Credits*
LAE 101	Introduction to Law Enforcement	3
LAE 103	Police Administration I	3
LAE 104	Police Administration II	3
LAE 201	Criminal Investigation	3
LAE 202	Criminal Law Procedures – Maryland	3
LAE 203	Principles of Criminal Law	3
LAE 204	Maryland Traffic Code	3
LAE 221	Criminology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
	Total Credits Required in Certificate:	*30*

Transportation and Logistics – Air Traffic Control Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The associate's degree in the air traffic control option is offered as a partnership with the Community College of Baltimore County, Catonsville. It is designed to prepare students for employment by the Federal Aviation Administration (FAA) as weather briefers and specialists in Flight Service Stations (FSS) or as air traffic controllers working in control towers, terminal radar control centers, or air route traffic control centers. Air traffic control specialists guide pilots to their destinations and are responsible for the safe and orderly flow of aircraft in congested airspace. Flight service operators assist pilots in flight planning by providing air traffic delay and weather condition briefings and by disseminating important route and airport information. Most of these positions are with the federal government, and individuals may be required to pass a physical exam and civil service exam. The air traffic control option focuses on FAA regulations, air transportation, and air traffic control operations. This program also includes numerous hands-on visits to air traffic control facilities.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 101 or	Accounting I		
BUS 165	Managerial Accounting		3
BUS 210	Business Law I		3
CBWEP	BUS-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 121	Precalculus	M	4
MAT 127	Introduction to Statistics I	M	4
PSC 125	Essentials of Weather	SL	4
PSY 101	Introduction to Psychology	SS	3
SPH 121	Introduction to Speech Communication	H	3
TRL 101	Introduction to Business Logistics		3
TRL 130	Production and Operations Management		3
	Program Requirements in partnership with CCBC Catonsville[2]		
AVMT 101	Aviation History and Development		3
AVMT 141	Private Pilot Ground School		3
AVMT 211	Air Transportation		3
AVMT 216	Aviation Safety		3
AVMT 221	The Air Traffic Control System		3
AVMT 226	Air Traffic Control Operations		3
	Total Credits Required in Program:		**65**

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.
[2]All AVMT courses are offered by Community College of Baltimore County, Catonsville and will be held at a local Cecil County site if sufficient enrollment exists. As an alternative, students may take the AVMT courses at the Catonsville campus. Students completing the AVMT courses must submit an official transcript to the Registrar's Office of Cecil Community College if they plan to receive their degree or certificate from Cecil.

Transportation and Logistics – Air Traffic Control
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

A certificate in air traffic control will provide students with academic training to enter flight operations management, air traffic control operations, and aircraft dispatching.

Students completing the air traffic control certificate are not required to satisfy the 50 percent Cecil Community College credit requirement, due to the partnership agreement with Community College of Baltimore County, Catonsville. All courses other than AVMT courses must be completed at Cecil Community College.

	Certificate Requirements	*Credits*
BUS 111	Business Communications	3
CIS 101	Introduction to Computer Concepts	3
PSC 125	Essentials of Weather	4
TRL 101	Introduction to Business Logistics	3
TRL 130	Production and Operations Management	3
	Certificate Requirements in partnership with CCBC Catonsville[1]	
AVMT 101	Aviation History and Development	3
AVMT 141	Private Pilot Ground School	3
AVMT 211	Air Transportation	3
AVMT 216	Aviation Safety	3
AVMT 221	The Air Traffic Control System	3
AVMT 226	Air Traffic Control Operations	3
	Total Credits Required in Certificate:	*34*

[1]All AVMT courses are offered by Community College of Baltimore County, Catonsville and will be held at a local Cecil County site if sufficient enrollment exists. As an alternative, students may take the AVMT courses at the Catonsville campus. Students completing the AVMT courses must submit an official transcript to the Registrar's Office of Cecil Community College if they plan to receive their degree or certificate from Cecil.

Transportation and Logistics – Aviation Management Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The associate's degree in the aviation management option is offered as a partnership with the Community College of Baltimore County, Catonsville and is designed to prepare students to work in the aviation management field by providing students with theoretical training in the fields of business and aviation. This program focuses on giving the students the necessary knowledge to transfer to a bachelor of science degree program in business management.

Graduates of the Cecil Community College aviation management degree and certificate programs are qualified to transfer to bachelor of science programs offered at several colleges in the region. Graduates of bachelor of science programs will be well qualified for a variety of positions in the aerospace industry.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
BUS 101 or	Accounting I		
BUS 165	Managerial Accounting		3
BUS 210	Business Law I		3
CBWEP	BUS-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 121	Precalculus	M	4
MAT 127	Introduction to Statistics I	M	4
PSC 125	Essentials of Weather	SL	4
PSY 101	Introduction to Psychology	SS	3
SPH 121	Introduction to Speech Communication	H	3
TRL 101	Introduction to Business Logistics		3
TRL 130	Production and Operations Management		3
	***Program Requirements in partnership with CCBC Catonsville*[2]**		
AVMT 101	Aviation History and Development		3
AVMT 141	Private Pilot Ground School		3
AVMT 211	Air Transportation		3
AVMT 216	Aviation Safety		3
AVMT 251	Airport Management		3
AVMT 256	Airline Management		3
	Total Credits Required in Program:		**65**

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.
[2]All AVMT courses are offered by Community College of Baltimore County, Catonsville and will be held at a local Cecil County site if sufficient enrollment exists. As an alternative, students may take the AVMT courses at the Catonsville campus. Students completing the AVMT courses must submit an official transcript to the Registrar's Office of Cecil Community College if they plan to receive their degree or certificate from Cecil.

General Education courses are listed on page 42.

Transportation and Logistics – Aviation Management
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

This certificate is designed to prepare students to enter airline or airport operations, terminal and airport ramp management, airport security, and airport support functions.

Students completing the aviation management certificate are not required to satisfy the 50 percent Cecil Community College credit requirement, due to the partnership agreement with Community College of Baltimore County, Catonsville. All courses other than AVMT courses must be completed at Cecil Community College.

	Certificate Requirements	*Credits*
BUS 111	Business Communications	3
CIS 101	Introduction to Computer Concepts	3
PSC 125	Essentials of Weather	4
TRL 101	Introduction to Business Logistics	3
TRL 130	Production and Operations Management	3
	Certificate Requirements in partnership with CCBC Catonsville[1]	
AVMT 101	Aviation History and Development	3
AVMT 141	Private Pilot Ground School	3
AVMT 211	Air Transportation	3
AVMT 216	Aviation Safety	3
AVMT 251	Airport Management	3
AVMT 256	Airline Management	3
	Total Credits Required in Certificate:	***34***

[1]All AVMT courses are offered by Community College of Baltimore County, Catonsville and will be held at a local Cecil County site if sufficient enrollment exists. As an alternative, students may take the AVMT courses at the Catonsville campus. Students completing the AVMT courses must submit an official transcript to the Registrar's Office of Cecil Community College if they plan to receive their degree or certificate from Cecil.

General Education courses are listed on page 42.

Transportation and Logistics – Commercial Transportation Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The associate's degree in the commercial transportation option is designed for students interested in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Careers include distribution manager, traffic manager, truck driver, dispatcher, logistics salesman, and freight-forwarder.

Individuals who currently possess a valid Commercial Driver's License (CDL) may petition to receive college credit for previous licensures and experience through the credential assessment process.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
BUS 103	Introduction to Business		3
BUS 131	Principles of Management		3
BUS 165	Managerial Accounting		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 231	Management of Human Resources		3
BUS or GIS or TRL	Business Elective Geographic Information Systems Elective Transportation and Logistics Elective		3
CBWEP	BUS-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 127	Introduction to Statistics I	M	4
PSC 105	General Physical Science with Lab	SL	4
SPH 121	Introduction to Speech Communication	H	3
TRL 101	Introduction to Business Logistics		3
TRL 105	Professional Driver's Knowledge		3
TRL 106	Professional Commercial Driver's Skills		6
TRL 110	Introduction to Transportation and Distribution		3
TRL 130	Production and Operations Management		3
TRL 210	Transportation Management		3
	Total Credits Required in Program:		**70**

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.

Transportation and Logistics – Commercial Transportation
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The certificate is designed for the individual who is working in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Careers include distribution manager, traffic manager, truck driver dispatcher, logistics salesman, and freight-forwarder. Students who currently possess a valid Commercial Driver's License (CDL) may petition to receive college credit for previous licensures and experience through the credential assessment process.

	Certificate Requirements	*Credits*
BUS 103	Introduction to Business	3
BUS 111	Business Communications	3
BUS 131	Principles of Management	3
CIS 101	Introduction to Computer Concepts	3
TRL 101	Introduction to Business Logistics	3
TRL 105	Professional Driver's Knowledge	3
TRL 106	Professional Commercial Driver's Skills	6
TRL 110	Introduction to Transportation and Distribution	3
TRL 130	Production and Operation Management	3
	Total Credits Required in Certificate:	***30***

Transportation and Logistics – Flight Training Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

This option is offered as a partnership with the Community College of Baltimore County, Catonsville. It is designed to prepare students to apply technical knowledge and skills to the flying of commercial, corporate, or private airplanes, and to prepare students to sit for the Federal Aviation Administration (FAA) written and practical exams for Private Pilot (ASEL) Commercial Pilot Certificate (ASEL) and Instrument Rating. In order to complete the program, every student must successfully pass the FAA Private, Commercial, and Instrument computer examinations and be certified as a commercial pilot with instrument rating. Students who receive this degree from Cecil Community College and desire to transfer to another institution for completion of a four-year degree should consult an advisor.

Program Eligibility Criteria: Admission to the program requires a high school diploma with one year of algebra. High school courses in trigonometry and physics are an advantage. Students must submit an FAA Second Class Medical Certificate to the Director of the Mid-Atlantic Transportation & Logistics Institute prior to acceptance into the Flight Training Concentration (AVMT courses) portion of the program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
BUS 101 or	Accounting I		
BUS 165	Managerial Accounting		3
BUS 210	Business Law I		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 121	Precalculus	M	4
MAT 127	Introduction to Statistics I	M	4
PSC 125	Essentials of Weather	SL	4
PSY 101	Introduction to Psychology	SS	3
SPH 121	Introduction to Speech Communication	H	3
TRL 101	Introduction to Business Logistics		3
	Program Requirements in Partnership with CCBC Catonsville[1]		
AVMT 101	Aviation History and Development		3
AVMT 141	Private Pilot Ground School		3
AVMT 142	Private Pilot Certification		3
AVMT 211	Air Transportation		3
AVMT 216	Aviation Safety		3
AVMT 241	Instrument Pilot Ground School		4
AVMT 242	Instrument Pilot Rating		3
AVMT 246	Commercial Pilot Ground School		4
AVMT 247	Commercial Pilot Certification		3
	Total Credits Required in Program:		**70**

[1]All AVMT courses are offered by Community College of Baltimore County, Catonsville and will be held at a local Cecil County site if sufficient enrollment exists. As an alternative, students may take the AVMT courses at the Catonsville campus. Students completing the AVMT courses must submit an official transcript to the Registrar's Office of Cecil Community College if they plan to receive their degree or certificate from Cecil.

Transportation and Logistics – Flight Training
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

A certificate in flight training will provide students with the required academic training to become commercial pilots.

Students completing the flight training certificate are not required to satisfy the 50 percent Cecil Community College credit requirement, due to the partnership agreement with Community College of Baltimore County, Catonsville. All courses other than AVMT courses must be completed at Cecil Community College.

	General Education Requirements	*Credits*
BUS 111	Business Communications	3
CIS 101	Introduction to Computer Concepts	3
PSC 125	Essentials of Weather	4
	Certificate Requirements in partnership with CCBC Catonsville[1]	
AVMT 101	Aviation History and Development	3
AVMT 141	Private Pilot Ground School	3
AVMT 142	Private Pilot Certification	3
AVMT 211	Air Transportation	3
AVMT 216	Aviation Safety	3
AVMT 241	Instrument Pilot Ground School	4
AVMT 242	Instrument Pilot Rating	3
AVMT 246	Commercial Pilot Ground School	4
AVMT 247	Commercial Pilot Certification	3
	Total Credits Required in Certificate:	*39*

[1]All AVMT courses are offered by Community College of Baltimore County, Catonsville and will be held at a local Cecil County site if sufficient enrollment exists. As an alternative, students may take the AVMT courses at the Catonsville campus. Students completing the AVMT courses must submit an official transcript to the Registrar's Office of Cecil Community College if they plan to receive their degree or certificate from Cecil.

Transportation and Logistics – Materials Management Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The associate's degree in the materials management option is designed to prepare students with the basics of purchasing and materials management required to support a modern lean manufacturing facility and/or manage the flow of materials through the supply chain. Careers include, but are not limited to, inventory control manager, distribution center manager, warehousing/operations manager, customer service manager, buyer, and planner. When coupled with a degree from one of our four-year partners, students will have even greater opportunity and earnings potential.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 103	Introduction to Business		3
BUS 108	Principles of Purchasing		3
BUS 131	Principles of Management		3
BUS 165	Managerial Accounting		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 231	Management of Human Resources		3
BUS or GIS or TRL	Business Elective Geographic Information Systems Elective Transportation and Logistics Elective		3
CBWEP	BUS-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 127	Introduction to Statistics I	M	4
PSC 105	General Physical Science with Lab	SL	4
SPH 121	Introduction to Speech Communication	H	3
TRL 101	Introduction to Business Logistics		3
TRL 110	Introduction to Transportation and Distribution		3
TRL 130	Production and Operation Management		3
TRL 201	Introduction to Material Handling		3
TRL 220	Material Requirements Planning		3
	Total Credits Required in Program:		**67**

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.

General Education courses are listed on page 42.

Transportation and Logistics – Materials Management
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The certificate in materials management will teach an individual the basics of purchasing and materials management required to support a modern lean manufacturing facility and/or manage the flow of materials through the supply chain. Careers include, but are not limited to, inventory control manager, distribution center manager, warehousing/operations manager, customer service manager, buyer, and planner.

	Certificate Requirements	*Credits*
BUS 103	Introduction to Business	3
BUS 108	Principles of Purchasing	3
BUS 111	Business Communications	3
CIS 101	Introduction to Computer Concepts	3
TRL 101	Introduction to Business Logistics	3
TRL 110	Introduction to Transportation and Distribution	3
TRL 130	Production and Operation Management	3
TRL 201	Introduction to Materials Handling	3
TRL 220	Material Requirements Planning	3
	Total Credits Required in Certificate:	*27*

Transportation and Logistics –
Transportation Management Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The associate's degree in the transportation management option is specifically designed for those individuals who are working or who wish to pursue a career in transportation and management of transportation systems. Careers would include, but are not limited to, transportation manager, route planner, physical distribution manager, distribution planning analyst, transportation marketer and operations manager. When coupled with a degree from one of our four-year partners, students will have even greater opportunity and earning potential.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
BUS 103	Introduction to Business		3
BUS 108	Principles of Purchasing		3
BUS 131	Principles of Management		3
BUS 165	Managerial Accounting		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 212	Principles of Marketing		3
BUS 231	Management of Human Resources		3
BUS or	Business Elective		
GIS or	Geographic Information Systems Elective		
TRL	Transportation and Logistics Elective		3
CBWEP	BUS-College Based Work Experience Program[1]		3
CIS 101	Introduction to Computer Concepts	I	3
ECO 222	Economics – Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 127	Introduction to Statistics I	M	4
PSC 105	General Physical Science with Lab	SL	4
SPH 121	Introduction to Speech Communication	H	3
TRL 101	Introduction to Business Logistics		3
TRL 110	Introduction to Transportation and Distribution		3
TRL 130	Production and Operations Management		3
TRL 210	Transportation Management		3
	Total Credits Required in Program:		**67**

[1]The student must contact the CBWEP administrator one semester prior to enrolling for this course.

General Education courses are listed on page 42.

Transportation and Logistics – Transportation Management
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The certificate in transportation management is specifically designed for those individuals who are working and who wish to pursue a career in transportation and management of transportation systems. Careers would include, but are not limited to, transportation manager, route planner, physical distribution manager, distribution planning analyst, transportation marketer and operations manager. When coupled with our degree program, the student will have even greater opportunity and earning potential.

Certificate Requirements		*Credits*
BUS 103	Introduction to Business	3
BUS 108	Principles of Purchasing	3
BUS 111	Business Communications	3
BUS 131	Principles of Management	3
CIS 101	Introduction to Computer Concepts	3
TRL 101	Introduction to Business Logistics	3
TRL 110	Introduction to Transportation and Distribution	3
TRL 130	Production and Operations Management	3
TRL 210	Transportation Management	3
	Total Credits Required in Certificate:	*27 Credits*

Transportation and Logistics –
Yacht and Small Craft Design Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The associate degree in Small Craft Yacht Design Option is specifically for those individuals who are working or who wish to pursue a career in the small craft and yacht design profession as well as to support continued growth of the small craft marine community through the development of well-trained designers. Careers would include, but are not limited to, boat builders, design firms, institutions of higher learning, and standards organizations.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Elective		2
BUS 103	Introduction to Business		3
BUS 131	Principles of Management		3
BUS 187	Business Ethics		3
BUS 210	Business Law I		3
BUS 212	Principles of Marketing		3
BUS 231	Management of Human Resources		3
BUS or	Business Elective		
GIS or	Geographic Information Systems Elective		
TRL	Transportation and Logistics Elective		3
CIS 101	Introduction to Computer Concepts	I	3
DAP 111	Introduction to CADD		3
ECO 222	Economics-Macro	SS	3
EGL 101	Freshman Composition	E	3
EGL 211	Technical Writing		3
MAT 121 or	Precalculus		
MAT 201	Calculus I with Analytical Geometry	M	4
PHY 203 or	College Physics I with Lab		
PHY 207 or	General Physics with Lab		
PHY 103	Physics Today	SL	4–5
SPH 121 or	Introduction to Speech Communication		
SPH 141	Public Speaking	H	3
TRL 151*	Principles of Yacht Design		4
TRL 152*	Aesthetics and Utilization of Design		4
TRL 251*	Construction Methods		4
TRL 252*	Systems and Equipment		4
	Total Credits Required in Program:		***65–66***

*Courses are completed through Westlawn Institute of Marine Technology.

Transportation and Logistics – Yacht and Small Craft Design
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The Yacht Design certificate enables students to master the principles of design based on the fundamentals of small craft, naval architecture, and marine engineering. The student will prepare plans, computations, specifications and all the details for a variety of boat types, including powerboats, sailboats, auxiliaries and sport fishing boats.

Certificate Requirements		*Credits*
BUS 103	Introduction to Business	3 Credits
BUS 111	Business Communications	3 Credits
BUS 131	Principles of Management	3 Credits
MAT 127	Introduction to Statistics	4 Credits
TRL 151*	Principles of Yacht Design	4 Credits
TRL 152*	Aesthetics and Utilization of Design	4 Credits
TRL 251*	Construction Methods	4 Credits
TRL 252*	Systems and Equipment	4 Credits
	Total Credits Required in Certificate:	***29 Credits***

*Courses are completed through Westlawn Institute of Marine Technology.

General Education courses are listed on page 42.

Visual Communications – Communications Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The communications program prepares students for initial employment and career advancement in the following areas: photography, digital imaging, video production, graphic design, public relations, marketing, and sales representation. Students are prepared for transfer to the corporate communications program at the University of Baltimore, as well as other four-year universities.

The computer literacy requirement has been met throughout the course work in the degree program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEN ED	General Education Elective		3
MAT	Math Elective	M	3–4
PSY/SOC	Psychology or Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
VCP 101	Photography I		4
VCP 116	Digital Imaging I		2
VCP 117	Digital Imaging II		2
VCP 210	Video Production I		4
VCP 279 or VCP 289	Professional Portfolio Production Internship I		4
	Program Electives (Group 1)		*Select 8 Credits*
VCP 111	Studio Photography I		4
VCP 118	Digital Imaging III		4
VCP 212	Video Production II		4
VCP 222	Photojournalism		4
VCP 230	Graphic Design Studio		4

Program Electives continued on next page

Program Electives[1] (Group 2)   *Select 18–19 Credits*

ART 101	Fundamentals of Design I	H	3
ART 105	Illustration, Materials and Techniques		3
ART 110	Color	H	3
ART 130	Drawing I	H	3
ART 140	Painting I	H	3
BUS 103	Introduction to Business		3
BUS 212	Principles of Marketing		3
DAP 111	Introduction to CADD		3
DAP 112	Intermediate CADD		3
DAP 119	Computer Animation I		3
DAP 160	Introduction to Data Communications		3
DAP 219	Computer Animation II		3
EGL 211	Technical Writing		3
EGL 213	Introduction to Film	H	3
JOU 101	Journalism I		3
MUC 133	Music Literature and Appreciation I	H	3
MUC 143	Music Fundamentals	H	3
SPH 121	Introduction to Speech Communication	H	3
SPH 141	Public Speaking	H	3
VCP 111	Studio Photography I		4
VCP 118	Digital Imaging III		4
VCP 119	Digital Imaging IV		4
VCP 120	Digital Imaging V		4
VCP 136	Multimedia Production		4
VCP 211	Studio Photography II		4
VCP 212	Video Production II		4
VCP 214	Video Production III		4
VCP 222	Photojournalism		4
VCP 224	Nature, Wildlife and Outdoor Photography		4
VCP 230	Graphic Design Studio		4
VCP 296	Photography Seminar		4

Total Credits Required in Program: *66–68*

[1]Major field electives are chosen to tailor the program of study to a specific career and/or transfer goals. It is strongly recommended that students receive approval of the program coordinator and related faculty in selecting appropriate courses.

General Education courses are listed on page 42.

Visual Communications – Professional Photography
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The professional photography option prepares students for initial employment, career advancement, and transfer to four-year colleges. Job titles include: commercial photographer, portrait photographer, wedding photographer, photojournalist, industrial photographer, videographer, digital imager, and photography lab manager. Employment responsibilities in these areas include: photography in a studio and/or location, digital processing and imaging, marketing, exhibiting, and video production.

The computer literacy requirement has been met throughout the course work in the degree program.

	General Education and Program Requirements	General Education Code	Credits
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective[1]	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
GEN ED	Elective		3
MAT	Math Elective	M	3–4
SCI	Lab Science Elective[2]	S/SL	4
SOC SCI	Social Science Elective	SS	3
VCP	Visual Communications Elective		4
VCP 101	Photography I		4
VCP 111	Studio Photography I		4
VCP 116	Digital Imaging I		2
VCP 117	Digital Imaging II		2
VCP 118	Digital Imaging III		4
VCP 119	Digital Imaging IV		4
VCP 210	Video Production I		4
VCP 211	Studio Photography II		4
VCP 212	Video Production II		4
VCP 222	Photojournalism		4
VCP 279 or VCP 289	Professional Portfolio Production Internship I		4
	Total Credits Required in Program:		***68–69***

[1]ART101 recommended.
[2]PHY103 or PSC105 recommended.

General Education courses are listed on page 42.

Visual Communications – Video Production Option
Associate of Applied Science

General Program Information: 410-287-1000 or information@cecilcc.edu

The video production option provides high quality, hands-on, career education in television, film, documentary, industrial, and commercial video production. The program helps students prepare for initial employment, career advancement, and transfer to four-year colleges and universities. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

The College computer literacy requirement is met through the outcomes and assessment of required courses in the program.

	General Education and Program Requirements	*General Education Code*	*Credits*
ACT	Activity Electives		2
ARTS/HUM	Arts and Humanities Elective	H	3
EGL 101	Freshman Composition	E	3
EGL 102	Composition and Literature	H	3
EGL 112	Scriptwriting I		3
EGL 213	Introduction to Film	H	3
MAT	Math Elective	M	3–4
PSY/SOC	Psychology/Sociology Elective	SS	3
SCI	Lab Science Elective	S/SL	4
VCP 101	Photography I		4
VCP 111	Studio Photography I		4
VCP 116	Digital Imaging I		2
VCP 117	Digital Imaging II		2
VCP 210	Video Production I		4
VCP 212	Video Production II		4
VCP 214	Video Production III		4
	Program Electives		*Select 15 Credits*
ART 141	Survey of Art History	H	3
BUS 180	Small Business Management		3
BUS 212	Principles of Marketing		3
CIS 101	Introduction to Computer Concepts	I	3
EGL 212	Scriptwriting II		3
HST 252	American Diversity Through Film		3
SCI	Science Elective		3
SOC SCI	Social Science Elective		3
SPH 141	Public Speaking	H	3
THE 184	Acting for Video Production		3
VCP 118	Digital Imaging III		4
VCP 119	Digital Imaging IV		4
VCP 136	Multimedia Production I		4
VCP 211	Studio Photography II		4

Total Credits Required in Program: *66–67*

General Education courses are listed on page 42.

Visual Communications – Basic Photography Option
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The basic photography option prepares students for apprenticeship employment in photography or digital imaging. Job titles include: assistant photographer, black and white lab technician, color lab technician, digital imager, and photographic retail sales representative. Employment responsibilities in these areas include: photography, digital imaging, film processing, chemical printing and sales. The certificate program courses can be used in satisfying degree program requirements.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4 Credits
VCP 111	Studio Photography I	4 Credits
	Program Electives	*Select 7–8 Credits*
ART 180	Basic Photography	3 Credits
VCP 116	Digital Imaging I	2 Credits
VCP 117	Digital Imaging II	2 Credits
VCP 118	Digital Imaging III	4 Credits
VCP 210	Video Production I	4 Credits
VCP 211	Studio Photography II	4 Credits
VCP 222	Photojournalism	4 Credits
VCP 224	Nature, Wildlife and Outdoor Photography	4 Credits
VCP 270	Portfolio Production I	4 Credits
VCP 271	Portfolio Production II	4 Credits
	Total Credits Required in Certificate:	*15–16*

General Education courses are listed on page 42.

Visual Communications – Digital Imaging Option
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The digital imaging certificate prepares students for entry-level employment in digital imaging. Job titles include digital imager, imaging technician, graphic artist, and paginator. Employment responsibilities in these areas includes: scanning, image enhancement, image manipulation, and page layout. The certificate program courses may be used in satisfying degree requirements.

	Certificate Requirements	*Credits*
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 118	Digital Imaging III	4
	Program Electives	*Select 7–8 Credits*
ART 180	Basic Photography	3
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 119	Digital Imaging IV	4
VCP 120	Digital Imaging V	4
VCP 136	Multimedia Production	4
VCP 210	Video Production I	4
VCP 212	Video Production II	4
VCP 222	Photojournalism	4
VCP 230	Graphic Design Studio	4

Total Credits Required in Certificate: **15–16**

Visual Communications – Graphic Design Option
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The graphic design certificate prepares students for entry-level employment in print preparation and electronic publishing. Job titles include graphic designer, colorist, scanner operator, digital imager, pre-press technician. The certificate program courses can be used in satisfying degree requirements.

	Certificate Requirements	*Credits*
ART 101	Fundamentals of Design I	3
ART 130 or	Drawing I	
ART 140 or	Painting I	
ART 180	Basic Photography	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 230	Graphic Design Studio	4

Total Credits Required in Certificate: **22**

General Education courses are listed on page 42.

Visual Communications – Photography Lab
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The photography lab certificate program prepares students for entry-level employment in photography. Job titles include assistant photographer, color lab technician, digital imager, and photography sales representative. Employment responsibilities include photographing, digital processing and printing, and marketing. The certificate courses may be used in satisfying degree requirements.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 118	Digital Imaging III	4
	Certificate Electives	*Select 7–8 Credits*
ART 180	Basic Photography	3
VCP 189	Basic Internship I	4
VCP 211	Studio Photography II	4
VCP 222	Photojournalism	4

Total Credits Required in Certificate: **23–24**

Visual Communications – Studio Photography
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The studio photography certificate prepares students for initial employment in photography and/or digital imaging. Job titles include commercial photographer, portrait photographer, photojournalist, industrial photographer, videographer, digital imager, and photographic lab manager. Employment responsibilities in these areas include photography, digital processing and printing, digital imaging, marketing, and videography. The certificate courses may be used in satisfying degree requirements.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 210	Video Production I	4
VCP 211	Studio Photography II	4
VCP 212	Video Production II	4
VCP 222	Photojournalism	4
VCP 279 or	Professional Portfolio Production	
VCP 289	Internship I	4

Total Credits Required in Certificate: **40**

General Education courses are listed on page 42.

Visual Communications – Portfolio Production
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The portfolio production certificate prepares students for initial employment in photography and/or digital imaging. Job titles include photojournalist, portrait photographer, stock photographer, magazine photographer, freelance photographer, digital imager, and art photographer. Employment responsibilities in these areas include photography, digital imaging, marketing, exhibiting, and gallery presentation. The certificate courses may be used in satisfying degree requirements.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
	Certificate Electives	*Select 15–16 Credits*
ART 180	Basic Photography	3
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 136	Multimedia Production	4
VCP 211	Studio Photography II	4
VCP 222	Photojournalism	4
VCP 224	Nature, Wildlife and Outdoor Photography	4
VCP 230	Graphic Design Studio	4
VCP 270	Portfolio Production I	4
VCP 271	Portfolio Production II	4
VCP 279	Professional Portfolio Production	4

Total Credits Required in Certificate: *27–28*

General Education courses are listed on page 42.

Visual Communications – Professional Photography
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The professional photography certificate prepares students for initial employment in photography, digital imaging, and video production. Job titles include: commercial photographer, portrait photographer, industrial photographer, photojournalist, videographer, digital imager, and photography lab manager. Employment responsibilities in these areas include; photography, film processing, chemical printing, digital imaging, and videography. The certificate program courses can be used in satisfying degree requirements.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 118	Digital Imaging III	4
VCP 210	Video Production I	4
VCP 211	Studio Photography II	4
VCP 212	Video Production II	4
VCP 279 or	Professional Portfolio Production	
VCP 289	Internship I	4
	Certificate Electives	*Select 8 Credits*
VCP 119	Digital Imaging IV	4
VCP 222	Photojournalism	4
VCP 224	Nature, Wildlife and Outdoor Photography	4
	Total Credits Required in Certificate:	*40*

General Education courses are listed on page 42.

Visual Communications – Video Production
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The video production certificate provides high quality, hands-on, career education in television, film, documentary, industrial, and commercial video production. The program helps students prepare for initial employment and career advancement. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 210	Video Production I	4
VCP 212	Video Production II	4
VCP 214	Video Production III	4
	Total Credits Required in Certificate:	*20*

Visual Communications – Video Technology
Certificate

General Program Information: 410-287-1000 or information@cecilcc.edu

The Video Technology Certificate provides high quality, hands-on, career education in commercial video production. The program helps students prepare for initial employment and career advancement. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

	Certificate Requirements	*Credits*
VCP 101	Photography I	4
VCP 210	Video Production I	4
VCP 212	Video Production II	4
	Total Credits Required in Certificate:	*12*

General Education courses are listed on page 42.

The following four programs are in the approval process and will be available for in the fall of 2005. For more information, please contact the Visual Communications Department at 410-287-6060, ext. 313 or email at viscom@cecilcc.edu.

Web Designer Option

The Web Designer Option provides high quality, hands-on, creative and technical skills for applying principles of web design using HTML, scripting languages, web management tools and digital multimedia. The program helps students prepare for initial employment, career advancement, and transfer to four-year colleges and universities. Students are also prepared to test for Network+ Certification, iNet+ Certification, WOW Certification, and CIW Designer Certification.

Web Designer Certificate

The Web Designer Certificate provides high quality, hands-on, creative and technical skills for applying principles of web design using HTML, scripting languages, web management tools and digital multimedia. The program helps students prepare for initial employment and career advancement. Students are also prepared to test for WOW Certification and CIW Designer Certification.

Web Developer Option

The Web Developer Option provides high quality, hands-on education and technical skills for applying principles of web design using HTML, scripting languages, program languages and database integration. The program helps students prepare for initial employment, career advancement, and transfer to four-year colleges and universities. Students are also prepared to test for Network+ Certification, iNet+ Certification, WOW Certification, and CIW Designer Certification.

Web Developer Certificate

The Web Developer Option provides high quality, hands-on education and technical skills for applying principles of web design using HTML, scripting languages, program languages and database integration. The program helps students prepare for initial employment and career advancement. Students are also prepared to test for Network+ Certification, iNet+ Certification, WOW Certification, and CIW Designer Certification.

Course Descriptions

My first experience at Cecil Community College was as a fifth-grader attending basketball camp and I continued to spend my summers thereafter in its gym. Eight years after stepping foot on the campus, I realized Cecil's classrooms also provided the best fit for my future. In addition to being a student at the College, I am a member of the men's basketball team.

Tim Magowan
General Studies

COURSE DESCRIPTIONS

This section includes a list of the credit courses offered at the College. Not all courses are offered each term. Credit Course Schedules for the spring, summer and fall show which courses are offered during the term. Three letters followed by three digits and two digits or letters label each course offered by the College. The three letters designate the discipline area of the course. For instance, EGL = English and MAT = mathematics. The three digits indicate the title of the course. The last two digits designate the section or delivery method of the course. Courses are listed according to subject area, which are listed alphabetically. Courses with numbers of 100 or less carry credits but may not be used to satisfy degree or certificate requirements. Their primary purpose is to prepare students for subsequent college level courses.

Most of the courses in the 100 series are first-year courses, some of which have specified pre-requisites. Most of the courses in the 200 series are second-year courses, some of which have specified pre-requisites.

- **Pre-requisites** are courses, certifications, assessment test scores, qualifications for enrollment in other courses, such as eligibility for EGL101, or other measurable activities which must be successfully completed prior to enrollment in the course.
  Pre-requisites are courses which must be completed with a grade of "C" or higher prior to enrollment in the course
- **Co-requisites** are courses that must be taken simultaneously or prior to enrollment in the specific course.

  Notes: Students are expected to read and write at a college level for all courses except the developmental courses.

English and Mathematics Requirement
It is strongly recommended that all students complete both a mathematics and an English course within their first 12 credit hours. To ensure maximum success, mathematics and English courses should be taken during consecutive terms until the sequence is completed. All students must have begun their English and mathematics sequences by completion of their first 30 credit hours or registration will be blocked until the student meets with an academic advisor to see if an exemption is in order.

Activity Elective Courses
Courses that fulfill the activity elective requirement for graduation are coded "ACT" in the course description under Dance and Physical Education.

CIS/DAP Programming Electives
CIS 143	Excel Applications and Programming
CIS 182	Scripting Languages
DAP 106	Introduction to Programming Logic
DAP 109	Introduction to Programming
DAP 131	Visual Basic Programming
DAP 170	JAVA
DAP 202	C Programming Language
DAP 224	Autolisp Programming

Graphic Design Electives
ART 101	Fundamentals of Design I
ART 105	Illustration, Materials and Techniques
ART 130	Drawing I
VCP 116	Digital Imaging I
VCP 117	Digital Imaging II
VCP 118	Digital Imaging III
VCP 119	Digital Imaging IV
VCP 230	Graphic Design Studio

General Education Course Codes
The following codes are used in the course descriptions to identify elective courses that satisfy the General Education Core Requirements:

E	English Composition
H	Arts & Humanities
I	Interdisciplinary & Emerging Issues
M	Mathematics
SL	Science w/ Lab
S	Science
SS	Behavioral & Social Sciences

Anthropology

ANT101 Cultural Anthropology (SS) is an introduction to the basic concepts involved in analyzing human experience in religion, kinship, and political systems, as well as mating, marriage, and other cultural characteristics. Anthropological methods which relate to the study of small-scale and large-scale societies will be examined and discussed. 3 credits

Pre-requisite: REA100, EGL100.

Art

ART101 Fundamentals of Design I (H) provides an introductory study of two-dimensional design. It deals with the organization of the graphic elements in effective, unified designs, whether in photography, fine arts, commercial art or everyday life. Included is a brief introduction to color theory. This course is valuable for persons anticipating a career in art, photography, media technology, or education. 3 credits

ART103 Fabric Design introduces students to the wide variety of methods and techniques which can be utilized in the design of fabrics. The course deals with the development of personal symbols and images into useful, appropriate motifs or designs as well as the practical application of technical processes. Assignments include various stitching techniques, batik, and printing on fabric. 3 credits

ART105 Illustration, Materials and Techniques is a studio course which introduces students to a variety of materials and techniques appropriate for use in the field of illustration. Topics may include: charcoal, graphite pencil, color pencil, pastel, inks, markers, scratchboard, various paints, printmaking techniques, collage and airbrush. Previous experience in drawing is highly recommended before enrolling for this course. 3 credits

ART110 Color (H) is a studio course which serves as an introduction to the varied relationships and qualities of color in regard to the visual world. Assignments explore both physical and psychological aspects of color theory. This course is valuable for anyone interested in the fine/commercial arts, or anyone interested in understanding how color can affect our behavior and observations. 3 credits

ART130 Drawing I (H) introduces students to basic drawing concepts, techniques, materials and the development of observational skills. The course focuses on descriptive value, composition, visual and spatial relationships, linear and aerial perspective, volumetric forms, subject and content using a variety of black and white media. Course includes vocabulary development, critical analysis activities, and reference to historic and contemporary models of drawing. Emphasis is on observational drawing. 3 credits

ART132 Landscape and Nature Drawing is an outdoor studio course concerned with the issues of landscape and nature drawing. The class meets and works at various outdoor locations as weather permits. Students will deal with a variety of subjects and technical approaches in relation to landscape and nature. Previous drawing experience is highly recommended before enrolling in this course. 3 credits

ART140 Painting I (H) covers varied approaches to painting in oils and is intended for the beginning painter with little or no background in the discipline. Exploration and experimentation are encouraged through lecture and demonstration. Breadth of experience within one medium is emphasized. Students should develop the ability to manipulate oil-based media and gain an understanding of materials and techniques. Previous drawing experience is highly recommended before enrolling in this course. 3 credits

ART141 Survey of Art History (H) is a survey course which explores art forms and aesthetic intentions from prehistory to the present. The course of study parallels the development of Western Civilization and emphasizes the relationship of art forms to that development. Major emphasis is on painting, sculpture, and architecture. The course may include museum trips. 3 credits

Pre-requisite: EGL100, REA100.

ART142 Landscape and Nature Painting is an outdoor studio course concerned with issues of landscape and nature painting. The class meets and works at various outdoor locations as weather permits. Students will deal with a variety of subjects and approaches to landscape and nature. Previous drawing or painting experience is highly recommended before enrolling in this course. 3 credits

ART150 Art Appreciation and Museum Studies (H) is a lecture/discussion course which travels to various museums to view art work. Because of the number of museums accessible to our area and the continual changing of exhibits, the topics dealt with will vary from semester to semester. Discussion will center on specific artists, and/or special exhibits. Art work will be viewed with emphasis on historical context and relationship to other artists. 3 credits

Pre-requisite: EGL100, REA100.

ART152 **Sculpture (H)** is a studio course which introduces students to the basic materials and techniques used in creating sculptural forms. Particular attention is paid to the development of form recognition and comprehension in the third dimension. Basic shapes encountered in daily activities are used as the basic building blocks in the development and construction of more complex sculptural forms. Starting with projects using both additive and subtractive methods the basic human structure will be explored. Projects using both realistic and free-form concepts will be considered. 3 credits

ART160 **Beginning Ceramics (H)** introduces the student to processes, tools, and aesthetics of ceramic forms, both functional and sculptural. Students explore various hand-building, wheel-throwing, decorating, glazing, and firing techniques. Studio performance concerning technical, aesthetic and skill development is stressed. 3 credits

ART161 **Ceramics/Raku** is a studio course dealing with the technique of Raku. It will explore contemporary approaches to the art of Raku as well as the historical relationship to the Japanese ritual tea ceremony and the philosophy of Zen. Technical aspects of the class deal with clay and glaze formulation, construction techniques, kiln building, glazing, and the use of oxidation and reduction firing. 1 credit

ART162 **Ceramic/Color Clay** is a studio course which introduces the student to a wide potential for the use of color clay bodies. The course will cover the creation of various color clay bodies, forming techniques, and its use in jewelry, sculpture, and functional ware. 1 credit

ART163 **Ceramics/Masks and Self Portraits** is a studio course on the design and creation of clay masks and self portraits. The first part of the course is concerned with the development of the mask in relationship to its historical use in rituals and ceremonies of various cultures. The second part of the course deals with the creation of the self portrait as a symbolic, psychological statement which transcends mere physical description. 1 credit

ART164 **Ceramics/Small Sculpture** is a studio course designed to expose students to a variety of techniques for creating small sculpture from clay. Along with the technical aspects of working with clay, students will learn various firing and non-firing methods of completing the sculptures. 1 credit

ART165 **Ceramics/Polmer Clay Jewelry** is a studio course dealing with the newest form of clay. Polymer clay, which is hardened in a simple toaster oven, is best known under the trademark names of Sculpty and Fimo. Emphasis is on learning basic jewelry-making techniques such as caning, marbleizing, millefiori, and surface design texturing and bead formation. Sculpture applications will also be discussed. 1 credit

ART166 **Ceramics/Egyptian Paste** is a studio course dealing with the self-glazing Egyptian paste clay body, best known by the scarabs and small turquoise sculpture of Ancient Egypt. The course covers the preparation of clay bodies and various forming techniques, such as press molding and hand building, which are most appropriate to the material. The course also covers the development of personal symbols and images to be used in designs. 1 credit

ART167 **Ceramics/Japanese Raku** is a studio course dealing with the technique of Raku. It will explore contemporary approaches to the art of Raku as well as the historical relationship to the Japanese ritual tea ceremony and the philosophy of Zen. Technical aspects of the class deal with clay and glaze formulation, construction techniques, kiln building, glazing, and use of oxidation and reduction firing. 3 credits

ART168 **Art Glass: Stained and Fused** introduces students to the techniques of stained and kiln-fired glass in fine art forms. Emphasis is on design and craftsmanship. 3 credits

ART169 **Pottery/Majolica Glaze Painting** examines personal approaches to clay building and decorating. Major emphasis is on development of personal style, areas of special interest, perfection of forms and craftsmanship. The student is expected to become aware of the creative potential of the medium in relationship to function and aesthetics. 3 credits

ART171 **Digital Photography** introduces basic digital photography for artistic expression and visual communications. Student in-class activities include photographing people and action and outputting to print and the web. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP114 (½ credit) concurrently. ½ credit

ART172 **Digital Scanning and Printing** introduces basic digital flat bed scanning and inkjet printing for artistic expression and visual communications. Student in-class activities include scanning artwork and outputting to print. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP114 (½ credit) concurrently. ½ credit

ART173 **Graphic Design: Layout and Typography** introduces basic use of typography and layout for artistic expression and visual communications. Student in-class activities include creating stationary and a flyer and outputting to print. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP114 (½ credit) concurrently. ½ credit

ART174 **Visual Presentations PowerPoint** introduces basic multimedia presentations with text and images and attention to sequencing in PowerPoint for artistic expression and visual communication. Student in-class activities include creating a text sequence and a sequence using images and text. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP114 concurrently. ½ credit

ART175 **Digital Video** introduces basic electronic video capture and editing in Final Cut Pro for artistic expression and visual communications. Student in-class activities include capturing an interview, editing, and adding graphics. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP114 concurrently. ½ credit

ART176 **Web Design** introduces basic web design in Dreamweaver for artistic expression and visual communications. Student in-class activities include creating a web site with text and images. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP114 concurrently. ½ credit

ART177 **Design and Presentations** introduces principles of art and design as applied to emerging electronic media production for artistic expression and visual communications. Student in-class activities include digital photography, digital imaging, desktop graphic design, digital presentation, digital video and web design. Student homework assignments may be done at home or students may choose to use the Visual Communications labs outside of class by enrolling in VCP115 concurrently. 3 credits

ART180 **Basic Photography (H)** introduces the student to the fundamental aesthetics and techniques of photography, to the practice of creative thinking, and to communication through visual imagery. 3 credits

ART181 **Introduction to Filmmaking** studies creative concept development, planning, capture and editing of electronic video for artistic expression. Current genres and production techniques are used to describe and explain the production process. Topics include story development and storyboarding, production styles and methodology, postproduction editing and graphics generation. 3 credits

Pre-requisites: EGL100, REA100.

ART182 **Sculpture II** is a continuation of Sculpture (ART152) which explores the artistic limits of the various materials and techniques used in creating sculpture. At least two major individual pieces and an advanced class project will be completed. The continued development of form recognition and comprehension in the third dimension stressed in Sculpture 1 will be of major importance. Project development, using both realistic and free form concepts, will be explored from the initial sketch, through model development, to project completion. This course will integrate techniques learned in other art subject areas. 3 credits

Pre-requisite: ART152.

ART183 **Digital Illustration I** teaches traditional illustration methods combined with computer illustration techniques to enable students to learn contemporary professional illustration practices. Emphasis is placed on creative concept development, composition, design, research, workflow, drawing techniques for hand and computer, and portfolio production. Topics include: fine art illustration, still life illustration, product illustration, book illustration, and editorial illustration. Previous drawing experience is preferred. 4 credits

ART195 **Integrated Arts** introduces students to the areas of visual arts, music, theatre, and dance through an exploration of representative works. Consideration is given to the historic ethnic and contemporary social influences of the arts. This experience will enhance self-expression and foster a better understanding of the human experience. This course meets the integrated arts requirement of the Maryland State approved Associate of Arts in Teaching (AAT) Program. 3 credits

ART200 **Applied Art in the School** is intended for elementary education majors and those interested in art for children. The course will explore the role of art in terms of creative development and whole brain learning as it relates to children's overall growth and development. This is a studio class where students work with a variety of materials and techniques appropriate to elementary age children. 3 credits

ART201 **Fundamentals of Design II (H)** is a studio course that introduces students to various aspects of three-dimensional design. Students deal with the application of design concepts to three-dimensional problems. Individual creative approaches to materials and techniques are encouraged. 3 credits

Pre-requisite: ART101.

ART230 **Drawing II (H)** is a studio course dealing with longer term, more involved assignments than those encountered in Drawing I. It is intended for those students with previous experience in drawing. Emphasis is on experimentation with materials and individual expression. Students will study approaches taken by various artists to develop a series of related works. 3 credits

Pre-requisite: ART130.

ART231 **Portrait Drawing** is an introductory class exploring basic mechanical and expressive components of portraiture. Emphasis is on solid structure and disciplined characterization. Instruction deals with form and structure in the first half of the course and with expression and characterization in the second. Previous drawing experience is highly recommended before enrolling in this course. 3 credits

ART232 **Figure Drawing** is an introductory course in drawing the human figure. The first half of the course emphasizes accuracy in proportion and achieving solid form and structure while the second half deals with characterization. Projects will deal with the form and structure of the body as well as subjective aspects of the pose. Previous drawing experience is highly recommended before enrolling in this course. 3 credits

ART240 **Painting II (H)** is a studio course dealing with individualized approaches to painting in the media of the student's choice, although oil paints are encouraged. The approach that the student takes toward painting is explored in relation to other artists, both past and present. Students are encouraged to experiment with combinations of media and techniques. This course is intended for students with previous experience in painting. 3 credits

Pre-requisite: ART140.

ART241 **Portrait Painting** is an introductory class exploring the painted portrait. Assignments will deal with the application of color theory to portraiture, achieving solid form and structure, and disciplined characterization. Previous drawing or painting experience is highly recommended before enrolling in this course. 3 credits

ART242 **Survey of Modern Art History (H)** is a survey course which explores 19th and 20th century art and aesthetic intentions as well as their roots in the late 18th century. The arts are viewed in relationship to the social, economic, painting and the two-dimensional arts; however, sculpture, architecture, and crafts are also discussed. 3 credits

Pre-requisite: EGL100, REA100.

ART260 **Intermediate Ceramics (H)** is a studio course which emphasizes personal approaches to clay building and decorating. Major emphasis is on the development of personal style, areas of special interest, and perfection of forms. The student is expected to become aware of the relationship between the functional and aesthetic approaches to clay work and to become more aware of craftsmanship, various styles, and artists working in clay. 3 credits

Pre-requisite: ART160.

ART261 **Advanced Ceramics** is a continuation of Intermediate Ceramics (ART260) which expands on the student's personal style. Emphasis is placed on decorating techniques and glaze information. 3 credits

Pre-requisite: ART260.

ART272 **Silk Screening** is a studio course dealing with methods of color silk screen printing. Students will learn various stencil-making techniques, including solid and liquid resists, hand-cut film stencil, and photo emulsion and their application to fine and commercial arts. Students will produce printed editions using several different techniques. 3 credits

ART291 **Professional Portfolio Production** provides the opportunity for art majors who have completed 18 credit hours of art courses to concentrate on creating a portfolio of work to further career goals. 1 credit

Pre-requisite: EGL101.

ART292 **Professional Portfolio Production** provides the opportunity for art majors who have completed 18 credit hours of art courses to concentrate on creating a portfolio of work to further career goals. 2 credits

Pre-requisite: EGL101.

ART293 **Professional Portfolio Production** provides the opportunity for art majors who have completed 18 credit hours of art courses to concentrate on creating a portfolio of work to further career goals. 3 credits

Pre-requisite: EGL101.

Assessment of Prior Learning

APL270 **Assessment of Prior Learning: Portfolio Construction** provides the opportunity for the student to develop a portfolio for prior learning to be assessed for college credit. The student will be shown how to articulate, evaluate, and document this learning, organize it into courses, establish interconnections between theory and practice, and present it for evaluation by faculty experts. 1 credit

Pre-requisite and Co-requisite: Documented employment in career area for which assessment is being done and overall GPA of at least 2.0.

Astronomy

AST103 **Principles of Astronomy (SL)** provides the basic concepts of the astronomical study of the universe and involves the development of astronomical ideas from ancient times to the present. The course emphasizes the relationship of Earth to the universe. The scientific principles needed to understand the concepts in astronomy are presented and include Newton's laws of motion and of universal gravitation, the nature of light, spectroscopy, atomic structure, special relativity, thermonuclear reactions, and general relativity. Topics include the solar system, the sun and other stars, galaxies, and modern ideas in cosmology. Appropriate laboratory exercises and at-home activities are integrated into the course. Course offered during the fall semester. 4 credits

Pre-requisite: MAT092, REA100.

Biology

BIO101 **General Biology (S)** introduces the student to the basic biological principles common to all living things, with emphasis on evolution, diversity, ecology, physiology and genetics. 3 credits
Co-requisites: BIO111, EGL101, MAT093.

BIO106 **Environmental Science (S)** is an introduction to major changes in the local, regional and global environment and the use of the scientific process in addressing environmental protection and restoration. 3 credits
Co-requisites: BIO116, EGL101, MAT093.

BIO111 **General Biology Lab** is a general education science laboratory course designed to actively involve the student in the process of science. At the completion of this course, the student will have performed experimental activities that include direct experience with real phenomena, use of technology, and the collection, analysis, interpretation and presentation of data. 1 credit
Co-requisite: BIO101.

BIO116 **Environmental Science Lab** is designed to actively involve the student in the process of science. The student will perform experimental activities that include direct experience with real phenomena, use of technology, and the collection, analysis, interpretation and presentation of data. 1 credit
Co-requisite: BIO106.

BIO123 **Foundations of Nutrition (S)** introduces the non-science major to the basic nutritional principles used to prepare a sound diet. Particular emphasis is placed upon: general food groups, fuel nutrients and the applicability and function of these foods, social fads and trends regarding food, and influences on eating habits and behaviors. 3 credits
Pre-requisite: BIO101 or BIO130.

BIO130 **Biological Principles I (S)** is the first semester of a year-long general biology course designed for students pursuing a bachelor of science degree majoring in an area of science or health science. Basic principles of biology will be studied with emphasis on cellular and molecular biology. Course offered during the fall semester. 3 credits
Co-requisites: BIO131, EGL101, MAT093.

BIO131 **Biological Principles I Lab** is a foundation science laboratory course designed for students planning to earn a bachelor of science with a major in biology. At the completion of this course, the student will have performed experimental activities that include direct experience with real phenomena, use of technology, and the collection, analysis, interpretation and presentation of data. Course offered during the fall semester. 1 credit
Co-requisite: BIO130.

BIO132 **Biological Principles II (S)** is a continuation of Principles of Biology I (BIO130). This course is designed for students pursuing a bachelor of science majoring in an area of science. Topics include: evolution and classification of life forms and their environments, ethology and population, and community ecology. Course offered during the spring semester. 3 credits

Pre-requisites: BIO130, BIO131. Co-requisite: BIO133.

BIO133 **Biological Principles II Lab** is a foundation science laboratory course designed for students planning to earn a bachelor of science degree majoring in an area of science or health science. At the completion of this course, the student will have performed experimental activities that include direct experience with real phenomena, use of technology, and the collection, analysis, interpretation and presentation of data. Course offered during the spring semester. 1 credit

Co-requisite: BIO132.

BIO200 **Microbiology (S)** surveys the roles of microorganisms in today's environment. We examine the history and development of microbiology, survey the diversity of microbes and compare the structures of prokaryote and eukaryote organisms. Metabolic processes such as fermentation, photosynthesis, aerobic and anaerobic respiration are studied. Beneficial and pathological microbes and epidemiology are discussed. We will examine the growing role of microbes, through bioengineering and immunology, in maintaining our environmental and personal health. 3 credits

Pre-requisite: BIO101 or BIO130. Co-requisite: BIO210.

BIO201 **Fundamentals of Ecology (SL)** is an introduction to ecology as a science. It emphasizes the ecosystem concept, biogeochemical cycles, energy flow, tropic structure, productivity, limiting factors, population and community ecology, and major types of ecosystems. 4 credits

Co-requisites: EGL101, MAT093.

BIO203 **Nutrition** covers basic principles of nutrition and the applications of these principles to the health and well being of a person throughout the life cycle. The interaction between nutrition and disease will be covered. The course is intended primarily for students going into nursing or students in related fields. 3 credits

Pre-requisite: BIO101.

BIO208 **Human Anatomy and Physiology I (S)** studies the structural and functional organization of the human organism with initial emphasis on the concepts of homeostasis and levels of organization. This is followed by a brief survey of histology and then the study of four organ systems: integumentary, skeletal, muscular and nervous. 3 credits

Pre-requisite: BIO101 or BIO130. Co-requisite: BIO218.

BIO209 **Human Anatomy and Physiology II (S)** completes the sequence of study of the human body by studying the following organ systems: endocrine, cardiovascular, respiratory, digestive, urinary and reproductive. Relevant topics of metabolism, electrolytes balance, and human genetics and development are included. 3 credits

Pre-requisite: BIO208. Co-requisite: BIO219.

BIO210 **Microbiology Lab** introduces the student to methods for studying microbes including various types of microscopy, staining techniques and culture methods. Students will learn an appreciation for the diversity of microbes, their unique physical and chemical growth requirements and appropriate identification processes. 1 credit

Co-requisite: BIO200.

BIO218 **Human Anatomy and Physiology I Lab** provides a hands-on experience. Dissections, computer programs, models, wall charts, videos and microscope slides will be used to reinforce memorization of the anatomy and understanding of the functions of the systems of the body. 1 credit

Co-requisite: BIO208.

BIO219 **Human Anatomy and Physiology II Lab** uses models, microscopes, dissections, and human observations. Students will reinforce topics in endocrine, cardiovascular, digestive, respiratory, urinary and reproductive systems. 1 credit

Co-requisite: BIO209.

BIO291 **Ornithological Research** is a course designed to meet the needs of students interested in biological research. The student will participate in on-going research for the Maryland/DC Breeding Bird Atlas. This is a statewide research project sponsored by the Maryland Ornithological Society (MOS), the Maryland Department of Natural Resources and the U.S. Fish and Wildlife Service, to be published by MOS in or about 2007. The lecture/lab course will concentrate on the study of bird behavior as it relates to the breeding birds of Maryland. Lecture topics will investigate environmental factors that affect breeding bird populations. This is a physically rigorous course. Course offered during the summer semester. 4 credits

Pre-requisite: BIO101 or BIO130.

BIO292 **Ornithological Research II** is designed for students skilled in basic ornithological field research who are interested in advanced, independent biological research. The students will assume the responsibility of an independent research site as part of their participation in on-going research for the Maryland/DC Breeding Bird Atlas. The lecture/lab course will concentrate on the study of bird behavior as it relates to the breeding birds of Maryland. Lecture topics will investigate environmental factors that affect breeding bird populations. Students will predict trends and compare their predictions to the data they collect. Course offered during the summer semester. 4 credits

Pre-requisite: BIO291.

Business

BUS101 **Accounting I** introduces the concepts and practices used in financial accounting. Topics studied include the use of journals and ledgers as well as the preparation of financial statements for a single proprietorship. Additional topics studied include cash, accounts and notes receivable, merchandise inventory, depreciation, current liabilities, and guidelines. Procedures for maintaining the records for service and merchandise firms are emphasized. 3 credits

BUS102 **Accounting II** develops financial and managerial accounting concepts including partnership and corporate forms of business organizations. In addition, the concepts related to generally accepted accounting principles, the conceptual framework of accounting and the objectives of financial reporting, long term liabilities, investments, international operations, the statement of cash flows, financial statement analysis, introductory management accounting, manufacturing accounting, and job order and process accounting are studied. 3 credits

Pre-requisite: BUS101.

BUS103 **Introduction to Business** provides an overview of the major functional areas of business and our economic systems. Organizational areas include business systems, management, human resources, marketing, production, and operations and information. Blended throughout the course are business-world trends of the growth of international business, the significance of small business, the continuing growth of the service sector, the need to manage information and communication technology and the role of ethics and social responsibility. 3 credits

BUS108 **Principles of Purchasing** examines the purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. 3 credits

BUS111 **Business Communications** develops the written and oral communication skills needed in the world of business. The course emphasizes process writing in the preparation of business letters, memos, employment documents, and a business report and/or proposal. Mechanics, form, style, and content of the various forms of business correspondence are emphasized. Intercultural aspects of communication, analysis of audience, and the use of bias-free language are explored. Reviews of grammar, usage, punctuation, and suggestions for document design are included. The course includes the preparation and delivery of an oral presentation on a business topic. 3 credits

Pre-requisite: EGL100.

BUS131 **Principles of Management** introduces the various principles and theories associated with management. Ethical and practical considerations are integrated through the use of lectures and the studying of management cases. 3 credits

BUS136 **QuickBooks** will teach students the concepts and techniques of recording various business transactions, including sales, receivable, payables and payroll. Various accounting reports and end of period accounting procedures for both a service and merchandising accounting system are covered. Procedures for converting a manual accounting system to a computerized system are covered. Only data information needed to complete assignments is provided on a CD. The QuickBooks software is not provided to the student. Additional lab time may be needed to complete assignments. 3 credits

BUS165 **Managerial Accounting** prepares individuals involved in managerial positions to make the correct accounting decisions. Course involves detailed instruction budgets, control systems, cost allocation, job costing systems, process costing systems, overhead application of costs as well as variable and absorption costing. 3 credits

Pre-requisite: BUS101.

BUS174 **Accounting with Peachtree Software** teaches the concepts of the comprehensive computerized accounting software program Peachtree. Students will learn to apply accounting concepts to the computerized records for a sole proprietorship. In addition, students will learn to maintain complete payroll records for a small business. 3 credits

Pre-requisite: BUS101.

BUS175 **Administrative Office Procedures** introduces students to common administrative procedures used in the office. Procedures are identified, and the student is given an opportunity to practice the skills needed to administer the procedures. Students learn appropriate job-seeking strategies as well. Procedures include those for maintaining records, using electronic office equipment, making travel arrangements, practicing good business etiquette, managing time, maintaining financial records, and communicating effectively. 3 credits

BUS180 **Small Business Management** provides an opportunity to learn the fundamental concepts of entrepreneurship and small business management through text and supplementary readings, and case studies. Topics covered include advantages and disadvantages of small business management, business marketing, financial planning, cash flows, purchasing and inventory, sources of funding, global aspect of entrepreneurship, and ethical, legal, and regulatory issues associated with the small business environment. A number of cases involving business computations and decisions are covered. Familiarity with computer applications, including word processing and spread sheeting, is helpful. Course involves numerous writing and Internet research assignments. 3 credits

BUS187 **Business Ethics** focuses on ethics in the workplace. Applications, as well as past and current case studies, center on justice and governmental systems, corporations, information technology, workers' rights and related issues, discrimination and affirmative action, business professions, the international business system, international business, cultural diversity, and international obligations. Actual court cases involving ethical issues are studied. An overall view of moral philosophies including approaches to ethical theory, such as utilitarianism, deontological approaches, and the philosophies of Kant, Rawls, and others, are studied, discussed and applied. 3 credits
Pre-requisite: EGL100.

BUS191 **Introduction to Finance** addresses fundamental concepts in financial management such as security markets, interest rates, taxes, risk analysis, time value of money, valuation models and related global issues. This course explains how financial managers help maximize the value of a firm by making capital budgeting, cost of capital and capital structure decisions. 3 credits
Pre-requisite: MAT121 or MAT127 or MAT201.

BUS192 **Introduction to Investments** examines the capital market and marketable securities traded in the market with emphasis on stocks and fixed income securities. Topics include portfolio theory, options, and futures. This course examines the fundamentals of risk and return as well as other practical, investment management approaches. 3 credits
Pre-requisite: MAT121 or MAT127 or MAT201.

BUS201 **Tax Accounting** is an in-depth study of the procedures for filing federal income tax forms at the personal level. Topics include forms, schedules and statements that support the return. In addition to theory lectures, students are given an opportunity to apply the concepts and principles through preparation of simulated tax returns. Students are also given the opportunity to prepare individual returns using a tax software package. Related state income tax concepts are studied. Course offered during the fall semester. 4 credits
Pre-requisite: BUS101.

BUS205 **Payroll Accounting** is a basic course in computerized payroll fundamentals, including computing and paying wages and salaries as well as analyzing and journalizing payroll transactions. In addition, the legal aspects of social security, income tax withholding and unemployment compensation taxes will be covered. The course includes the completion of a payroll project. 3 credits

BUS206 **Seminar in Office Management** stresses the development of advanced document production, including development, composition, formatting, and presentation of research materials. Emphasis is on high-quality, office-style organization. Assignments include report writing, project development and data base research projects. 3 credits

BUS207 **Introduction to Public Relations** introduces the student to the study of public relations, is a distinctive management function which establishes and maintains mutual lines of communication between an organization and its publics. 3 credits
Pre-requisite: EGL100.

BUS210 **Business Law I** covers topics including the sources of law, the regulation environment, and the growing legal considerations involved with commercial activity. Heavy emphasis is placed on contract law, personal property law, sales, and the use of the uniform commercial code. A use of the case analysis and outside reading assignments are also included. 3 credits
Pre-requisite: EGL100.

BUS212 **Principles of Marketing** emphasizes the growing field of marketing. Topics studied include product service planning, marketing information management, purchasing, pricing, promotion, selling, risk management, finance and distribution. Applicable ethics to this field are studied and discussed. In addition to the class lectures, videos and films are used to emphasize the principles. Students participate in case analysis and various marketing projects. Familiarity with computer applications including Internet operations and some word processing is essential for success in this course. 3 credits

BUS213 **Marketing Applications** gives the student the opportunity to apply some of the principles and concepts learned in BUS212, Principles of Marketing. Applications include activities in the areas of traditional marketing, and e-commerce marketing, advertising, merchandising, sales, marketing and sales support, as well as legal and human resources support. 3 credits

Pre-requisite: BUS212.

BUS216 **Organizational Leadership I** is a study of the characteristics and traits constituting effective leadership and its impact on organizations. Students will review the history of leadership, the various theories of leadership, and topics on organizational behavior, personality, and attitudes related to work. Additional topics studied include work motivation, interpersonal communication, use of teams and groups in organizations, and group dynamics. Also included is a review and discussion of past and current writings of various leaders. 3 credits

Pre-requisite: BUS131.

BUS219 **Integrated Document Applications** emphasizes the preparation and production of complex document formatting techniques using software to do the word processing on a personal computer. Emphasis is placed on student proficiency in preparing and producing letters, memoranda and reports. This course also reviews and develops language skills by emphasizing the study of grammar usage, sentence structure, spelling, punctuation, and proofreading of business communications. 3 credits

Pre-requisite: CIS111.

BUS225 **Customer Relations** will provide the student the opportunity to explore and develop current management concepts that will enable them to be effective in communication, motivation and dealing with employee conflict. Students will participate in a wide range of activities, including role playing, case analysis, and various management projects that reinforce the concepts presented. If students are required to achieve results with and through other people, this course will provide the needed concepts and practices. 3 credits

BUS226 **Accounting III** is designed to provide the student with a thorough knowledge of the components of financial statements. Using FASB pronouncements and guidelines, the complex relationship between reporting methods and statements is examined. Other topics studied include asset valuations, revenue recognition, inventory valuation, acquisition and disposal of property, plant and equipment, depreciation and depletion, intangibles, and current liabilities and contingencies. 3 credits

Pre-requisite: BUS102.

BUS227 **Accounting IV** covers investments in concurrent operating assets-utilization and retirement, investments in debt and equity securities, leases, income taxes, and employee compensation including payroll, pensions, and other compensation, issues, derivatives, contingencies, business segments and interim reports, earnings per share, accounting changes and error corrections, and analysis of financial statements. Excel is used to solve a number of assigned problems, including a continuing comprehensive problem. 3 credits

Pre-requisite: BUS102 or BUS226.

BUS231 **Management of Human Resources** provides the student an opportunity to learn the fundamental concepts of human resource management and to apply those concepts to current management practices through appropriate management problem solving situations, projects, and case studies. Topics studied include, but are not limited to, equal employment opportunity, job requirements, human resources planning and recruitment, selection of personnel, career development, appraising and improving performance, compensation, incentives and employee benefits, safety and health concerns, labor relations and collective bargaining, and creating high performance work systems. 3 credits

Pre-requisite: BUS131.

BUS233 **Business Spreadsheeting Application** students perform accounting data analysis using Excel spread sheeting. Templates provided in the software package are used in some of the applications while students will need to prepare their own templates for other applications. Applications include, but are not limited to, comparative financial statements, comparing of ratios and other analytical data, preparation of budgets and miscellaneous spread sheeting applications. 3 credits

Pre-requisite: BUS101.

BUS242 **Advertising** examines the fundamentals of advertising as it relates to marketing promotions. This course addresses planning, creating, executing, and monitoring integrated advertising campaigns. Specific topics include print media, broadcast media, copywriting, and international advertising. 3 credits

Pre-requisite: BUS212.

BUS243 **Consumer Behavior** examines how the aspects of marketing are influenced by the actions of consumers and, in turn, how consumers are influenced by marketers. This course examines the different approaches to understanding consumer behavior. 3 credits

Pre-requisite: BUS212.

BUS271-279 **Business College Based Work Experience** provides the opportunity for a student to obtain work experience that is productive in nature and an essential part of the overall educative process. The work assignment is related to the student's field of study and/or career interests. The work assignment serves as an extended laboratory and training station supervised by a faculty member from the field of study and on-site representative of the employer, and coordinated by the CBWEP coordinator. 1–3 credits

Pre-requisite: GPA of 2.0 and completion of all relevant courses as listed in the program option.

BUS289 **Business Practicum** is designed as the capstone course to be taken in the last semester of a student's program of study. Students will examine best practices in business using materials that reflect broad themes that make up the spectrum of issues that define business today. In addition, students will examine management checklists and action lists that offer practical solutions for everyday business problems and will summarize influential business books. Students who do not have a current business-related position will be required to complete college-based work study hours. A written presentation and a team oral presentation will be required at the completion of the course. 3 credits

Prerequisites: 75% of program work completed (45 credits)

Chemistry

CHM102 **Introductory Chemistry with Lab (SL)** presents basic concepts and skills to students with no prior exposure to chemistry. Major topics include measurement and calculations, atomic structure, chemical formulas, nomenclature, chemical reactions, stoichiometry, gas laws, and solutions. Laboratory exercises are designed to reinforce concepts presented in lecture and to give students essential laboratory skills. This course may be used to fulfill the physical science requirement in the general studies curriculum or the science elective requirement in other curricula and programs. Course offered during the spring semester. 4 credits

Pre-requisites: REA100, MAT092.

CHM105 **General Chemistry I with Lab (SL)** students study the fundamental principles of chemistry including measurement, atomic structure, stoichiometry, energy relationships, chemical bonding, molecular structure, and gases. The laboratory portion of the course reinforces concepts learned in lecture and teaches essential chemistry laboratory skills. 4 credits

Pre-requisite: MAT121.

CHM106 **General Chemistry II with Lab (SL)** is a continuation of CHM105. Topics include solutions, chemical kinetics, chemical equilibrium, acids and bases, equilibrium in aqueous solution, chemical thermodynamics, electrochemistry, nuclear chemistry, and coordination chemistry. Laboratory exercises are designed to reinforce concepts discussed in lecture and to teach essential chemistry laboratory techniques. 4 credits

Pre-requisite: CHM105.

CHM109 **Chemistry and Art (SL)** studies the application of chemical principles to various aspects of the visual arts. Topics include elements, compounds, atomic structure, the periodic table, chemical bonding, chemical reactions, acids and bases, oxidation-reduction reactions, and polymers. These concepts are introduced where appropriate in the exploration of the chemistry of art media such as paints, dyes, metals, glass, ceramics, plastics, paper, fibers, and photographic materials. Laboratory activities have been designed to complement and enhance the lecture topics. The instructional approach used in this course is a combination of lecture, demonstrations, small group work, experiential exercises, and discussion. Course offered during the fall semester. 4 credits

Pre-requisite: MAT092.

CHM203 **Organic Chemistry I with Lab** studies the structure, properties, major reactions, and nomenclature of organic compounds. Also included in the course are stereochemistry and spectroscopic methods of analysis. Major classes of organic compounds discussed are aliphatic hydrocarbons, alkyl halides, aromatic hydrocarbons, and alcohols. The laboratory portion of the course includes essential organic chemistry laboratory techniques and experiments designed to reinforce concepts discussed in lecture. Course offered during the fall semester. 4 credits

Pre-requisite: CHM106.

CHM204 **Organic Chemistry II with Lab** is the continuation of CHM203. Topics include organ metallic compounds, carbonyl compounds, carboxylic acids and their derivatives, condensation reactions, amines, aryl halides, and phenols. Special topics include carbohydrates, proteins, and nucleic acids. The laboratory portion is designed to reinforce concepts discussed in lecture and to teach organic chemistry laboratory techniques. Course offered during the spring semester. 4 credits

Pre-requisite: CHM203.

Communications

COM091 **Communication Skills** presents an integrated approach to the development of those reading and writing skills necessary for college success. Instructional activities are designed to emphasize the connection between reading and writing and to develop the skills and confidence that enhance success in subsequent courses. While the scope of the course is broad, the primary focus is on achieving proficiency in core comprehension and writing skills. The core reading skills include increasing vocabulary knowledge and dictionary skills, identifying main ideas and implied meanings, identifying supporting details, and developing lifelong reading habits. The writing component focuses on both sentence-level concerns and whole discourse, but the emphasis is on sentence-level problems common to basic writers. 5 credits

Pre-requisite: Skills Assessment.

Computer Information Systems

CIS101 **Introduction to Computer Concepts (I)** is an introduction to the field of data processing. This non-technical course uses personal computers in classroom and laboratory environments to introduce the concepts of spreadsheets, data basing, and word processing. No prior computer experience is needed before taking this course. Emphasis is placed on computer theory. 3 credits

CIS102 **Operating Systems** introduces the basic concepts of operating systems such Windows and Unix. Special attention will be given to hardware requirements, installation, and file management. 3 credits

CIS105 **Keyboarding** is the foundation skill required for effective computer usage in virtually every profession. The keyboard is now a tool used extensively by educators, managers, scientists, engineers, attorneys, physicians, factory workers, and employees in a vast array of positions. This course is designed to help you achieve the goal of using proper techniques and meaningful practice to key accurately and rapidly. 1 credit

CIS111 **Microsoft Applications** is designed to give the student a review of the basics of Microsoft Office Professional and then proceed to more advanced functions. At the beginning of the semester, a survey will be completed by the students to determine their personal requirements; these will be included within the course. Advanced features of word processing, spread sheeting, data basing, presentation software and data sharing and integration will be covered. 3 credits

Pre-requisite: CIS101.

CIS124 **Internet Tools and HTML** covers the core concepts of the Internet and the World Wide Web using tools such as browsers, e-mail clients, ftp clients and telnet clients. Search engines and directories are installed and implemented. In addition basic HTML and web page design are introduced. 3 credits

Pre-requisite: CIS101.

CIS129 **Microsoft FrontPage** provides the basic skills necessary to design and create a Web site using Microsoft FrontPage. Topics include: designing a Web site, creating and formatting Web pages, applying shared borders and themes to Web sites, adding content to Web pages, internal and external hyperlinks, and inserting Web components to a Web site. The culminating activity of this course is for the student to create a Web site. 2 credits

CIS130 **Introduction to LINUX** is designed to introduce the fundamentals of the UNIX operating system using Linux to the PC user. The course will present the installation, configuration, operation and customization of the operating system for general use. Also, connecting UNIX with Linux to a LAN and WAN will be required. Students will demonstrate their ability by successfully completing lab activities on workstations and servers. In addition, the student will demonstrate knowledge and understanding of how to recommend, determine needs, purchase, install, and setup for use, the UNIX operating system, which is available for free on the Internet. 3 credits

Co-requisite: CIS102, DAP140.

CIS136 **Windows XP Professional** is designed to provide the information and skills needed to install, configure, manage, monitor, troubleshoot and administer Windows XP Professional. The topics covered and lab activities will prepare the student for the MCSE Exam 70-270. 3 credits

CIS137 **Microsoft Outlook** provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain Microsoft Office Specialist certification. Topics include using Outlook to communicate with others inside and outside the company and to manage mail, navigating through Outlook by using calendar, task, contacts, and notes, synchronizing Outlook with personal digital assistants, and integrating Office applications and other applications with Outlook components. 3 credits

CIS138 **Microsoft Publisher** is an introduction to desktop and Web-based publishing using Microsoft Publisher. Students will learn how to create and enhance paper and Web based publications, as well as integrate information and files from Word, Excel, Access, PowerPoint, and Internet Explorer. Students will learn how to link and embed Excel charts and tables in publications, perform mail merges using an Access database, and work with a variety of clip art and photographs. Particular emphasis is given to learning the elements of design and learning to employ them to carry and support the message of a publication. 3 credits
Pre-requisite: CIS101.

CIS139 **Microsoft Applications Expert** is designed for students who have a working knowledge of Office and want in-depth coverage of advanced features. Microsoft-approved material meeting MOUS Expert Level certification requirements for Word, Excel, Access, and PowerPoint will be used for this course. 3 credits
Pre-Requisite: CIS111.

CIS143 **Excel Applications and Programming** presents the study and application of spreadsheet design using the current version of the Excel program. Functions and applications studied will include designing, formatting and revising spread sheets, use of mathematical functions, copying, importing, and exporting data, use of charts and graphics, data interchange, file operations, advanced functions and macros. Assignments are primarily related to business applications. This course may be used as a programming elective. 3 credits

CIS147 **Introduction to Wireless Networking** is designed to provide the skills needed to install, configure, manage, monitor, and troubleshoot a wireless LAN. The topics covered include wireless fundamentals, standards, and working with wireless devices. 3 credits
Co-requisite: DAP140.

CIS151 **Introduction to Windows Server** is designed to prepare students for Microsoft Windows server networking technology certification 70-290 MCSE Exam, Managing and Maintaining a Microsoft Windows server environment. Students will receive extensive hands-on projects, exercises, and review questions which are designed to reinforce Microsoft Windows server certification skills. Case projects will allow students to take on the role of a Windows network administrator, making decisions and troubleshooting real-situation problems. 3 credits
Co-requisite: DAP140.

CIS182 **Scripting Languages** covers the core concepts of Internet programming, using VBScript and JavaScript, that are needed to bridge the gap between Web programming languages and Web architecture from both the client and server side. 3 credits
Pre-requisite: CIS124.

CIS201 **Human Computer Interaction,** or **HCI,** is the design, implementation and evaluation of what happens when humans and devices and systems interact to accomplish a task. Emphasis will be placed on concepts and the design and evaluation of interaction between users and computer systems. A basic level of proficiency of a word processor and the Internet is required. 3 credits
Pre-requisite: EGL101

CIS224 **Advanced HTML and DHTML** reviews the important topics of HTML from the basics of creating Web pages with graphics and links, using tables, forms, and controlling page layout with frames. More advanced topics, including cascading style sheets, JavaScript and advanced HTML 4 and DHTML topics will also be covered. 3 credits
Pre-requisite: CIS124.

Counseling

COU101 **Career Development** is designed to provide assistance to the student in making appropriate career selections. Topics include: values, aptitudes, interests, goal setting, job hunting techniques, and labor market information. 3 credits

COU102 **Dynamics of Human Interaction (SS)** utilizes a group counseling approach to the study of personal growth and the healthy personality. Needs of the group determine the topics to be emphasized from among the following: influence of the self-concept and self-esteem upon college achievement, self-disclosure as a means of building friendships, coping with stress and anxiety, patterns of sexual behavior, ideas for improving marriage relationships, and the development of the ability to relate to other individuals in productive and meaningful ways. Through lectures, discussions, and direct student involvement in an on-going group experience, this class provides an opportunity to increase interpersonal effectiveness. 3 credits

Dance

DAN111 **Modern Dance Technique I (ACT)** will focus on foundational principles of modern dance: contract and release, fall and rebound, suspensions and spirals, and incorporating them into dance phrases. Breath support, proper static and dynamic alignment, and expressive phrasing will be stressed. Dance, music and anatomical vocabulary will be incorporated throughout the class. 2 credits

Co-requisites: DAN121, DAN131 or permission of instructor.

DAN112 **Modern Dance Technique II (ACT)** will focus on further skill mastery of the foundational principles of modern dance: contract and release, fall and rebound, suspensions and spirals, with the ability to incorporate them into more complex dance phrases. Breath support, proper static and dynamic alignment, and expressive phrasing will be stressed. Dance, music and anatomical vocabulary will be incorporated throughout the class. 2 credits

Pre-requisite: DAN111. Co-requisites: DAN122, DAN132 or permission of instructor.

DAN121 **Ballet Technique I (ACT)** will focus on demonstrating proficiency in foundational elements of classical ballet: turn out, primary arm and leg positions, line and aesthetics, turning and jumping, and incorporating these elements into adagio and allegro variations. Breath support, proper static and dynamic alignment, and expressive phrasing will be stressed. French terminology, music and anatomical vocabulary will be incorporated throughout the class. 2 credits

Co-requisites: DAN111, DAN131 or permission of instructor.

DAN122 **Ballet Technique II (ACT)** will focus on demonstrating further mastery of foundational elements of classical ballet: turn out, primary arm and leg positions, line and aesthetics, turning and jumping, and incorporating these elements into more complex adagio variations. Breath support, proper static and dynamic alignment, and expressive phrasing will be stressed. French, music and anatomical vocabulary will be incorporated throughout the class. 2 credits

Pre-requisite: DAN121 or permission of instructor. Co-requisites: DAN112, DAN132 or permission of instructor.

DAN131 **Dance Ensemble I** will focus on preparation for and performance of group dances. Students will learn choreography and participate in rehearsals culminating in a public performance. All basic theatrical elements will be incorporated, including lights, sound, costumes, makeup, theatre etiquette, and ensemble cooperation. Theatre and technical vocabulary will be incorporated throughout the class. 2 credits

Co-requisites: DAN121, DAN111 or permission of instructor.

DAN132 **Dance Ensemble II** will focus on further mastery of preparatory skills and performance of large and small group dances. Students will learn choreography and participate in rehearsals culminating in a public performance. All basic theatrical elements will be incorporated, including lights, sound, costumes, makeup, theatre etiquette, and ensemble cooperation. Theatre and technical vocabulary will be incorporated throughout the class. 2 credits

Pre-requisites: DAN131 or permission of instructor. Co-requisites: DAN112, DAN122 or permission of instructor.

DAN136 **Modern Dance Fundamentals (ACT)** is a beginning course and will provide an introduction to the foundational elements of modern dance technique. Students will acquire enhanced strength, flexibility and grace through learning movement concepts and combinations that form the basis of modern dance. Basic dance and music terminology will be incorporated throughout the class. 1 credit

DAN137 **Modern Dance Fundamentals II (ACT)** will build on the elements of Modern Dance Fundamentals (DAN136). The integration of increased expressiveness and musicality to basic movement skills previously acquired will be a primary goal. Students will acquire additional strength, flexibility and grace through repetition and expansion of movement concepts and combinations that form the basis of modern dance. 1 credit

Pre-requisite: DAN136 or permission of instructor.

DAN211 **Modern Dance Technique III** will focus on intermediate level technique, such as tilts, hinges, pitches and floor work. These elements will be incorporated with previously learned modern dance technique and with ballet technique into more complex movement phrases. Breath support, proper static and dynamic alignment, and expressive phrasing will be stressed. Dance, music, and anatomical vocabulary will be incorporated throughout the class. 2 credits

Pre-requisites: DAN112, DAN122 or permission of instructor. Co-requisites: DAN221, DAN231 or permission of instructor.

DAN212 **Modern Dance Technique IV** will focus on further mastery of intermediate level technique, such as tilts, hinges, pitches and floor work. This course will incorporate basic and intermediate modern dance elements with ballet technique into more complex choreography. Breath support, proper static and dynamic alignment, and expressive phrasing will be stressed. Dance, music and anatomical vocabulary will be incorporated throughout the class. 2 credits

Pre-requisite: DAN211 or permission of instructor. Co-requisites: DAN222, DAN232 or permission of instructor.

DAN221 **Ballet Technique III** will focus on intermediate level classical ballet technique, and incorporate these elements into adagio and allegro variations. Core strength and flexibility, breath support, proper static and dynamic alignment, musicality and expressive phrasing will be stressed. French and musical terminology will be incorporated throughout the class. 2 credits

Pre-requisites: DAN112, DAN122 or permission of instructor. Co-requisites: DAN211, DAN231 or permission of instructor.

DAN222 **Ballet Technique IV** will focus on demonstrating further mastery of intermediate level classical ballet technique by incorporating these elements into more complex adagio and allegro variations. Core strength and flexibility, breath support, proper static and dynamic alignment, musicality and expressive phrasing will be stressed. French and musical terminology will be incorporated throughout the class. 2 credits

Pre-requisite: DAN221 or permission of instructor. Co-requisites: DAN212, DAN232 or permission of instructor.

DAN231 **Dance Ensemble III** will focus on rehearsal and public performance of small group dances and duets of ballet and modern choreography. Students will learn to coordinate and execute all elements of the dance ensemble performance including planning and scheduling, design, promotion, and theatrical production. 2 credits

Pre-requisites: DAN132 or permission of instructor. Co-requisites: DAN211, DAN221 or permission of instructor.

DAN232 **Dance Ensemble IV** will focus on preparation and performance of a capstone experience in the form of a solo dance. Working under the guidance of a chosen faculty mentor, students may learn a repertory work, choreograph a solo, or collaborate on an interdisciplinary work. Students will produce all aspects of their project, working with appropriate staff and faculty regarding production, design, costuming and technical elements. 2 credits

Pre-requisites: DAN231 or permission of instructor. Co-requisites: DAN212, DAN222 or permission of instructor.

DAN241 **Performance Skills** provides a comprehensive overview of a career in the performing arts. Students will learn to research career opportunities, funding and resources, as well as to prepare for interviews, auditions and performances. They will conceive and prepare sample concert elements including planning, scheduling, promotion, production, and budgets. Students will develop objective language and critical thinking skills through observing, discussing and writing about the performing arts. Interdisciplinary and collaborative assignments provide deeper understanding of diverse aesthetic and cultural approaches, furthering the development of a personal aesthetic. 3 credits

Pre-requisites: Dance track, DAN112, DAN122, DAN132 or permission of instructor. Music track: MUC111, MUC191 or MUC141, MUC121 or permission of instructor. Co-requisites: Dance track, DAN211, DAN221, DAN231 or permission of instructor. Music track: MUC210, MUC292 or MUC240, MUC220 or permission of instructor.

DAN242 **Dance Composition I** will provide an introduction to the choreographic process through improvisation studies and the application of fundamental compositional tools. Self-exploration, group interaction, musical phrasing, movement dynamics and character development will be incorporated with thematic and abstract movement invention to develop imagination, spontaneity, and creativity. 3 credits

Co-requisites: DAN212, DAN222, DAN232 or permission of instructor.

Data Processing

DAP106 **Introduction to Programming Logic** is designed for the beginning student in data processing. It is designed to build skills in learning structured programming techniques with programming logic. The emphasis of the course is NOT to teach any specific programming language but to develop a student's ability to solve problems by analyzing a problem, developing an algorithm, writing a pseudo code, and developing the structured flowchart and program logic. 3 credits

DAP109 **Introduction to Programming** covers the core concepts and techniques of Programming using C++ and Visual Basic that are needed to logically plan and develop programs using object oriented programming and design. 3 credits

DAP111 **Introduction to CADD** will focus on enabling students to create a basic 2D drawing in AutoCAD. Upon completion of the course, the student will be able to create and edit a simple AutoCAD drawing. This course will help the student understand the AutoCAD user interface and workspace, use basic drawing, editing and viewing tools, organize a drawing using layers, understand and insert blocks (symbols), prepare a layout to be plotted, and add text, hatching and dimensions. 3 credits

DAP112 **Intermediate CADD** teaches students how to access and use the powerful new tools available in AutoCAD's current release. This course introduces students to the concept of 3D drawing and its ability to manipulate the objects in 3D space. Menu/Macro creation and AutoCAD customization techniques are also covered in this course. 3 credits
Pre-requisite: DAP111.

DAP114 **CADDware Systems** will provide the student with working knowledge of third party products designed to work with or within AutoCAD and will survey other popular CAD systems currently used in industry. The course will also focus on system management and file management issues. 3 credits
Pre-requisite: DAP112.

DAP131 **Visual Basic Programming** will further explore the event-driven Visual Basic language using the .Net Environment and object oriented programming techniques. It will examine the advanced concepts of arrays, single and two-dimensional arrays, sequential files utilizing the System IO classes, additional controls and objects, database management, and object-oriented programming. Emphasis will be placed on developing object-oriented programs utilizing classes and objects and the concepts of inheritance, polymorphism, overriding and encapsulation. 3 credits
Pre-requisite: DAP109.

DAP133 **Access Applications and Programming** is a course in which students will learn some of the most important topics of using Access and Visual Basic for Applications, including reviewing database objects, designing and documenting a database, using import wizards, action queries an SQL, designing complex forms, creating complex reports and queries, customizing the user interface, using Visual Basic for applications, error handling, comp box programming and activeX controls, data access object model, activeX data object model and security, and connecting to the Web. 3 credits

DAP140 **Introduction to Networking** provides the student with an introduction to the basic concepts of computer networks, and to prepare them to pass CompTIA's Network+ exam. Students will gain general knowledge of networking fundamentals as well as preparation for the Network + certification. 3 credits

DAP141 **Computer Network Security Fundamentals** provides the student with network security principles and implementation. The technologies used and principles involved in creating a secure computer networking environment will be included as well as authentication, the types of attacks and malicious code that may be used against networks, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies will be discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. 3 credits
Co-requisite: DAP140.

DAP151 **Computer Forensics Investigation** provides students with the tools and techniques of computer forensics and investigation including personal computer operating system architectures and disk structures. Students will learn the investigative process, examine the profession, set up an investigator's office and laboratory, and learn forensic hardware and software tools. Learning the importance of digital evidence controls and how to process crime and incident scenes will also be presented and discussed. Students will learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. 3 credits

DAP160 **Introduction to Data Communications** is designed to introduce data processing students to the world of data communications and networking concepts. The course will include an introduction to networks, analog/digital communications, data channels, modems, interfaces, transmission problems, control codes, protocols, multiplexers, distributed processing, performance, simulations, satellite, packet switching, LANs, system design, technical control, case studies, and the future outlook for data communications technology and potential available positions for employment opportunities. 3 credits

DAP170 **JAVA** introduces the fundamentals of good object-oriented programming and design in Java from the beginning and makes use of pre-existing objects. It also introduces basic concepts of graphical interface programming with the Java Abstract Windowing Toolkit including Java applets to run over the Internet. 3 credits
Pre-requisite: DAP109.

DAP201 **Business Systems Analysis and Design** allows students to do systems analysis and design using examples and cases. Actual systems projects are used to enable students to learn in the context of solving problems, much like the ones they will encounter on the job. A blend of traditional development and current techniques, such as client-server and object-oriented development, graphical user interfaces, and electronic data interchange are also discussed. This course is the capstone to the CIS/DAP programs. 4 credits
Pre-requisite: DAP109.

DAP202 **C Programming Language** is designed to further develop programming techniques and logic and then demonstrate how they work using the high level language, C. A methodical approach to programming is acquired by imitation and refinement. Therefore, throughout the course many examples are presented. 3 credits

Pre-requisite: DAP109.

DAP203 **Seminar in Information Systems** is designed to make the student aware of the need to stay current in the field of new technologies by identifying and evaluating new technologies, reading technical journals and literature for current and future trends, and continuing their formal education in the latest technology and trends available. 1 credit

DAP223 **Mechanical III Solid Modeling** is designed to provide the student with skills to develop three-dimensional solid models of a mechanical nature. Students learn to generate complex composite solids by performing Boolean operations on solid primitives. This building block approach utilizes constructive solid geometry and boundary representation concepts as a basis for defining the model. 3 credits

Pre-requisite: DAP112.

DAP224 **AutoLisp Programming** is a version of the Lisp programming language that has functions specific to AutoCAD. This course is designed to provide all levels of AutoCAD users with the knowledge to develop programs and functions that will customize AutoCAD to optimize productivity. 3 credits

Pre-requisite: DAP112.

DAP271-279 **DAP-College Based Work Experience** provides the opportunity for a student to obtain work experience that is productive in nature and an essential part of the overall educative process. The work assignment is related to the student's field of study and/or career interests. The work assignment serves as an extended laboratory and training station supervised by a faculty member from the field of study and on-site representative of the employer, and coordinated by the CBWEP coordinator. 1–3 credits

Prerequisite: GPA of 2.0 and completion of all relevant courses as listed in the program option.

Economics

ECO221 **Economics-Micro (SS)** is the study of economic behavior of individual households and firms and the determination of the market prices of individual goods and services. The basics of demand, supply, elasticity, price theory, and factor markets are stressed and students are shown how to graph and explain basic economic relationships. (May be substituted as an elective in the business programs.) 3 credits

ECO222 **Economics-Macro (SS)** is the study of large-scale economic phenomena. Emphasis is placed on the impact of government, inflation, unemployment, and fiscal and monetary policies. International trade and currency considerations as comparative economic systems are included. (May be substituted as an elective in the business programs.) 3 credits

Education

EDU101 **Introduction to Education** is a survey course designed to introduce the student to the American educational system. Students will examine the history of education and educational philosophy, as well as school organization, curriculum, and school law. In addition, students will examine current issues in education. 3 credits

Co-requisites: EDU102, EGL101.

EDU102 **Introduction to Education—Field Experience** is the school-based companion course to Introduction to Education (EDU101). Students will work with classroom teachers (minimum of 15 hours) to develop an understanding of the teaching profession, students and schools. 1 credit

Co-requisite: EDU101.

EDU131 **Principles of Early Childhood I** together with Principles of Early Childhood II (EDU132), has been approved by the Maryland State Department of Health and Mental Hygiene as providing the 64 classroom hours in early childhood curriculum and child development specifically directed to the needs of children ages 2 to 6 years old as required for directors and senior staff in group day care centers in Maryland by COMAR 10.05.01. Through lectures, films, readings, discussions, and observations, the following areas are introduced: development and education as seen through the needs, skills and characteristics of the young child; curriculum; principles and practices of early child care; skills of observing, recording and reporting; and roles and profession of the early child care worker. Also provided are additional hours directed specifically toward infant care givers. 3 credits

EDU132 **Principles of Early Childhood II** along with Principles of Early Childhood I (EDU131), has been approved by the Maryland State Department of Health and Mental Hygiene as providing the 64 classroom hours in early childhood curriculum and child development specifically directed to the needs of children 2 to 6 years old as required for directors and senior staff in group day care centers in Maryland by COMAR 10.05.01. Through lectures, films, readings, discussions, and observations, the following areas are introduced: the fostering of creativity in the young child; emotional growth and development of self-concept; exceptionality; and regulations and management of early childhood programs and personnel. Also provided are additional hours directed specifically toward infant care givers. 3 credits

Pre-requisite: EDU131.

EDU150 **Classroom Management** is a course designed to problem solve classroom concerns by using positive strategies and respectful approaches in guiding young children. The text, *Guidance of Young Children,* uses the case study approach focusing on children and teachers in early childhood classrooms. This class will address a new case study each week. The students will be actively involved in the analysis of the case studies giving them an opportunity to apply the information they have learned to real situations. These case studies will involve observations of infants, toddlers, preschool, kindergarten, and primary grade children. The course is divided into four parts. 3 credits

Pre-requisite: EDU132.

EDU200 **Introduction to Childcare Administration** is a course designed to provide directors and prospective directors with information pertaining to planning and operating a child care center. The course is divided into six topics which include the roll of the administrator, program planning, and the environment as it relates to specific age groups, staffing, management of the center on a day-to-day basis (including safety and health issues) and the relationship between the child care center and the family. Upon completion of the course, the student should have a better understanding of the process of setting up and maintaining a childcare center. 3 credits

Co-requisite: EDU150.

EDU202 **Principles of Early Childhood I—Field Experience** is the child care center/school-based companion course to Principles of Early Childhood I. Students will work with classroom teachers (minimum of 15 hours) to develop an understanding of the teaching profession, students, schools, and child care centers. 1 credit

Co-requisite: EDU131.

EDU203 **Principles of Early Childhood II—Field Experience** is the child care center/school-based companion course to Principles of Early Childhood II (EDU132). Students will work with classroom teachers (minimum of 15 hours) to develop an understanding of the teaching profession, students, schools and child care centers. 1 credit

Co-requisite: EDU132.

EDU207 **Educational Psychology—Field Experience** is the school-based companion course to Educational Psychology (PSY207). Students will work with classroom teachers (minimum of 15 hours) to develop an understanding of the teaching profession, students and schools. 1 credit

Co-requisite: PSY207.

EDU210 **Processes and Acquisitions of Reading** will offer a look into the mind of an emergent reader and stages of literacy development. It will begin with an overview of brain research as it relates to language acquisition. The course will also explain the components of reading instruction and how they impact a literacy program that encompasses listening, speaking, reading, and writing. 3 credits

Pre-requisite: EDU131.

EDU211 **Instruction of Reading** will offer students a look at the components of balanced literacy instruction. It will begin with the identification of the stages of reading development and will continue by addressing the role of word recognition, vocabulary, and comprehension in literacy development. The course will also analyze a variety of approaches to teaching reading in order to meet the needs of a diverse student population. Course participants will be provided with the opportunity to authentically apply course knowledge through book club discussions. 3 credits

Pre-requisite: EDU210.

EDU251 **Introduction to Exceptional Children and Youth** is an introductory survey of the field of special education in which the psychological, sociological, behavioral, and physical characteristics of exceptional children and youth are explored. Emphasis is placed on characteristics, issues, laws and educational approaches to teaching the exceptional child. 3 credits

Pre-requisite: EDU101. Co-requisite: EDU253.

EDU253 **Introduction to Exceptional Children and Youth—Field Experience** is the school-based companion course to Introduction to Exceptional Children and Youth (EDU251). Students will work with classroom teachers (minimum of 15 hours) to develop an understanding of the teaching profession, exceptional students and schools. 1 credit

Co-requisite: EDU251.

EDU260 **Children's Literature** provides the student opportunities to select, read, evaluate, and utilize a wide variety of children's literature from preschool through middle school. It is expected that students become familiar with various authors, poets, and illustrators of these books as well as explore the role of children's literature across the curriculum. Resources that support the use of children's literature will also be explored. 3 credits

Pre-requisite: EGL102.

EDU263 **Teaching Reading in the Secondary Content Area, Part I,** is the first of two courses designed to meet the Maryland State Department of Education (MSDE) requirements for reading coursework for current and prospective teachers in the secondary content areas. The course introduces teachers to the assessment of student reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction, and intrinsic and extrinsic motivation for reading. 3 credits

EDU264 **Teaching Reading in the Secondary Content Area II** is the second of two courses designed to meet the Maryland State Department of Education (MSDE) requirements for reading coursework for current and prospective teachers in the secondary content areas. This second course expands on Part I, focusing on types of reading, skills in reading, and instruction. 3 credits

Electronics

ELT101 **DC Concepts** introduces the student to the fundamentals of direct current (DC) electronic theory and related laws of electron theory and charges, current, voltage, power, resistance, magnetism, inductance, capacitance, circuit analysis and electrical measurements. Lab experiments are scheduled to reinforce and prove electronic laws to direct current theory. 4 credits
Co-requisite: MAT093.

ELT102 **AC Concepts** introduces the student to the fundamentals of alternating current (AC) theory and laboratory work relating to AC generators, average values, peak values, sine wave analysis, frequency, phase relationships, capacitance, inductance, mutual inductance, resonance, transformers, and the related circuit analysis. Lab work will include experiments and test equipment used to prove and analyze alternating current theory. 4 credits
Pre-requisite: ELT101.

ELT110 **Schematic Reading** is designed to introduce the student to various ways of reading schematic diagrams and standard symbols used in them. The course will progress from basic analysis to breaking down the circuit into sub circuits. An explanation of each component's function in making the circuit function will be included. Troubleshooting problems are designed to increase student proficiency and efficiency. 1 credit

ELT112 **Mechanical Devices** introduces the student to mechanical devices which are also called mechanisms. Mechanisms are a combination of mechanical elements that perform required motions in machines. The student will learn what mechanisms are made of, such as gears, cams, links, cranks, and levers. 1 credit

ELT120 **Soldering** is designed to provide the student with the necessary knowledge and skills to attain proficiency in making high reliability solder connections. It is suitable for students with no prior knowledge of electronics or soldering as well as the advanced electronic students. This course is also designed for seasoned professionals in government and industry who all too often have not received the necessary knowledge and training in the criteria and practical considerations of high reliability joint formation. 1 credit

ELT125 **Soldering II (Hot Air)** is an advanced hands-on training curriculum which stresses the safe installation and removal of surface mount components utilizing the latest hot air equipment and techniques. Solder cream and wire solder use, as well as proper preheating techniques, receive close attention. 1 credit
Pre-requisite: ELT120.

ELT150 **Personal Computer Maintenance** will examine personal computer maintenance by using class lectures and demonstrations of both preventative maintenance and troubleshooting techniques. All computer components will be reviewed and diagnosed using appropriate manufacturer's specifications. The techniques will be reviewed and documented to determine the procedures used to reach corrective action to be taken to get a PC up and running according to specified criterion from various manufactures. 3 credits

ELT201 **Active Devices** details solid-state devices from basic semiconductor devices to recently developed technologies. Included are: fundamentals of diodes, zeners, bi-polar transistor operation and characteristics, FET's, thyristors, integrated circuits, optoelectronics and various transducers. The lectures are integrated with labs that include theory and operation and analysis of over 27 semi-conductor devices. Additional coverage is given to electronic instrumentation and covers analog and digital signal conditioning, a variety of transducers controller principles, analog and digital signal conditioning, a variety of transducer controller principles, analog and digital controllers, and control loop characteristics. 4 credits
Pre-requisite: ELT102.

ELT202 **Design and Development** is an application of theory of electronics to practical circuit application and analysis. Lecture and laboratory classes include: theory and application of amplifier circuits, DC amplifiers, audio amplifiers, video amplifiers, intermediate amplifiers, operational amplifiers, differential amplifiers, comparators, filters, power supplies, and regulation circuits. Theory and application of inductive capacitive circuits, resistive capacitive circuits, crystal oscillators, pulse circuits, multivibrators, Schmitt triggers, sawtooth generators, integrated circuit times, amplitude modulation, frequency modulation, detection, heterodynes, astable, bitable, and monostable multivibrator designs are covered within this course. Troubleshooting procedures and test equipment use is an integral part of laboratory exercises. 4 credits

Pre-requisite: ELT201.

ELT205 **Digital Systems** gives the student a comprehensive coverage of advanced digital techniques beginning with number systems and codes through digital logic circuits, Boolean algebra, flip-flop circuits, and resisters, sequential and combinational logic circuits, and digital design. This comprehensive course covers logic to ROMs, including introduction to microprocessors. 4 credits

ELT210 **Microprocessors/Microcomputers** is a comprehensive microprocessor course beginning with a review of basic numbering systems and codes and processing through microprocessor theory, design, and application. This course introduces programming and includes interfacing memory circuits, locks address decoding, data input/output, peripheral interfacing and is based on a popular microprocessor chip architecture. 4 credits

Pre-requisite: ELT205.

ELT220 **Industrial Microprocessors Interfacing** provides advanced studies of microprocessors and interfacing techniques. The curriculum includes elements of advanced PIA interfacing and analog conversion, serial data communications, peripheral devices, memory devices, programmable timers, 6800 family processors and interface lines, and industrial programmable controllers. Industrial microprocessor applications are stressed, including fundamental robotic interfacing. 4 credits

Pre-requisite: ELT210.

ELT232 **Introduction to Computers** is a test preparation course for A+ certification program and is designed to help the student pass the A+ certification test. The A+ certification examination is divided into three parts, each of which thoroughly covered in class with actual test questions. 4 credits

ELT240 **Introduction to Programmable Logic Controllers (PLC)** is designed for plant electricians with a basic knowledge of ladder logic. It offers an introduction to PLCs, which will include both lecture and lab time. The course will provide a basic understanding of PLC terminology, operation, programming, interfacing technology, and the ability to utilize PLCs in the industry, both in theory and practical application. 3 credits

ELT242 **Programmable Logic Controllers II (PLC)** is designed for individuals who have successfully completed Introduction to Programmable Logic Controllers (ELT240). In this course, students will take the tools acquired in ELT240 and add the ability to tie into operators interface units and control analogy, as well as digital devices, and work with modular PLC design. New interface programming and communication software will be introduced. This course will mainly be lab based with every student writing PLC and Operator Interface programs using modern PLC systems. 3 credits

Pre-requisite: ELT240.

ELT250 **Computer Repair** is a comprehensive course that teaches students how to troubleshoot CPU (Central Processing Unit) problems to the specific defect. 4 credits

Pre-requisites: ELT110, ELT150, ELT202.

ELT255 **Instrumentation and Control** is an advanced course in microprocessor interfacing and application that applies the principles of industrial robotic applications. Course work begins with a review of microprocessor fundamentals as related to real-time applications and progresses through measurements, instrumentation and accuation, open robots, control concepts, steppe motor robots, speed and position control, microprocessor real time applications and transducers, and measurement techniques. Other elements included are voice synthesis, syncro and servomechanisms and systems, and robot interfacing with control circuits. 4 credits

Pre-requisite: ELT210.

ELT260 **Robotics II** introduces industrial robots from a systems perspective. Included are the basic terms and robot configurations used in industry along with sensors, end-of-arm tooling, interfacing, programming, controller operation, safety, and staff training. The advantages and disadvantages inherent in various robot designs are evaluated to help the student in making decisions related to practical applications. 4 credits

Pre-requisite: ELT210.

ELT271-279 **Electronics—College Based Work Experience** provides the opportunity for a student to obtain work experience that is productive in nature and an essential part of the overall educative process. The work assignment is related to the student's field of study and/or career interests. The work assignment serves as an extended laboratory and training station supervised by a faculty member from the field of study and on-site representative of the employer, and coordinated by the CBWEP Coordinator. 1–3 credits

Pre-requisite: ELT210.

ELT280 **Fiber Optics Applications Theory** teaches students the subject of fiber optics. The students are introduced to the theory and practical knowledge that is necessary to use and understand this technology. Students will have hands-on experiments dealing with how light travels through an optical conductor, experiments dealing with signal sources and receivers, and working with an audio and video system to dissect the optical signals. 4 credits

ELT285 **Fiber Optics Cabling** provides students with information concerning fiber optics cabling. Students learn the basic theory of fiber optics, safety, how to install connectors and splices, and how to test cables using both simple and state of the art testing equipment. 4 credits

Pre-requisite: ELT280.

Emergency Medical Technician

EMT101 **EMT—Paramedic—Preparatory Knowledge** introduces the EMT-Paramedic student to the preparatory information needed to move forward in paramedic knowledge, practical skills, and clinical experiences. Included in the class are roles and responsibilities of the paramedic; the well being of the paramedic, illness and injury prevention; medical/legal issues; ethics; general principles of pathophysiology; pharmacology; venous access and medication administration; therapeutic communications and lifespan development. 5 credits

EMT110 **EMT—Paramedic Patient Assessment** introduces the paramedic student to the patient assessment skills needed to rapidly and appropriately assess, triage and treat patients with medical, traumatic and emotional injuries and illnesses at the nationally registered EMT—paramedic level. 3 credits

EMT210 **EMT—Paramedic Traumatic Emergencies** prepares the paramedic student to effectively triage, assess, and treat the numerous mechanisms of injuries, kinematics and trauma injuries to which emergency medical services providers respond on a daily basis. This includes trauma systems and mechanism of injuries, hemorrhagic and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma and musculoskeletal trauma. 5 credits

EMT220 **EMT—Paramedic Medical Emergencies** prepares the paramedic student to manage medical emergencies most common to the emergency medical services arena as well as associated physiology, pathophysiology and anatomy of the pulmonary system, cardiovascular system, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal and urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, obstetrics. 5 credits

EMT230 **EMT—Paramedic Special Consideration** prepares the paramedic student to effectively triage, assess, and treat the numerous types of special emergencies encountered by emergency medical services providers on a daily basis including neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. 4 credits

EMT240 **EMT—Paramedic Operations** prepares the paramedic student to effectively manage stressful emergencies and scenes including mass casualty accidents as well as resource management, ambulance operations, medical incident command, rescue awareness, hazardous materials incidents and crime scene awareness. 3 credits

EMT290 **EMT—Clinical Field Requirements** prepares the paramedic student to effectively utilize and practice the multitude of assessment skills and treatment modalities included in the paramedic curriculum. This includes assessment and treatment for all categories of patients encountered by EMS providers such as, medical, traumatic, pediatric, neonatology, geriatric, gynecological, obstetrics, psychiatric, and emotional disorders. This course also allows for the practice of effective documentation skills needed at the NREMT-paramedic level. 3 credits

English

EGL100 **Fundamentals of Writing** introduces students to the important relationship between English grammar and effective writing. Students study the construction, variety, and punctuation of the sentence; through reading, group discussion, and writing assignments, students should learn to compose paragraphs that are unified, coherent, and fully developed. 4 credits

Pre-requisite: COM091. Co-requisite: REA100.

EGL101 **Freshman Composition (E)** introduces students to the principles necessary for writing effective expository and argumentative essays (narrative and descriptive essays may be included). Students have frequent opportunities to write in the essay form, including a brief analytical research paper. 3 credits

Pre-requisites: EGL100, REA100.

EGL102 **Composition and Literature (H)** introduces students to the genres of fiction, poetry, and drama in order to gain a fuller understanding and appreciation of these literary forms. Several brief compositions and an analytical research paper are assigned. 3 credits

Pre-requisite: EGL101.

EGL112 **Scriptwriting** introduces the concepts and practices used in writing fictional and commercial scripts for film and television. Topics studied include the use of literary sources (finding, adapting, and writing), storyboards, shot composition, editing, camera angles, lighting, and sound. Additional topics studied include framing the story and evaluating the methods and strategies of successful film directors. Procedures for developing the creative process are emphasized, including personal introspection, broad inquiry, group collaboration, and maximizing the impact of a film upon its audience. 3 credits

Pre-requisite: EGL101.

EGL203 **Survey of English Literature (H)** covers the development of English literature from the Anglo-Saxon period to the 19th century. Through readings, class discussions, and lectures, the student should develop a critical awareness of and an appreciation for English literature and will be given at least one opportunity to express that knowledge in a brief research paper. 3 credits

Pre-requisite: EGL102.

EGL204 **Survey of English Literature II (H) (19th Century to the Present)** covers the development of English literature from the 19th century to the present. Through readings, class discussions, and lectures, the student should develop a critical awareness of and an appreciation for English literature and will be given at least one opportunity to express that knowledge in a brief research paper. 3 credits

Pre-requisite: EGL102.

EGL205 **Survey of American Literature (H) (beginning to Civil War)** surveys American literature from its beginnings to the Civil War. Through readings, class discussions, and lectures, the students should discover the ways in which writers projected their sense of the meaning of the developing American experience. Social and intellectual background will receive special emphasis. 3 credits

Pre-requisite: EGL102.

EGL206 **Survey of American Literature II (H) (Civil War to Present)** covers the development of American literature from the Civil War through the present. Through readings, class discussions, and lectures, the student should discover the ways in which writers projected the meaning of the developing American experience. Social and intellectual background will receive special emphasis. 3 credits

Pre-requisite: EGL102.

EGL209 **Introduction to African American Literature** explores the writers and themes fundamental to the African American literary tradition from the 18th century to the present. The course introduces critical questions and paradigms that are central to the study of African American letters and to the nation's multicultural heritage. Students should gain a greater understanding of and appreciation for African American literature's contributions to the rich diversity that is American culture, history, and literature. The course materials include fiction, poetry, drama, literary theory, essay, autobiography, film, folktale, sermon, spirituals, blues, and contemporary music. 3 credits

Pre-requisite: EGL102.

EGL211 **Technical Writing** entails the study and practice of written communications in professional settings. In an ongoing workshop, students will be asked to think critically about rhetorical situations; analyze and address case studies; collaborate with team members; research, design, and write effective, ethical texts; develop multiple literacies for multiple audiences; respond constructively to peer writers; present texts through a variety of electronic media; and improve oral presentation and discussion skills. 3 credits

Pre-requisite: EGL101.

EGL212 **Scriptwriting II** continues the study of writing dramatic scripts for television and film. Emphasis is placed on defining and articulating effective narrative structure. Students study successful screenplays and build their own portfolios by writing several short scenes and longer scripts. Emphasis is placed on expanding scriptwriting skills by determining each character's dramatic need, using action and dialogue, isolating emotional and dramatic elements, moving the narrative forward, and solving scriptwriting problems. 3 credits

Pre-requisite: EGL112.

EGL213 **Introduction to Film (H)** introduces students to cinematic theory, practice, and criticism. Through readings, class discussions, and lectures, the student should discover the ways in which directors communicate through the art form of film. Special emphasis will be placed on developing "cineliteracy," the literacy of the cinema. 3 credits

Pre-requisite: EGL102.

EGL260 **Children's Literature (H)** provides the student opportunities to select, read, evaluate, and utilize a wide variety of children's literature from preschool through middle school. It is expected that students become familiar with various authors, poets, and illustrators of these books as well as explore the role of children's literature across the curriculum. Resources that support the use of children's literature will also be explored. 3 credits

Pre-requisite: EGL102.

Equine Studies

EQS140 **Equine Practicum** is designed to provide a basic foundation for understanding the equine industry. Using hands-on activities, the lessons teach elements of horse ownership, care, and stable management. Students gain a greater understanding of conformation and selection of the horse, costs of ownership, nutrition, grooming, anatomy and care of the hoof, health care, breeds, colors, tack, and design and management of a large stable offering a variety of equine services to the public. 3 credits

Experiential Learning

EXL291-299 **Experiential Learning Internship** provides the opportunity for a student to obtain work experience related to a potential academic major or career. 1–3 credits

French

FRN101 **Beginning French I (H)** is an introduction to the French language. It presents the fundamentals necessary for understanding, speaking, reading and writing basic French. Class contents include pronunciation and basic vocabulary, greetings and other social conventions, the concepts of gender and adjective agreement, and the present tense with regular and irregular verbs. Class procedures include extensive practice in conversation, drill in basic grammatical structures, reading of short passages in French, dictations and simple composition. Students receive a basic introduction to French history, culture and geography. 3 credits

FRN102 **Beginning French II (H)** is the second semester of introductory French. It continues the development of listening, speaking, reading and writing skills begun in FRN101. Past, future and conditional verb tenses, the use of object pronouns, making comparisons, and the increase of vocabulary and idiomatic expressions are covered through classroom presentations, drill conversations, dialogues, readings and compositions. The study of French history, culture and geography is continued, and the use of French in the classroom is encouraged as much as possible. 3 credits
Pre-requisite: FRN101.

Geographic Information Systems

GIS101 **Geographic Information Systems (I)** will provide an introduction to the principles and applications of Geographic Information Systems (GIS) technology. It examines the accuracy and applications of geographic information while emphasizing how it can be used to enhance the decision-making processes of many disciplines (i.e. transportation and logistics, business, biology, physics, and government and planning). There will be hands-on projects that will focus on real-world problems. 3 credits

GIS111 **Advanced Geographic Information Systems** is a continuation of GIS101. The course will utilize ArcGIS software's advanced capabilities in analyzing spatial relationships in GIS. The course also introduces students to ArcGIS's network analyst, spatial analyst and 3D analyst extensions which increase the functionality and analytical power of the software in producing a GIS. 3 credits
Pre-requisite: GIS101.

Geography

GEO101 **Physical Geography (SS)** is an introduction to geography as a discipline: its concepts, scope and tools as well as the physical elements such as climate, land forms, natural resources, processes and their relationships. Course offered during the spring semester. 3 credits
Pre-requisites: EGL100, REA100.

GEO102 **Cultural Geography (SS)** examines the distribution of humanity over the globe. Human settlement, culture and land use patterns as well as complex factors which interact to create cultural diversity, cultural conflicts and differences in levels of economic development are studied. Basic map reading and interpretation skills are included. 3 credits
Pre-requisites: EGL100, REA100.

Health

HEA130 **Healthful Living** investigates the concept of total wellness and the consequences of behavior. By defining wellness techniques and identifying risk factors, students will be able to utilize learning in their lives to attain their optimal level of health. The course will explore pertinent aspects of the composition of health, stress management, human sexuality, preventing disease, addictive substances, nutrition, weight control, contraception and the life cycle. 3 credits

HEA132 **Drugs Use and Abuse** is designed to explore the phenomenon of drug use and abuse in our society. This course does not satisfy the Physical Education activity requirement for any degree or certificate program. 3 credits

HEA136 **Stress Management** is designed to help students understand the definition of the term stress. Students will learn to assess their own stressors and establish corresponding behavioral engineering techniques. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

HEA140 **Alcoholism and Drug Addiction** focuses on the various ways addiction has been conceptualized, with particular focus on the disease concept. The student will be exposed to a wide range of topics associated with the addictive process, including diagnosis, progression, relapse, defenses, shame, guilt and intervention. In addition, various population groups of the chemically dependent (women, adolescents, family members, etc.) will be examined. This course is designed for students in the chemical dependency counseling curriculum, and should provide a theoretical foundation for the various skills needed to treat a chemically dependent population. 3 credits

History

HST101 **Western Civilization I (H) (to 1715)** is an overview of western Civilization from prehistory to the early 18th century. Topics include Ancient Near East, Minoan Civilization, Greek Civilization, Rome, the Middle Ages, the Renaissance, the Reformation, and the Scientific Revolution. Course offered during the fall semester. 3 credits
Co-requisite: EGL101.

HST102 **Western Civilization II (H)** covers the development of Western Civilization from the early 18th century to the present. Topics include: the Old Regime, the Enlightenment, the French Revolution, Socialism, Imperialism, Nationalism, World War I, Totalitarianism, World War II, and the Post-War Era. Course offered during the spring semester. 3 credits
Co-requisite: EGL101.

HST103 **History of Criminal Justice on Delmarva** examines the evolution of crime, punishment, and police work on the Delmarva Peninsula from the colonial era to the present. It examines old county jails, headline-grabbing criminal escapades of long ago, methods of discontinued punishment, and unheralded peace officers. Topics include the whipping post, hangings, and lynchings on the Peninsula. The goal of the course is to look at how crime has changed and how law enforcement and policing methods have evolved in this unique region. 3 credits
Co-requisites: EGL100, REA100.

HST110 **World History I (H)** considers the evolution and interaction of world-class civilizations across the Eurasian land mass with consideration also given to Africa and the Western Hemisphere. The variety and common denominators of the human experience are emphasized. Course offered during the fall semester. 3 credits
Co-requisite: EGL101.

HST111 **World History II (H)** begins with the Age of Discovery and addresses the unfolding of the Modern Era and the evolution of the global village. The impact of such forces as the Scientific Revolution, democratic revolutions, Industrial Revolution, nationalism, Marxism, colonial independence, the world wars, and technology are explored in a world context. Course offered during the spring semester. 3 credits
Co-requisite: EGL101.

HST201 **History of the U.S. (H) (to Reconstruction)** addresses the history of the United States from the Age of Discovery through the Civil War era. Topics include Old World Background, Colonial America, and the War for Independence, the Early Nation, Jeffersonian Democracy, the Jacksonian Age, Ante Bellum South, Manifest Destiny, and the Civil War. Course offered during the fall semester. 3 credits
Co-requisite: EGL101.

HST202 **History of U.S. (H) (reconstruction to the present)** follows the internal development of the United States and the nation's rise as a world power from the post Civil War period to the present. Topics include: Western Movement, Immigration, Urbanization, Industrialization, Populism, Progressivism, Imperialism, World War I, the Great Depression, World War II, and Post War America. Course offered during the spring semester. 3 credits
Co-requisite: EGL101.

HST203 **History of Maryland** is concerned with the political, economic, social, and cultural history of Maryland from initial settlement to the present. Topics include: 17th Century Maryland, 18th Century Maryland, Maryland before the Revolution, Maryland and Revolution, Maryland in the New Nation, Jacksonian Maryland, the Civil War, Maryland and Reform, Prosperity and Depression, the New Deal in Maryland, World War II and beyond. 3 credits

HST213 **Topics in Cecil County History** introduces the study of local history with three hundred years of Cecil County history as the focal point. Specific topics will vary, but in general, attention will be given to aspects of the economic, social, cultural, and political development of the county from initial settlement to the automotive age. 3 credits

HST251 **Introduction to African American Studies** is designed to expose students of all races to the rich heritage of the African American. This course is one that will incorporate oral as well as written projects. It will be a survey course that will cover almost four hundred years of African-American involvement in the making of America. 3 credits
Co-requisite: EGL101.

HST252 **American Diversity Through Film** examines the topic of diversity through an interdisciplinary approach that combines historical and cinematic perspectives. The American experience as seen from the viewpoints of different groups, including African Americans, Hispanic Americans, Asian Americans, Native Americans, and European immigrants, will be explored through the screening of films that focus on each of these groups, and through discussion of the underlying historical, social, and intellectual background against which the films are set. 3 credits

Co-requisite: EGL101.

Industrial Safety

IND150 **Industrial Safety and First Aid** is a study in identifying and practicing safety requirements and first aid in industry as they relate to state and federal laws, particularly the Occupational Safety and Health Act (OSHA). 3 credits

Journalism

JOU101 **Journalism I** introduces students to the basics of newspaper reporting and news writing. Students will learn about research, reporting, and conducting interviews, and use those skills to write articles. Also, students will learn the history of news coverage, news judgment, the importance of the First Amendment, and basic libel law. Above all, Journalism I will emphasize the reporting and writing skills necessary for newspaper work. 3 credits

Pre-requisite: EGL101.

Law Enforcement

LAE101 **Introduction to Law Enforcement** is a survey of law enforcement with emphasis on social and historical backgrounds of police work and correctional agencies. Federal, state, and local administrative and technical problems are reviewed. Topics include criminal justice, methods of police control, opportunities in law enforcement work, and career orientation. 3 credits

LAE103 **Police Administration I** is an introduction to the principles of organization, administration, and service in police administration. Topics include personnel recruiting, training and promotion, grievances and complaints, planning and research, inspection and control, discipline and welfare, and public relations. 3 credits

LAE104 **Police Administration II** is a study of the principles of administration as applied to field operation. Discussions include fundamentals of patrol, design of territorial units, community problems associated with enforcement, vice, traffic and other duties, detectives, duties of supervisory officers, records and communications, housing and transportation, laboratory, detention facilities, supply, maintenance, and property. 3 credits

LAE201 **Criminal Investigation** is a study of the principles of investigation. The theory of investigation, search of the crime scene, questioning of witnesses and suspects, collection and preservation of evidence, sources of information, interviews and interrogations, techniques in surveillance, stakeouts and raids are studied for their implication in proper criminal investigative reports. 3 credits

LAE202 **Criminal Law Procedures—Maryland** is a procedural study of the history, organizational content and interpretation of various sections of the Annotated Code of Maryland which are applicable to crime and punishment. 3 credits

LAE203 **Principles of Criminal Law** is a study of general criminal procedures from arrest through trial and appeal in federal and Maryland court systems. Various concepts of constitutional law and applicable U.S. Supreme Court and Maryland cases are examined as they relate to arrest, search and seizure. 3 credits

LAE204 **Maryland Traffic Code** is a study of the Maryland motor vehicle code. Also included are methods of traffic law enforcement in Maryland and nearby areas; elements of offenses, citation, and arrest rights, duties and procedures, techniques of accident investigation and principles of safety are stressed. 3 credits

LAE221 **Criminology** is a survey of theories of criminology. Topics include crime in relation to physical and psychological factors; relationship of crime to cultural areas and to the family, and other social institutions; and professional and white collar crime. 3 credits

LAE230 **Forensic Science** is designed to familiarize the student with the function of physical evidence in establishing criminal guilt and innocence. Scientific principles of biology, chemistry, and physics will be integrated with this physical evidence study. The laboratory exercises will serve to reinforce these basic goals by acquainting students with biological, chemical, and physical examination techniques. 3 credits

Mathematics

MAT091 **Basic Mathematics** prepares students with essential arithmetic skills in whole numbers, fractions, decimals, ratio, and proportion, percentages and measurement. This course is taught in an individualized guided instructional self-paced format as well as a computerized instruction integrated in a formal classroom setting and a Web-based format. 4 credits

MAT092 **Introductory Algebra** introduces the fundamental study of signed numbers, exponents, radicals, polynomials, rational expressions, first and second-degree equations, simultaneous equations, and graphing of linear equations. Students may take this course in a lecture format or individualized, guided instructional format. 4 credits

Pre-requisite: MAT091.

MAT093 **Intermediate Algebra** is designed to provide the higher-level, prerequisite knowledge that is needed in a college level mathematics course. Additional work on simplifying rational expressions, scientific notation, and order of operations is provided early in the course. Graphical and analytical methods are used to solve linear, quadratic, radical, rational, exponential, logarithmic, and other higher order equations. This course includes the study of and the determination of essential characteristics of a function such as increasing and decreasing intervals, approximating graphically local maximum and minimum points, horizontal and vertical asymptotes for rational functions, and x- and y-intercepts. The solving of inequalities and both linear and nonlinear systems of equations is taught. 3 credits

Pre-requisite: MAT092.

MAT121 **Precalculus (M)** prepares the student for the study of calculus, discrete mathematics, and other mathematics-intensive disciplines through the study of algebraic, exponential, logarithmic, and trigonometric functions. Topics include rational functions, laws of logarithms, trigonometric and inverse trigonometric functions, trigonometric identities, solutions of trigonometric equations, the Laws of Sines and Cosines, and polar coordinates. A problem solving approach utilizes applications and the graphics calculator throughout the course. 4 credits

Pre-requisite: MAT093.

MAT123 **Finite Math (M)** uses problem solving to develop critical thinking skills and illustrate mathematics in daily life. Each student will be exposed to a variety of problem solving methods including but not limited to the following: systems of linear equations, matrices, the Gauss-Jordan method, inequalities and linear programming, sets and counting techniques, probability, difference equations, Markov processes and game theory (other topics including statistics, logic and geometry may be covered if time permits). 3 credits

Pre-requisite: MAT093.

MAT127 **Introduction to Statistics (M)** introduces students to the study of measures of central tendency, measures of variation, graphical representation of data, simple linear regression, correlation, probability, probability distributions, parameter estimation and hypothesis testing. The use of a statistical software package is integrated throughout the course. Additional topics in analysis of variance, linear regression and nonparametric statistics may also be introduced. 4 credits

Pre-requisite: MAT093.

MAT133 **Mathematical Concepts and Structure I** is a required course for all elementary education majors; it provides a deeper understanding of previously learned topics and integrates new topics. Study in the following will occur: solving word problems, operations on sets and their properties, functions and their notation, logic, development of numeration systems through rational numbers, arithmetic operations and algorithms, the real numbers using exponents and decimals, and algebraic thinking and notation. The use of physical materials and appropriate technology will be required throughout the course. Activities related to various teaching strategies will be illustrated and a statistical analysis will be performed on collected data. Course offered during the fall semester. 4 credits

Pre-requisite: MAT093.

MAT134 **Mathematical Concepts and Structure II** is a required course for all elementary education majors; it provides a deeper understanding of previously learned topics and integrates many new topics. Study in the following will occur: applications of ratios and proportions, work with percents, simulations in probability, counting theory, graph theory, statistical concepts and their applications, basic notation in geometry, polygonal curves, linear measures, basic shapes and relationships in two- and three- dimensions, geometric networks, congruence and similarity, geometric constructions, areas and volumes of geometric shapes, and the Cartesian coordinate system with reflections and translations. The use of physical materials and appropriate technology will be required throughout the course. Activities related to various teaching strategies will be illustrated and a statistical analysis will be performed on collected data. Course offered during the spring semester. 4 credits

Pre-requisite: MAT093.

MAT201 **Calculus I with Analytic Geometry (M)** introduces students to the study of functions and graphs, limits including L'Hospital's Rule, differentiation and integration of algebraic, trigonometric, inverse trigonometric, logarithmic, exponential, hyperbolic, and inverse hyperbolic functions, and applications of differentiation and the definite integral. 4 credits

Pre-requisite: MAT121.

MAT202 **Calculus II with Analytic Geometry (M)** extends students' knowledge of applications of the definite integral (volume, surface area, length of a curve, and work), introduces integration techniques, improper integrals, sequences, infinite series, conic sections and polar coordinates. Maple, a computer algebra system is introduced. (Other computer algebra systems are available for students whose transfer institution requires a program other than Maple.) MAT202 is a continuation of MAT201. 4 credits

Pre-requisite: MAT201.

MAT203 **Multivariable Calculus (M)** is designed to provide the student with a study of vectors in a plane, three-dimensional space, introduction to hyperspace, partial differentiation, multiple integration, and topics in vector calculus to include Green's Theorem, Stoke's Theorem, and the divergence theorem. Knowledge of a computer algebra system, Maple, is expanded. Course offered during the spring semester. 4 credits

Pre-requisite: MAT202.

MAT240 **Introduction to Linear Algebra** introduces the basic concepts of linear algebra: vector spaces, applications to line and plane geometry, linear equations and matrices, linear transformations, eigenvalues, determinants and quadratic forms. Course offered during the spring semester. 4 credits

Pre-requisite: MAT202.

MAT246 **Introduction to Differential Equations** introduces the basic techniques for solving and/or analyzing first and second order differential equations, both linear and nonlinear, and systems of differential equations. The use of a mathematical software system is an integral part of the course. Course offered during the spring semester. 3 credits

Pre-requisite: MAT202.

Music

MUC102 **Piano Class I** is the study of music skills as they apply hands-on to piano. Music theory, sound production, pedaling techniques, posture, hand position, and knowledge of beginner/early intermediate solo and ensemble piano repertoire are developed through weekly reinforcement. Students meet once a week in a group class and participate in additional piano laboratory time. 1 credit

MUC104 **Guitar Fundamentals** is the study of fundamental music skills as they apply hands-on to guitar. Left and right hand techniques, rhythm skills, and sight reading are developed by weekly reinforcement. Musical expression, phrasing and the use of dynamics are addressed in this course. Students meet once a week in a group class. Students are expected to practice outside of class and come prepared each week with their material. 3 credits

MUC110 **Music Theory and Musicianship I** is an in-depth study of the fundamental rudiments of music that are essential for all musicians. Concepts and elements of musical design and theory, including a study of timbre, rhythm, pitch, texture, and principles of form are studied concurrently with musicianship elements, including mastery of pitch and rhythm and the development of aural skills through sight singing, dictation, improvisation, and keyboarding applications. 4 credits

Co-requisites: MUC120, MUC190 or MUC140 or permission of instructor.

MUC111 **Music Theory and Musicianship II** will focus on further skill mastery of the fundamental rudiments of music that are essential for all musicians. Concepts and elements of musical design and theory, including a study of triads, cadences, dominants, and suspensions are studied concurrently with musicianship elements, including mastery of pitch and rhythm and the development of aural skills through sight singing, dictation, improvisation, and keyboarding applications. 4 credits

Pre-requisite: MUC110 or permission of instructor. Co-requisites: MUC121, MUC191 or MUC141 or permission of instructor.

MUC120 **Music Ensemble I** will focus on preparation for and performance of a range of musical styles. Students will learn repertory and participate in rehearsals culminating in a public performance. All basic theatrical elements will be incorporated, including lights, sound, costumes, makeup, theatre etiquette, and ensemble cooperation. Theatre and technical vocabulary will be incorporated throughout the class. 2 credits

Co-requisites: MUC110, MUC190 or MUC140 or permission of instructor.

MUC121 **Music Ensemble II** will focus on further mastery of preparatory skills and performance of music repertoire. Students will participate in rehearsals culminating in a public performance. All basic theatrical elements will be incorporated, including lights, sound, costumes, makeup, theatre etiquette, and ensemble cooperation. Theatre and technical vocabulary will be incorporated throughout the class. 2 credits

Pre-requisite: MUC120 or permission of instructor. Co-requisites: MUC111, MUC191 or MUC141 or permission of instructor.

MUC133 **Music Literature and Appreciation I (H)** is a survey of the development of music from ancient civilizations up to the modern era of the Renaissance to the 1900s. Emphasis is placed on major composers and forms from the Baroque through the Romantic style periods. Selected representative pieces will be absorbed through directed listening. Topical research papers are required. 3 credits

Pre-requisites: REA100, EGL100.

MUC134 **Music Literature and Appreciation II (H)** is a survey of the development of music in America, as influenced by European music in the early colonies, through contemporary sound. Emphasis is on American music after 1900 through directed listening and short research topics. Units of development include jazz, theatre, country and rock. 3 credits

Pre-requisites: REA100, EGL100.

MUC140 **Jazz Guitar I** is the study of fundamental jazz music skills as they apply hands-on to guitar. Major and natural minor scales, major and minor triads and arpeggios, rhythm skills, and blues progressions in minor are developed by weekly reinforcement. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Co-requisites: MUC110, MUC120 or permission of instructor.

MUC141 **Jazz Guitar II** will focus on further mastery of fundamental jazz music skills as they apply hands-on to guitar. Dorian and mixolydian scales, augmented and diminished triads and arpeggios, seventh chords, rhythm skills, reading studies and blues progressions in F will be covered. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Pre-requisite: MUC140 or permission of instructor. Co-requisites: MUC111, MUC121 or permission of instructor.

MUC143 **Music Fundamentals (H)** introduces students to all aspects of music theory fundamentals, including sight reading, harmonization, performing techniques and basic music fundamentals. Required of elementary education majors and recommended for all applied students. 3 credits

Pre-requisite: REA100, EGL100.

MUC151 **Score! Music in the Movies** will discuss the vital role of music in cinema. By viewing a series of selected films, students will learn a new way to see-and-hear-movies and discover how the music affects an audience's viewing pleasure. The class will cover a wide range of topics that include comedies, romances and musicals, as well as techniques used in writing film scores. 3 credits

MUC179 **Guitar Skills I** is the study of technical mastery of the guitar; fret board, knowledge, scale forms, comprehensive scales, visualization, arpeggios, sequential planting, and finger independence. Required of all guitar majors and recommended for all guitar students. Additional studio time is required to meet course requirements. 1 credit

MUC180 **Guitar Skills II** is the study of technical mastery on the guitar: slurs, ornamentation, upper-position scales, advanced sight-reading, music theory, and harmony as applied to guitar. The instructor will contact all registered students to arrange private instruction sessions. Additional studio time is required to meet course requirements. 1 credit

Pre-requisite: MUC179 or permission of instructor.

MUC190 **Classical Guitar I** is the study of guitar technique in preparation for the guitar masterworks. Course work includes left and right hand use, principles of efficient muscle function, tone development, and musical expression. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Co-requisite: MUC110, MUC120 or permission of instructor.

MUC191 **Classical Guitar II** will focus on further mastery of fundamental classical music skills as they apply hands-on to guitar. Repertoire to include beginning level works by master composers. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Pre-requisite: MUC190 or permission of instructor. Co-requisites: MUC111, MUC121 or permission of instructor.

MUC210 **Music Theory and Musicianship III** is an in-depth study of analysis of form and chromatic harmony. Tonicization, modulation, and Neapolitan chords are studied concurrently with musicianship elements, including mastery of pitch and rhythm, and the development of aural skills through sight singing, dictation, improvisation, and keyboarding applications.

Pre-requisites: MUC121, MUC191 or MUC141 or permission of instructor. Co-requisites: MUC220, MUC292 or MUC240 or permission of instructor.

MUC211 **Music Theory and Musicianship IV** completes the music major's study of chromatic harmony and large-scale traditional forms, which are studied concurrently with musicianship elements such as mastery of pitch and rhythm and the development of aural skills through sight singing, dictation, improvisation, and keyboarding skills. 4 credits

Co-requisites: MUC221, MUC293 or MUC241 or permission of instructor.

MUC220 **Music Ensemble III** will focus on rehearsal and public performance of small musical groups. Students will learn to coordinate and execute all elements of the music ensemble performance including planning and scheduling, design, promotion, and theatrical production. 2 credits

Pre-requisites: MUC121 or permission of instructor. Co-requisites: MUC210, MUC292 or MUC240 or permission of instructor.

MUC221 **Music Ensemble IV** will focus on preparation and performance of a capstone experience in the form of a musical solo. Working under the guidance of a chosen faculty mentor, students may learn a repertory work, compose a piece, or collaborate on an interdisciplinary work. Students will produce all aspects of their project, working with appropriate staff and faculty regarding production, design, and theatrical elements. 2 credits

Co-requisites: MUC211, MUC293 or MUC241 or permission of instructor.

MUC240 **Jazz Guitar III** is the study of intermediate level jazz music skills as they apply hands-on to guitar in the areas of harmonic minor scales, two-octave seventh chord arpeggios, rhythm skills, reading studies, and blues progressions in twelve keys. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Pre-requisite: MUC141 or permission of instructor. Co-requisites: MUC210, MUC220 or permission of instructor.

MUC241 **Jazz Guitar IV** will focus on further mastery of intermediate level jazz music skills as they apply hands-on to guitar in the areas of real melodic minor (jazz minor) scales, three-octave triad and seventh chord arpeggios, rhythm skills, reading studies and single note. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Pre-requisite: MUC240 or permission of instructor. Co-requisites: MUC211, MUC221 or permission of instructor.

MUC292 **Classical Guitar III** is the study of intermediate level music skills as they apply hands-on to guitar. Repertoire to include intermediate level works by master composers. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Pre-requisite: MUC191 or permission of instructor. Co-requisites: MUC210, MUC220 or permission of instructor.

MUC293 **Classical Guitar IV** will focus on further mastery of intermediate level music skills as they apply hands-on to guitar. Repertoire to include advanced level works by master composers. Students meet once a week for a private lesson with additional laboratory time required. 1 credit

Pre-requisite: MUC292 or permission of instructor. Co-requisite: MUC211, MUC221 or permission of instructor.

Nursing

LPN201 **Care of Childbearing/Childrearing Families** introduces family systems theory in the study of childbearing/childrearing families. Study will include growth and development, normal pediatric and obstetric concepts, and stressors affecting individuals and family systems. Course offered during summer session. 2 credits

Pre-requisite: NUR105, BIO209. Co-requisite: LPN211.

LPN205 **Advanced Medical/Surgical Theory** emphasizes the care of adults and aged clients in various health care settings. It includes the study of clients with complex diseases due to pathophysiological and psychological stressors. 2 credits

Pre-requisite: LPN201. Co-requisite: LPN215.

LPN206 **Professional Legal Ethical Issues** stresses professional, legal and ethical issues that influence the LPN's role and responsibilities in today's health care settings. 1 credit

Pre-requisite: LPN201. Co-requisite: LPN205.

LPN211 **Clinical Lab III: Childbearing/Childrearing Families** is the clinical companion to LPN 201. Clinical experiences are conducted in inpatient and outpatient settings with observational experiences of maternal, newborn and pediatric clients. This course includes the application of nursing process to clients and families with a focus on assessment and planning of nursing care. 1 credit

Co-requisite: LPN201.

LPN215 **Clinical Lab IV: Medical/Surgical/Psychiatric** is the clinical companion to LPN 205. Clinical experience is in an inpatient medical/surgical setting with exposure to clients and families experiencing complex stressors. 1 credit

Co-requisite: LPN206.

NUR101 **Concepts and Processes in Nursing** introduces the program of nursing, the Betty Neuman Systems Model, the role of the nurse, and the nursing process. Content includes definition of nursing, nursing competencies, the conceptual model of this program and its application to client care, and the nursing process as the basis for planning client care. Special emphasis is on utilizing the Neuman Systems Model and the nursing process in planning nursing care of elderly clients. 2 credits

Pre-requisite: BIO208. Co-requisite: NUR104.

NUR104 **Nursing Fundamentals Theory** will introduce basic nursing concepts and processes with emphasis on the nursing process, communication skills, and the role of the nurse in assisting man to adapt in illness to achieve an optimum level of wellness. 5 credits
Co-requisite: NUR101, NUR114.

NUR105 **Care of Adult and Aging Clients** emphasizes the care of the adult and aging client in medical/surgical settings. Course work includes the study of clients experiencing moderate alterations in level of wellness due to pathophysiological and psychological stressors. The nursing process and the Neuman Systems Model are utilized in a one-to-one relationship with clients for the purpose of meeting client needs to attain/maintain optimal levels of wellness. 4 credits
Pre-requisite: NUR104. Co-requisite: NUR115.

NUR114 **Clinical Lab I Nursing Fundamentals** is the college/clinical laboratory where students demonstrate safe and competent psychomotor and communication skills necessary for client care. Beginning skill in the use of the nursing process will also be demonstrated. The demonstration of client care is based upon theoretical knowledge acquired from the co-requisite courses. 2 credits
Co-requisite: NUR104.

NUR115 **Clinical Lab II: Medical/Surgical Settings** laboratory experiences will be achieved in two medical/surgical settings. The student will utilize the nursing process and the Neuman Systems Model in the care of adult and aging client, including an introduction to teaching skills. 4 credits
Co-requisite: NUR105.

NUR201 **Care of Childbearing/Childrearing Families** includes the introduction and use of family systems theory in addition to the nursing process and the Neuman Systems Model in the study of childbearing/childrearing families. Study will include developmental, normal and complex stressors affecting individual, family systems, coupled with the nursing implications for assisting those clients to attain, maintain, or regain optimal levels of wellness. 4 credits
Pre-requisite: BIO200, BIO 209, NUR105. Co-requisite: NUR211, PSY201.

NUR204 **Care of Clients with Complex Stressors** emphasizes care of adult and aged clients in various health-care settings and includes the study of clients experiencing complex alterations in level of wellness due to pathophysiological and psychological stressors. The concepts of synthesis and integration of nursing knowledge in the care of multiple clients are introduced. 4 credits
Pre-requisite: NUR201. Co-requisite: NUR206, NUR214.

NUR206 **Professional, Legal and Ethical Issues** stresses professional, legal, and ethical issues which influence the nurse's role and responsibilities in today's health care systems. Concerns and issues which confront graduates are discussed and problem solving techniques are utilized to determine solutions. Involvement in community health services and professional activities are emphasized. 2 credits
Co-requisite: NUR204.

NUR211 **Clinical Lab III** is the clinical component of NUR 201. Clinical experiences involve application of the nursing process and the Neuman Systems Model in the care of reproductive health clients and childbearing/childrearing families and their members in a variety of inpatient, outpatient, and other settings. 4 credits
Co-requisite: NUR201.

NUR214 **Clinical Lab IV: Medical/Surgical/Psychiatric** stresses the assessment, planning, implementation and evaluation of clients in the medical/surgical and psychiatric setting and includes primary, secondary, and tertiary care. In medical/surgical settings, leadership and organizational skills are developed through supervision of peers and other nursing personnel and multiple patient assignments. In the psychiatric setting, therapeutic skills necessary for caring for psychiatrically hospitalized clients are developed. Relevant observations and/or participant observations are provided in selected institutional agencies or settings. 4 credits
Co-requisite: NUR204.

Philosophy

PHI101 **Introduction To Philosophy (H)** introduces students to traditional philosophical problems. The course objectives are to learn to think critically about philosophical topics and to apply basic philosophical concepts to everyday life. 3 credits
Pre-requisite: REA100, EGL100.

PHI201 **Ethics Contemporary Moral Problems (H)** introduces students to philosophical thinking about morality, moral problems, and moral judgments. Emphasis is placed on the meaning of ethical questions and how ethical judgments and decisions are justified. 3 credits
Pre-requisites: REA100, EGL100.

PHI202 **Clear Thinking: An Introduction to Inductive Logic (H)** introduces students to the techniques and methods of critical thinking. Among the topics included are analysis and systematization of ideas, inductive fallacies, statistical samples, and strategies for presenting arguments. 3 credits
Pre-requisites: EGL100, REA100.

PHI203 **History of Ideas I (H)** is an examination of the major intellectual ideas which have shaped Western Civilization since the ancient Greek philosophers to Descartes. 3 credits

Pre-requisites: REA100, EGL100.

PHI204 **History of Ideas: Modern (H)** introduces students to the major intellectual ideas which have shaped Western Civilization in the last three hundred years. The course emphasizes the ideas which are the core of our cultural heritage and are the foundation of our thinking in the 20th century. 3 credits

Pre-requisites: EGL100, REA100.

PHI205 **Philosophy of Religion (H)** introduces students to the vast array of religious beliefs and possible explanations for them; the arguments for God's existence and criticisms of those arguments; and the philosophical/psychological foundations of faith. Emphasis is placed on what people believe. 3 credits

Pre-requisites: EGL100, REA100.

PHI206 **Current Philosophical Issues in America** investigates the development of religious movements in the American culture. Emphasis is placed on depicting the religious life of the American people as a function of the dominant motifs of the American experience. 3 credits

Pre-requisites: EGL100, REA100.

PHI207 **World Religion (H)** studies the historical and theological development of the major religions with an emphasis on religion as a function of human behavior. 3 credits

Pre-requisites: EGL100, REA100.

Physical Education

PED104 **Walking for Fun and Fitness I (ACT)** is designed to teach the components and benefits of a good walking program in terms of equipment, techniques of walking, pace, prevention and care of injuries and resource material. At the end of the course, each participant will complete a fitness program modified to meet his or her individual needs. 1 credit

PED135 **First Aid and CPR** covers various injury and emergency situations including American Red Cross, Community First Aid and Safety Certification. The course teaches students the skills needed to act quickly and effectively in the case of an accident or emergency situation. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

PED138 **On the Ball Training (ACT)** is an activity-based class that will include the use of stability and medicine ball activities to create greater core strength along with developing dynamic balance and coordination. The variation of exercises is only limited by creativity and safety. 1 credit

PED139 **On the Ball Training II (ACT)** is an activity-based class that will include the use of stability and medicine ball activities to create greater core strength along with developing dynamic balance and coordination. Students will continue to progress in coordination, balance and greater functional strength mainly through the use of external resistance (dumbbells and elastic bands). Students will have greater flexibility in choosing exercises to perform during class. The variation of exercises is limited only by creativity and safety. 1 credit

Pre-requisite: PED138.

PED142 **Bowling I (ACT)** develops basic skills and knowledge of bowling. Emphasis is placed on techniques, rules, scoring, strategies, and language of the game. Assignments include researching and demonstrating proper deliveries for striking and picking up spares. 1 credit

PED146 **Golf I (ACT)** is an introduction to the sport of golf. Instruction will include golf history, selection of equipment and fundamentals of the full golf swing. Etiquette and rules will be covered along with all aspects of the short game: chipping, pitching and putting. 1 credit

PED162 **Karate I (ACT)** introduces the Isshinryu form of karate. Through systematic training, a student will learn when and how to defend himself, build character and form attitudes. Students will also learn basic stances, blocks, strikes, and quick escapes. 2 credits

PED166 **Co-Ed Self Defense (ACT)** instructs the beginner in maneuvers of self-defense. Students will learn the vital areas of the body which could be used as a target in the event of an attack, how to use one's own body as a weapon, how to use ordinary objects as a weapon, and how to subdue an attacker. 1 credit

PED169 **Tai Chi Chuan (ACT)** introduces the student to the Chinese art of T'ai Chi Ch'uan. The student of T'ai Chi Ch'uan promotes a highly sophisticated mode of body coordination and makes the mental processes more acute. This form has been used for centuries as both a method of relaxation and fitness. The student will learn a series of moves which comprise the Yang style of T'ai Chi Ch'uan form. 1 credit

PED173 **Step Aerobics I (ACT)** is designed to incorporate exercise and fundamentals of fitness into a personalized program for each student. 1 credit

PED174 **Weight Training I (ACT)** is an activity-based class on the fundamentals of weight training. Each student is given guidelines for a workout routine to follow throughout the semester. At the conclusion of the course, students will design their own weight training program. Students will set goals and work to successfully achieve them. 2 credits

PED175 **Physical Exercise-Hatha Yoga I (ACT)** introduces the students to the principles of postural alignment, breathing techniques for increased energy, and relaxation techniques for stress reduction involving the psychological and physiological processes. It is an activity-based class that allows the students to enhance their health and skill-related fitness. At the conclusion of the course, the students will be able to demonstrate the yoga poses with acquired flexibility and strength, breath awareness, and balance. Assignments include a daily journal on their progress, reviews on yoga-related articles, and discussions on diet and nutrition. 2 credits

PED177 **Physical Conditioning (ACT)** is an activity-based class that will allow students the opportunity to enhance their health and skill related physical fitness. All students will participate in a variety of activities to improve every aspect of their fitness level. At the conclusion of the course, students will design their own fitness program. Each student is given an individual workout routine to follow throughout the semester. Students will be responsible for classroom material with paper and pencil assessments. 2 credits

PED180 **Introduction to Physical Education** introduces students to career opportunities in the physical education area. Emphasis is placed on the physiological, socio-cultural and psychological foundations of the profession. Assignments include researching, writing, and presenting information on the diverse topics included in this subject area. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

PED181 **Theory of Coaching Sport** introduces the principles and practices of coaching. Emphasis is on education and motivational variables present in the medium of athletics. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

PED183 **Basketball Theory and Officiating** demonstrates to the students coaching techniques, officiating knowledge and mechanics. Emphasis is placed on developing a sound philosophy, organizing an effective program, implementing coaching strategies and officiating skills. Assignments include researching, writing, demonstrating fundamental skills and officiating mechanics and positioning. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

Pre-requisites: REA100, COM091.

PED184 **Baseball/Softball/Theory/Officiating** introduces the student to specific areas related to baseball and softball (theory and officiating). The theory section presents basic philosophies and offensive and defensive tactics of baseball and softball. The officiating segment studies the definitions, rules, and mechanics used by officials, aiding the student in passing the certification exams to officiate baseball and softball. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

PED196 **Tennis I (ACT)** is an introduction to the sport of tennis. Instruction will include the fundamentals of the basic strokes and strategies in singles and doubles play. Upon completion of the course the student will be familiar with selection of equipment, keeping score and etiquette. 1 credit

PED204 **Walking for Fun and Fitness II (ACT)** is a continuation of PED104 and provides the student with advanced techniques for the serious walker. Emphasis is placed on improving distance and time, race walking, and prevention of injuries and motivation techniques. 1 credit

Pre-requisite: PED104.

PED205 **Philosophy of Sport** examines current philosophical issues in sports. Among other topics covered are sportsmanship, women in sports, and aesthetics. Emphasis is placed on viewing sports as a physical extension of philosophical issues. Assignments include reading and class discussion. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

PED242 **Bowling II (ACT)** demonstrates advanced bowling deliveries, strategies, and practice routines. Emphasis is placed on changing grips and steps. Assignments include researching and demonstrating techniques. 1 credit

Pre-requisite: PED142.

PED246 **Golf II (ACT)** demonstrates advanced golf swing techniques. Emphasis is placed on slicing and hooking, fading and drawing the ball, golf course strategy and practice routines. Assignments include researching and demonstrating techniques. 1 credit

Pre-requisite: PED146.

PED263 **Karate II (ACT)** is a continuation of advanced phases of karate. It further develops the form of self-defense. 2 credits

Pre-requisite: PED162.

PED264 **Karate III (ACT)** is a continuation of advanced phases of karate. It will incorporate the previously presented forms to allow for advancement in rank. 2 credits

Pre-requisite: PED263.

PED265 **Karate IV (ACT)** is a continuation of the advanced phases of karate. It will allow the students to learn the techniques of sparring. 2 credits

Pre-requisite: PED264.

PED273 **Step Aerobics II (ACT)** will continue the personal commitment to fitness established in PED173. Advanced techniques of weight training and cardiovascular fitness will be introduced. 1 credit

Pre-requisite: PED173.

PED274 **Weight Training II (ACT)** is an activity-based class on utilizing the fundamentals of weight training. Students will use their own workout routine to follow throughout the semester. Instructor consultation will be used to optimize their program. At the conclusion of the course, students will design their own weight training program. 2 credits

Pre-requisite: PED174.

PED275 **Weight Training III (ACT)** presents an opportunity to develop competition-level skills in bodybuilding or power lifting. Individual training problems will be addressed through direct personalized assistance, reference to readings, and the use of professional consultants. Students who successfully complete this course should be prepared to enter a bodybuilding contest or power lifting meet as a novice. 2 credits

Pre-requisite: PED274.

PED277 **Physical Exercise Hatha Yoga II (ACT)** includes instruction in advanced physical exercise as it involves both psychological and physiological processes, and the principles of relaxation. Each student is given an individual routine to follow throughout the semester. 2 credits

Pre-requisite: PED175.

PED280 **Weight Training IV (ACT)** presents an opportunity for competitive lifters to continue to improve their bodybuilding or power lifting. Students enrolled in this course must be actively competing in bodybuilding or power lifting. At the end of this course, the student should demonstrate significant improvement as a competitive bodybuilder or power lifter. 2 credits

Pre-requisite: PED275.

PED281 **Psychology of Sport** explores the personality factors, including, but not limited to, motivation, aggression and emotion, as they affect sports participation and motor skill performance. Special emphasis is placed on psychologically based guidelines which should prove useful in assisting coaches to perform more proficiently. The course is also concerned with the total well-being and personal adjustment of those involved in sports. This course does not satisfy the Physical Education activity requirements for any degree or certificate program. 3 credits

PED282 **Fundamentals of Sports Medicine** will serve as an introduction and hands-on practice to sports medicine. Topics covered will include common athletic injuries, evaluations of major joints (ankle, knee, shoulder) prevention techniques, rehabilitation, taping, and other related injuries (heat/cold, illness, concussions, etc.). This course will benefit all individuals who plan to continue their studies in a sports medicine field; athletic training and physical therapy. This course does not satisfy the Physical Education activity requirements in any degree or certificate program. 3 credits

Pre-requisites: BIO208.

PED296 **Tennis II (ACT)** demonstrates advanced stroking techniques, strategies and practice routines. Assignments include researching and demonstrating techniques. 1 credit

Pre-requisite: PED196.

Physical Science

PSC105 **General Physical Science with Lab (SL)** is a survey of systems of measurement, heat, light, sound, the physical states of matter, mechanics, electricity, magnetism, simple chemistry, geology, climate, meteorology, and astronomy. The labs reinforce the principles introduced in lecture and provide an opportunity for personal study of physical phenomena. 4 credits

Pre-requisites: MAT092, REA100.

PSC120 **Physical Geology (SL)** provides an introduction to physical geology, the study of the structure, composition, and surface of the Earth. The geologic history of the Earth's evolution is also covered. Topics include earthquakes, volcanoes, mountain building, the major types of rocks and minerals, rock strata, weathering, glaciers, plate tectonics, geologic time scales, fossils and dating, and the processes that combine to create the Earth's surface that we see every day. 4 credits

Pre-requisites: MAT092, REA100.

PSC125 **Essentials of Weather (SL)** will provide students with a background in essential weather and climatology, with an eye towards dealing with hazardous conditions. Students will learn the concepts necessary to understand the atmosphere, atmospheric circulation, storms, icing, wind shear, turbulence, and other weather hazards. Weather forecast and weather information sources will be utilized. Real time weather data along with archived data will be analyzed weekly in the lab. 4 credits

Pre-requisites: MAT092, REA100.

PSC140 **Introduction to Ocean Studies with Lab** is a study of the world's oceans focusing on properties and circulation of the ocean, and some interactions between the ocean and components of the Earth system. The human/societal impacts on, and responses to, those interactions will be examined. Physical, chemical, geological, and biological aspects of the oceans will be explored. The laboratory exercises are designed to reinforce concepts presented in lecture by having students access and interpret a variety of environmental information, including recent observational data. 4 credits

Pre-requisites: MAT092, REA100.

PSC220 **Meteorology (SL)** is the study of the atmosphere, weather elements, air masses, cloud development, atmospheric motion, fronts and storms, thunderstorms, tornadoes and hurricanes. Principles of weather forecasting will be discussed. The labs reinforce lecture principles and provide and opportunity for personal study of these phenomena. 4 credits

Pre-requisites: MAT092, REA100.

Physics

PHY103 **Physics Today (SL)** makes the curious liberal arts student aware of and appreciates his/her physical environment. The basics concepts of classical mechanics, thermodynamics, wave motion, electricity, magnetism, optics, and modern physics are covered. The emphasis is on the relationship between physics and everyday life. 4 credits

Pre-requisites: MAT092, REA100.

PHY120 **Light Science (SL)** is an introduction to the science of light. It is intended for students in the visual arts, liberal arts, and those students interested in the nature of light. Topics covered include color, vision and the physiology of the eye, optical illusions, cameras, holography, optical recording, symmetry in art and nature, and the properties of light. The emphasis of this course is on the relationship between light, nature, and art using a hands-on activity-based approach. 4 credits

Pre-requisites: MAT092, REA100.

PHY203 **College Physics I with Lab (SL)** is the first part of a two semester algebra-based physics course. It provides a comprehensive introduction to students interested in physical, biological, health and environmental sciences. Topics include kinematics, dynamics, energy and momentum conservation, collisions, oscillations, and chaos theory. Conceptual understanding will be integrated with problem solving and lab experience. Previous exposure to physics principles and strong math skills are highly recommended. 5 credits

Pre-requisite: EGL100. Co-requisite: MAT121.

PHY204 **College Physics II with Lab (SL)** is the second part of a two semester algebra-based physics course. It provides a comprehensive introduction to students interested in physical, biological, health and environmental sciences. Topics include electricity, magnetism, thermodynamics, radiation, and optics. Conceptual understanding will be integrated with problem solving and lab experience. Previous exposure to physics principles and strong math skills are highly recommended. 5 credits

Pre-requisite: PHY203.

PHY207 **General Physics with Lab (SL)** is the first part of a two semester calculus-based general physics course. It provides a comprehensive introduction to students interested in physics and engineering. Topics will emphasize mechanics: linear and rotational kinematics and dynamics, energy and momentum conservation, collisions, equilibrium of rigid bodies, oscillations, waves and chaos theory. Conceptual understanding will be integrated with problem solving and lab experience. Previous exposure to physics principles and strong math skills are highly recommended. 5 credits

Pre-requisite: EGL100. Co-requisite: MAT201.

PHY208 **General Physics II with Lab (SL)** is the second part of a three semester calculus-based general physics course. It provides a comprehensive introduction to students interested in physics and engineering. Topics will emphasize thermodynamics, radioactivity, electricity, and magnetism. Conceptual understanding will be integrated with problem solving and lab experience. Previous exposure to physics principles and strong math skills are highly recommended. 5 credits

Pre-requisite: PHY207. Co-requisite: MAT202.

PHY209 **General Physics III with Lab** is the third part of a calculus-based general physics course. It provides a comprehensive introduction to students interested in physics and engineering careers. Topics will primarily emphasize modern physics: relativity, black body radiation, the photoelectric effect, Compton scattering, the Bohr model and atomic structure, quantum mechanics and nuclear structure. Conceptual understanding will be integrated with problem solving and lab experience. 5 credits

Pre-requisite: PHY208.

Political Science

POS101 **Introduction to Political Science (SS)** is a survey course in political science which offers an understanding of the principles, concepts, and dynamics of politics. The course will examine the goals of the government, the different systems of government, the characteristics of political leadership, the relationship between government and citizens, and the relationship among governments. 3 credits

Pre-requisites: EGL100, REA100.

POS201 **American Government (SS)** offers an understanding of how our political system works and how active involvement of the citizenry can make a difference in the responsiveness of our government to the needs of its people. This course provides an overview of the basic government institutions and the processes of American government. The course also examines the relationships between governmental institutions and how the public influences the process. 3 credits

Pre-requisites: EGL100, REA100.

POS202 **State and Local Governmen**t is a basic course in functions and problems of state and local government in the United States. Emphasis is placed on Maryland jurisdiction with special attention given to Cecil County. 3 credits

Pre-requisites: EGL100, REA100.

Psychology

PSY101 **Introduction to Psychology (SS)** is both the scientific and philosophical study of behavior and thought. Topics covered include: methods used to study behavior, perspectives on personality, biological basis of behavior, states of consciousness, human development, learning, memory, motivation, emotion, social psychology, and mental health and adjustment. 3 credits

Pre-requisite: EGL100, REA100.

PSY201 **Human Growth and Development (SS)** studies the developing person through the lifespan, from conception to death. Current research and theories are studied in order to describe and explain physical, cognitive, social, emotional and personality development in infancy, childhood, adolescence, young adulthood, middle age, and late adulthood. The importance of specific environmental contexts in development and applications of research and theory is emphasized. 3 credits

Pre-requisite: PSY101.

PSY203 **Child Growth Development** studies the developing person from conception through adolescence. Current research and applications are used to describe and explain physical, cognitive, social, emotional and personality development. The importance of specific environmental contexts in development is emphasized. Some of the major topics explored in the course include: prenatal development, birth, attachment, language development, abuse and neglect, parenting, moral development, gender role development, and problems and challenges of adolescence. 3 credits

Pre-requisite: PSY101.

PSY204 **Psychology of Women** is an in-depth study of the factors with influence the physical and psychological development of women, together with an examination of topics which are of critical concern for both women and men. Topics examined include: research and theory; causes and consequences of gender stereotyping; lifespan development; sex differences and similarities; work and achievement motivation; intimate relationships; sexuality; marriage and motherhood; violence against women; and physical and psychological health. 3 credits

Pre-requisite: EGL100, REA100.

PSY207 **Educational Psychology** involves an examination of psychological principles and practices as they apply to educational settings. Several topics related to teaching and learning are addressed, including: developmental theory and processes, student characteristics, learning, instruction, diversity, motivation, exceptionalities, effective learning environments, evaluation and measurement of learning outcomes. 3 credits

Pre-requisite: PSY101. Co-requisite: EDU207.

PSY221 **Personal Adjustment and Mental Health (SS)** is a study of the problems and processes of human adjustment, focusing on such fundamental topics as: development of personality and identity, dynamics of maladjustment, approaches to adjustment, and problems influencing personal growth and the enhancement of human adjustment. The course emphasizes learning and experiencing how these fundamental issues relate to the way people adapt and come to terms with their environment. 3 credits

Pre-requisites: REA100, EGL101.

PSY222 **Organizational Psychology** emphasizes the issues of increased productivity, organizational change, and improved organizational environment. Increasingly, managers have turned to the applied behavioral sciences for insights and answers to these compelling problems. The course is designed for students who want to update skills in management, supervising, and/or interpersonal relations. 3 credits

Pre-requisites: EGL100, REA100.

PSY227 **Introduction to Abnormal Psychology (SS)** is the study of abnormal behavior. The course covers perspectives on abnormal behavior, pattern of maladaptive behavior and methods of assessment, treatment, and prevention. 3 credits

Pre-requisite: PSY101.

Reading

REA098 **College Success Workshop** is designed for students who want to improve their study habits and study skills. The focus will be on managing time, increasing concentration, learning to take study notes, optimizing textbook study time and developing test taking techniques. ½ credit

REA100 **College Learning Strategies** is designed to help students develop effective reading and study strategies appropriate for college. Emphasis is placed on effective reading of college texts, development of vocabulary, and effective study techniques. Through class presentation, group work, individual lab assignments, and directed reading, students learn to meaningfully blend new information with prior knowledge so that they are able to effectively read and learn from college text material. 4 credits

Pre-requisite: COM091.

REA101 **College Thinking and Study Skills** is a credit course for students who have satisfactory reading placement scores and wish to increase their college level study and research skills. Emphasis is placed on strategies for effective note taking, textbook reading and marking, test taking, and library research. Through readings, class discussions, group work, instructor modeling, and individual projects, students learn practical study techniques and critical thinking skills that can be applied to other credit courses. 3 credits

Pre-requisite: REA100.

Russian

RUS101 **Russian I (H)** introduces the student to the basics of reading, writing, and oral communication in the Russian language. In addition, the student will be introduced to the Russian culture and history. 3 credits

Sociology

SOC101 **Introduction to Sociology (SS)** is the study of human society and social interactions. This course will introduce students to the basic concepts and theories of sociology. The course objectives are to learn to think about society critically; apply sociological concepts to everyday life; identify patterns of behavior in a diverse society; and understand the importance of sociological theory. 3 credits

Pre-requisites: EGL100, REA100.

SOC102 **Social Problems (SS)** is a study of the problems faced by society which include, but are not limited to, causes, ramifications to individuals, and how they might be solved. 3 credits

Pre-requisites: EGL100, REA100.

SOC103 **Family and Marriage (SS)** is a study of the family as the basic group in human societies and of the formation of the social characters of those within its scope. Since a marriage between two people is a marriage of their two families as well, the study of the interrelationships of family and marriage involves ethnic, social, cultural and historic factors. 3 credits

Pre-requisites: EGL100, REA100.

SOC105 **Perspectives in Human Diversity** is an online class introducing the concept of diversity consciousness, including recognizing and overcoming diversity barriers and identifying and appreciating cultural differences. Ethical and practical considerations are integrated through the use of case studies, projects and journaling. 3 credits

Pre-requisites: EGL100, REA100.

SOC222 **Juvenile Delinquency** focuses on the problem of juvenile delinquency, its causation, prevention and rehabilitations. A study of this problem will not lead to any immediate solutions, but an awareness of the problem can foster enough concerns that perhaps improvements can be made in this system of justice which has been designed to treat the youth offender. 3 credits

Pre-requisites: EGL100, REA100.

Spanish

SPN101 **Beginning Spanish I (H)** is an introduction to the Spanish language. It presents the fundamentals necessary for understanding, speaking, reading and writing basic Spanish. Class contents include basic pronunciation and vocabulary, greetings and other social conventions, the concepts of gender and number agreement, and the present tense of all regular and several commonly-used irregular verbs. Class procedure includes practice in conversation, drill in basic grammatical structures, short reading, dialogues and compositions. Students receive an introduction to Spanish and Latin American culture, history and geography. 3 credits

SPN102 **Beginning Spanish II (H)** is the second semester of introductory Spanish. It continues the development of listening, speaking, reading and writing skills begun in SPN101. The preterit, imperfect, future and conditional tenses of regular and irregular verbs and mastery of the phonetically based spelling changes are begun. The course also covers comparisons and use and placement of object pronouns, and vocabulary expansion continues. Class procedures include lectures, drills, conversation, dialogues, readings and composition. The study of Spanish and Latin American culture, history and geography continues, and the use of Spanish in the classroom is encouraged as much as possible. 3 credits

Pre-requisite: SPN101.

Speech

SPH121 **Introduction to Speech Communication (H)** is a survey course covering all facets of human communication. The course emphasizes basic communication skills and creates an awareness of what contributes to effectual and ineffectual communication. It also provides students with practice in verbal and listening skills. Students relate communication learning to all areas of life and career skills. Classroom discussions, activities and experiments on a variety of topics are used as a basis for students' growing awareness of perception and skills in communication. 3 credits

Co-requisites: EGL100, REA100.

SPH141 **Public Speaking (H)** is the study of the principles and models of communication in conjunction with hands-on experience in the planning, structuring, and delivery of speeches. Students study and deliver several kinds of public address. The course also provides students with a model for constructive criticism to teach the students what contributes to effective public speaking. 3 credits

Co-requisites: EGL100, REA100.

Theatre

THE103 **Stagecraft** introduces the technical aspects of play production, including scene construction, scene painting, property building and stage lighting. Work on technical crews for Covered Bridge Theatre drama productions is required. 3 credits

THE109 **Ensemble Fundamentals** is an introductory course which focuses on preparation for and participation in a performance ensemble. Students will choose to participate in a dance, music, or theatre project and will participate in rehearsals which culminate in a public performance. Basic theatrical and production elements, such as costumes, makeup, theatre etiquette, lights, sound, and technical theatre vocabulary, will be incorporated throughout the class. 2 credits

Co-requisite: DAN137 or MUC104 or THE171 or permission of instructor.

THE110 **Theatre Live** is a course designed to introduce the student to all aspects of theatrical production and to foster an appreciation for fine art. This goal will be pursued through the attendance and analysis of live theatre productions, both professional and amateur. The attended productions will be the springboard for classroom discussions and reflections papers, focusing on what makes a production a good artistic piece. Attended productions will be preceded with lecture and discussions on various aspects of theatre production to provide the student with background and a clear understanding of the focus of the "field trip." Creative talent from some of the productions will be guests for discussion or will offer special insight into their artistic participation in the production. 3 credits

THE161 **Introduction to Theatre (H)** is a survey course of all facets of theatre. Students will be introduced to various theatre professions and experience different aspects of theatre production. An overview of the history of theatre from primitive to modern times will be coincided with play readings/viewings from different genres. Students will work on current Covered Bridge Theatre Company Productions and will attend a professional production. 3 credits

Pre-requisites: EGL100, REA100.

THE170 **Musical Theatre** is designed to strengthen students' knowledge of musical theatre as an art form, a popular form of entertainment and a means for collaborative creativity and communication. The course will focus on the philosophy of this art form in relationship to its historical evolution. The integration of the libretto, lyrics and music will be examined in terms of their artistic value and combination of music, poetry and narrative. Through inquiry and analysis, the students will become familiar with the music and plots of many musicals and their significance in the evolution of this art form and reflection of society trends in history. 3 credits
Pre-requisites: EGL100, REA100.

THE171 **Acting Fundamentals** introduces non-majors to the history, theory and practice of acting. Students will discover differences in acting styles and theories as they have evolved through the centuries. Students will also participate in actor training and assessment activities designed to enhance verbal and non-verbal communication, creativity, critical thinking and presentation skills, thus building self-esteem and confidence in presenting oneself in personal and professional situations. 3 credits
Co-requisites: REA100, EGL100.

THE184 **Acting for Video Production** teaches basic acting techniques for video production. Students engage in activities which give them an overview to prepare them as actors in dramas, comedies, commercials, infomercials, corporate training videos, industrials, and to be television interviewers, news anchors, moderators, and/or narrators. Topics will include movement training, voice training, improvisation, screen tests, make-up skills and information about video production and the business of acting, ranging from headshots to auditions. 3 credits
Pre-requisites: EGL100, REA100.

Transportation & Logistics

TRL101 **Introduction to Business Logistics** is a systems approach to managing activities associated with traffic, transportation, inventory control, and forecasting activities. 3 credits

TRL102 **Foundations of Transportation Business** teaches the student survival skills for the transportation and logistics professional. The course includes units on map-reading, North American geography and a personal finance unit for the potential owner/operator. 1 credit

TRL103 **Supply Chain Basics** is a comprehensive view of supply chain management, inventory management, and warehouse management and their importance to gaining and maintaining a competitive advantage. 1 credit

TRL105 **Professional Driver's Knowledge** students learn basic and defensive driving techniques, federal motor carrier safety regulations, drug and alcohol regulations, logging, map reading and job search techniques. 3 credits

TRL106 **Professional Commercial Driver's Skills** students receive on-the-road training, and practice shifting, cornering, speed and space management, communication and other skills necessary for safe and efficient operation of the vehicle on public streets and highways. 6 credits
Co-requisite: TRL105.

TRL109 **Supply Chain Work-Based Problem** is a cooperative work-based problem solving seminar covering the topics of supply chain management, inventory management, and warehouse management and their interrelated importance to gaining and maintaining a competitive advantage. 1 credit

TRL110 **Introduction to Transportation and Distribution** examines the structure and importance of the commercial transportation industry in the logistics sector of business. The course includes discussions of regulations, economics, characteristics, and development in major transportation modes. 3 credits

TRL130 **Production and Operations Management** is the study of the fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation. 3 credits

TRL151 **Principles of Yacht Design** covers the basic sciences required for students to understand how boats and yachts behave in the marine environment. Through self-paced study, discussions with instructors via e-mail, telephone conferencing, and lesson reports which provide a professional critique of written work and design projects, the student develops an understanding of the basic laws of flotation and propulsion. The student is also introduced to manual marine drafting and will learn how to describe hull geometry graphically by actually drawing and fairing hull lines. 4 credits

Pre-requisites: MAT092, EGL100, REA100.

TRL152 **Aesthetics and Utilization of Design** covers exterior and interior design, and the design of powerboats, sailboats, and multihulls including styling, ergonomics, hull form for specific service, propulsion, stability, and desirable and undesirable performance characteristics. 4 credits

Pre-requisite: TRL151.

TRL201 **Introduction to Materials Handling** introduces the concepts and principles of materials to include inventory control and forecasting activities. 3 credits

Pre-requisite: TRL101, TRL110, TRL130.

TRL210 **Transportation Management** explores the current practices used in the management of commercial transportation departments and their financial and operational impact on manufacturing, marketing, and the other departments in the firm. 3 credits

Pre-requisites: TRL101, TRL110, TRL130.

TRL220 **Materials Requirement Planning** is a study of materials requirement planning that includes a net change versus regenerative systems, lot sizing, and time-sharing of dependent demand. 3 credits

Pre-requisites: BUS108, TRL210.

TRL251 **Construction Methods** focuses on materials and methods used to build boats in wood, fiberglass and aluminum. Through study guides, self-paced study, reading assignments, and in depth critiques of design projects, this course teaches the information that a designer needs in order to specify the materials, determine dimensions of construction members according to established rules and engineering methods, and prepare construction plans that the boat builder needs in order to build the boat or yacht. 4 credits

Pre-requisite: TRL152. Co-requisites: DAP111.

TRL252 **Systems and Equipment** provides the basic information that the yacht designer requires selecting the vessel's systems, designing their installation, and specifying the equipment needed for the efficient operation of the vessel in a safe and seaworthy manner. Design considerations relating to engine installations, propulsion, electrical, navigation, plumbing, fuel, and environmental systems are discussed. 4 credits

Pre-requisite: TRL251.

Visual Communications

VCP101 **Photography I** introduces the art and craft of photography. Students learn 35mm film and digital camera operation, film processing, digital scanning and print production. Emphasis is placed on visual thinking and visual communication. Students complete weekly lab assignments in addition to class activities to produce a portfolio of fine black and white and color photographs. 4 credits

VCP103 **Introduction to Arts Media and Communication** introduces students to the art and craft of media production. Students work in teams to produce a media package of still photographs, graphic design promotional pieces and short documentary video productions. Emphasis is placed on visual thinking and written, oral and visual communication. 3 credits

VCP111 **Studio Photography I** introduces the art and craft of studio photography. Students use digital cameras for studio applications. Studio lighting is emphasized for portrait, fashion and advertising product photography. Students complete weekly studio and lab assignments in addition to class activities to produce a studio photography portfolio. Photography business practices are introduced. 4 credits

Pre-requisite: VCP101 or ART180.

VCP114 **Special Projects Studio Lab** enables advanced visual communications students to initiate or continue a special project. It can also provide additional studio lab time for students currently enrolled in classes who wish to use the facility beyond the times allocated for the courses they are enrolled in. This course does not fulfill graduation requirements. Permission of the Program Coordinator is required prior to enrolling in the course. 1 credit

Pre-requisites: ART180 or VCP101, VCP117 or VCP210.

VCP115 **Special Projects Studio Lab** is designed to enable advanced students to continue or initiate a special project. It can also provide additional studio/lab time for students currently enrolled in classes who wish to use the facility beyond the times allocated for the specific courses in which they are enrolled. This course does not fulfill graduation requirements. Permission of the Program Coordinator is required prior to enrolling in the course. 2 credits

Pre-requisite: VCP101.

VCP116 **Digital Imaging I** introduces the student to the creation and manipulation of images with a computer. Students learn to scan film, prints, and art work, create and manipulate images with Adobe Photoshop, and make high quality inkjet prints. Visual thinking and communication are emphasized. Students complete weekly lab assignments, a personal project, and produce a final portfolio of inkjet prints. 2 credits

VCP117 Digital Imaging II is a continuation of VCP116. Students learn to make composite art work by working with masks and layers in Photoshop. QuarkXPress is introduced along with basic graphic design concepts. Students produce a portfolio of work. 2 credits

Pre-requisite: VCP116.

VCP118 Digital Imaging III advances the student's graphic design capabilities by using Adobe Illustrator and QuarkXPress, two professional graphic design programs, to combine typography and images on the printed page. Students learn real-world skills essential for graphic design careers. Students further their knowledge of design principles and develop a portfolio while learning the process of creating multiple projects from concept to final print. 4 credits

Pre-requisite: VCP117.

VCP119 Digital Imaging IV introduces the student to Web page design. Students use Adobe Photoshop, Dreamweaver and ImageReady to conceive and create effective Web sites that are easy to use and that meet the demands of the target market. 4 credits

Pre-requisite: VCP118.

VCP120 Digital Imaging V emphasizes independent study. Students develop and implement a design project, and meet weekly with the instructor to review progress and receive instruction. In addition to improving existing graphic design skills, students will learn to develop a project proposal and implement that proposal in a successful design project. 4 credits

Pre-requisite: VCP118.

VCP130 Introduction to Video explores the use of digital video technology. Students will learn how to operate a camcorder and edit, prepare and produce video productions. Emphasis will be on student applications and hands-on experience. 4 credits

VCP136 Multimedia Production I introduces the student to the development of new media design and different approaches in using Macromedia Flash. Students gain an understanding on how to create art work for multimedia projects and when to use one application over another. Students will use Final Cut Pro, Apple Cinema Tools, QuarkXPress, Illustrator, Photoshop, Image Ready, and After Effects, and InDesign. Students will learn the process and methodologies of multimedia development. 4 credits

Pre-requisite: VCP117.

VCP139 Wedding Photography Seminar provides an overview of the wedding photography business. Topics include available light portraiture, location lighting using studio lights, on-camera flash and slave lighting; posing individuals, couples, and large groups; album production and layout; and working with professional vendors. 1 credit

Pre-requisite: ART180 or VCP101.

VCP146 Multimedia Based Portfolio Presentations teaches how to plan and produce multimedia based portfolios and presentations. Applications such as Image Ready, Flash, After Effects, Final Cut Pro, and Power Point will be utilized. 2 credits

Pre-requisite: VCP117.

VCP170 Photography Seminar — Equine is a one-day seminar in learning what elements make a good horse photograph and how to achieve them. Instructor will show photos from Olympic and other equestrian sport events as examples. Conditions permitting, students will participate in photographing horses at an equestrian event or on a farm. Students should bring camera and film or digital camera to class. Students may bring previous horse photos for constructive discussion. ½ credit

VCP180 Applied Printing Techniques is the study of the fundamentals of black and white and color photography scanning and digital printing. 1 credit

Co-requisite: ART180.

VCP189 Basic Internship I is a supervised experience with a visual communications employer for 7.5 hours a week. In addition, the student has a weekly conference with the Visual Communications Coordinator. The student should apply for the internship with the Visual Communications Coordinator at least six weeks before the semester begins and complete an internship proposal before registering for the course. The student will complete an internship notebook and a resume. 4 credits

Pre-requisite: VCP101 or VCP117.

VCP210 Video Production I introduces students to the techniques of video production. Emphasis is placed on problem solving scenarios and hands-on experience. Several short video programs are directed and produced. Students have the opportunity to work on an individual basis as well as well as in teams. 4 credits

VCP211 Studio Photography II continues the study of the art and craft of commercial photography. Students use digital cameras, digital processing and electronic and print output for commercial applications. Studio lighting is emphasized for portrait, fashion and advertising product photography. Students complete weekly studio and lab assignments, in addition to class activities, to produce a commercial photography portfolio. 4 credits

Pre-requisite: VCP111.

VCP212 Video Production II expands to the techniques of video production. Emphasis is placed on learning the Final Cut Pro interface, problem solving scenarios and hands-on experience. Several short video programs are directed and produced. Students work on an individual basis as well as in teams. 4 credits

Pre-requisite: VCP210.

VCP214 **Video Production III** provides the opportunity for the visual communications major to concentrate on special problems in television production relative to individual career goals. 4 credits

Pre-requisite: VCP210.

VCP222 **Photojournalism** studies the approaches and techniques of photographic reportage. A photojournalist's portfolio is prepared. 4 credits

Pre-requisite: ART180 or VCP101.

VCP224 **Nature/Wildlife Outdoor Photography** introduces the student to the fundamentals of professional nature and wildlife photography: equipment, processes, aesthetics, portfolio preparation and marketing. The course includes extensive field trips to photograph with the instructor. Students work with transparency or print film and may use the black and white and digital labs when appropriate prerequisites have been met. 4 credits

Pre-requisite: ART180 or VCP101.

VCP226 **Advanced Digital Imaging Production** is an intensive workshop to develop advanced digital imaging production skills in Photoshop, focusing on image and color management. It reinforces students' current skills and enables individual work with the instructor to resolve production problems successfully. 2 credits

Pre-requisites: VCP111, VCP116.

VCP230 **Graphic Design Studio** advances students' sense of design knowledge and aesthetics. Using a combination of hand skills and computer skills, students will develop traditional design training, including color theory, typography and composition, and apply them to their class work. 4 credits

Pre-requisite: VCP119.

VCP270 **Portfolio Production I** provides an opportunity for advanced visual communications students to concentrate on building portfolios in individual areas of interest to further their career and personal goals. Students complete weekly lab assignments in addition to class activities to produce a portfolio. 4 credits

Pre-requisite: ART180 or VCP101.

VCP279 **Professional Portfolio Production** enables the visual communications major to prepare a capstone portfolio of imagery and written documentation suitable for presentation to meet Cecil Community College's graduation portfolio requirements and for application to a transfer institution and/or for career advancement. Emphasis is placed on visual thinking and visual communication. Students complete weekly lab assignments in addition to class activities to produce a professional portfolio. 4 credits

Pre-requisite: 19 VCP credits.

VCP289 **Internship I** is a supervised experience with a visual communications employer for 15 days/120 hours. In addition, the student has weekly conferences with the Visual Communications Coordinator. The student should apply for the internship with the Visual Communications Coordinator at least six weeks before the semester begins and complete an internship proposal before registering for the course. The students will complete an internship notebook and present a capstone portfolio. 4 credits

Pre-requisite: EGL101.

VCP291 **Multimedia Production I** is a six credit course designed to prepare teachers to use photography and digital imaging in the classroom. Four credits cover basic imaging aesthetics with VCP101 or VCP116 and VCP117. Two credits cover teaching philosophies and techniques, curriculum design, laboratory design and management and are taught on a seminar basis. 6 credits

VCP 295 **Special Problems in Visual Communications** is designed for the Visual Communications program graduate who wishes to return to update skills in specific areas to further career goals. Course content is determined on an individual basis. 4 credits

VCP296 **Photography Seminar** provides the opportunity for experienced photographers to advance their skills in digital image making and manipulation under the guidance of an expert in the field. Creativity and problem solving are stressed. 4 credits

General Information and Services to Students
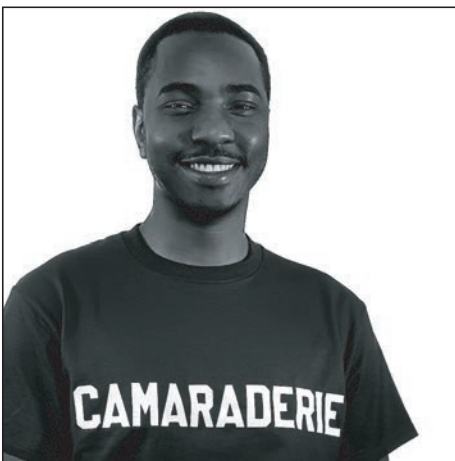
I came here from Zimbabwe two years ago and thought it would be hard to adjust but it wasn't because of the people, especially the advisors. There is a lot of camaraderie at Cecil Community College and everybody will do anything they can to help you. You don't have to pursue your bachelor's degree right out of high school since a community college prepares you for a four-year college. You can take two years to plan your life and save some money.

Farai Mashongamhende
Computer Information Systems, Programming Option

GENERAL INFORMATION

Bookstore Services

Textbooks are available through the College Bookstore, operated by Barnes and Noble, that is located on the lower level of the Technology Center adjacent to the student lounge. In addition to textbooks, the Bookstore offers classroom and computer supplies, snack foods and beverages, gift items and College apparel. Hours of operation vary. Contact the College Information Center at 410-287-1000 or the Bookstore at 410-287-4740 for the schedule of hours.

Café

The Seahawk Roost Café, located inside the Cecil County Veterans Memorial Library, offers a wide variety of breakfast and lunch choices. Café hours vary depending on the time of year.

Campus Buildings and Facilities

The use of College buildings and facilities by individual community members and groups within the prescribed educational objectives of the institution is invited, subject to availability. Please contact the Conference Center at 410-287-1071 for fee structure and availability.

Visitors are required to report to the Information Desk in the Community Cultural Center. The College reserves the right to require identification from anyone who enters or uses the facilities. In accordance with Maryland law, persons refusing to leave the premises after being duly warned and whose presence interferes with or contributes to the interference of the normal functions of the College and its activities will be subject to prosecution.

Campus Hours

Fall and spring semester College hours are as follows:
> Monday – Friday: 7:30 a.m. – 10:30 p.m.
> Saturday: 7:30 a.m. – 6:00 p.m.

Special hours are announced for summer session and holiday periods.

Career Programs
College-Based Work Experience Program (CBWEP)

CBWEP is a required course in several programs at Cecil Community College. The experience offers an opportunity for students to participate in a supervised work environment with local employers in the student's area of study. All students who plan to enroll in CBWEP must complete the Intent Form the semester prior to enrollment in the CBWEP course. For additional information contact 410-287-6060, ext. 548.

Course Cancellations by the College

Every effort is made to contact students when classes are canceled. Refunds will be granted and mailed to students who enrolled in a course that is canceled by the College.

The College reserves the right to cancel any registrations for which students have not complied with appropriate procedures, rules and regulations, and the financial requirements.

Course Load for Working Students

Students who are employed are advised to carry a reduced course load during the fall and/or spring semesters and summer session. Before registering for courses, students should contact their academic advisors.

Fragrance Free Statement

Cecil Community College strives to maintain an environment comfortable for all. As a courtesy to College employees and fellow students who express sensitivity to fragrances, the College requests that students and staff please refrain from wearing scented products on campus. The College deeply appreciates student and staff cooperation and support.

Inclement Weather/College Closings

A message will be placed on the main campus telephone number, 410-287-6060, and the College Information Center number, 410-287-1000, regarding delayed openings or closings of the College. Closing will also be posted on the College's website at www.cecilcc.edu.

If inclement weather warrants the delayed opening or the closing of the College, an early announcement will be broadcast on:

Radio Stations:

WSTW 93.7 FM	WIYY 97.9 FM
WJBR 99.5	WXYV 102.7 FM
WXCY 103.7 FM	WQSR 105.7 FM
WMIX 106.5 FM	WDEL 1150 AM
WBAL 1090 AM	WILM 1450 AM

Television Stations:

WJZ TV Channel 13	WMAR TV Channel 2
WBAL TV Channel 11	WBFF Channel 45

When the College announces a closing due to inclement weather, scheduled classes and activities at all designated College locations will be canceled.

Lost and Found

Lost and found items can be claimed at the main switchboard of the College, located on the second floor of the Community Cultural Building.

Parking and Transportation

The College provides FREE parking to students, visitors, and staff. Reserved parking is available for handicapped individuals. A 20-minute load/unload space is provided in the lower parking lot for your convenience.

Students wishing to carpool should check the bulletin board in the student lounge area in the Technology Center for posted notices.

Partnership Program
Higher Education Applied Technology Center (HEAT)

The HEAT Center provides an opportunity for higher education access to the citizens of Cecil and Harford counties. Through HEAT, a number of colleges and universities in support of the economic development and educational goals of the counties offer baccalaureate and graduate programs. The programs have been carefully selected to articulate with associate degrees at Cecil and Harford Community Colleges.

The HEAT Center is located in Aberdeen, Maryland, at the juncture of Interstate 95 and Maryland Route 22, adjacent to the Park-n-Ride. Partner institutions provide the faculty and establish the criteria of their programs. Each institution sets its own tuition rate. As an enrolled student at one of the partner schools, one's financial obligation is to that institution. The partner school will confer the degree.

Recording Statement

The use of electronic communications devices (headphones, cell phones, beepers/pagers, laptops, etc.) in the classroom (to include both incoming and outgoing transmissions), is prohibited, except as such use is required by the nature of the course itself and/or is authorized by the instructor. A student with disabilities may make an electronic transcript of class lectures provided that his/her case is evaluated by the ADA Coordinator and he/she is given permission to do so. The ADA Coordinator must inform the course instructor that the making of an electronic transcript of class lectures is permitted under the Americans with Disabilities Act. In all such cases, the electronic recording of the class must not include class discussions, peer/group discussions, and any other student presentations; consequently, the electronic recording device must be turned off during such classroom activities.

Security and Crime Awareness

Cecil's campus offers a positive environment to learn and grow. A college campus, like any other community, however, can have its share of accidents and injuries. Working together, safety and security at Cecil Community College is everyone's concern. The information that follows is provided to you in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

• **Be Security Conscious** — We are all partners in creating an environment that is safe and conducive to the learning process. Effective crime prevention includes certain elements. Everyone is asked to be alert, security conscious, and involved. A conscientious approach can protect you, your belongings, fellow students and your campus.

Report any suspicious activity or emergency to the Campus Switchboard by dialing 410-287-6060. Crimes, injuries, thefts, assaults, safety incidents, accidents and any other personal infringements must be reported to the Dean of Students and Institutional Effectiveness.

• **Prevention** — The intent of Cecil Community College is to inform students of any criminal activity or security problem that may pose a threat to your safety.

Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to this Act changed the collection and publication process.

Reportable Crimes	On Campus			Non Campus**			Public Property*		
	01	02	03	01	02	03	01	02	03
Murder/Voluntary Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter—Involuntary	0	0	0	0	0	0	0	0	0
Sex Offense/Forcible	0	0	0	0	0	0	0	0	0
Sex Offense/Nonforcible	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	6	4	3
Aggravated Assault	0	0	0	0	0	0	7	5	8
Burglary	15	4	3	0	1	0	16	13	15
Vehicle Theft	0	0	0	0	0	0	13	15	10

*Statistics for Public Property are obtained from other law enforcement agencies for enumerated crimes occurring in the town of North East, MD but not part of the campus.

**Statistics for Non-Campus Building/Property are those enumerated crimes occurring in or on buildings or property owned or controlled by the college or a student organization officially recognized by the college, and is not within the same reasonably contiguous geographic area of the college.

Hate Crimes-College	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	01	02	03	01	02	03	01	02	03	01	02	03	01	02	03	01	02	03
Murder/Voluntary Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter — Involuntary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense/Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense/Nonforcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests & Disciplinary Actions	Liquor Law			Drug Related			Weapons		
	01	02	03	01	02	03	01	02	03
Arrests/Referrals	0	0	0	0	0	0	0	0	0

Definitions

Murder/Non Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony: breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle all cases where automobiles are taken by persons not having lawful access, even through the vehicles are later abandoned — including joy riding.)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Sex Offenses-Forcible:
Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

    A. Forcible Rape — The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

    B. Forcible Sodomy — Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

    C. Sexual Assault With An Object — The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

    D. Forcible Fondling — The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible:
Unlawful, non-forcible sexual intercourse.

    A. Incest — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

    B. Statutory Rape — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws regulating to the unlawful possession, sale, use growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives; marijuana; synthetic narcotics.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Student Identification Cards

Students enrolled in credit classes will be provided a Student Identification Card. The card may be obtained from the Registration Office at the North East Campus after payment of your bill. The ID card identifies Cecil Community College students for participation in campus activities and College-sponsored programs, and entitles students to use campus facilities, including the Math Lab, computer labs, and Physical Education Building.

Student Insurance

Student medical/accident insurance coverage is available at a low cost. The plan is for all students and may include coverage for dependents. Information may be obtained by contacting Human Resources. Informational brochures also are available from the Admissions/Registration Office.

Transcript Requests

Students and former students may request credit academic transcripts and continuing education noncredit records from the Registrar's Office. These requests must be made in writing and include the student's ID number, social security number, and date of birth. There is no charge for official or unofficial transcripts.

No transcripts will be released if any financial obligations to the College have not been met. Transcripts will not be issued to a third party without the written authorization of the student.

Transfer of Cecil Community College Credits to a Home College/University

Students currently enrolled elsewhere who wish to earn credits at Cecil Community College for transfer back to their home college or university should obtain advance written approval from the appropriate academic office of their home college.

Students will be required to take the College's skills assessment unless written documentation is submitted.

Voter Registration

Information about Voter Registration may be obtained from Student Services.

STUDENT LIFE AND ACTIVITIES

Cecil Community College provides students with numerous opportunities for participation in various student organizations and campus activities. The level of involvement students choose can provide them with a high degree of personal accomplishment and can significantly enrich their academic experiences. There is a student activities/student development calendar of events published before each academic year. Many additional activities are added throughout the semester.

Athletics

One of the objectives of Cecil Community College is to provide students with extra-curricular opportunities for intellectual, emotional, and physical development. The athletic programs at Cecil Community College acquire their direction through adherence to the College's vision and mission to achieve academic excellence and student success for all students. Cecil Community College athletics is committed to providing intercollegiate athletic opportunities to help students formulate and achieve academic excellence and student success. In order to support and sustain academic success, personal fulfillment, and greater academic achievement for its student athletes, the athletic department emphasizes educating the whole person to develop the intellectual, social, and leadership qualities in each student-athlete. The Athletic Department's staff and coaches are dedicated to helping student-athletes obtain academic excellence and student success. It is important for our student-athletes to receive a college degree and/or transfer to a four-year college or university, but it is of equal importance that our students leave Cecil Community College with a competitive education, an appreciation for lifelong learning, and the knowledge and skills that will carry them successfully through life.

Cecil Community College is a member of the National Junior College Athletic Association (NJCAA), Region XX and participates in the Maryland JUCO Conference. This is a very highly regarded conference that gives players tremendous exposure with great opportunities to continue their athletic careers at four-year colleges and university programs. Cecil Community College's intercollegiate athletic teams have a long tradition of combining success on the playing field with academic achievement in class. Year in and year out, Cecil Community College athletic programs continue to be nationally ranked, and the College is one of the most competitive in the region. Cecil Community College fields competitive intercollegiate athletic teams in the following sports:

Men's Sports	Women's Sports
Basketball	Volleyball
Baseball	Basketball
Soccer	Softball
	Soccer
	Tennis

- **Athletic Eligibility Requirements**
  Students participating in intercollegiate athletics must be registered for at least 12 credit hours per semester. Developmental courses, such as COM091, count as hours towards eligibility. A medical examination and orientation meeting is required for all participants prior to the start of the season. For additional information please contact the Athletic Department at 410-287-1010.

Leadership Development
During each academic year, leadership workshops are conducted for student leaders. Workshops typically focus on developing or refining interpersonal communication, group processes, decision-making, and administrative, bureaucratic and programming skills and techniques.

Minority Student Services
The Office of Minority Student Services provides a comprehensive program of services for minority and all students. The office works cooperatively with campus and community groups to encourage academic excellence, to strengthen leadership skills and to enrich cultural awareness. Minority Student Services is committed to creating a multicultural friendly campus atmosphere and community spirit.

Project ALERT
Project ALERT is a service with the mission of providing substance abuse education to the Cecil Community College community through guest speakers, presentations, events, and publications. In addition, Project ALERT can assist the community by serving as a referral source for substance abuse counseling. For more information regarding Project ALERT, contact extension 554 in the Advising Center.

Student Organizations
Participation in special interest groups on campus gives students the opportunity to develop leadership and interpersonal skills as part of their college experience. The following list of student clubs is by no means complete, because students can start their own clubs with other interested students and add them to the list.

- Alpha Alpha Theta National Honor Society
- Art Club
- Cheerleading Squad
- CIAO — Cecil International Affinity Organization
- Minority Student Union
- SEAHAWK Review — a student journal of art and writing
- Student Government Association
- Student Nurses Association
- Visual Communications Club

SERVICES TO STUDENTS

Academic Advising
Academic advisors at the College are prepared to provide support services designed to assist students in obtaining what they need to make knowledgeable decisions about their academic future. The best time to see an advisor is after admission but before registering for classes each semester. It is in the best interest of students to maintain contact with their advisor throughout their period of study at Cecil. Students and advisors work out an appropriate choice of courses based on the results of the skills assessments, past academic performance, curriculum choice and outside commitments. Advisors can assist the students in staying on track. Students should also seek advise from their advisor if they:
- are having academic issues that have interfered with success in the academic area; or
- are contemplating a change in career education goals; or
- are nearing graduation in order to determine graduation eligibility.

Students can make an appointment with their advisor by calling 401-287-1000 or by stopping by the Advising/Registration Center located in the Division of Enrollment and Student Support Services on the first floor of the Community Cultural Center.

Declaration of Degree or Certificate Program
Students declare a degree or certificate option at the time of admission to the College. A Change of Curriculum Form must be submitted to the Registration Office when students wish to change their program of study.

Transfer Advising and Articulation

Transfer information, college catalogs and applications from a variety of colleges and universities are available from the Transfer Advisor. ARTSYS (The Articulation System), a computerized transfer information program, contains information about the transferability of Cecil Community College courses to the colleges and universities in the University System of Maryland as well as several private schools. ARTSYS can be accessed on the Internet at http://artweb.usmd.edu. The Web site is very user friendly and can be an invaluable tool to the student.

On-campus visits with representatives from many colleges and universities are held during the academic year. All students who plan to transfer from Cecil Community College to upper division colleges or universities can benefit from this transfer advising service, and are encouraged to meet with the Transfer Advisor as early as possible in their program of study to ensure transferability of all college credits to the receiving institution.

Cecil Community College has articulation agreements with a number of institutions. These agreements may be course equivalency agreements and/or program transfer agreements. The following institutions have agreements with Cecil Community College:

  Bowie State University
  Broadcasting Institute of Maryland
  Capitol College
  College of Notre Dame
  Coppin State University
  Drexel University
  Frostburg State University
  Goldey Beacom College
  HEAT Center
  Hood College
  Immaculata College
  Johns Hopkins: Whiting School of Engineering
  Lincoln University: Laser Program
  Loyola College
  McDaniel College
  Millersville University
  Morgan State University
  Neumann College
  Rochester Institute of Technology
  Salisbury University
  Shepherd College
  St. Mary's College
  Towson University
  University of Baltimore
  University of Delaware
  University of Maryland – all campuses
  Villa Julie College
  Washington College
  Wesley College
  West Chester University
  Widener University
  Wilmington College

Cecil Community College is also an associate college with the University of Delaware. Two bachelor degrees are currently offered through the University of Delaware's distance learning program. The degrees are the Baccalaureate for Registered Nurse and the Bachelor of Science in Hotel, Restaurant and Institutional Management.

Students will complete up to 95 credits at Cecil and then continue their studies by completing a minimum of 30 credits offered through the University of Delaware's distance learning program.

Career Resource Center

The Career Resource Center provides students with assistance in all aspects of career planning. The Resource Center contains information about occupations, job searching, college majors, career development, resume writing, interview skills, and career trends.

Transfer and financial aid resources are also located in the Center. Students can work in the Career Resource Center with a career advisor to meet their educational and career planning needs. The career advisor is also available to assist students who are unsure of their career plans or college majors. If you wish to see the career advisor, visit the Career Center in Student Services or call 410-287-1000 to make an appointment.

Job Placement

The Placement Center at Cecil Community College offers job placement assistance to graduates and those students seeking part-time and full-time employment. Job openings are listed by interest in the Center located on the lower floor of the Cultural Center.

Students seeking job placement service can call 410-287-1000, ext. 548.

Childcare

The Family Education Center, a division of Cecil Community College, provides licensed day care, Head Start and Early Head Start at its Elkton location. The Center's certified staff provides developmental assessments and childcare for children ages six weeks to four years. Purchase of Care is accepted and a sliding fees scale is available. Cecil Community College provides limited funding assistance for students. For more information call the Center at 410-287-1100.

LEARNING SUPPORT SERVICES

Learning Center

The Learning Center assesses all students for English, reading, and math placement. These assessments are a requirement for all students. For assistance in math, reading, or writing, students of all levels and in all disciplines may refer to one of the following skill centers.

- **Math Lab** — provides free tutoring for students experiencing difficulties in mathematics.
- **The Reading and Writing Lab** assists native-speaking and second-language students by improving all aspects of written communication in all subject areas including: development, organization, grammar, mechanics, style, organization, and documentation. The Lab can assist with non-course writing as well: articles for the Seahawk Review, resumes, business letters, and applications. In addition, the Lab provides tutoring in reading comprehension and study skills. All students at the College may use the Lab free of charge. Appointments are recommended, but walk-ins will be seen according to tutor availability. The Lab may also be used as a study or reading area and a private room is available for group study.
The Reading and Writing Lab is located in the Arts and Sciences building, Room 354.
- **Computer Lab** — provides free assistance for students enrolled in computer classes. Trained technicians are available to assist students. The Lab is located in the Technology Center, Room 316.

Tutoring

Cecil Community College offers you FREE TUTORIAL SUPPORT. In addition to services offered by the Learning Center, the College extends its tutoring support, at no charge, for any class in which you are currently enrolled. This service may take the form of a study group, but is most frequently one-on-one peer tutoring. For information, call 410-287-6060, ext 374.

College Success Program

The goal of the College Success Program at Cecil is to help students succeed in college. The heart of the program is the College Success Workshop (REA098). The course is designed to help students develop strategies and techniques for effective and efficient college study. Topics covered in the course include: The Cornell University Method of Note Taking, textbook marking and note-taking, test-taking strategies, and time management techniques. The College Success Program also offers learning-to-learn sessions for electronics, nursing, and science students. Students who have participated in College Success programs report that the strategies and techniques they learned helped them achieve their academic goals.

Library

The Cecil County Veterans Memorial Library at Cecil Community College is an essential part of the educational program of the College, providing resources, services, and assistance to support the College's academic credit and non-credit programs.

The library contains print, multimedia, and online resources and provides students with the proper physical environment and materials fundamental to the lifelong learning process. There is always a professional librarian on duty when the library is open to assist patrons with research.

Continuing Education & Workforce Development

I returned to Cecil Community College after an 18-year sabbatical to fill a need for personal enrichment and creative accomplishment. Cecil meets this need by offering an array of classes, which are comprised of an eclectic group of students and instructors offering each individual the perfect venue to succeed.

Nancy Hughes
Visual Communications, Professional Photography Option

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Through its comprehensive continuing education programs, the College offers affordable opportunities for all people, whether they want to upgrade basic skills, complete career training, or expand personal horizons. Classes are scheduled at a variety of times during weekdays, evenings, and weekends. For a current listing, refer to the most recent continuing education Schedule of Classes.

Continuing education offers a variety of classes in professional development, allied health, computer skills, vocational trades, transportation, personal enrichment, and adult education. Programs specially designed for youth and seniors are also available through continuing education. The Small Business Development Center offers low-cost training and resources to prospective and current small business owners.

For information about any of the following programs, call 410-392-3366.

Youth Programs

The YES! (Youth Educational Services) Program at the continuing education division of Cecil Community College features four excellent youth programs.

- **Kids in "Kollege"** provides a four-week summer program for children ages 7 to 12. The program offers a variety of classes in the areas of art, crafts, sports, math, languages, science and computers. Hands-on experience is provided through stimulating, fun, and educational activities. The classes include field trips, guest speakers, and demonstrations. The program hosts between 90-100 children per week.

- **Young People's Theatre Program** offers process-focused theatre experiences for children ages 5 to 18. Students are encouraged to become actively involved in all phases of a full-scale theatrical production, while learning the basic skills necessary to participate in community theatre.

- **The After-School Enrichment Program** — provides fun and expressive activities for children in Cecil County elementary and middle schools. A Foreign Language Academy has been established as an after-school program for children in grades 3–5 for Spanish and Italian instruction. The After-School Enrichment Program provides children with many opportunities to explore and develop various skills and techniques related to creativity, self-expression, foreign language, and computers in a fun and supportive environment. The extra-curricular programming offers unique and challenging courses not currently offered in the elementary school curriculum.

- **Summer Scholars** offer a series of summer institutes for students ages 13 to 15. Each institute is designed to provide students with a preview of future career pathways that parallel the Cecil County Public Schools career clusters. Students will experience a learning environment that is both challenging and supportive. Institutes will provide students with hands-on experiences through stimulating, fun and educational activities designed for teens. Career cluster pathways include arts and communications, health and human services and science, engineering and technology.

- **The Home School Program** was established in spring 2005 to provide academic and personal enrichment courses for home school students ages 7 to 15. Academic classes, such as math, science, language arts and computer are taught, while the enrichment offerings include physical education, music, art and drama. All of our instructors are professionals in their fields of expertise or hold teaching certificates. The classes are hands-on and engaging to provide the best learning experience possible.

Personal Enrichment

The Personal Enrichment Program provides a variety of educational opportunities for leisure, recreation, and personal enrichment. Classes vary according to consumer requests, and include languages, music, fitness, history, and creative arts. Online classes are also available. Many classes offered for credit can be taken through the Personal Enrichment Program.

60+ Programs

Cecil Community College is at the forefront in offering educational opportunities for persons age 60+. Programs are specifically designed for the older learner and courses can be pursued in a variety of ways. The Senior Education Network is a membership program offering an array of classes, including fitness, history, computer, and creative arts. Tuition is waived for Maryland residents 60+ who take credit classes. Online classes present a contemporary option for an increasingly diverse population. Out-of-state seniors can take advantage of the Senior Computer Club, open to beginner through advanced computer-users.

Family Education Center (FEC)

The Family Education Center, a program of Cecil Community College, is one of Maryland's Family Support Centers affiliated with Friends of the Family, Early Head Start and the Judy Center. In addition, the FEC is a licensed childcare center that accepts private pay and purchase of care. The center strives to strengthen and empower families to lead productive lives by offering the following programs in addition to child care: parenting education, prenatal education, nutrition education, ABE/GED classes, job readiness training, in home services, and computer training. The center also provides assistance to families with children who have special needs.

Adult Literacy/GED Program

All Adult Literacy courses are offered day and evening, are focused on individual needs, and are self-paced.

- **Adult Basic Education** assists students in their reading, writing, and math skills, which includes life skills and computer-assisted instruction.

- **General Educational Development** prepares students for the state examination to earn a high school diploma, which is a key to employment opportunities, advancement, further education, and financial rewards.

- **Project Literacy** offers one-on-one tutoring to help teach adult basic reading and writing skills. Each student works privately and confidentially with a volunteer tutor.

- **English as a Second Language (ESOL)** assists non-native students in improving their English listening, speaking, reading, and writing skills.

Business Training Resource Center (BTRC)

As the training division of Cecil Community College, the BTRC provides innovative and targeted programs benefiting employers by helping to build a better-trained and more flexible workforce. Cecil Community College has served the business community for over 30 years and is recognized as a provider of high-quality, cost-effective training in the areas of leadership and employee development, as well as technical, job-specific workplace skills. Training may be provided at the College's two convenient locations or at the employers location.

Small Business Development Center (SBDC)

A Maryland SBDC satellite office is located at the Elkton Station facility. A counselor is available to individuals seeking management or technical assistance with establishing or managing a small business. In addition to individual counseling, seminars and courses are regularly scheduled to benefit aspiring and established entrepreneurs.

Workforce and Professional Development

For individuals seeking to gain new skills or take their current skills to a new level, there are Continuing Education non-credit training programs available in a number of areas. These programs are designed to prepare participants for entry-level employment, re-train workers to meet the needs of a changing workplace, and provide training for those seeking to update their skills for their current job. Classes vary in length from one day to several months, depending on the skills being addressed. Program areas include the following:

Information Technologies — With state-of-the-art computer equipment and software, Cecil Community College offers a wide variety of multi-leveled computer courses for the beginner to the more proficient user. In addition, there is preparation for various industry-recognized certifications. Courses cover topics such as operating systems, word processing, spreadsheets, and databases, as well as the use of the Internet and Web-page design. Training in specialty software packages such as Quickbooks or MS Project, is also available.

Vocational Training — As new workplace skills are needed in our region, Cecil Community College responds with a number of programs to address those needs. Courses in the areas of veterinary assistant and bookkeeping help prepare individuals for very specialized office work. In the areas of the trades, courses in welding, air conditioning and refrigeration, and plumbing are just a sample of the ones available. Several programs provide preparation for certifications.

Professional Development — Training is also available for those who would like to enhance their skills in the workplace. For instance, courses are offered to assist individuals looking to improve their writing, oral presentation, and problem-solving skills.

Transportation

Cecil Community College offers several transportation classes for those who want to upgrade their current skills or add new ones. Classes are available in driver education, air transportation, motorcycle safety, boater safety, flagger training, and truck driver training.

Allied Health

The Allied Health programs offer training for many careers in the rapidly expanding healthcare field, including medical assistants, certified nursing assistants, hospital unit clerks, medical coders, medicine aides, and phlebotomists. The College offers a series of courses, leading to certification, for each of these careers. In addition, healthcare providers can enroll in CPR classes offered through Allied Health.

Community Resources

I am attending Cecil Community College to better my education and succeed in reaching my goal of becoming an elementary school teacher. I hope to share the knowledge I gain at Cecil with future generations of students.

Darryl McKinney
Biology

Community Cultural Center

The Community Cultural Center presents year-round performances of theatre, dance, instrumental and vocal excellence, and stunning visual arts exhibitions. Besides all these wonderful events, each year the Center presents its annual gala fundraiser — The First Nighter. Below are all the programs and opportunities the Center offers. Our annual season brochure presents all the details for the upcoming season. Stop by the Cultural Center to get your name on our mailing list, or to pick up a brochure!

- **The Covered Bridge Theatre Company**

   The Covered Bridge Theatre Company was founded in 1981 and presents three to four shows a year, including comedies, dramas, and musicals. It is the resident community theater company of the Community Cultural Center.

- **The Gallery**

   The Gallery showcases up to 11 outstanding exhibitions of visual arts per year, including sculpture, photography, pottery, painting, fiber arts, watercolors, and student exhibits. Past and upcoming subjects include Cecil County history, equestrian art, Middle Eastern culture, traditional American arts, nature photography, fine arts, retrospectives, and African-American art. Most exhibits have a reception from 5:30 p.m. to 7:30 p.m. on the first Wednesday of the month, except at the beginnings of the semesters when the schedule changes. Each reception also includes an Artist Talk. For exact schedule details, call 410-287-1023.

- **The Milburn Stone Memorial Theatre**

   This state-of-the-art facility is the premier performing arts center in Cecil County. It comfortably seats 494 patrons, and offers plenty of free, well-lit parking. The auditorium is available to rent for performing arts events, corporate events, receptions, and private parties, etc. Please call 410-287-1023 for rates and other information.

- **Internships and Work Study**

   Every semester several internships and work-study positions are available in the Community Cultural Center. Past participants have assisted with gallery setup and management, database development, fundraising, student and patron surveys, marketing, technical production, and other projects. Student employees also benefit from informal seminars with the Director of the Cultural Center. Call 410-287-1023 for details regarding internships. For information about the work-study program call the Financial Aid Office at 410-287-1003.

- **The Footlighters**

   Volunteers are an integral part of the Community Cultural Center. Past and present volunteers help with mailings, set construction and painting, gallery set-up, deck crew, costuming, lighting and sound, concessions, ushering and many other opportunities. The Footlighters is the official organization/club for students and community members alike to participate in making the Cultural Center come to life. Call 410-287-1023 to learn more.

Cecil Community College Foundation Scholarships

The Cecil Community College Foundation accepts gifts from private donors and businesses to establish scholarships for the benefit of Cecil Community College students. Students may apply for the entire upcoming academic year by March 1. Students may apply for the spring semester by October 15. All applications are taken online at www.cecilcc.edu/Foundation_Alumni/application.htm.

Most scholarships have specific criteria. Student scholarship applicants do not apply for a specific scholarship. Applications will be screened and matched to appropriate scholarships through the selection process. For further information, call 410-287-1028.

- **Endowed Scholarships**

   When an individual or organization establishes an endowed scholarship, the gift is set aside as principal to be invested in perpetuity. Only the income and earnings from the principal are distributed as scholarship awards. Endowed scholarships are established with a minimum donation of $10,000. If an endowed scholarship is established with less than $10,000, it will be considered an emerging endowment. All interest will go into the principal until the $10,000 level is attained, at which time it will become an endowed scholarship. Not withstanding the foregoing, if the emerging scholarship endowment does not reach its $10,000 minimum balance within three years of establishment, the funds will be transferred to the general endowed scholarship fund to be used as the Foundation Board of Directors determines appropriate.

   The Foundation encourages the establishment of endowed scholarships. For individuals, it is a lasting tribute in honor or memory of loved ones. For organizations, it is an opportunity to provide perpetual support for students at Cecil Community College. The organization can then turn its interests and dollars to other worthwhile community needs.

- **Temporarily Restricted Scholarships**

  Temporarily restricted scholarships are established as short-term or one-time gifts. When a donor establishes a temporarily restricted scholarship, the entire gift is awarded to students.

- **Establishing Criteria**

  The Cecil Community College Foundation, Inc. Scholarship Committee selects student recipients based on criteria established by the donor. Criteria can include program interest, residency, financial need and/or merit, and grade point average. It is best to consult with the Director of Institutional Advancement when establishing your criteria.

- **Financial Management**

  The Fund Management Committee of the Cecil Community College Foundation, Inc., in accordance with its investment policy, supervises all the Foundation's funds. The Foundation's books are audited annually and a copy of the latest audit is available upon request.

  If, at any time in the future, the Cecil Community College Foundation determines a need does not exist for an endowed scholarship fund, then the Foundation Board shall have the authority to select an appropriate use for this fund which in the Foundation's determination will come as near as possible to fulfilling the wishes of the donor(s).

- **Disclosure**

  The Cecil Community College Foundation, Inc. will apply a one-time administrative expense fee of one percent to all new donations.

Alumni Association

The Cecil Community College Alumni Association strives to maintain and strengthen communications between the College and its alumni, and to aid the College in the fulfillment of its mission and objectives. Membership is free and open to graduates from all degree and certificate programs offered by the College, as well as those students who have earned 25 credits or more at CCC. Our members represent a comprehensive cross-section of former students, who are employed in a wide range of careers and professions.

CCC Alumni Association Mission Statement:

Continue to promote the usage of CCC for continuing education, certificate and degree programs as an affordable substitute to the freshman and sophomore years of a 4-year program.

Encourage enhancement of the image of the College through alumni involvement in the community.

Communicate information between the College and the alumni so that all may be informed of College events and alumni concerns.

Initiate a scholarship fund generated by alumni efforts and awarded according to alumni criteria.

Last and most important, to broaden the community's awareness of our sense of pride in having attended CCC.

For membership information, contact the Alumni Coordinator at (410) 287-1053, alumni@cecilcc.edu or visit our website at www.cecilcc.edu.

College Policies

I was unsure of my future when I came to the United States three years ago. I decided to take some classes at Cecil Community College, since it is close to my home, and I was thrilled to find the people to be so helpful and friendly. I'm now a full-time student at Cecil and have regained the confidence I had in myself prior to my arrival in this country.

Sara Charmchi
Chemistry

COLLEGE POLICIES

Americans With Disabilities Act

The Americans with Disabilities Act was signed into law on July 26, 1990. This law reinforced the concept of reasonable accommodations in education. The legal discussion in Section 504 of the Rehabilitation Act of 1973 states in part:

"No otherwise qualified handicapped individual shall, solely by reason of his/her handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

We assure that the same educational programs and services offered to other students be available to students with disabilities. We must provide physical and programmatic access by means of reasonable accommodations. This includes removal of architectural barriers, provision of auxiliary services, teaching strategies and institutional policies.

Students needing assistance with receiving accommodations or who have questions regarding ADA concerns should contact the ADA Coordinator in the Advising Center, Monday through Friday, 8:30 a.m. to 5:00 p.m. by phone, at 410-287-1000 ext. 551, or seek access through the Cecil Community College website.

Responsible Use of Information Technology Resources

Policy

It is the policy of Cecil Community College that all members who use the College's computing, information or communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of College-owned or College-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. All members of the Cecil Community College community will act in accordance with these responsibilities, relevant laws (including but not limited to the Telecommunications Act of 1996) and contractual obligations, and the highest standard of ethics.

Prior to accessing a Cecil Community College computer and/or a CCC computer network, you will be required to agree or disagree to the following disclaimer.

You are about to access a Cecil Community College computer and/or computer network that is intended for authorized users only. You should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval and disclosure of any information stored within the computer or network for any purpose including criminal prosecution.

Use of the Cecil Community College computer systems is contingent upon the following rules:

1. You may not attempt to access or modify any data or programs unless you have been granted permission.
2. You may not make unauthorized copies of any copyrighted software for personal use.
3. You may not engage in any activity which: harasses other users; makes personal profit or conducts personal business; participates in gambling activity; endangers lives or livelihoods; accesses or distributes pornographic material; or engages in criminal activity.
4. You may not download, install, or run any program from the Internet without the approval of your instructor or a network administrator.
5. You may not install or run any software, which is not supplied or authorized by the College.
6. You may not run password tracking, password cracking, or virus generating programs for any reason.
7. You may not install or run any streaming video, or live audio programs from the Internet without the specific approval of your instructor or a network administrator.

Electronic mail (Email) services are provided for students, faculty and staff and should not be used for fraudulent, harassing, or obscene purposes.

Unauthorized or illegal use of a Cecil Community College computing asset will not be tolerated and may result in disciplinary or criminal prosecution or both.

Procedure:

I. Introduction

Information technology at Cecil Community College is provided to facilitate the educational process and the administrative efforts in support of research and instruction for faculty, staff and students of Cecil Community College. The use of said facilities must be consistent with the mission statement of the College and with facilitating the exchange of knowledge and information, while encouraging resource sharing and collaborative projects in education and research.

The Responsible Use of Information Technology Policy for Cecil Community College contains the governing philosophy for regulating faculty, staff, and student use of the College's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the College recognizes that all members of the College are also bound by local, state, and federal

laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty and staff to take a leadership role in implementing the policy and assuring that the College community complies with the policy.

Information technology provides important means of communication, both public and private. Users and system administrators will respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and video).

Access to the College's information technology facilities is a privilege granted to the College's students, faculty, staff and others designated by the College. Access to College information resources may be granted, limited, or withdrawn by the College based on the following factors: observance of relevant guidelines, laws, and contractual obligations, the requester's need to know, the information's sensitivity, the risk of damage to or loss by the College, and the person's previous history of use.

The College reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county, or local law or ordinance.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College. In these cases, the College will require payment of appropriate fees. This policy applies equally to all College-owned or College-leased equipment.

Users must guard against abuses that disrupt or threaten the viability of any system, including those at the College and those on networks to which the College's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of College facilities, and intentional corruption or misuse of information resources are direct violations of the College's standards for conduct, as outlined in the Cecil Community College Faculty and Staff Manuals, and the Student Handbook.

II. Implementation
Cecil Community College's Information Technology Department and the Information Technology staff are responsible for the implementation of this policy. Faculty, staff and students are responsible for following all policies and guidelines specified and implied.

III. Enforcement
Alleged violations of this policy shall be subject to the procedures outlined in the Cecil Community College

Faculty and Staff Manuals, College Catalog (Student Misconduct Policy), and the Student Handbook. Cecil Community College treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. Cecil Community College will pursue criminal and civil prosecution of violators when appropriate.

IV. Procedures for Use of Information Technology at Cecil Community College (CCC)
1. It is prohibited for users to interfere with or disrupt network users, services or system resources. Disruptions include, but are not limited to, distribution of unsolicited advertising, creation and/or propagation of computer worms or viruses, transmission of slanderous and/or harassing materials, chain letters, and using CCC facilities to gain unauthorized entry to any other facility, whether they be internal or external to the CCC network.

2. It is prohibited for users to use equipment for illegal purposes as defined in the Telecommunications Act of 1996.

3. It is prohibited for users to use CCC's information technology resources for private financial gain.

4. It is prohibited to divulge student e-mail addresses without the consent of the owner of that address.

5. All data found on CCC administrative systems is to be considered confidential. This is true even if the software system does not enforce this confidentiality.

6. All software found on CCC systems is licensed by CCC and as such may not be copied for personal use, transferred to non-CCC equipment or modified in anyway.

7. Users not accessing the systems for six consecutive months will be considered inactive and will be removed from the system unless Information Technology is informed that they are on extended leave.

V. Guidelines for Creation and Maintenance of World Wide Web (WWW) pages at Cecil Community College (CCC)

All WWW pages created for departments or organizations within CCC and placed on the Web Server are considered an official representation of CCC and thus must be in compliance with the stated mission and standards for CCC.

a. All pages for students/student organizations must be approved by the faculty/staff advisor and the Vice President of Students and Institutional Effectiveness or designee.

b. All departmental pages must be approved by the appropriate Vice President, Dean or Administrator.

c. All WWW pages are subject to periodic review by appointed person(s).

VI. Disciplinary and Appeal Procedures
Disciplinary Procedures:
Students:

Students who are charged with violation of the policy will be referred to the Vice President of Student Services and Institutional Effectiveness or designee.

Students who are found in violation of the policy may receive the following sanctions:

First Offense: The Vice President of Student Services and Institutional Effectiveness or designee may refer the student to appropriate counsel in the proper use of the technology resource. Sanctions may be imposed depending on the seriousness of the violation.

Second Offense: Sanctions may include but not be limited to temporary suspension of the technology resource.

Third Offense: This will result in serious disciplinary action including but not limited to suspension of the technology resource, including E-mail and Internet access. Serious multiple violations could result in dismissal from the College.

Based on the principles of standard classroom management, faculty reserve the right to dismiss students (temporarily or permanently) from a class if the student's use of technology in that class is not consistent with the academic objectives of the course.

Appeal Procedures: Complaints will be adjudicated as detailed in the Student Misconduct Policy. This process is described in detail in this Catalog.

Faculty/Staff:
Based on the nature of the offense and/or the number of violations, and if the violation is confirmed, the appropriate supervisor may take action in accordance with due process.

Appeal Procedures: Any determination of the College or action taken which affects an employee of the College may be formally appealed through one of the College's available grievance procedures, if any such procedure applies to the employee. If no grievance procedure applies, any determination below the level of President may be appealed to the President, but a decision by the President will be considered final.

Copyright

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person making the copy is liable for any infringement. For further information about copyright laws consult the following:

- Books about copyright laws that can be borrowed from the library.

- Videotapes about copyright laws that can be viewed in the library.

- Internet sites for more information about copyright:
  http://fairuse.stanford.edu/
  http://www.loc.gov/copyright/

Drug Use and
Alcohol Abuse Prevention Policy

It is the policy of Cecil Community College, in accordance with State and Federal guidelines, to promote a drug free workplace and campus. In addition, Cecil Community College recognizes and supports the need to continue a firm stand on the issue of drug use and alcohol abuse prevention and education.

Procedures for a
Drug Free Workplace and Campus
In compliance with the Drug Free Workplace Act of 1988, The Drug Free Schools and Communities Acts of 1986 and 1989 and The State of Maryland Executive Order 01.01.1989-Drug and Alcohol Free Workplace, the Board of Trustees of Cecil Community College adopted the Drug Free Workplace Policy effective March 18, 1989 and the Drug Use and Alcohol Abuse Prevention Policy effective October 1, 1990. These procedures are reviewed and amended biannually, as required by the U.S. Department of Education.

Philosophy
Cecil Community College is dedicated to maintaining an educational environment that prepares students for an enriched and productive participation in society, thus enhancing the quality of community life. Social life should assist, and not detract from, these most basic goals. All members of the academic community — trustees, students, faculty, administrators and other staff members — share the responsibility for protecting the academic environment, and all are expected to exemplify high standards of professional and personal conduct.

The illegal or abusive use of alcohol and other drugs by members of the academic community adversely affects the educational environment as well as the workplace. It is not only detrimental to academic endeavor and enjoyable social activity, but is potentially illegal, dangerous to health, frequently produces destructive behavior, is

likely to cause irresponsible use of motor vehicles or other equipment, and often impairs personal interaction and decision making.

Therefore, Cecil Community College is committed to having a campus that is free of alcohol and other drug use and abuse. In keeping with its mission, Cecil Community College will utilize prevention through education as a major approach to the problem. Standards of conduct for members of the campus community will be established herein and will include remedial actions and sanctions as required by law.

Definitions
The following terms used in these procedures are defined as follows:
- "substance" means alcohol and other drugs;
- "alcohol" means alcohol or ethanol;
- "drug" means any substance taken into the body, other than food, which alters the way in which the body normally functions; and
- "abuse" means use of any illegal drug or use of any drug, including alcohol, over the counter or prescription drugs, when use is not in conformance with prescription requirements, or circumstances when use is not permitted.

Prohibition Against the Abuse of Drugs, Substances and Alcohol
The sale, distribution, use, manufacture, possession or abuse of illegal drugs and the abuse of alcohol and other substances is a violation of federal and/or state laws and is prohibited at all times. Violators will be subject to arrest and prosecution. Students, faculty and staff who are found guilty of violating federal and/or state laws on College property, or while on College business, will be subject to disciplinary action up to and including dismissal and/or termination. Penalties may include drug and alcohol education and referral to the Cecil County Alcohol and Drug Center or other treatment programs in lieu of dismissal or termination.

College-Wide Resources
Available to all members of the College community, the College supports Project Alert, a student-directed information program, providing education, individual and group support, and confidential referral to treatment and counseling services. Information projects, such as workshops, speakers and orientation programs, are designed and presented to develop awareness of the dangers and consequences of substance abuse. For additional information, contact The Advising Center at 410-287-1000.

Additional information resources available in the community include:

The Drug and Alcohol Center	410-996-5106
Family Services of Cecil County	410-398-4060
Union Hospital of Cecil County	410-398-4000
The Vet Center	410-398-0171
Cecil County Mental Health	410-996-5104
Cecil Citizens Against Drugs	410-392-0055

Risks of Alcohol and Other Drug Use
Federal and state laws require the College to provide basic information within its policy about the numerous health risks associates with abuse of substances. It is not possible to fully explain all of them within this document, but some of the facts will be outlined in accordance with the requirements. Project Alert maintains a resource library, circulates flyers, articles and pamphlets on many of these health risks in addition to its classes, seminars and workshops.

Impairment of motor skills, loss of judgement and toxic reactions are among the many risks associated with alcohol and other drug use and abuse. Physical and psychological dependence can result from prolonged or continuous use of alcohol and other drugs. Sometimes even short term or periodic use of certain substances can produce physical and psychological dependence. Alcohol and other drug use has been related to a broad range of illnesses such as liver disease, nutritional deficiencies, ulcers, neurological and convulsive disorders, cancers, heart and artery diseases.

Some other known effects and risks include:

HIV Infection: (Human Immunodeficiency Virus) — the virus which causes AIDS (Acquired Immune Deficiency Syndrome). AIDS can be a fatal condition. Intravenous (IV) drug users and people under the influence of alcohol and other drugs are at risk for contracting the HIV virus. The use of alcohol and other drugs impairs judgement, lowers defenses and can put the user and user's partner(s) in danger of acquiring HIV by transfer of blood products, and the transfer of other body fluids.

Drug Affected Infants: Alcohol and other drug use during pregnancy can be very dangerous since these substances pass freely from the mother's body to the baby's. New studies also show that a male's use of alcohol and other drugs can affect the unborn child. One in ten children born in urban areas have been prenatally exposed to cocaine. Among the many symptoms, affected infants are likely to be born with low birth weight (under 5.5 pounds), suffer from attention deficit problems, coordination and developmental retardation and are at increased risk of Sudden Infant Death Syndrome (SIDS).

Fetal Alcohol Syndrome (FAS): an especially tragic result of drinking by pregnant women because its victims are helpless babies. Drinking alcohol is very risky in any stage of pregnancy, especially during the first trimester. An estimated three out of every 1,000 babies born has fetal alcohol syndrome. Effects can be similar to those described above for drug-affected infants.

Other substances and known effects include:

Marijuana — made from the dry leaves of the hemp plant. When smoked or eaten, it alters the chemicals in the body that control mood, appetite, perception, energy and concentration. The drug affects the brain cells in a way that disrupts long and short term memory. Marijuana also creates hormonal changes in both males and females which can lead to damage of the reproductive system, affecting the unborn child.

Anabolic Steroids — laboratory-made substances which are used primarily by athletes to increase muscle size and body weight. In addition to being illegal, steroids can cause serious negative side effects. Psychological problems include increased anger, uncontrolled aggression, depression and low tolerance for frustration. Physical side effects in men include a decrease in sperm count, atrophy of the testes, impotence, cancer of the prostate, early baldness, high blood pressure, heart disease and liver failure. In women, side effects include masculinizing reactions such as growth of facial and body hair, deepening of the voice, male pattern baldness and menstrual irregularities. In both sexes, there is an increased risk of birth defects in babies born to parents who use or used steroids.

Cocaine and "Crack" — derived from the leaves of the cocoa plant. When inhaled or smoked it stimulates the central nervous system and increases heart rate, blood pressure and body temperature. Some doses can cause weight loss, damage to the central nervous system, skin abscesses, perforation of the septum of the nose, depression and paranoid psychosis. Newborn babies of mothers abusing the drug can be addicted.

LSD or "Acid" — a hallucinogenic substance that is chemically derived from components of grain fungus. When ingested it causes dilation of the pupils and increases pulse rate, blood pressure and body temperature. Acting on the brain, it causes sensory distortions and hallucinations. Other responses include loss of identity, faulty judgement, sense of unreality, anxiety, depression, terror and panic. It can result in psychological dependence, and is potent in small doses.

Narcotics — include opium, morphine, heroin, codeine and synthetic substances that can be taken orally, snorted, smoked or injected into the skin or a vein. They relax the central nervous system and appear to be able to reduce anxiety levels, promote drowsiness and allow sleep in spite of severe pain. Short-term physical effects include pinpoint pupils, lethargy, skin abscesses, chronic constipation, nausea and respiratory depression. Psychological effects include anxiety, irritability, mood swings, depression, drug seeking and antisocial behavior.

Maryland Alcoholic Beverage Laws

1. The minimum legal age for the possession and/or consumption of alcoholic beverages is 21 years.
2. It is unlawful to purchase alcoholic beverages for, or to give alcohol to, a person under 21 years of age.
3. It is unlawful for any minor to knowingly and willingly make any misrepresentation or false statement to his/her age in order to obtain alcoholic beverages.
4. It is unlawful for any person to purchase alcoholic beverages for consumption by an individual who is known to be a minor.
5. It is unlawful for any persons to possess open containers of any alcoholic beverage in a public place.
6. In Maryland, the penalties for persons over 21 driving under the influence (DUI — Blood Alcohol Concentration — BAC.07) and driving while intoxicated (DWI — BAC.10) includes fines, suspension or revocation of license and imprisonment.
7. Effective January 1, 1990, the driver of a vehicle who is under 21 and who has a .02 Blood Alcohol Concentration (BAC) can have his/her driver's license suspended for one year.

Cecil County Code for Possession of Alcohol

It is a violation in Cecil County to possess an open container that contains or has contained alcoholic beverages on a street, in a parking lot, on a highway, on a sidewalk, in other public places or in a motor vehicle. This applies equally to campus premises.

College Requirements for Alcohol Use

Cecil Community College recognizes that a responsible and mature attitude towards alcohol is a desirable goal. These requirements and guidelines provide an opportunity to develop such responsibility. They presume adherence to Maryland State Law and respect for the rights of others.

1. The use, possession, and/or serving of beer and wine at all College activities is subject to county, state and federal regulations.
2. The use, possession, and/or serving of alcoholic beverages is prohibited at all on-campus College sponsored student activities. Requests for exceptions to these guidelines should be directed to the Vice President of Student Services and Institutional Effectiveness or the appropriate budget head.
3. Non-student activities sponsored by any department, faculty or staff at which alcohol will be served require approval from the Vice President or Budget Head of the division.
4. Alcoholic beverages will not be sold or served at College sporting events.
5. STUDENT PLEDGE: In accordance with Federal law, the following statement with required signature is contained in the student Application for Admission:
"In making this application, I accept and agree to abide by the policies and regulations of Cecil Community College concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations."

Guidelines for Complying with
College Alcohol Requirements

1. Admission to events where alcohol is served must be by invitation or ticket. Members of the College community are responsible for their guests to insure adherence to all applicable laws, regulations and policies as well as appropriate behavior.

2. A notice of the legal drinking age must be posted at the entrance to the event in the immediate serving area.

3. The event coordinator is responsible for a system to ensure that no one who is underage is served alcoholic beverages. A college representative or designee will be in attendance at all student events where alcoholic beverages are served in order to provide overall supervision of the event and to monitor the service and use of alcoholic beverages.

4. The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented. No person under the legal drinking age of 21 shall be served alcohol.

The following procedures are recommended:

• Check picture I.D.s at the entrance. Acceptable identification consists of a valid driver's license with photo or other I.D. issued to non-drivers by the D.M.V.

• Use an ink stamp or other non-transferable identification for all persons who are of legal drinking age.

• Serve each person only one drink at a time.

5. No person who is intoxicated or appears under the influence of drugs or alcohol, or who is disorderly in conduct, may attend an event nor consume, serve or dispense alcoholic beverages. If an individual becomes intoxicated at the function, he/she will not be served additionally and may be asked to leave for the remainder of the event. A free ride home will be offered to anyone appearing unsafe to drive a vehicle. Unusual and/or suspicious behavior should be assessed on a case-by-case basis by the instructor or supervisor and appropriate action or referral taken. If necessary, the instructor or supervisor may seek additional advice or assistance from appropriate resources at the College.

6. All bartenders must be 21 years of age or older. According to Maryland law all facilities must have a person on site who has completed a certified alcohol intervention workshop. Server intervention workshops will be offered each semester by qualified trainers under Maryland licensing regulations for students, faculty, and staff recruited to be servers at functions where alcohol is available.

7. At all events where alcoholic beverages are served, nonalcoholic beverages such as soft drinks, lemonade, coffee and tea must be provided at minimal cost. Amounts must be reasonably related to expected attendance below the age of 21 and persons who prefer not to drink alcoholic beverages.

8. High fat, high-protein foods, in quantities proportional to the number of guests, shall be provided and prominently displayed throughout any event where alcohol is served.

9. The serving of alcohol must be discontinued one hour prior to the close of the event and a free ride home will be provided upon request or offered to anyone appearing unsafe to drive a vehicle.

10. Alcoholic beverages will be served only in the area(s) reserved.

11. Alcoholic beverages may not be brought in by others nor removed for consumption elsewhere.

12. No one should be induced or coerced, even subtly, to drink or to over indulge. The serving of alcoholic beverages must be incidental to the event and not the focus of the event.

13. Alcohol will only be available for a maximum of three hours and not past 12:00 midnight.

14. No advertising for an event which promotes alcohol or emphasizes the quantity of alcohol to be served is permitted. All promotional material and/or paid advertising must be reviewed and approved by a designated Enrollment and Student Support Services administrator.

15. Alcoholic beverages may not be given away as door prizes or raffled.

Policy Enforcement for Students

1. Violations by students are subject to law enforcement procedures as applicable and/or to action according to the College's disciplinary procedures for students. Violators of College policy will receive sanctions up to and including expulsion and/or referral for prosecution. Individuals may be referred to an appropriate substance abuse education program or to the Cecil County Alcohol and Drug Center as a provision of any penalty or sanction for violation of policies and/or regulations.

2. Violations by students will be handled according to the "Due Process" procedure through Enrollment and Student Support Services or The Division of Continuing Education as applicable.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) allows the Registrar to release student directory information. This information may include names, addresses, telephone numbers, birth dates, birth places, major fields of study, attendance dates, degrees and awards, the most recent educational agencies or institutions attended, participation in officially recognized college activities or sports, and athletic team members' weights and heights. The College generally will release only the student's name, dates of attendance and degrees, and/or certificates earned as directory information.

To have directory information withheld, written notification must be received from currently enrolled students in the Registrar's Office within two weeks after the first day of classes for the semester/term. Cecil Community College assumes that failure on the part of any student to request withholding of directory information indicates individual approval for disclosure.

The Act affords students the opportunity to inspect and review their educational records within forty-five (45) days of the College's receipt of request for access. Students should submit, to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place for review.

Students may request an amendment of any of their educational records that they believe are inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Nondiscrimination Policy

It is the policy of Cecil Community College not to discriminate against any individual by reason of race, color, sex, marital status, citizenship, national or ethnic origin, age, religion, sexual orientation, or disability (which can be reasonably accommodated without undue hardship) in the admission and treatment of students, educational programs and activities, scholarship and loan programs, recruitment, hiring or promotion of faculty and staff, or with conditions of employment, in accordance with and to the extent required by law.

The Director of Human Resources is available to assist College employees and students in answering questions or resolving issues related to the non-discrimination, equal opportunity and issues related to access and accommodation for individuals with disabilities.

Rights and Responsibilities of Student Members of the College

The following is a bill of rights and responsibilities adopted by CCC for the student members of the College community. The bill was adopted from a report by the Carnegie Commission on Higher Education. Student members of the campus have an obligation to fulfill the responsibilities of their particular roles within the academic community.

I. As citizens, student members of the campus enjoy the same basic rights, and are bound by the same responsibilities to respect the rights of others, as are all citizens. Among the basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violation, threats of violence and abuse.
Freedom of press implies the right to freedom from censorship in campus newspapers and other media, and the concomitant obligation to adhere to the canons of responsible journalism.
It should be made clear that editorial opinions are not necessarily those of the institution or all of its members.
The campus is not a sanctuary from the general law.
The campus does not stand "in loco parentis" for its members.
Each member of the campus has the right to organize his/her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into, and does not interfere with the rights of others or the educational process.
Admission to, employment by, and promotion within the campus shall be in accordance with the provisions against discrimination in the general law.

II. All members of the campus have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for the truth and its free presentation. These rights and responsibilities include:
The obligation to respect the freedom to teach, learn, and conduct research, and publish findings shall be in the spirit of free inquiry.
Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom.
Freedom to teach and to learn implies that the teacher has the right to determine the specific content of the course, within the established guidelines of the college or course definition, and the responsibility not to depart significantly from the area of competence or to divert significant time to material extraneous to the subject matter of the course.
The obligation exists not to infringe upon the right of all members of the campus to privacy in offices and laboratories in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into.

Campus records of its members should contain only information which is reasonably related to the educational purposes or safety of the campus.

The obligation exists not to interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues.

The right exists to identify oneself as a member of the campus, and a concurrent obligation exists not to speak or act on behalf of the institution without authorization.

The right exists to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations.

The right exists to recourse if another member of the campus family is negligent or irresponsible in performance of his or her responsibilities, or if any member of the campus represents the work of another as his/her work.

The right exists to be heard and considered at appropriate levels of the decision-making process about basic policy matters of direct concern.

Members of the campus who have a continuing association with the institution and who have substantial authority and security have an especially strong respect for the rights of others and fulfillment of academic responsibilities.

All faculty should maintain the highest standards in the performance of their academic responsibilities consistent with the individual student's success.

Trustees have a particular responsibility to protect the integrity of the academic process from external and internal attacks and to prevent the political or financial exploitation of the campus by any individual or group.

III. The institution, and any division or agency which exercises direct or delegated authority for the institution has rights and responsibilities of its own. The rights and responsibilities of the institution include:

Right and obligation to provide an open forum for members of the campus to present debate issues.

Right and obligation to provide, for members of the campus, the use of meeting rooms under the rules of the campus including use of political clubs; to prohibit use of rooms by individuals members or groups of members on a regular or prolonged basis as free headquarters for political campaigns; and to prohibit use of its name, its finances, and its office equipment and supplies for any political purpose at any time.

Right and obligation not to take a position, as an institution, in electoral policies or on public issues, except on those issues which directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.

Right and obligation to protect the members of the campus and visitors to it from physical harm, threats of harm or abuse; its property from damage and unauthorized use, and its academic and administrative processes from interruption.

Right to require that persons on the campus be willing to identify themselves by name and address and to state what connection, if any, they have with the campus.

Right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of members of the campus and the institution's property.

IV. Student members of the campus have a right to fair and equitable procedures which shall determine the validity of charges of violation of campus regulations.

The procedure shall be structured so as to facilitate a reliable determination of the truth or falsity of charges, to provide fundamental fairness to the parties, and to be an effective instrument for the maintenance of order.

All members of the campus have a right to know in advance the range of penalties for violations of campus regulations. Definition of adequate cause for separation from the campus should be clearly formulated and made public.

Charges of minor infractions or regulations, penalized by small fines or reprimands which do not become part of permanent records, may be handled expeditiously by the appropriate individual or committee. Persons so penalized have the right to appeal.

In the case of charges of infractions of regulations which may lead to notation in permanent records or to more serious penalties, such as suspension or expulsion, members of the campus have a right to formal procedures with adequate due process, including the right of appeal. Members of the campus charged with or convicted of violations under general law may be subject to campus sanctions for the same conduct, in accord with campus rule essential to the continuing protection of other members of the campus and to the safeguarding of the education process.

Sexual Assault Policy and Procedures

(In compliance with Sexual Offenses on Campus – New Federal Laws Higher Education Amendments of 1992)

Introduction

Cecil Community College seeks a safe and healthy environment for all community members and visitors. Thus, Cecil Community College has developed the following policy on sexual assault to set forth definitions, and to reaffirm the College's commitment to providing education, reporting, adjudication, sanctions and community resources for support.

Cecil Community College will also provide for the documentation of information about incidents that occur on campus and a clear process for dissemination of that information to the College community in compliance with the law.

Definition

A forcible sex offense is "any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent" because of youth, mental disability, intoxication, or inability to make a reasonable judgment concerning the nature of harmfulness of the activity which may include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of "unlawful, nonforcible sexual intercourse," and include incest and statutory rape. Depending on the circumstance, acquaintance rape could be in either category. Offensive sexual behavior may also include obscene telephone calls, "flashing", or indecent exposure.

Education
Cecil Community College will encourage all members of the academic community - faculty, staff, and students — to participate in educational programs about sexual harassment and sexual assault through professional development. All new students will receive information/workshops at orientation sessions.

Reporting Procedures & Sanctions
Cecil Community College recognizes that sexual assault is not only intolerable on campus but against the law. Therefore, criminal acts will be reported to the law enforcement authorities with consent of the victim, and individuals charged may be subject to prosecution. Victims have the right to be treated with dignity and seriousness by campus personnel. Victims of crimes against the person have the right to be reasonably free from intimidation and harm. All matters pertaining to sexual assault will be kept in strict confidentiality. The College will provide assistance in clarifying the nature of the problem and outlining options that may be considered to resolve the situation. It will also provide advice and support throughout the process.

Procedures for Reporting Sexual Assault
Any member of the College community who believes that he/she has been sexually assaulted should report the incident to College Security. College Security will make the appropriate notifications to the College human resources department or to the Vice President of Students depending upon the parties involved.

College Security will also, in conjunction with other college and outside resources, provide the victim with the following:
- procedures if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported. The following hospitals are equipped with the Maryland State Police Sexual Assault evidence collection kit:
Union Hospital; Elkton, Maryland

Veterans Medical Hospital; Perry Point, Maryland Harford Memorial Hospital; Havre de Grace, Maryland
- the victim's option to notify proper law enforcement authorities, including on-campus security and local police, and the option to be assisted by campus authorities in notifying these authorities if the victim chooses to do so;
- existing community counseling, mental health, or student support services for victims of sexual assault, which include:
Domestic Violence/Rape Crisis Center of Cecil County — (410) 996-6033
Cecil County Department of Social Services — (410) 996-0100,
Emergency ONLY: (410) 398-3815
- options for, and available assistance in changing academic arrangements precipitated by the offense if requested by the victim and if these changes are reasonably available;
- transportation to medical facilities will be through the county medical emergency services unit.

Sanctions
Cecil Community College sanctions will be imposed in accordance with student misconduct and grievance policies. These sanctions can include but are not limited to suspension, expulsion, and/or separation from the College. In addition, an individual charged may be subject to prosecution by the Office of the District Attorney under Maryland Criminal Statutes.

Other Important Agencies To Contact If An Incident Occurs
- On Campus Escort Service (410) 287-6060
- 911
- State Police (410) 398-8101
- Cecil County Sheriff Dept. (410) 996-5500

Sexual Harassment Policy
Policy
It is the policy of Cecil Community College to prohibit sexual harassment. As part of the policy, the term "sexual harassment" is defined to include conduct which constitutes:
1. Unwelcome sexual advances.
2. Requests for sexual favors, and other verbal or physical conduct of a sexual nature, that is accompanied by an explicit or implied promise of favorable employment or academic treatment, or by an explicit or implied threat that rejection would adversely affect the individual's conditions of employment or academic results.
3.   A. Any verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work or academic environment.
  B. Sexual harassment is a violation of federal law,

state law and College policy and will not be tolerated. Any person associated with the College, including administrators, faculty, staff and students, who violates this policy will be subject to disciplinary action up to and including involuntary separation from the College.

C. All persons associated with the College have a responsibility to actively promote and maintain a work place and an educational environment free from sexual harassment, intimidation, hostility and offensiveness.

D. The President shall establish and publicize procedures to handle complaints made under provisions of this policy and establish programs and publications to educate the College community about sexual harassment.

Procedure

Conduct and Behavior on Campus

A. Some examples of conduct and behavior between persons of the same or different genders, by administrators, faculty, staff or students prohibited under this policy are:

1. Unwelcome sexual flirtations, advances or propositions which may occur between persons of same or different genders;

2. Verbal abuse and/or offensive noises of a sexual nature, including humor, teasing, innuendo, or gender-related epithets;

3. Graphic or degrading comments of a sexual nature about an individual's appearance;

4. Obscene gestures;

5. Display of sexually explicit or suggestive material, or pictures or objects except as germane to instructional subject matter within the course context;

6. Touching, including patting, pinching or repeated brushing against another's body.

B. Sexual harassment generally does not include occasional compliments of a socially acceptable nature or welcomed social relationships.

C. Consenting relationships are not considered sexual harassment and it is not the College's intent to regulate private behavior, however:

1. Romantic and sexual relationships are risky when they occur between a College employee and a subordinate employee or a student because a power differential is inherent.

2. An allegedly consensual relationship may considerably increase the complexities and difficulties of resolving an associated charge of sexual harassment.

Enforcement of Sexual Harassment Policy

To effectively enforce the policy prohibiting sexual harassment, the College strongly encourages anyone who believes he/she has experienced sexual harassment to report all incidents. Any person may seek information, assistance or resolution by using the following informal and formal means. Further, all faculty, administrators and supervisors must refer for investigation any possible violations of this policy of which they become aware.

A. Informal Procedures

1. College employees, including work-study students and volunteer workers may seek information from or direct a complaint to the Director of Human Resources.

2. Credit and non-credit students may seek information from or direct a complaint to the Vice President of Students & Institutional Effectiveness on the North East campus or the Dean of Educational Programs/Lifelong Learning on the Elkton campus.

3. An investigating official receiving the complaint and/or his/her designee will conduct a prompt and unbiased investigation of the complaint. The investigation will usually include:

   a. An interview with the complainant and, if agreeable to the complainant, taking the complaint in writing;

   b. An interview with the alleged offender;

   c. Interviews with any reported witnesses and/or others who may possess relevant information.

4. If the investigating official finds reasonable cause to believe there may be validity to the charges, he/she may attempt an informal resolution acceptable to all parties involved. Such a resolution should be undertaken in consultation with the supervisor of the alleged offender, if appropriate, and must serve to:

   a. end the alleged harassment and/or correct the harassing situation;

   b. counsel and advise the alleged offender against repeating or continuing sexually harassing behavior and/or implement discipline of less than loss of compensation or employment for the alleged offender;

   c. warn the alleged offender of potential consequences of repeat or continued prohibited behaviors;

   d. encourage the alleged offender to obtain professional counseling, if appropriate;

   e. sufficiently document and preserve the relevant facts of the case. All documentation pertaining to any complaints of sexual harassment at Cecil Community College must be filed in the Office of Human Resources.

5. If an informal resolution is not possible or if disciplinary action involving loss of compensation or employment is indicated after investigation as described above, due to a serious offense and/or prior incidents of unacceptable conduct, formal procedures will be required.

B. Formal Procedures

1. The investigating official will refer the complaint to the President.

2. The President and/or a designee may attempt a resolution acceptable to all parties. If he/she is unsuccessful or believes this to be inappropriate under the circum-

stances, he/she will designate three (3) individuals from the College to conduct a formal investigation of the complaint and will receive their report.

3. The President will then determine appropriate action to be taken and/or make any necessary recommendations to the Board of Trustees.

4. Any complainant may choose to by-pass the informal resolution procedure and request that a complaint of sexual harassment be referred to the President after an investigation and a reasonable cause determination has been made.

Discipline and Other Policy Guidelines

A. If appropriate, corrective action which is consistent with the degree of seriousness of the harassment may be determined by the President or a designee, or be recommended by the President to the Board of Trustees. In general, corrective action will be commensurate with the nature and severity of the offense, and when appropriate, reflect levels of progressive discipline.

B. Guidelines for such progression are as follows:

1. A minor offense will result in at least a verbal warning plus counseling as to the provisions of this policy. Stronger disciplinary action may be taken depending upon the nature of the offense and the employee's employment record.

2. A second minor offense may be regarded as misbehavior and result in at least a formal written warning that separation from the College may result if sexual harassment continues or is repeated.

3. Additional minor and/or a major offense(s) may be regarded as gross misconduct and result in the immediate and involuntary separation from the College of the individual charged.

C. No retaliation or reprisal of any kind will be permitted or tolerated against any individual of the College who makes a complaint according to these procedures. Acts of retaliation towards such an individual may be treated as a subsequent and/or major offense and will result in appropriate discipline.

D. Filing of a knowingly false accusation of sexual harassment by any individual against an employee or student of the College is a serious violation of this policy and may result in disciplinary action up to and including involuntary separation from the College.

E. Any determination of the College or action taken which affects the complainant, the alleged offender or supervisory personnel may be formally appealed through one of the College's available grievance procedures, if any such procedure applies to the aggrieved individual. If no grievance procedure applies, any determination below the level of President may be appealed to the President, but a decision by the President is final.

F. An intentional failure by an official to take necessary and appropriate steps to refer any possible violation of this policy for investigation or otherwise act upon a bona fide complaint of sexual harassment will result in disciplinary action by the College.

G. The College will make every effort to protect the confidentiality of all parties to the extent practical while fulfilling its obligation to investigate any possible instances of and otherwise prohibit and prevent sexual harassment.

Smoking Policy

Cecil Community College establishes a smoke-free environment for all property owned and/or leased by the College with the exception of designated smoking areas. All smoking and carrying of lighted tobacco products outside of designated smoking areas is prohibited. Designated smoking areas are established by Cecil Community College and are subject to change and review.

Student Grievance Policy

Policy

A Cecil Community College student who wishes to file a grievance should first attempt to resolve the issue at its source with the instructor or staff member involved. Should such a resolution be impossible, however, the student may pursue the following steps if he/she wishes to file a grievance. There are two grievance tracks: (1) academic grievances, such as grade disputes and academic dishonesty issues; and (2) all other matters, such as schedules, fees, materials, and property.

It is the philosophy of Cecil Community College that a grade is based on the expert judgement of the instructor. The College administration will not attempt to substitute his/her judgement for that of the instructor. In a grievance involving a grade, the administrator will try to determine if the grade was arrived at in an equitable manner, that is if the same standards were applied to all students in a particular class.

Procedures

1. A. Academic Grievances: Students wishing to appeal a grade, dismissal from an academic program because of insufficient academic progress, or a decision involving academic dishonesty should first arrange a conference with the instructor. Should the grade/decision involve progress or dismissal from a program such as Nursing, the student will also hold a conference with the Director of the program or the Department Chair.

B. Non-Academic Grievances: Students wishing to appeal non-academic matters, such as decisions regarding property, scheduling, etc., should first confer with the faculty or staff member involved.

2. Should no solution be reached in Step 1, the student, within five working days after the outcome of the conference has been determined, should contact the appropriate Vice President by submitting a written petition, which should include a detailed statement of the problem, a summary of the results of Step 1, and the ration-

ale for pursuing a grievance.

*Students wishing to file an academic grievance should file it with the Vice President for Academic Programs. All other issues should be directed to the Vice President of Student Services & Institutional Effectiveness.

3. The Vice President will gather and analyze appropriate information. Should the Vice President deem it necessary, he/she has the option of convening and chairing a committee (comprised of at least one faculty member, one student, and one staff member from Enrollment and Student Support Services selected by the Vice President) to help evaluate the student's petition through interviewing parties involved in the grievance and gathering and reviewing materials pertinent to the case. The decision at this stage of the grievance will be made by the Vice President based on the facts that have been gathered.

4. Within five working days after completing the investigation, the Vice President will, by registered mail, notify the student of his/her decision.

5. The decision of the Vice President of Student Services and Institutional Effectiveness or the Vice President of Academic Programs is final.

NOTE: See also separate policies on Student Misconduct, Academic Dishonesty, and Appeal of Grades.

Student Misconduct Policy

Policy

The College is dedicated to the development of individual students. In this regard, it has the responsibility of protecting each individual's academic and personal freedoms and rights, as well as protecting the common good and rights of others. Regulations and procedures toward this end are therefore necessary.

Generally, College disciplinary action will be limited to conduct which adversely affects the educational community's pursuit of its objectives. Where possible, every effort will be made by the Vice President of Student Services and Institutional Effectiveness to dispose of adverse conduct informally by conducting a preliminary investigation and by consulting all parties concerned.

Infractions

The following are examples of misconduct subject to disciplinary action:

1. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.

2. Physical abuse or the threat of physical harm of any person on College premises or at College-sponsored or supervised functions.

3. Theft from or damage to College premises or damage to property of a member of the College community on College premises.

4. Failure to comply with directions of College officials acting in performance of their duties.

5. Violation of published regulations including those pertaining to entry and use of College facilities, these rules of conduct, and any other regulations which may be enacted.

6. Deliberate filing of a false accusation against another student or against any member of the College administration, faculty or staff.

7. Misuse of college resources and technology, where the use does not apply directly to academic pursuits.

Procedures

1. Where an infraction or violation of College policy and regulations or misconduct is known or alleged, the charge may be presented by the Vice President of Student Services and Institutional Effectiveness on his/her own motion, or by any member of the College community.

2. Within seven days of the presentation of the charge, the Vice President of Student Services and Institutional Effectiveness will make a preliminary investigation by consulting all parties concerned, including the accused, to see whether the charges may be disposed of without the initiation of disciplinary action.

3. If the Vice President determines that the allegation warrants disciplinary proceedings, he/she, within seven working days, will notify the accused, in writing, of the charges and the penalty.

4. The person accused, within seven working days of receipt of the charges and penalty, may elect to be tried in a hearing board directed and appointed by the Vice President of Student Services and Institutional Effectiveness.

Conduct of Hearings

Where hearings are necessary, proceedings shall be conducted in a fair, impartial, and expeditious manner which will insure a prompt disposition of the case. The hearing will be private. Witnesses may be called by anyone involved in the hearing. The decision regarding the evidence will be made known to the accused within two days after the hearing. A transcript or tape recording will be made of the proceedings. If the student is found innocent, charges will be dismissed and no further action will be taken. If the student is found guilty, one or more of the following disciplinary actions may be taken:

Censure — a written statement to the offender that he/she has violated College regulations and the possibility of more stringent disciplinary action in the event of future violations.

Restitution — reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension — exclusion from class/es and/or extracurricular activities for the remainder of the semester.

Expulsion — termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

Procedures for Appeal

1. Students tried in a hearing conducted by the Vice President of Student Services and Institutional Effectiveness may appeal within seven days after notification of the action of the original hearing. Appeal may be made to the Vice President of Student Services and Institutional Effectiveness who will, in consultation with the President of the College, review the recommended disciplinary action/s. In so far as, in their judgment, it serves the best interest of the student charged, the student body, and the College, they may confirm, reduce, or dismiss the disciplinary action recommended. Their decision will be final.

NOTE: See also separate policies on **Student Grievance and Academic Dishonesty.**

Student Right-To-Know Policy

In compliance with the Student Right-to-Know and Campus Security Act, it is the policy of Cecil Community to make readily available information concerning the completion or graduation rate of all certificate or degree-seeking, full-time undergraduate students entering the College, as well as the average completion or graduation rate of students who have received athletically-related student aid. This information is published in the *Credit Course Schedule.*

The Crime and Awareness and Campus Security Act of 1992, requires that the College prepare information on current campus crime prevention programs and campus security statistics.

Cecil Community College supports the intent of this act and has taken steps to adhere to its guidelines by publishing student consumer information in the *Credit Course Schedule.*

General Education and Transfer

Public Institutions of Higher Education
Annotated Code of Maryland

Scope and Applicability

This chapter applies only to public institutions of higher education.

Definitions
A. In this chapter, the following terms have the meanings indicated.
B. Terms Defined.
    (1) "A.A. degree" means the Associate of Arts degree.
    (2) "A.A.S. degree" means the Associate of Applied Sciences degree.
    (3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
    (4) "A.S. degree" means the Associate of Sciences degree.
    (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
    (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
    (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
    (8) "General education program" means a program that is designed to:
        (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
        (b) Encourage the pursuit of life-long learning; and
        (c) Foster the development of educated members of the community and the world.
    (9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
    (10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
    (11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
    (12) "Parallel program" means the program

of study or courses at one institution of higher education, which has comparable objectives as those at another higher education institution; for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

(13) "Receiving institution," means the institution of higher education at which a transfer student currently desires to enroll.

(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects, which focus on:
  (a) History and cultural diversity;
  (b) Concepts of groups, work, and political systems;
  (c) Applications of qualitative and quantitative data to social issues; and
  (d) Interdependence of individuals, society, and the physical environment.

(17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution, which is applicable for credit at the institution the student is entering.

Admission of Transfer Students to Public Institutions

A. Admission to Institutions
  (1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection (4) below.
  (2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
    (a) Satisfied the admission criteria of that receiving public institution as a high school senior; and
    (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
  (3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
  (4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
    (a) Based on criteria developed and published by the receiving public institution; and
    (b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.
  (1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
    (a) Are developed and published by the receiving public institution; and
    (b) Maintain fair and equal treatment for native and transfer students.
  (2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
    (a) Based on criteria developed and published by the receiving public institution; and
    (b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

    (1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

    (2) A receiving public institution may set program requirements in major fields of study, which simultaneously fulfill general education requirements.

    (3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

    (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

        (a) Arts and humanities,
        (b) Social and behavioral sciences,
        (c) Biological and physical sciences,
        (d) Mathematics, and
        (e) English composition; or

    (2) Conforming with COMAR 13B.02.02. 16D(2)(b)-(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least.

    (1) One course in each of two disciplines in arts and humanities;

    (2) One course in each of two disciplines in social and behavioral sciences;

    (3) Two science courses, at least one of which shall be a laboratory course;

    (4) One course in mathematics at or above the level of college algebra; and

    (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

    (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

        (a) Be integrated into other general education courses or may be presented as separate courses; and

        (b) Include courses that:

        (i) Provide an interdisciplinary examination of issues across the five areas, or

            (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

    (2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §(A)(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter as a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course pre-requisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.
(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:
(1) Accountable for the loss of credits that:
(a) Result from changes in the student's selection of the major program of study,
(b) Were earned for remedial course work, or
(c) Exceed the total course credits accepted in transfer as allowed by this chapter; and
(2) Responsible for meeting all requirements of the academic program of the receiving institution.

Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution
(1) Credit earned at any public institution in the State is transferable to any other public institution if the:
(a) Credit is from a college or university parallel course or program;
(b) Grades in the block of courses transferred average 2.0 or higher; and
(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:
(1) One half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
(2) The first 2 years of the undergraduate education experience.

C. Nontraditional Credit.
(1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02.   and shall be evaluated by the receiving institution on a course-by-course basis:
(a) Technical courses from career programs;
(b) Course credit awarded through articulation agreements with other segments or agencies;
(c) Credit awarded for clinical practice or cooperative education experiences; and
(d) Credit awarded for life and work experiences.
(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
(4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student

successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.

D. Program Articulation.
(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.
(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

Academic Success and General Well-Being of Transfer Students.
A. Sending Institutions.
(1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program, which includes both general education courses and courses applicable toward the program at the receiving institution.
(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
(3) The sending institution shall:
(a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
(b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
(c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.
(1) Admission requirements and curriculum pre-requisites shall be stated explicitly in institutional publications.

(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

Programmatic Currency

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead-time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

Transfer Mediation Committee

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

Appeal Process

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:
(a) A statement of the student's right to appeal; and
(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.
   (1) A receiving institution shall:
      (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
      (b) Respond to a student's appeal within 10 working days.
   (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
   (3) Unless a student appeals to the sending institution, the writing decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.
D. Appeal to Sending Institution.
   (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
   (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.
E. Consultation Between Sending and Receiving Institutions.
   (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
   (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
   (3) The receiving institution shall inform a student in writing of the result of the consultation.
   (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

Periodic Review
A. Report by Receiving Institution.
   (1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
   (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
   (3) A receiving institution shall include in the reports comparable information on the progress of native students.
B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.
C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

College Directories & Maps

FULL-TIME FACULTY AND ADMINISTRATIVE STAFF

Donald Ayers
Director of Technical Services
B.A., Norwich University
C.S.E., Towson University
Microsoft Certified Systems Engineer

Paul F. Bauer
Professor of Philosophy and Sociology
B.A., Indiana University
M.A., Miami University
M.Ed., The Johns Hopkins University
M.Div., The Iliff School of Theology
Th.D., The Iliff School of Theology

George E. Bell
Professor of English
A.B.M.L., Loyola College
M.A., University of Maryland, College Park
M.Ed., The Johns Hopkins University
Ph.D., University of Maryland, College Park
Post doctoral studies, University of Delaware

Susan M. Bernadzikowski
Assistant Professor of English
B.A., Otterbein College
M.A., Ohio State University
Doctoral coursework, University of Delaware

Edward E. Boas, Jr.
Professor of Information Technology,
Data Processing, Electronics
A.A., County College of Morris
B.S., Trenton State College
M.Ed., Trenton State College
C.A.G.S., Temple University
Ed.D., Temple University

Mary Way Bolt
Vice President of Academic Programs
A.A., Cecil Community College
B.S.N., University of Maryland Baltimore County
M.S., University of Maryland at Baltimore
Ed.D., Widener University

Martha W. Bowlsbey
Case Manager and Lead Teacher/JobStart,
Continuing Education
B.S., West Chester University
M.S., West Chester University

Kristin Boyd
Academic Advisor
B.S., Towson University
M.Ed., Loyola College

Carolyn Brinkley
Assistant to the President
A.A., Goldey Beacom College
B.S., Goldey Beacom College

Barbara Budin
Judy Center Partnership Program Coordinator,
Family Education Center
B.S., University of Delaware

Nancy E. Cannon
Assistant Professor of Reading and Study Skills
B.A., Bethany College
M.A., Marshall University
Certified Developmental Education Specialist,
Kellogg Institute

William R. Charlton
Assistant Professor of Chemistry
B.S., California (PA) State College
M.S., Syracuse University
Hopkins Fellow in Community and
Organizational System

John L. Climent
Professor of Mathematics, Department Chair
B.S., Hofstra University
M.A., Hofstra University
Ph.D., University of Delaware

Elizabeth Cochran
Coordinator of Transportation, Job Development and
IDA Counselor/JobStart, Continuing Education
B.S., Towson University

Charlene R. Conolly
Director of Marketing
B.A., Washington College
M.S.A., Central Michigan University
Post graduate certificate, Central Michigan University

Andrew Coston
Career Management Services Advisor
B.A., Assumption College
M.Ed., Loyola College

Brian Coté
Computer Technology Instructor, Continuing Education
B.A., Mt. Carmel College
M.A., Notre Dame
Theological Studies, Washington Theological Union

Allison Cox
Coordinator of Case Management and Work
Experience/JobStart, Continuing Education
B.S., Towson University

Patricia Crouch
Human Resources Specialist
B.A., Radford University

Barbara P. Daniel
Professor of Nursing
Diploma, The Johns Hopkins Hospital
School of Nursing
B.S.N., The Johns Hopkins University
M.Ed., Towson State University
M.S., University of Maryland
Additional graduate studies, Western Maryland College
Post graduate certificate, University of Maryland

Russell A. Davis
Director of Advising
B.A., Hampton University
M.S., Hampton University
Ed.D., Morgan State University
Professional certificate, Harvard University

Karen DeLissio
Web Developer
B.S., United States Military Academy

William Denbrock
Dean of Educational Programs and Lifelong Learning
B.S., University of Delaware
M.Ed., University of Delaware

Carol L. Donache
Library Specialist for Acquisitions and Serials
B.A., Salisbury State College

Veronica Dougherty
Professor of Biology, Science Department Chair
B.S., The City College of New York
M.S., University of Connecticut
Ph.D., University of Connecticut

Laura J. Drake
Coordinator of Continuing Education Operations

Christy Dryer
Assistant Professor of Nursing
B.S.N., Indiana University of Pennsylvania
M.S.N., University of Delaware
Certification in Medical/Surgical Nursing,
American Nurses Association

Edward Durham
Athletic Director
B.S., Wilmington College
M.Ed., Wilmington College

Kristi A. Eisenberg
Professor of Visual Communications
B.A., Penn State University
M.A., University of Delaware
M.F.A., University of Delaware

Chrys Dain Ellerton
Coordinator of Non-Credit Career Advising
Continuing Education
B.F.A., Pratt Institute

Dennis W. Fabella
Assistant Professor of English
B.A., University of Richmond
M.A.T., University of Florida

Carolyn Carson Fletcher
Director of Adult Education, Continuing Education
B.A., Salisbury State University

Melanie Ford
Program Specialist, Continuing Education
A.A., College of St. Joseph
B.S., University of Massachusetts

Craig Frischkorn
Professor of English
B.A., Oral Roberts University
M.A. Regent University
M.A. Western Illinois University
Ph.D., State University of New York at Buffalo

Judy Fuhrmann
Assistant Professor of Nursing
B.S., University of Maryland
M.S., University of Maryland
Graduate studies, Virginia Commonwealth University
Credentialed as an Advanced Practice Nurse in
Psychiatric Nursing

Bonnie M. Giraldi
Professor of Business Administration
B.S., Shippensburg State University
M.S., Morgan State University
C.A.S.E., Loyola College

Diena Gischel
Office Manager, Admissions and Registration Services

Ray Glab
Director of Business and Corporate Training
B.A., Towson University
M.A., College of Notre Dame

Lyle J. Granger
Information Technology Technician, Network,
Telecom Support
A.A., Cecil Community College
B.A., Wilmington College

Vanessa Gray
Information Technology Technician, PC Support

Sean Grugan
Athletic Trainer

Bobbye L. Haupt
Assistant Professor of Office Information Systems
B.S., Shippensburg State University
M.S., Widener University
Additional graduate studies, University of Central
Florida, Rider College, University of Wisconsin —
Whitewater, Catholic University, Purdue University

James P. Herman
Associate Professor of Mathematics
B.S., State University of New York at Fredonia
M.S., State University of New York at Fredonia
Additional graduate studies, University of Delaware

Cynthia Horton
Professor of Nursing
B.S., East Stroudsburg State College
B.S.N., Widener University
M.S.N., Widener University
Ed.D., Immaculata University

Judith Houck
Accounts Manager/Special Funds and Disbursements
B.S., Goldey-Beacom College

Charalane M. (Laney) Hoxter
Director of Minority Student Services
B.S., University of Delaware
M.S., West Chester State University

Karina Jackson
Manager of Procurement and Financial Specialist
Certified Public Accountant
B.A., Mount St. Mary's College
B.S., Mount St. Mary's College

Mary Carol Joines
Accounting Manager, Payroll, Reporting and
Internal Control
A.A., Cecil Community College
B.S., Liberty University

Adam Kamras
Public Relations and Marketing Manager
B.A., University of Pittsburgh

Jo Keatley
Executive Office Associate, Academic Programs

Beverly H. Kitchin
Director of Community Employment Services/
JobStart, Continuing Education
A.B., Wesleyan College
M.Ed., Auburn University
Reading Specialist Degree, Auburn University
Post-graduate studies at Johns Hopkins University and
Loyola College

Mary Knarr
Associate Professor of Nursing
B.S.N., University of Delaware
M.S., University of Delaware
Additional graduate studies, University of Delaware,
Widener University and Millersville University

Ronald Knorr
Assistant Professor of Mathematics
B.S., East Stroudsburg University
M.S., West Chester University and
Oregon State University
M.Ed., West Chester University

Ebenezer Kolajo
Director of Institutional Research
B.S., Tuskegee University
M.S., Auburn University
Ph.D., Auburn University
M.B.A., Georgia State University

Daniel Krukosky
Instructor of Visual Communications
A.A.S., Cecil Community College
Undergraduate studies, Wilmington College

Amrutha "Prameela" Kuraguntla
Assistant Professor of Biology
B.S., University of Minnesota
M.S., in Biology, University of Minnesota
M.S., in Zoology, University of Minnesota
Ph.D., University of Minnesota

Diane C. Lane
Vice President of Student Services and
Institutional Effectiveness
B.S., Salisbury State University
M.Ed., Pennsylvania State University
Ed.D., Morgan State University

Jennifer Levi
Professor of English
B.A., Towson University
M.A., University of Delaware
Ph.D., University of Delaware

David Lewis
Controller
Certified Public Accountant

William M. Lewit
Director of Enrollment Support Services
B.A., Salisbury State University
M.Ed., Salisbury State University

Della Lied
General Manager of the Community Cultural Center
B.S., Towson State University

Kathleen M. Lockhart
Director of Financial Aid Services and Veterans Affairs
B.S., Neumann College

Daniel L. Long
Coordinator of Technical Services to the
Conference and Cultural Center
B.A., St. Mary's College of Maryland
M.F.A., Wayne State University School of
Fine and Performing Arts

Laurie Slifer Lopez
Design and Publications Coordinator
B.F.A., Beaver College

Kathie Lyneis
Program Specialist, Business and Corporate Training,
Continuing Education

Frederick McDonald
Associate Professor of History, Department Chair
B.A., Salisbury State College
M.A., Washington College
Additional graduate studies at Towson University, Loyola
College, Coppin State College, University of Delaware
and Goucher College.

Alicia Markey
Graphic Design Specialist
B.S., Drexel University

Lorraine C. Martorana
Director of Library Services
A.A., Cape Cod Community College
B.A., University of Massachusetts at Amherst
M.S.L.S., Clark Atlanta University

Stacy Miller
Director of Workforce Development,
Continuing Education

Cynthia Mishoe
Manager of Continuing Education Support
B.S., University of Delaware

Carroll B. Mitchell
Associate Professor of Psychology
B.A., George Washington University
M.Ed., University of Maryland
Postgraduate studies, Southern Illinois University and
University of Maryland

Albert Mollica
Director of Institutional Advancement

Janet P. Nelson
Program Specialist for Lifelong Learning,
Continuing Education
B.A., Virginia Wesleyan College

Donna Norris
Accounting Manager

Lee Norris
Director of Database Administration
B.S., University of Maryland

Charles O'Brien
Coordinator of State/Federal Instructional Programs
B.S., West Chester University
Graduate studies, West Chester University

Beth Olsen
Associate Professor of Biology and
Environmental Science
B.S., Towson University
M.S., The Johns Hopkins University

Joann Palaisa
Director of Allied Health, Continuing Education
A.A., Penn State
B.S., Widener University
M.Ed., Widener University

Gwendolyn Parrack
Early Head Start Coordinator
B.A., West Virginia University
M.S.W., Louisiana State University

Ray Perry
Chief Information Technology Officer
B. Econ., University of Queensland
Diploma, Information Processing,
University of Queensland

Michael Petkewec
Director of the Cultural Center,
Covered Bridge Theatre, Gallery
B.A., SUNY at Oneonta, NY
M.A., St. Mary's University, MN

Karen M. Powers
Director of Communications
A.A., Essex Community College
B.S., Towson University
M.S., Wilmington College

Susan Price
Computer Lab Coordinator
A.A., Cecil Community College

John J. Rajaski
Associate Professor of Physical Education
B.S., Indiana University of Pennsylvania
M.A., Western New Mexico University
M.A., University of Illinois, Springfield

Sandra S. Rajaski
Registrar and Director of Admissions
B.S., Greenville College
M.A. Ed., University of Illinois — Sangamon

Rhonda Roxanne Rash
Professor of Nursing
A.A., Harford Community College
B.S.N., University of Maryland — Baltimore County
M.S., University of Delaware
Ed.D., University of Sarasota
Doctoral candidate, Clayton College of Natural Health

Carrie Ray-Sturgill
Operations Technician Specialist
A.A.S., Cecil Community College
Computer Science Certificate,
Harford Community College
Undergraduate studies, University of Maryland

Patricia D. Richardson
Instructor of Communication, Speech and Theatre
B.A., Michigan State University
Graduate studies, Michigan State University

Carol Roane
Director of Nursing Education, Allied Health and
Health Sciences
B.S.N., Medical College of Virginia
M.S., University of Delaware
Additional graduate studies, Millersville University and
the University of Maryland

Jeff Ronald
Academic Advisor

David Rudolph
Director of Teacher Education
Ed.D., Wilmington College

Rose Mary Rutt
Instructor/Intervention Specialist/JobStart,
Continuing Education
B.S., Wilmington College
M.A., University of Delaware

Paul Servary
Programmer Analyst
B.S., University of Baltimore

Jane R. Sharrow
Academic Advisor
B.A., Washington College
M.A., Washington College

Kimberly Sheppard
Assistant Professor of Mathematics
B.S., Roanoke College
M.S., Clemson University

Gayle T. Stauffer
Librarian
B.A., Westminster College
M.S., Drexel University

Robert Streib
Coordinator of Auxiliary and Security Services
A.A., Essex Community College
B.S., Milligan College

S. Tomeka Swan
Academic Advisor/Interim Director of Advising
B.A., Rutgers University
M.Ed, Wilmington College

Sharon Tracy
Allied Health Program Specialist, Continuing Education
Neumann College

Christine A. Valuckas
Vice President of Administrative Services
B.A., Ursuline College of Ohio
M.B.A., Baldwin Wallace College
Ed.D., University of Sarasota

Candace Voglesong
Assistant Professor of Business
B.S., Salisbury State University
M.B.A., Wilmington College

Patricia J. Voigt
Coordinator of Skills Assessments and Tutoring
A.A., Cecil Community College
B.A., Thomas Edison State College

Joyce Wagoner
IT Coordinator, Elkton Station

Carol A. White
Associate Professor of Art
A.A., Harford Community College
B.A., University of Delaware
M.F.A., Maryland Institute, College of Art
Additional graduate studies, Maryland Institute —
College of Art.

David Wiederrecht
Associate Professor of Health and Physical Education
B.S., Messiah College
M.S., Western Maryland College
Additional studies, Millersville University, Gratz College
USATF Level I and II Coach
Certified Strength and Conditioning Specialist (CSCS)

Rudolph Wieser
Instructor of Electronics and Robotics

James Wilburn, III
Director of Human Resources
B.A., Pfeiffer College
M.A., Appalachian State University
Ph.D., North Carolina State University

Tulah Williams
Instructional Specialist, Adult Education,
Continuing Education

Anthony Wong
Associate Professor of Data Processing
B.S., Widener University
M.Ed., University of Delaware

Gail Wyant
Professor of Physics and Mathematics
B.S., State University of New York at Stony Brook
M.S., State University of New York at Stony Brook
Additional graduate studies, University of Delaware,
Texas A&M and Drexel University
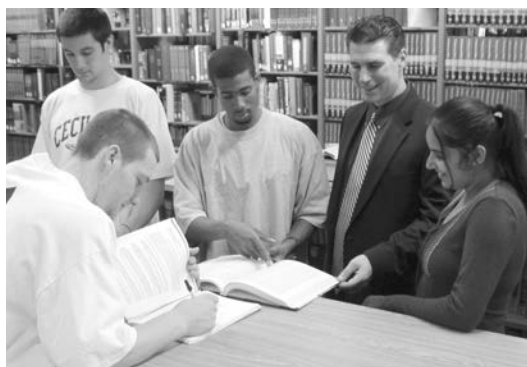
College Phone Numbers and FAX Numbers

410 prefix

Admissions Services	287-1000
Advising Services	287-1000
Alumni Services	287-1053
Americans with Disabilities Services	287-1000, ext. 551
Athletic Department	287-1010
Bookstore	287-4740
	or 287-6060, ext. 206
Career Development Services	287-1000
Cashier	287-1020
College Information Center	287-1000
College Switchboard	287-6060
Computer Lab	287-6060, ext. 525
Elkton Station	392-3366
Community Cultural Center/ Covered Bridge Theatre (Box Office)	287-1037
Enrollment & Student Support Services	287-1000
Family Education Center	287-1100
Financial Aid Services	287-1000
Library (Academic Information Services)	287-1005
Math Lab	287-1015

Mid Atlantic Transportation & Logistics Institute (MATLI)	287-6060, ext. 201
Minority Student Services	287-1043
Photography Lab	287-1007
Reading/Writing Lab	287-6060, ext. 421
Registration	287-1000
Skills Assessment Center	287-1015
Student Federal Work-Study Program	287-1000
Telephone Registration (TEL-A-REG)	287-1000
Tech Prep	287-6060, ext. 514
Transfer Advising	287-1000
Veterans Inquiries	287-1000

College FAX Numbers

North East Campus	287-1026
Elkton Station	392-9155
Enrollment & Student Support Services	287-1001
Bainbridge Campus	378-0793
Family Education Center	392-9548

College Maps and Directions

CECIL COMMUNITY COLLEGE MAPS
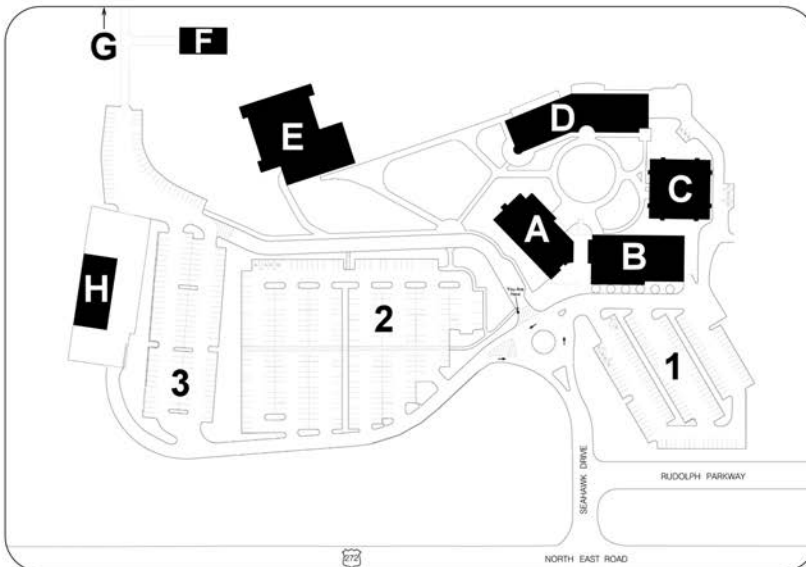
A — Student Services / Library / Administration
B — Milburn Stone Memorial Theatre / Gallery
C — Arts and Sciences
D — Technology / Conference Center
E — Physical Education Activities Building
F — Tennis Courts
G — Athletic Fields
H — Facilities Management & Receiving
1 — South Parking
2 — Main Parking
3 — North Parking

NORTH EAST CAMPUS

ELKTON STATION

BAINBRIDGE CENTER
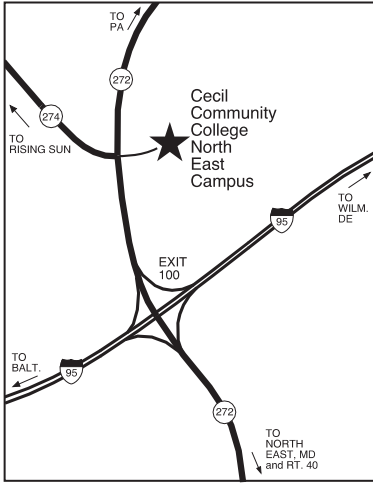
Directions to North East Campus
From the north: I-95 to North East, Exit 100. Bear right on to Rt. 272 N. At first light turn right.

From the south: I-95 to North East, Exit 100. Bear left on Rt. 272 N. At next light turn right.
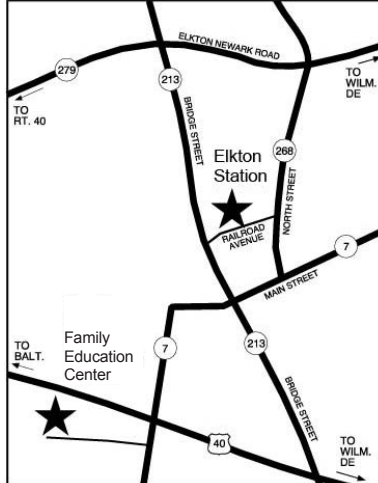
Directions to Elkton Station
From the north: I-95 to Elkton, Exit 109A, Rt. 279 S. At second light make a left on to North Street (Rt. 268). At next light make a right on to Railroad Avenue. College is on your right.

From the south: I-95 to Elkton, Exit 109A, Rt. 279 S. Continue as above from north.
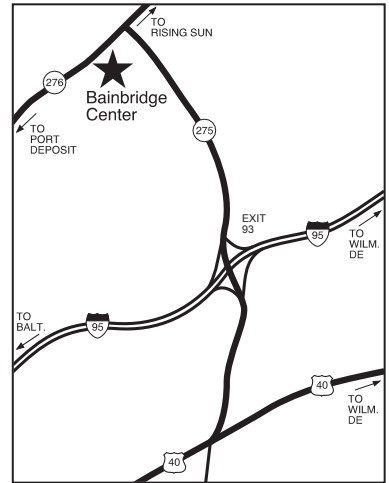
Directions to Bainbridge Center
From the north: I-95 to Perryville, Exit 93. Bear right on to Rt. 275 N. 2.5 miles to Rt. 276. Turn left on to Rt. 276. Bainbridge Center 1/2 mile on left

From the south: I-95 to Perryville, Exit 93. At light turn right and continue as above from north.

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