Cecil College

2017–2018 Catalog

College Catalog

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Dr. Mary Way Bolt

I am honored to welcome new and returning students to Cecil College's 2017-2018 academic year. As a Cecil College student, you can be certain you will receive the instruction and support you need to reach your educational and personal goals. Student achievement remains our priority, and we are committed to making success your reality.

Whether you are working on your degree or certificate, looking to hone existing skills, or taking classes for personal enrichment, Cecil College offers numerous credit and continuing education programs of study. I am also proud to share that Cecil College offers resources to support you throughout your individual journey, including academic advising, career and job placement services, student life, multicultural student services, disability and support services, a library, and financial aid assistance. As you follow your own path to success, know that we look forward to celebrating your unique accomplishments.

Cecil College is a place to grow as a person in many aspects of your life. It's a place to meet new friends, participate in new activities, gain life experience, and begin working as a professional in your field of study. It is my sincere hope that you will find your experience at the College enriching, rewarding and memorable. I am confident you will develop relationships that will last a lifetime and your future will forever be changed by education.

Make sure you say "hello" when you see me around campus.

Go Seahawks!

Mary Way Bolt

Mary Way Bolt

President

Accreditations

Cecil College is a two-year public community college offering transfer, career-credit and non-credit continuing education courses. Cecil 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.

The Cecil College nursing program is also approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326).

The Physical Therapist Assistant Program at Cecil College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: (703) 706-3245; email: accreditation@apta.org ; website: capteonline.org .

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Cecil College is here to help you find your pathway to higher education and or meaningful employment. This catalog will assist you through your academic journey and help guide your college experience.

Academic Program Offerings

Learn about our academic degrees and certificates. Each program page will provide you with a description of the degree or certificate, information about transfer opportunities, general education course requirements, specific program course requirements, and a recommended sequence of courses by semester to help guide you. New students are encouraged to connect with our Admissions Office to get started.

Career and Community Education offers courses, events, programs and certifications to a variety of audiences. Check out the array of offerings in academic preparation, adult and senior programming, business and career training, personal and commercial driver training, online classes and youth programs.

Course Offerings

Course selection is easy. View the entire selection of courses in the Course Description section of this site or, within each program of study you will find links to course descriptions with detailed scheduling information. You can even see information about required textbooks at this location.

Transfer and Career Services Guidance

Cecil's goal is to assist you with a smooth transition to a four-year institution or into a career. Our Advising staff will provide information on the more than 800 transfer agreements, and the Career and Job Placement Services staff will help guide you toward just the right occupational field.

How to Get Started at Cecil

Most importantly, your success begins when you connect with our Admissions Office. Representatives are available to assist you in getting started on the right path.

Addendum

The Cecil College catalog will be published online on an annual basis. New programs and courses will be updated throughout the year and may be found in the Addendum portion of this document. Students should always consult with an academic advisor to ensure that decisions are being made using the most current information.

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Mission

Cecil College is an inclusive, open-access community college committed to academic excellence and service to the greater community. The College provides a supportive learning environment to a diverse body of students as they build the skills and knowledge to achieve academic success, prepare to transfer, and enter the workforce. Further, Cecil College fosters intellectual, professional, and personal development through lifelong learning opportunities, the arts, and community engagement.

Vision

Cecil College, a dynamic and dedicated center of learning that transforms lives and strengthens our community.

Values

Cecil College takes pride in honoring our institutional values.

Collaboration
We foster a cooperative environment that is collegial, seeks consensus, and builds on the strength of each individual within the College and the community.

Compassion
We show care and concern for our students, our community, and each other.

Diversity
We embrace diversity, honor shared governance, and foster inclusiveness.

Excellence
We seek excellence in all facets of our academic enterprise and operations as we serve the College and community.

Innovation
We boldly pursue the most innovative learning environment for our students and community.

Integrity
We demonstrate honesty and respect at all times and act ethically in all matters.

Stewardship
We honor public trust by being principled stewards of the human, fiscal, and physical resources of the institution.

Profile & History

Learn more about Cecil College by reading an overview of the college's history .

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Summer 2017	
May 22	Accelerated Degree, 9-week, and 10-week session classes begin
May 26	College closes at 5:00 pm and reopens on Tuesday, May 30 at 8:00 am
May 30	First 5-week session classes begin
June 3	Weekend (Saturday) session classes begin
June 5	First 1-week session classes begin
June 12	Second 1-week session classes begin 7-week session classes begin
June 30	Summer graduation application deadline
July 1–9	College closed and reopens on Monday, July 10 at 8:00 am
July 17	Second 5-week session classes begin
Fall 2017	
August 7	Accelerated degree and first 9-week session classes begin
August 21	First 1-week and 2-week session classes begin
August 26	First 7-week, and 15-week session classes begin
August 28	Second 1-week session classes begin
September 1	College closes at 5:00 pm (no evening classes) and reopens Tuesday, September 5 at 8:00 am
October 16	Accelerated Degree and second 9-week session classes begin
October 23	Second 7-week session classes begin
November 1	Fall graduation application deadline
November 21	College closes at 10:00 pm and reopens on Monday, November 27 at 8:00 am
December 9	Last day of classes before exams for 15-week session
December 11–16	Fall semester exams for 15-week session
December 22	College closes at 5:00 pm and reopens on Tuesday, January 2 at 8:00 am
Spring 2018	
January 2	First Accelerated Degree and first 9-week session classes begin
January 8	First 1-week session classes begin
January 15	College closed
January 16	First 7-week and 15-week session classes begin
January 22	First 2-week session classes begin
January 29	Second 1-week session classes begin
February 15	Spring graduation application deadline
March 6	Accelerated Degree and second 9-week session classes begin
March 12–17	No classes any session except Accelerated Degree College offices open except Friday, March 16 when college offices are closed
March 19	Second 6-week and 7-week session classes begin
April 30	Last day of classes before exams for 15-week session
May 1–7	Spring Semester Exams for 15-week session
May 20	Graduation
Summer 2018	
May 21	Accelerated Degree session classes begin
May 25	College offices close at 5:00 pm and reopen on Tuesday, May 29 at 8:00 am
May 29	First 5-week session classes begin
June 2	Weekend (Saturday) session classes begin
June 11	First 1-week session classes begin
June 15	First 1-week session classes end
June 18	Second 1-week session classes begin 7-week session classes begin
June 22	Second 1-week session classes end
July 1	Summer graduation application deadline
July 2–8	Fourth of July holiday closing
July 9	First 5-week session classes end
July 16	Second 5-week session classes begin
July 30	Accelerated Degree, 9-week, and Saturday session classes end
August 6	10-week session classes end
August 11	7-week session classes end
August 18	Second 5-week session classes end

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Philosophy

Cecil College is an inclusive, open access institution committed to academic excellence. A supportive learning environment is offered to the diverse student body as they build the skills and knowledge to achieve academic success.

Student success at Cecil College begins with Admissions. The department assists prospective students with the formal procedures required to become a Cecil student. Information and actions regarding admissions steps, student support services, and academic resources are provided. A primary role of Admissions is to educate students at the beginning of their educational pathway, so they arrive in the classroom ready to focus on academics.

If you have a disability that may impact your accessibility and/or academics at Cecil College that may require accommodations, please contact Disability and Support Services: disabilityservices@cecil.edu; (443) 674-1993; Technology Center Room 301.

Admissions information and resources are available at MyCecil and here on cecil.edu. Contact admissions@cecil.edu with admissions questions.

Open Admissions Information

Credit Students

Applicants who meet one of the following criteria are admitted to Cecil College:

- have graduated from an accredited high school;
- have earned a diploma in General Educational Development (GED);
- have completed the seventh grade and have attained Scholastic Aptitude Test (SAT) scores as defined in this catalog or an equivalent score on a nationally-accepted college entrance examination;
- have met the criteria to participate in early admissions programs (see Selective Admissions);
- have not completed an accredited high school program nor received an acceptable diploma or certificate.

Note: Non-graduates of high school are admitted and enrolled according to open admission policies and procedures. Non-high school graduates must meet with an advisor prior to registration. Cecil College strongly encourages non-high school graduates to complete their high school graduation requirements or obtain a GED. GED preparation courses are offered through Career and Community Education. Call (443) 907-1391 for more information.

Open admission to Cecil College does not grant enrollment in all courses and programs offered. At the present time, some programs have selective admissions requirements. In addition, pre-requisites must be successfully completed. For additional information, refer to Selective Admissions.

Non-Credit Students

Non-credit (continuing education) courses are open to individuals age 16 or older, unless otherwise stated in a course or program description. An admissions application is not required for non-credit enrollment. Students complete a registration form at the time of enrollment. Additional documentation and steps may be required for enrollment in a non-credit course or program. Contact the program area for more information.

Open Admissions Procedures

Credit Students

1. Complete the admissions application and visit the Admissions Office. Apply on-line at MyCecil. Hard copy applications are available at the North East and Elkton locations and in the credit course schedule. Applications are accepted year-round.
2. Apply for financial aid. Complete the Free Application for Federal Student Aid (FAFSA). Apply for Cecil College Foundation Scholarships.
3. Take skills assessments. Complete math, reading, and writing assessments on the North East Campus, Engineering and Math Building, Room 310. Waivers may apply; for additional information, refer to Skills Assessments, Placement and Waivers.
4. Submit test scores, transcripts, and other documentation to Cecil College, Records and Registration, One Seahawk Dr., North East, MD 21901.
   - All students should submit official test scores (SAT, AP, ACT) and transcripts from any college attended.
   - High school graduates should submit an official copy of a secondary school transcript.
   - GED students should submit a copy of GED test results.
5. Meet with an advisor for degree planning, academic support, and transfer information by calling (410) 287-1000 to set up an appointment.
6. Register for classes at North East, Elkton Station, or online at MyCecil.
7. Make payment arrangements. Log onto MyCecil and click on the Finance tab for payment information, or contact the Cashier's Office at (410) 287-1020.

Non-Credit Students

1. Complete and submit a registration form, available from the Records and Registration Office or in the Schedule of Classes.
2. Submit additional documentation, as needed.

Selective Admissions

Early College Academy (ECA)

Early College Academy enrolls high school students in college courses across grades 9-12. Successful students will complete secondary schooling with a high school diploma and an Associate's degree from Cecil College. Each Student entering the ECA must meet the selective admissions criteria established for individual programs.

Accelerated Studies for the Adult Professional (ASAP)

Students who enroll in ASAP must be college-ready at the time of admission into the Leadership and Management or Social Work option. For accelerated studies, college-ready is defined as placing into English 101 (EGL101) and Introduction/Intermediate Algebra (MAT097) on the skills assessments. Additional information on ASAP programs can be obtained from the Admissions Office or designated academic advisors.

Skills Assessments, Placement, and Waivers

As part of the admissions process, all students entering Cecil College are evaluated for placement purposes. The evaluation may require or waive the academic skills assessments. The purpose of the skills assessments is to place students at a level where they will succeed. The assessments measure academic skills in mathematics, reading, and writing. Students may need to take all of the assessments or specific components of the assessments.

Skills assessments do not determine eligibility for admission to Cecil College. 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 successfully complete developmental courses before enrolling in college-level courses. Students have better success at Cecil College if their basic skills are strong enough to meet the rigors of college-level coursework.

Any student (full- or part-time) who has not earned a high school diploma or GED (General Educational Development) diploma must take all the skills assessments.

Skills assessments are administered in the Testing Center, North East Campus, Engineering and Math Building, Room 310. Hours for the Testing Center are available on MyCecil.

Student performance is closely monitored in the first sessions of developmental classes, and faculty may initiate a change in student placement. Students are encouraged to complete developmental courses early in their educational pathway to facilitate the timely completion of a degree or certificate.

Some courses are exempt from skills assessment requirements. Students may enroll in these courses without taking the skills assessments. Students in these classes are expected to read and write at college level.

Skills Assessment Waivers

In certain circumstances, students may qualify for a skills assessment exemption. Official documentation must be provided for skills assessment waivers to be applied. Exemptions may be granted when:

- a student has earned an associate's, bachelor's, master's, or doctoral degree from an accredited institution.
- a student provides documentation of qualifying scores on the SAT and/or ACT assessments (See required scores chart).
- a student has successfully completed parallel coursework at another accredited institution of higher education.

Test Section	Assessment(s) Waived	Score Required
SAT		
Critical Reading	Reading	480 or better
Math	Math	530 or better
Writing	Reading, Writing	480 or better
ACT		
English	Reading, Writing	21 or better
Math	Math	21 or better

Secondary School-Age Opportunities

On-Site Program

Jointly sponsored by Cecil County Public Schools (CCPS) and Cecil College, the On-Site program allows academically prepared students age 16 and over to take college-level courses at their home high school during the regular school day. Cecil College offers a College-Bound Scholarship for these courses to qualified students. Other regional organizations, as approved by the College President, may participate in this program. All students must meet Cecil College admissions standards.

Gifted and Talented Program

Students under age 16, who have completed 7th grade or the equivalent and are designated as gifted and talented, can enroll in Cecil credit courses through the Gifted and Talented program. Gifted and talented is defined as testing at college level in discipline(s) specific to the course(s) being taken. Cecil College courses taken are not available on-site at the high schools. Students and their parent/guardian are required to meet with the Director of Admissions to complete all approval forms and processes. All students must meet Cecil College admissions standards. Cecil college offers a College-Bound Scholarship to qualified students.

Concurrent Enrollment

Qualified students (age 16 or older) may enroll in Cecil College courses concurrent with their high school studies. Cecil College offers a College-Bound Scholarship to qualified students. All students must meet Cecil College admissions standards.

Dual Enrollment Program

Any student of Cecil County Public Schools enrolled at Cecil College is considered dually enrolled. Students of other school districts or home schools may be eligible for dual enrollment. Contact the Admissions Office for further information at (410) 287-1006.

Senior Waiver Program

Cecil County Public Schools (CCPS) students may waive all or part of their senior year, enroll in courses at Cecil College, and still graduate with their high school class. Students are approved through CCPS for this program. CCPS has authorizations and processes that must be followed with high school guidance counselors. Cecil College offers a College-Bound Scholarship for the Senior Wavier Program. All students must meet Cecil College admissions standards.

STEM (Science, Technology, Engineering, and Math) Program

Students enrolled in the STEM Program of Cecil County Public Schools (CCPS) may enroll in designated courses at Cecil College during their junior and/or senior years of high school. Through this partnership, eligible students receive a waiver for two-thirds of the in-county tuition rate in effect for the semester. All students must meet Cecil College admissions standards.

Health Professions Programs

Admission to the health professions programs (Associate of Science in Nursing (RN), Practical Nurse Certificate (LPN), Associate of Applied Science in Physical Therapy Assistant (PTA) and Paramedic require an admission procedure separate and in addition to the general admission to Cecil 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

The National Registry Paramedic Program at Cecil College is offered in conjunction with the Cecil County Department of Emergency Services (DES). Students who are interested in the paramedic program should contact the College and speak to the department of Nursing and Health Professions, an academic advisor, or contact Cecil County DES at (410) 392-2024. Upon completing and submitting a Cecil College admissions application, all students must take the College skills assessments in math, reading and writing. Prior to entry into this program, the student is required to submit/complete the following:

- Successful completion of National Registry Paramedic entry exam. The entry exam will be held during the first and second weeks of March. The student must pre-register for the entry exam with Asst. Chief Richard Koch (CCDES, (410) 392-2024) prior to March 1 to be eligible to take the exam. The student will be required to pay a testing fee of $20.00 payable to Cecil College prior to March 1. The exam will be available during normal business hours in the Cecil College testing center.
- Completion of Cecil College assessments in mathematics, writing and reading.
- Verification of current Maryland EMT – Basic certification or equivalent.
- Verification of affiliation with a volunteer or career Maryland Advanced Life Support Company.

In accordance with the policies of many health care agencies and clinical facilities, Cecil College's paramedic program requires all paramedic students to provide up-to-date health records/immunizations and submit to criminal background checks and drug screens. This background check and drug screen process will be completed prior to the start of the paramedic program in the fall semester and may be repeated during paramedic program progress as deemed necessary. All students must be successfully cleared via a background check and drug screen to be admitted to the clinical facilities. If a student is not successfully cleared, he or she may not enter a clinical setting and therefore will be unable to meet the paramedic program requirements.

In addition, students who wish to continue their education and work towards an Associate of Applied Science degree and who have current, unencumbered paramedic certification may be able to receive credits for the paramedic courses through credential assessment.

Practical Nursing Certificate Program

The Licensed Practical Nursing Program at Cecil College has limited enrollment and requires specific minimum criteria to be considered for admission:

1. A cumulative minimum GPA of 2.5 of Cecil or transfer coursework applicable to the nursing program.
2. Satisfactory completion of required developmental courses as determined by skills assessments in reading, writing, and mathematics. Skills assessment in mathematics must reflect placement beyond MAT097 (Introductory and Intermediate Algebra), or the student must complete MAT097 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. It is recommended that students take BIO101/111 if they have not completed a college-level science course within the past three years.
5. The adjusted individual minimum score of 58% on the Test of Essential Academic Skills Test (TEAs) is required. Scores of 66% individual score and/or 68% reading score or higher are preferred.
6. BIO209/219 (Anatomy and Physiology II and Lab) are also LPN program requirements and must be completed with a "C" or better *prior* to the final LPN summer semester.

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

In accordance with the polices of many clinical facilities and the recommendations of National Council of State Boards of Nursing and the Maryland Board of Nursing, Cecil College's nursing program requires all nursing students to provide up-to-date health records/immunizations and submit to criminal background checks and drug screenings. This background check and screening will be completed prior to admission to the program and may be repeated during nursing program progression as deemed necessary. All students must be successfully cleared via a background check and drug screening to be admitted to the clinical facilities. If a student is not successfully cleared, he or she may not enter a clinical setting and therefore will be unable to meet the nursing program requirements.

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 2015).

LPN Program Selection Policies and Procedures

1. All applicants for the LPN Program must first complete the general admissions application to Cecil College and visit the Admissions Office prior to meeting with the pre-nursing advisor in the Division of Student Services and Institutional Effectiveness, 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 writing. 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. High school transcripts/diplomas or proof of high school equivalency may also be requested.
3. Deadline for applying for entrance into the LPN Program for the upcoming fall semester is in early March. Beginning the second week in January, the student may go to MyCecil on the Nursing and Health Professions page and download a copy of the Nursing Program Admissions packet. Included in this packet is information detailing the Nursing Program application process as well as the application deadlines. The student may also contact the Cecil College Admissions Office or the Nursing and Health Professions Office at (410) 287-1008 with any questions.
4. All prospective applicants are strongly encouraged to attend a Nursing Program Applicant Information Session. Information sessions will be held in late fall and early winter with specific dates and times to be advertised.
5. Prospective LPN students should submit completed application packets to the Nursing Program department office. All application information must be submitted to the Nursing Program department office. No partial applications will be accepted or reviewed for admission.
6. The main criteria for acceptance into the LPN Program are student readiness, cumulative grade point average(s), Test of Essential Academic Skills (TEAS) scores, and successful completion of appropriate coursework. Cecil college feels a strong responsibility to serve its county residents. Therefore, Cecil County residents are given additional consideration with regard to acceptance.
7. Applications are reviewed in March/April by the department of Nursing and Health Professions, and applicants are notified in April of their acceptance status.
8. 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.

LPN to ADN (Associate Degree Nursing) Admissions

The LPN to RN sequence is an option for advanced placement in the associate degree Nursing Program for licensed practical nurses who meet specified criteria. Admission to the LPN to ADN program is competitive and based on space available. Interested students are encouraged to call the College Information Center at (410) 287-1000 to make an appointment with the pre-nursing advisor.

1. Meet all admission requirements for the associate degree Nursing Program.
2. Complete pre-requisite requirements prior to the semester requesting admission, earning a grade of "C" or better. Note: successful completion of BIO209/219 and BIO200/210 is required before entering NUR201/211.
3. Successfully complete LPN Transition coursework. The Licensed Practical Nurse must be officially registered and enrolled at Cecil College and have successfully completed the transition course(s) before college credits associated with the transfer will be awarded. The total number of credits awarded through articulation may no exceed the total number of credits earned by the first year associate degree nursing students.
4. Provide verification of unencumbered and current Maryland Practical Nurse licensure (a fee may be assessed by the institution).
5. The adjusted individual minimum score of 58% on the Test of Essential Academic Skills Test (TEAs) is required. Scores of 66% individual score and/or 68% reading score or higher are preferred.

LPN to ADN Program Selection Policies and Procedures

These selection policies and procedures mimic the Associate of Science in Nursing admission policies and procedures (please see below).

Associate of Science in Nursing

The Registered Nurse (RN) Program at Cecil College has limited enrollment and requires specific minimum criteria to be considered for admission:

1. A cumulative minimum GPA of 2.5 of Cecil or transfer coursework applicable to the nursing program.
2. Satisfactory completion of required developmental courses as determined by skills assessments in reading, writing and mathematics. Skills assessment in mathematics must reflect placement beyond MAT097 (Introductory and Intermediate Algebra), or the student must complete MAT097 with a grade of "C" or better.
3. 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.
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.
5. The adjusted individual minimum score of 58% on the Test of Essential Academic Skills Test (TEAs) is required. Scores of 66% individual score and/or 68% reading score or higher are preferred.
6. 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.

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

In accordance with the polices of many clinical facilities and the recommendations of National Council of State Boards of Nursing, and the Maryland Board of Nursing, Cecil College's nursing program requires all nursing students to provide up-to-date health records/immunizations and submit to criminal background checks and drug screenings. This background check and screening will be completed prior to admission to the program and may be repeated during nursing program progression as deemed necessary. All students must be successfully cleared via a background check and drug screening to be admitted to the clinical facilities. If a student is not successfully cleared, he or she may not enter a clinical setting and therefore will be unable to meet the nursing program requirements.

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 2015).

RN Program Selection Policies and Procedures

1. All applicants for the RN Program must first complete the general admissions application to Cecil College and visit the Admissions Office prior to meeting with the pre-nursing advisor in the Division of Student Services and Institutional Effectiveness, or before transferring courses from other institutions, or before formally applying for acceptance into the RN 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 RN Program. If not, the prospective student must take the relevant skills assessment in mathematics, reading and/or writing. 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. High school transcripts/diplomas or proof of high school equivalency may also be requested.
3. Deadline for applying for entrance into the RN Program for the upcoming fall semester is early March. Beginning the second week in January, the student may go to the Nursing and Health Professions page and download a copy of the Nursing Program Admissions packet. Included in this packet is information detailing the Nursing Program application process and application deadlines. The student may also contact the Cecil College Admissions Office or the Nursing and Health Professions Office at (410) 287-1008 with any questions.
4. All prospective applicants are strongly encouraged to attend a Nursing Program Applicant Information Session. Information sessions will be held in late fall and early winter with specific dates and times to be advertised.
5. Prospective RN students should submit completed application packets to the Nursing Program department office. All application information must be submitted to the Nursing Program department office. No partial applications will be accepted or reviewed for admission.
6. The main criteria for acceptance into the RN Program are student readiness, cumulative grade point average(s), Test of Essential Academic Skills (TEAS) scores, and successful completion of appropriate coursework. Cecil College feels a strong responsibility to serve its county residents. Therefore, Cecil County residents are given additional consideration with regard to acceptance.
7. Applications are reviewed in March/April by the department of Nursing and Health Professions, and applicants are notified in April of their acceptance status.
8. The RN Program is a two-year associate degree program that commences in the fall semester of the first year and concludes in May of the second year.

Associate of Applied Science, Physical Therapist Assistant

The Physical Therapist Assistant (PTA) Program at Cecil College has limited enrollment and requires specific criteria to be considered for admission:

1. A cumulative minimum GPA of 2.5 of Cecil or transfer coursework applicable to the PTA program.
2. Satisfactory completion of required developmental courses as determined by skills assessments in reading, writing, and mathematics. Skills assessment in mathematics must reflect placement beyond MAT097 (Introductory and Intermediate Algebra), or the student must complete MAT097 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 PTA Program.
5. The adjusted individual minimum score of 58% on the Test of Essential Academic Skills Test (TEAs) is required. Scores of 66% individual score and/or 68% reading score or higher are preferred.
6. Conditionally accepted students in the Associate of Applied Science, PTA program, enrolling in the first semester of PTA coursework, will be assessed a Seat Fee in the amount of $250.00. This Fee is required to reserve the accepted applicant's place in the entering/repeating first-semester class. The Fee will be fully refunded to the student after the drop/add period has passed if the student has remained enrolled in the PTA program.

Note: Entrance into the program is competitive. If the application is incomplete and/or eligibility criteria are not met, the application cannot be processed. BIO209/219 (Anatomy and Physiology II and Lab) is a PTA Program requirement that must be completed with a "C" or better prior to the third semester of the PTA Program.

In accordance with the policies of many clinical facilities and the recommendations of the Federation of State Boards of Physical Therapy and the Maryland State Board of Physical Therapy Examiners, Cecil College's PTA program requires all PTA students to provide up-to-date heath records/immunizations and submit to criminal background checks and drug screenings. This background check and screening must be completed following admission to the PTA program and may be repeated during program progression, as deemed necessary. All students must be successfully cleared via a background check, health work and drug screening to be admitted to the clinical facilities. If a student is not successfully cleared, he or she may not enter a clinical setting and therefore will be unable to meet the PTA program requirements.

PTA Program Selection Policies and Procedures

1. All applicants for the PTA Program must first complete the general admissions application to Cecil College and visit the Admissions Office. These steps should be completed prior to meeting with a health professions advisor, transferring courses from other institutions, or formally applying for acceptance into the PTA Program. Students may call the Academic Advising Office at (443) 674-1872 to make an appointment with a health professions advisor.
2. Review of college transcripts may reveal that a prospective student has already fulfilled requirements for admission into the PTA Program. If not, the prospective student must take the relevant skills assessment in mathematics, reading and/or writing. The appropriate developmental and general education courses must be successfully completed before the student will be eligible for entry into the PTA 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. High school transcripts/diplomas or proof of high school equivalency may also be requested.
3. On September 5, 2017 Physical Therapist Assistant Program Admissions Application become available on MyCecil in the Nursing and Health Professions section. Please note that the application must be filled out online, printed, signed, and then submitted with all required supporting documentation to be considered. The PTA Admission Application includes information on the application process and application deadlines. The student may also contact the Cecil College Admissions Office or the PTA Program Office at (443) 674-1557. Deadline for applying for entrance into the PTA Program for the upcoming spring semester is September 28, 2017.
4. All prospective applicants are strongly encouraged to attend a PTA Program Applicant Information Session. Information sessions will be held in late spring and summer with specific dates and times to be advertised. Students should take BIO101/111 prior to BIO208/218 if they have not completed a college-level science course within the past three years.
5. Prospective PTA students should submit completed application packets to the PTA Program Office. No partial applications will be accepted or reviewed for admission.
6. The main criteria for acceptance into the PTA Program are student readiness, cumulative grade point average(s) in program pre-requisite and program required general education courses, Test of Essential Academic Skills (TEAS) scores, and successful completion of appropriate coursework. When the number of qualified applicants exceeds the number that the College can accept, additional consideration is given to Cecil County residents and applicants with 25 or more documented volunteer service hours in a physical therapy setting.
7. Applications are reviewed in October by the PTA department, and applicants are notified by early November of their acceptance status.
8. The PTA Program is a two-year, five semester Associate of Applied Science degree program that commences in the spring semester.

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

Cecil 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.

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 Records and Registration.

In all cases, the College requires students whose native language is not English to be tested for English language ability.

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 the non-credit division.

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 I-151).

Dream Act Status

The Maryland Dream Act (Maryland Senate Bill 167) allows certain high school graduates who are undocumented immigrants to enroll and qualify for the lowest tuition rate. Verification of status is required at the time of application to the College.

To apply to the College with Dream Act status, a student must have:

- attended a Maryland high school for at least three years, starting no earlier than the 2005-2006 school year;
- graduated from a Maryland high school or received a GED, no earlier than the 2007-2008 school year;
- registered at a Maryland community college within four years of high school graduation or receiving a GED;
- filed Maryland income tax returns (the student or parent / legal guardian);
- applied to become a permanent resident within 30 days of eligibility to do so; and
- registered with the Selective Service (males 18 and older).

Admission of International Students with a Student Visa (F-1)

Non-immigrant international students who apply to Cecil College must meet special admission requirements.

Students who apply to come to the United States for the purpose of studying at Cecil 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 College, students must take the College's writing, reading and mathematics assessments and meet with the Director of Records and Registration 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 the 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 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 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.

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:

Semester	Application Deadline
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

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 Records and Registration to have their applications approved before registering for classes. Nonimmigrant 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.

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 Records and Registration at (410) 287-1000.

Transferring to Cecil College

For students to be admitted with transfer credit at Cecil 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 College must follow the standard admission procedures and submit official transcripts of all previous college records.

Veterans may receive transfer credits for military training experiences. Veterans should submit a copy of the American Council on Educators (ACE) evaluation and recommendations for military occupational specialties.

Registration

Registration refers to the process of enrolling in courses. Students may take advantage of mail-in, fax-in, on-site, or online registration at MyCecil 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. A student who has a disability that may impact accessibility and/or academics at Cecil College, and require accommodations, may contact the ADA and Special Services Officer, Rebecca Larson, LCSW-C, in Room 301 of the Technology Building, or by email at rlarson@cecil.edu.

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 Student Services and Institutional Effectiveness and is an accessible outlet for College information and support services.

Add, Drop, Withdraw and Audit

Add a Course

Students may add a course(s) during the first week of the 15-week fall and spring semesters. 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. Students may go to MyCecil to add the course or submit an Add Form to the Registration Office.

Drop a Course

Students may drop a course, which means that all entries for the course are dropped completely from students' transcripts. Students may go to MyCecil prior to the published date in the credit course schedule to drop the course, or submit a Drop Form to the Registration Office. 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. A grade of "K" will be entered on the academic transcript. Students will not receive academic credit for a course taken as an auditor. Regular tuition and fees apply to audited courses.

Tuition & Fees

- Welcome to Cecil College's Online Catalog
- About Cecil College
- College Calendar
- Admissions & Enrollment
- Tuition & Fees
- Financial Aid
- Academic Information & Standards
- Degree, Certificate & General Education Information
- Programs of Study
- Course Descriptions
- General Information & Services to Students
- Career & Community Education
- Community Resources
- Policies & Procedures
- Public Safety
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- Determination of Residency
- Change of Residency Classification
- Military Personnel
- Contract Training
- Tuition for International Students
- Educational Tax Credits
- Waivers and Reductions

Tuition

Residency	Cost
Resident of Cecil County	$119.00/credit hour
Other Maryland Residents	$226.00/credit hour
Out-of-State Residents	$276.00/credit hour

Credit by examination costs vary and are based on residency.

Fees

Fee	Cost
Course Fee	Variable
Registration Fee[1]	$75.00/semester
Student Development Fee[2]	$8.00/credit hour

[1] $35.00 off Early Bird registration
[2] Not charged for summer session or senior citizens

Additional Information

- VISA, MasterCard, American Express and Discover cards will be accepted for payment through the student portal.
- 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
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.

Authorized Payment Plan

The plan is payable in a maximum of four monthly installments, which vary depending on your application date, and is available for fall and spring semesters only. The total of your tuition and fees will be divided into four monthly payments that will be automatically deducted from your credit card or from your bank account (checking or savings). The processing fee for this plan is $15.00 and this fee will be deducted from the designated account upon enrollment. All arrangements for this plan are handled through MyCecil and must be made the day you register or you will be responsible for paying the full balance of your account. This option is not available for Summer Session.

To enroll in the Payment Plan:

- Enroll online at MyCecil.
- See a cashier or call (410) 287-1020 if you need help.

Please note: It is important that you make your scheduled payment. A $36.00 fee will be added to your account each time you miss a payment. If you fail to make all of your payments as scheduled, the College has the right to demand immediate payment of the balance due in full. If you are delinquent on any of your payments, the College reserves the right to deny your enrollment for future semesters.

Refund and Appeal Process

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 drop online at MyCecil within published drop dates, or file a Drop Form with the Registration Office. Visit MyCecil to view dates and the drop procedure online. Students who stop attending classes, but do not officially complete the drop process 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 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. Appeal for Refund forms are available in the Registration Office.

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 $36.00 fee will be charged for all checks returned for non-payment and declined credit card charges.

Residency and Tuition Policy

Students at Cecil 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;
- 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

For non-U.S. citizens to be considered a 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 Records and Registration 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. For more information, please contact your local IRS office or visit the IRS website. Students must be enrolled at least half-time (six credits) in a degree or certificate program.

Lifetime Learning Credit

An individual paying qualified tuition and related expenses at a postsecondary educational institution may claim the credit, provided the institution is an eligible educational institution. Unlike the Hope Scholarship Credit, students are not required to be enrolled at least half-time in one of the first two years of postsecondary education. Nonresident aliens generally are not eligible to claim the Lifetime Learning Credit. For more information, please contact your local IRS office or visit the IRS website.

Waivers and Reductions

College Bound Scholarship

Cecil County Public Schools, as well as certain other pre-approved public and private high school juniors, seniors, and approved talented/gifted students who enroll in college-level credit courses at Cecil College may receive a 50 percent scholarship toward in-county tuition based on residency. To participate, high school juniors must have a minimum grade point average of 3.0. A grade point average of 2.5 is required for high school seniors for program eligibility. Students must meet all other Cecil College entrance requirements and must present an eligibility form signed by a parent and a high school principal or other designated authority.

Science, Technology, Engineering and Math (STEM) Academy and Digital Arts Program

Cecil County Public School (CCPS) students eligible for STEM and Arts and Communications Cluster scholarships will receive a waiver for two-thirds of the in-county tuition rate in effect for the semester. Students must pay the balance of tuition and fees. In order to be eligible for the special two-thirds tuition arrangement, STEM Academy Scholarship participants must:

- be enrolled in the CCPS STEM Academy;
- demonstrate completion of the course sequence in the STEM Academy pathway; and
- demonstrate successful completion of all coursework in the Math/Science sequence of the CCPS STEM Academy.

Note: Special tuition rates apply only to dual enrollment courses as part of the CCPS STEM Academy program.

Arts and Communications Cluster Scholarship participants must:

- be enrolled in a CCPS Arts and Communications cluster sequence; and
- demonstrate successful completion of the CCPS coursework that is validated as the prerequisite for college-level course-work in Visual Communications at Cecil College.

Note: Special tuition rates apply only to dual enrollment courses as outlined in the dual enrollment Digital Arts Program in the CCPS Student Education Planning Guide and specifically designated pathway options in the Digital Arts pathway of the Guide.

Senior Citizen Tuition Waiver

Tuition and student development fee 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.

Social Security 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:

- the student is a resident of Maryland;
- the student has a permanent disability and is receiving a social security disability benefit, (SSDI) or supplemental security income, (SSI) as defined by the Social Security Act, Railroad Retirement Act, or the U.S. Office of Personnel Management, (Federal retirement or pension authority); and
- the student *must* file a FAFSA each year by the specified deadline for all credit courses and specified non-credit courses (see financial aid section for deadlines).

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 College offers a tuition reduction 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 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 or Accounts Receivable Manager 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 or Accounts Receivable Manager to receive the tuition reduction.

Procedures:

1. Complete the application form for MDNG tuition waiver which is available in the Registration Office and Cashiers Office.
2. Obtain authorization from the Registrar or Accounts Receivable Manager.
3. Obtain signature of the Registrar or Accounts Receivable Manager for the tuition waiver form by presenting:
   a. current military picture identification card, and
   b. certification by the Maryland Adjutant General.
4. Return the Tuition Waiver form to the Registration Office and register for classes.
5. Present the Tuition Waiver form to the Cashier's Office and pay the balance of tuition and fees.

Health Manpower Shortage Program

Cecil 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)

The following programs are eligible: Nursing, Practical Nursing.

Procedures:

1. Check Maryland Higher Education Commission to determine Healthcare Program of Study eligibility.
2. The out-of-county (Maryland resident) student completes the application and enrollment process according to College policy and procedures.
3. The out-of-county (Maryland resident) student is required to attend an advising session with the College's pre-nursing advisor.
4. The out-of-county (Maryland resident) student and advisor complete a "Special Agreement" Form in which the student enrolls.

Out-of-county Students

The programs eligible are as follows: Nursing, Practical Nursing.

Procedures:

1. Check Maryland Higher Education Commission to determine Healthcare Program of Study eligibility.
2. The out-of-state student completes the College's application and enrollment process according to policy and procedures.
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 registers at Cecil College for a minimum of six (6) credits per semester.
5. The out-of-state student signs a surety bond or promissory note with the Maryland State Scholarship Administration.
6. Students submit all documentation to the Dean of Nursing and Health Professions for state approval.

Maryland Foster Care Recipients

In accordance with the Maryland Higher Education Commission, Cecil 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 College entrance requirements and must present a confirmation of waiver approval from the State Department of Human Resources, and complete the FAFSA application available online at fafsa.ed.gov. Applicants must apply between January 1 and March 1 of each year.

Tuition Rates for Employees of Cecil County Businesses

Employees of Cecil County Businesses that register for credit courses and state-approved non-credit courses may be eligible to receive in-county rates as long as the local business reimburses the student or directly pays Cecil College.

Procedures:

1. Upon completing registration, the student must provide a letter to the Cashier's Office which states the student's name, active status of employment, and date which employment began. (Student's must be employed prior to registration of courses). The letter must be written on company letterhead, signed by a company official, and must include the company phone number.
2. If the company is paying for the student's tuition, the letter must state the amount that will be covered and indicate whether the student must meet certain requirements in order to receive the educational assistance. Letters that contain requirements, such as a grade stipulation clause, will not be used to hold students in class. Students providing a letter that contains a stipulation will be asked to pay their balance upon registration. Any student using their employer as a source of payment should be aware that they will personally be held responsible for paying their account in full if the employer chooses not to pay.
3. The letter must state that the student is to be reimbursed directly if the company is not paying Cecil College. Students will need to pay their charges upon registration and wait for reimbursement from the employer.
4. Each letter must contain the following information[1]: student name, employment status/date, course number(s) and course title(s), start date of course(s). This detailed information is not necessary if the employer states they will pay for any and all courses taken during a semester with no stipulations.

Statewide Instructional Programs

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

The following programs are eligible: Visual Communications, Certain Transportation and Logistics programs, and Government Contracting.

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

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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 College Foundation Scholarship application can be found online.

The goal of Cecil 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;
- March 1 is the priority deadline for most Maryland state scholarships; April 30 is the Cecil College Foundation Scholarship deadline;
- 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[1];
- be making satisfactory academic progress;
- not owe a refund on a federal grant or be in default on a federal education loan[2];
- show demonstrated financial need by completing the FAFSA; and
- have a high school diploma or GED.

[1] Students that have satisfied bachelor degree requirements are not eligible for Pell grants.
[2] Students with student loans in active bankruptcy are not permitted to borrow additional student loan funds

How to Apply

All of the financial aid links mentioned in this section that refer to applying for federal, state and institutional aid are conveniently organized in the student portal on MyCecil.

Once signed into the portal, students learn how to apply for financial aid as well as track the status of financial aid awards.

Complete a Free Application for Federal Student Aid (FAFSA) over the Web at www.fafsa.gov. If you are a dependent student, both parent and student should apply for a FSA ID at fsaid.ed.gov. Use the FSA ID to sign the online FAFSA, review and correct information, and re-apply for student aid every year. It takes 10 to 14 days for Cecil to receive the FAFSA results.

Students will receive a document called a Student Aid Report (SAR) from the U.S. Department of Education which summarizes the FAFSA information and lists the student's Expected Family Contribution (EFC), which is used to determine financial need.

Federal Financial Aid Programs

The federal assistance programs are designed to provide funding for students who demonstrate financial need using the FAFSA. A 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.

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 $200.00 to $2,000.00.

Federal Work-Study Program

This program provides jobs for students who demonstrate financial need. Students work in various positions on and off campus, averaging 10 to 20 hours per week. Work-study contracts are given as funding allows.

Federal Direct Loans

The U.S. Department of Education administers the William D. Ford Federal Direct Loan (Direct Loan) Program. The program provides Stafford Loans for students and PLUS Loans for parents.

Under the Direct Loan program funds are borrowed directly from the federal government. Students must complete a FAFSA and Master Promissory Note (MPN), a legally binding document which describes the terms and conditions of your student loan and your agreement to pay back the funds.

If you change your mind about taking out a loan, please note that you may cancel all or part of your loan by notifying a member of the financial aid staff. If your loan funds have been disbursed to your tuition account, you may cancel all or part of the loan within certain timeframes.

Entrance counseling is required of all first-time borrowers. In addition, an exit interview is required when a student withdraws, graduates or drops below six credits. The purpose of both entrance counseling 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 and the consequences of neglecting to repay their loans as agreed in the Master Promissory Note. Repayment begins six months after graduating, withdrawing or dropping below six credits.

To accept a Direct Loan:

1. Complete the FAFSA at www.fafsa.gov;
2. Complete entrance counseling at studentloans.gov;
3. Complete a Master Promissory Note at studentloans.gov;
4. Complete a Direct Loan Acceptance Form and submit it to the financial aid office.

Federal Direct Parent Loan

The Parent Loan for Undergraduate Students (PLUS) is federal funding that parents may borrow on behalf of their dependent undergraduate student(s) who are enrolled in an eligible program of study for at least six credits. Repayment begins 60 days after the loan is fully disbursed. Approval is based on a satisfactory credit rating. Apply at studentloans.gov.

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 (800) 974-0203.

Veteran Benefits

Cecil College is approved to participate in the Veterans Educational Benefits Programs. In order to ensure the educational success of our returning Veterans, Cecil also participates in the Maryland Campus Compact for Student Veterans.

- New students must complete an Application for Benefits. The application can be downloaded or completed electronically online at vets.gov. Once your application has been processed, the VA will mail you a Certificate of Eligibility which outlines your chapter and percentage of eligibility for the GI Bill.
- Students must submit a copy of their Certificate of Eligibility to the school Certifying Official and are advised to schedule an appointment to discuss enrollment and benefit information.
- Students who have previously used their benefits at another institution must complete the Change of Program/Place Form, VA form 22-1995.
- Students with questions about their eligibility entitlement should contact the VA directly. The toll free number for Veterans Affairs is (888) 442-4551.

In addition, VA students who transfer to Cecil should have their academic transcripts evaluated for transfer credits toward their program of study. Students are required to provide official transcripts from all previously attended institutions.

Veterans may receive transfer credits for military training experiences. Veterans should submit a copy of the American Council on Educators (ACE) evaluation and recommendations for military occupational specialties.

Note: Veterans must make academic progress to remain eligible for educational benefits. Non-punitive grades may result in an overpayment between the student and the VA.

Cecil College Foundation Scholarships (Institutional Scholarships)

Students are awarded scholarships each year through the Cecil College Foundation, Inc. These scholarships are made possible through the generosity of friends, corporations, 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 April 30 each year.

All applications are taken online. Applications are automatically screened and matched to appropriate scholarships through the selection process. For further information, call (410) 287-1146.

Verification

Students whose applications are selected for verification must document the accuracy of the information provided in the FAFSA. The Financial Aid Office may request IRS Tax Return Transcripts, W-2 forms, Verification Worksheets 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 in compliance with federal regulations.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) Standards require that financial aid recipients 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 SAP standards for financial aid recipients at Cecil College state that:

- students must maintain a minimum cumulative GPA of 2.0;
- students must maintain a cumulative completion rate of at least 70 percent of total credit hours attempted/total credit hours earned. Grades of F, I, M, R, NG, W and K are not counted as hours completed; and
- students must complete their program within a 150 percent maximum time frame.

Students who fail to meet the SAP standards are placed on financial aid *warning*. During the *warning* semester, students may continue receiving financial aid and have an opportunity to meet the SAP standards before advancing to a *suspension* status. Upon completion of the *warning* semester a student who meets the SAP standards will be placed on a *good* status. If, during the *warning* semester, a student fails to meet the SAP standards, they will be placed on a *suspension* status and will no longer be eligible to receive aid. Eligibility may be restored once satisfactory academic progress is achieved. This will require the student to register for classes, and pay out of pocket until SAP standards are achieved. Students with extenuating circumstances, who wish to appeal their financial aid suspension, may do so in writing to the Director of Financial Aid by completing the SAP Appeal Form, attaching supporting documentation, and providing a statement explaining why the deficiency occurred and the steps that will be taken to ensure successful progress in the future.

Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate the federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

> *Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.*

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

> *Aid to be returned equals 100 percent of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.*

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debit balance to the institution.

If a student earned more than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds must be allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loans (other than PLUS)
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Opportunity Grants

Adjustments to Financial Aid

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

- dropping/adding or withdrawing from classes;
- decrease in enrollment for future terms in which aid was estimated based on assumed enrollment levels;
- receiving additional financial aid; and
- selection for verification resulting in revisions to FAFSA data and therefore, eligibility.

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 are 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.

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;
- owing a repayment to a federal student aid program;
- incomplete verification process;
- unsatisfactory academic progress;
- non-attendance; or
- repeating previously passed courses; or
- enrollment in development courses beyond the federal 30 credit maximum.

Opt-out of Electronic Communication

Any student who wishes to opt out of electronic (or any) communication to their personal email address or phone number must submit a request, in writing, to the Financial Aid Office.

Financial Aid Office
Phone: (410) 287-1003
Fax: (410) 287-1001
finaid@cecil.edu

Academic Information & Standards

Resources Across College Centers
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Mission and College
College Learning
Administration & Governance
Faculty & Staff
Academic Year
Academic Information & Standards
Eligibility, Certificate and Degree Requirements
Degrees and Certificates
Course Descriptions
Academic Programs & Pathways
Academic Calendar
Campus & Community Resources
Students & Student Services
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Transcripts Requirements
Transcripts Requirements

requirements:

- complete all course requirements in a given program. An associate's degree requires the completion of a minimum of 60 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 30 credits in a program of study at Cecil College, or complete the last 15 credits of a curriculum at Cecil College. 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 081 through 100 may not be used to satisfy graduation requirements.

The Chief Academic Officer or designee may grant exceptions to the above procedures.

Graduation Requirements

Associate of Arts (AA), Associate of Arts in Teaching (AAT), Associate of Science (AS), Associate of Science in Engineering (ASE)

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, Associate of Science (AS) Degree, or the Associate of Science in Engineering (ASE) Degree, students must complete a minimum of 60 credits of college-level work. Of the 60 credits, 28 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.*	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.*	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

Associate of Applied Science (AAS), Associate of Fine Arts (AFA)

To be eligible for the Associate of Applied Science (AAS) or Associate of Fine Arts (AFA) Degree, students must complete a minimum of 60 credits of college-level work. Of the 60 credits, 18 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 w/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
Social and Behavioral Sciences	3

Grading

Grades and Quality Points

A letter grade is assigned for each course in which the student is enrolled at the end of the term. A grade submitted by the faculty member can be viewed on MyCecil . The term grade report and unofficial transcript at MyCecil are available and printable. A quality point value per credit hour 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[1]	Poor	1
F	Failure	0

[1] 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:

Grade Designation	Interpretation
I	Incomplete
NG	No Grade or Late Grades
S	Satisfactory
U	Unsatisfactory
M	Post-Deadline Withdrawal
W	Withdrawal
R[1]	Re-enroll
K	Audit
V	Waiver of Prior Failing Grades

[1] Used for 081-099 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 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 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 designation 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 a course is repeated, the highest grade earned is used to compute the adjusted GPA. However, both grades remain on the transcript. 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 and PTA 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.

Waiver of Prior Failing Grades

Under certain circumstances, failing grades earned by students when previously enrolled at Cecil 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 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 College;
- students must not have attended Cecil 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 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 not have earned any grade below a "C" in the most recent 15 credits earned;
- students may not apply for courses required in their program of study, courses that have been repeated and passed, or courses in which the student is currently registered or enrolled;
- submit narrative explaining your circumstances at the time of failure.

In no case will Cecil 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

Unless an appeal has been initiated, all grades become final 60 days after being issued 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 appropriate Dean 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).

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 are eligible for the President's List after accumulating 15 credit hours or more with a semester GPA of 3.75 or better for that semester. This award excludes any grade received for developmental coursework.

Dean's List

Students qualifying for the Dean's List must earn a Grade Point Average (GPA) of 3.50-3.74 for that semester and be carrying a full credit load of at least 12 semester hours. Part-time students are eligible for the Dean's List after accumulating 15 credit hours or more with a semester GPA of 3.50-3.74 for that semester. This award excludes any grade received for developmental coursework.

Graduation Academic Honors

Graduating with Highest Honors
Graduating students in degree programs completing a minimum of 30 semester hours at Cecil College with grade point averages of 3.75 or higher computed on all semesters of college-level work at Cecil 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 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 College with grade point averages of 3.50 or higher computed on all semesters of college-level work at Cecil College will qualify to graduate with distinction.

Alpha Alpha Theta/Phi Theta Kappa

Alpha Alpha Theta is the Cecil 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 and give service to the College and community. Members are recognized for their academic achievement, and they enjoy the company of scholars at Cecil and at other colleges. Members may also qualify for over $25 million in transfer scholarships reserved exclusively for Phi Theta Kappa members.

Students must apply for membership in the honor society. Applications are available from the 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 3.5 or greater.

Induction ceremonies are held during the academic year. Students are welcome to attend meetings and events held by the chapter before applying for membership.

Academic Honesty Policy

Cecil College adheres to the highest standards of academic honesty. Students at Cecil College are expected to maintain that high standard by taking responsibility for their own academic success and achievement. All forms of academic dishonesty are serious offenses and will not be tolerated, and could lead to sanctions up to and including expulsion from the College. All members of the College community share the responsibility for the academic standards of the College. Academic honesty is a cornerstone of the development and acquisition of knowledge and is a critical component of continued membership in the College community.

For more detailed information, see the complete Academic Honesty Policy .

Academic Standards for Credit Students Policy

Students at Cecil College are expected to take responsibility for their own academic success and achievement within the program of study planned with their academic advisors. Each semester Academic Programs will identify students who are not making academic progress. Academic progress is defined as maintaining a cumulative grade point average (GPA) of at least 2.0 for time enrolled at Cecil College. Student Services and Enrollment Management will provide intervention and support for students to encourage their academic progress. Students who are not making academic progress will be subject to academic probation or academic suspension. Developmental courses are considered in the determination of the GPA for academic probation or academic suspension.

Academic Probation

Students who have attempted 12 credits will be placed on academic probation in the next semester in which they enroll if their cumulative GPAs are less than 2.0. With their academic advisors' approval, students will be permitted to enroll for a maximum of 12 credit hours in the first semester of academic probation. Students will be encouraged to complete any prerequisite course(s) in their programs of studies and/or to repeat those courses in which they have received failing grades. Students who have registered prior to receiving notice of academic probation must meet with their academic advisors to have their current semester course schedules adjusted to comply with the provisions of this policy.

1. Upon completion of each semester, the Chief Academic Officer or designee will notify students whose cumulative GPAs are below 2.0 (after 12 or more credits), indicating (1) that they have been placed on academic probation; (2) that they must meet with their academic advisors prior to finalizing their next semester's schedules; and (3) that their next semester's course loads cannot exceed 12 credit hours without the approval and signature of their academic advisors.
2. Students who achieve a 2.0 semester GPA or higher will remain on academic probation as long as their cumulative GPA falls below the 2.0 cumulative GPA required for graduation.
3. Students on probation who do not have a semester or cumulative GPA of 2.0 or higher, will then be restricted to 7 credits in the next semester.

Satisfaction of Academic Probation

In order for academic probation to be lifted, students must achieve and maintain at least a 2.0 cumulative GPA.

Academic Suspension

Students on academic probation for two consecutive semesters who do not achieve a minimum 2.0 semester GPA will be placed on academic suspension for one semester. Students may not enroll in credit courses while on academic suspension.

1. Upon completion of the probationary semesters, the Chief Academic Officer or designee will notify students whose semester GPAs are below 2.0 indicating that they have been placed on academic suspension.
2. Students who wish to appeal academic suspension must follow the procedures for appeal.

Reinstatement

Students readmitted after academic suspensions are considered to be on academic probation. Refer to academic probation procedures.

Appeal

Students have one opportunity to appeal academic suspension. The appeal process must be completed before the start of the next semester. After the semester has begun, no appeals of academic suspension will be acknowledged.

1. Students must submit a formal letter of appeal including supporting documentation to the Chief Academic Officer or designee.
2. Upon receipt of appeal documentation, a decision will be made and students will be notified within 14 days, except when the College is closed or during semester breaks.

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 . 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 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.

Final Examination Statement

Students are required to take the final examination in each course they are registered, on the date scheduled by the Office of Academic Programs. 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.

The exam schedule is available in each schedule of classes brochure and on the web.

Course Substitutions

Students requesting course substitutions are required to get written permission from the appropriate academic administrator or program department chair. The substitution form must be filled out by the student, submitted to the appropriate academic administrator or program 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. Students should maintain a copy of all approved substitution requests to be used in support of their graduation applications.

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. 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
Homeland Security Management
Hotel/Restaurant Management
Medical Assisting
EMT Paramedic
Therapeutic Massage
Paralegal Studies

Cecil College
Visual Communications
Transportation and Logistics
Government Contracting

College of Southern Maryland
Massage Therapy
Medical Laboratory Technician

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
Horticulture
Automotive Technology
Construction Management
Geospatial Application
Automotive Technology – Collision Repair
Diesel and Equipment Maintenance Technology
Survey Technology
Recreation, Parks and Tourism
Labor Studies
Interpreter Preparation
E-Business Management
E-Business Technology
Multimedia Technology

Frederick Community College
Nuclear Medicine Technology
Emergency Management

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

Hagerstown Community College
Industrial Technology

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
Graphic Design (AFA)
Studio Art (AFA)
Surgical Technologist

Prince George's Community College
Nuclear Medicine Tech
Investigative Forensics
Forensic Transfer Studies

Wor-Wic Community College
Hotel-Motel-Restaurant Management
Criminal Justice

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Cecil 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; one that prepares them for immediate entry into the workforce; or a program that helps them upgrade skills in their current career.

Degree Programs

There are six associate's degrees:

Associate of Arts (A.A.)
Recognizes mastery in the liberal arts (humanities, social sciences and similar subjects) and in the fine arts. The associate of arts degree transfers to appropriate baccalaureate programs and provides for career exploration and skills upgrading.

Associate of Science (A.S.)
Recognizes a curricular focus in science, mathematics, or technology. The associate of science degree transfers to appropriate baccalaureate programs and also provides for career exploration and skills upgrading.

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

Associate of Arts in Teaching (A.A.T.)
Designed for transfer to a Maryland four-year institution to obtain a baccalaureate degree and teacher certification.

Associate of Fine Arts (A.F.A.)
Designated for transfer to a four-year institution to obtain a baccalaureate degree.

Associate of Science in Engineering (A.S.E.)
Designated for transfer to a four-year institution for continued study in engineering

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 (A.A.T. programs require students to earn a cumulative grade point average of 2.75 and they must pass the Praxis Core Academic Skills for Educators (CORE) test). In addition, students must meet other graduation requirements and general education requirements.

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 College and earn a cumulative grade point average of 2.0 or better in college-level courses, and meet all other graduation requirements.

Programs to Meet Diverse Educational Needs

To meet the educational needs of the community, Cecil 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 institution.
3. The career education program prepares students for immediate employment in technical and business fields and allows students to continue studies at four-year institutions.
4. The non-credit division of the College provides non-credit courses and skills which allow individuals to upgrade their abilities, prepare for state licensure or certification, re-train for new occupations, enrich cultural backgrounds, and develop specialized interests. It also provides contract training for business and industry.
5. Student Services and Institutional Effectiveness provides students with a variety of resources, including academic advising and support, multicultural affairs, job placement and career management 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 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. awareness of ethics, cultural diversity, artistic expression, health and wellness issues, and the physical and social environment; and
G. information literacy including finding, evaluating and using information effectively.

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 courses. Courses which meet general education requirements must be approved by the College's Academic Affairs Committee.

General Education and Institutional Requirements

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 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.), Associate of Science (A.S.), and Associate of Science in Engineering (A.S.E.) Degrees (minimum of 28 general education credits)

Arts and Humanities

- 6 semester credit hours in the arts and humanities general education courses

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 (EGL 101)

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

General Education Electives

- Additional general education courses to complete a minimum of 28 semester hours

Institutional Requirement

- 3 additional credits in Composition and Literature (EGL 102) or Technical Writing (EGL 211)

General Education Requirements and Institutional Requirements for Associate of Applied Sciences (A.A.S.) and Associate of Fine Arts (A.F.A.) Degrees (minimum of 18 general education 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 18 semester hours

Definition of General Education Competencies for Cecil College

Written and Oral Communication
Cecil College defines college-level writing competency according to the Standards for a "C" Paper as approved on March 3, 1998, by the Maryland Statewide English Composition Committee and on April 21, 1998 by the Inter-segmental Chief Academic Officers of Maryland's two- and four-year institutions of higher education.

College-level oral communication is defined as improved oral expression, listening, critical thinking and message analysis, and enhanced appreciation and understanding of various forms of expression/communication.

Scientific and Quantitative Reasoning
Cecil College defines college-level competency in scientific reasoning as students' ability to articulate the elements of the scientific method, and the application of such elements to the analysis and the practice of science. Students should be able to collect, analyze, interpret, evaluate, and present data.

College-level quantitative reasoning is defined by the following approved statewide attributes:

a. Interpret mathematical models given verbally, or by formulas, graphs, tables, or schematics, and draw inferences from them.
b. Represent mathematical concepts verbally, and where appropriate, symbolically, visually, and numerically.
c. Use arithmetic, algebraic, geometric, technological, or statistical methods to solve problems.
d. Use mathematical reasoning with appropriate technology to solve problems, test conjectures, judge the validity of arguments, formulate valid arguments, and communicate the reasoning and the results.
e. Estimate and check answers to mathematical problems in order to determine reasonableness.
f. Recognize and use connections within mathematics and between mathematics and other disciplines.

Critical Analysis and Reasoning
Cecil College defines college-level proficiency in critical analysis and reasoning to include, but not limited to, the following: application, analysis, synthesis, evaluation, problem solving, and decision making, as well as creative thinking, meta-cognition, and productive habits of the mind.

Technological Competency
Cecil College defines college-level technological competency as the students' ability to engage in technology collaboration; use and create structured digital documents; perform technology-enhanced presentations; use technology tools for research and evaluation; use databases to manage information; use technology tools for analyzing qualitative and quantitative data; use graphical and multimedia representational technologies; demonstrate familiarity with major legal, ethical, privacy and security issues; demonstrate a working knowledge of hardware and software applications; and create an HTML web page.

Information Literacy
Cecil College defines college-level information literacy as the students' ability to recognize the need for information; identify what information is needed; find that information; evaluate information critically for relevance and credibility; use information to solve problems or answer questions; and use information legally and ethically.

General Education Course Codes

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

Course Code	Interpretation
E	English Composition
H	Arts and Humanities
I	Interdisciplinary and Emerging Issues
M	Mathematics
SL	Science with Lab
S	Science
SS	Behavioral and Social Sciences

Computer Literacy Across the Curriculum

Computer 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 College must fulfill a computer literacy requirement for graduation.

The associate degree programs at Cecil College 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.

Approved General Education Courses by Category

The associate degree programs at Cecil College 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.

Important! Transfer students should consult with an academic advisor when choosing general education courses from the approved list since each transfer institution has slightly different requirements.

Course Code	Course Title	Credits
English (E)		
EGL 101	Freshman Composition	3
Arts and Humanities (H)		
ART 101	Fundamentals of Design	3
ART 110	Color	3
ART 130	Drawing I	3
ART 140	Painting I	3
ART 141	Survey of Art History	3
ART 150	Art Appreciation and Museum Studies	3
ART 152	Sculpture	3
ART 160	Beginning Ceramics	3
ART 180	Basic Photography	3
ART 181	Introduction to Movie Making	3
ART 194	Wheel Thrown Ceramics	3
ART 201	Three-Dimensional Design	3
ART 230	Drawing II	3
ART 240	Painting II	3
ART 242	Survey of Modern Art History	3
ART 260	Intermediate Ceramics	3
EGL 102	Composition and Literature	3
EGL 202	Folklore in Literature	3
EGL 203	British Lit. to 18th c.	3
EGL 204	British Lit. 18th c. to Present	3
EGL 205	American Lit. to 1865	3
EGL 206	American Lit. 1865 to Present	3
EGL 209	Introduction to African American Literature	3
EGL 213	Introduction to Film	3
EGL 215	Introduction to Creative Writing	3
EGL 260	Children's Literature	3
HCD 270	Ethical Issues in Healthcare	3
HST 101	Western Civilization I	3
HST 102	Western Civilization II	3
HST 110	World History I	3
HST 111	World History II	3
HST 201	History of the United States I	3
HST 202	History of the United States II	3
HST 242	Survey of Modern Art History	3
MUC 104	Guitar Class	3
MUC 122	Music Appreciation	3
MUC 135	History of Rock	3
MUC 143	Music Fundamentals	3
PHI 101	Introduction to Philosophy	3
PHI 201	Ethics - Contemporary Moral Problems	3
PHI 205	Philosophy of Religion	3
PHI 270	Ethical Issues in Healthcare	3
RUS 101	Russian I	3
RUS 102	Russian II	3
SPH 121	Interpersonal Communications	3
SPH 141	Public Speaking	3
SPN 101	Beginning Spanish I	3
SPN 102	Spanish II	3
SPN 201	Intermediate Spanish I	3
SPN 202	Intermediate Spanish II	3
THE 161	Introduction to Theatre	3
THE 171	Acting Fundamentals	3
THE 184	Introduction to Acting for Screen and Stage	3
THE 262	Theatre History	3
THE 275	Theatre History II	3
Interdisciplinary and Emerging Issues (I)		
CIS 101	Introduction to Computer Concepts	3
CSC 104	Computer Science Fundamentals	3
CSC 105	Geographic Information Systems	3
CSC 110	Ethics in Information Technology	3
CSC 202	Creative Design	3
EGL 210	Topics in World Literature	3
ENV 106	Introduction to Environmental Science	3
GIS 101	Geographic Information Systems	3
HEA 130	Healthful Living	3
HEA 173	Human Sexuality	3
HST 135	History of Rock	3
HST 141	Survey of Art History	3
MUC 151	Film Music	3
MUC 128	Introduction to Audio Technology	3
Mathematics (M)		
MAT 121	Precalculus	4
MAT 123	Finite Math	3
MAT 125	Applied Calculus	4
MAT 127	Introduction to Statistics	4
MAT 128	Introduction to Statistics II	4
MAT 201	Calculus I w/ Analytical Geometry	4
MAT 202	Calculus II w/ Analytic Geometry	4
MAT 203	Multivariable Calculus	4
MAT 236	Discrete Structures	3
MAT 240	Introduction to Linear Algebra	4
MAT 246	Introduction to Differential Equations	3
Physical and Biological Sciences (S and SL)		
AST 103	Principles of Astronomy	4
BIO 101	General Biology[1]	3
BIO 103	Introduction to Zoology[1]	3
BIO 104	Botany: Introduction to Horticulture[1]	3
BIO 123	Foundations of Nutrition* (no lab)	3
BIO 130	Principles of Biology I[1]	3
BIO 132	Principles of Biology II[1]	3
BIO 200	Microbiology[1]	3
BIO 208	Human Anatomy and Physiology I[1]	3
BIO 209	Human Anatomy and Physiology II[1]	3
CHM 103	General Chemistry I[1]	3
CHM 104	General Chemistry II[1]	3
CHM 109	Chemistry and Art	3
ENV 106	Introduction to Environmental Science[1]	3
ENV 150	Introduction to Energy Sustainability	4
PHY 103	Physics Today	4
PHY 120	Light Science	4
PHY 181	Introductory College Physics I w/ Lab	4
PHY 182	Introductory College Physics II w/ Lab	4
PHY 217	General Calculus Physics I w/Lab	4
PHY 218	General Calculus Physics II w/Lab	4
PHY 219	General Calculus Physics III w/Lab	4
PSC 105	General Physical Science w/ Lab	4
PSC 120	Physical Geology	4
PSC 125	Essentials of Weather	4
PSC 135	Introduction to Climate Science w/Lab	4
PSC 140	Introduction to Ocean Studies w/ Lab	4
PSC 150	Introduction to Energy and Sustainability	4
PSC 220	Meteorology	4
Social and Behavioral Sciences (SS)		
ANT 101	Cultural Anthropology	3
COU 102	Dynamics of Human Interaction	3
ECO 221	Economics – Micro	3
ECO 222	Economics – Macro	3
GEO 101	Physical Geography	3
GEO 102	Cultural Geography	3
POS 101	Introduction to Political Science	3
POS 201	American Government	3
PSY 101	Introduction to Psychology	3
PSY 201	Human Growth and Development	3
PSY 222	Organizational Psychology	3
SWK 101	Introduction to Social Work	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 103	Marriage and the Family	3
SOC 105	Perspective in Human Diversity	3

[1] Must be combined with a lab course to meet the lab science requirement.

Programs of Study

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Cecil College offers the following academic degree and certificate programs. Each program area is briefly described and includes a list of required general education and program specific courses. A recommended sequence of courses is also provided for completing the degree program as a full-time student.

For information about programs that are subject to Gainful Employment Disclosure, please go to www.cecil.edu/gainfulemployment .

Note: Programs marked with an asterisk (*) are new or have been revised, but were approved after August 25, 2017, the official publish date of this document. Please refer to the Addendum for more information.

Program of Study	Degree	Certificate
Business, Transportation & Logistics		
Accounting	ACCR	ACCL *
Business Administration	BAAD *	
Commercial Transportation		TLCR
Leadership and Management	BLMZ	
Management	BCMN	BCML *
Marketing	BCMS	BCMA
Supply Chain Management	TLSR	TLSC
Transportation Management	TLTM	
Computer Technology		
Computer Aided Drafting and Design	CADZ	
Computer Science	ASCC	
Cybersecurity	ASCR	CECY
Programming	CIPZ	CCPC
Fine Arts		
Art and Design	AFAD	
Art and Design – Art History Concentration	AFAH *	
Art and Design – Ceramics and Sculpture Concentration	AFCS *	
Art and Design – Drawing and Painting Concentration	AFDP *	
Art and Design – Graphic Design Concentration	AFGD *	
Art and Design – Interactive and Motion Arts Concentration	AFIM *	
Art and Design – Photography and Digital Arts Concentration	AFPD *	
Art and Design – Studio Arts Concentration	AFSA *	
Arts and Sciences Transfer — Arts Option – Ceramics	ASCO	CERC
Arts and Sciences Transfer — Arts Option – Drawing/Painting	ADPZ	DAPC
Arts and Sciences Transfer — Arts Option – Graphic Design	AGRZ	
Engineering		
Civil Engineering	ASCV	
Electrical Engineering	ASEN	
Engineering – Aerospace Engineering Concentration	CNEA	
Engineering – Chemical Engineering Concentration	CNEC	
Engineering – Computer Engineering Concentration	CNEO	
Engineering – Engineering Science Concentration	CNES	
Mechanical Engineering	ASME *	
General Studies & Social Sciences		
General Studies – General Studies Concentration	CNGG	
General Studies – English Concentration	CNGE	
General Studies – History Concentration	CNGH	
General Studies – Philosophy Concentration	CNGP	
General Studies – Sociology Concentration	CNGS	
Psychology	ASPR	
Health Professions		
Exercise Sciences	ASET	
Health Information Technology	HITD	
Healthcare Sciences	HCSR	
Nursing (RN & LPN)	NURS *	LPNC
Paramedic	EMTR	
Personal Trainer/Fitness Manager		PTFC
Physical Therapist Assistant	PTAR	
Law, Public Safety & Human Services		
Criminal Justice	CJRP *	
Fire Science Technology	FSTR	
Healthcare Navigator – Public Health Generalist		HENC *
Paralegal Studies	ASPL	
Public Health – Environmental Public Health Concentration	CNEP	
Public Health – Health Navigator Concentration	CNHN	
Public Health – Public Health Generalist Concentration	CNPH	
Public Health – Healthcare Professionals		PHPC *
Social Work	ASWR	
Performing Arts		
Music	APMM	
Music – Music Concentration	CNMM *	
Music – Voice Concentration	CNMV *	
Music – Audio Concentration	CNMA *	
Music – Music Education Concentration	CNME *	
Music/Voice	APAV	
Performing Arts – Theatre Concentration	CNTC *	
Performing Arts – Music Concentration	CNMC *	
Performing Arts – Live Arts Concentration	CNLA *	
Theatre Performance/Acting	APAT	
Sciences & Mathematics		
Biological Sciences – Biology Concentration	CNBB *	
Biological Sciences – Environmental Science Concentration	CNBE *	
Biology	ASBS	
Chemistry	ASCH	
Environmental Science	ASES	
Equine Studies	AEQS *	ESTC
Equine Studies – Management		ESMC
Geology	ASGE	
Horticulture Science	HTSS	HTSC
Mathematics	ASMR	
Meteorology	ASMT	
Ocean Studies	ASOS	
Physics	ASPS *	
Teacher Education		
Early Childhood Education	ENAT	
Elementary Education	ERAT	
Secondary Education	ESER	
Secondary Education – Chemistry	SCAT	
Secondary Education – English	SEAT	
Secondary Education – Mathematics	SMAT	
Secondary Education – Music	ESMU	
Secondary Education – Physics	SPAT	
Visual Communications		
Basic Photography		BAPC
Digital Imaging		VDIC
Photography Lab		PLTC
Portfolio Production		POPC
Professional Photography		PPHC
Simulation Design and Gaming	SOGR	SOGC
Studio Photography		STPC
Video Technology		VITC
Visual Communications – Communications Concentration	CNVC	
Visual Communications – Graphic Design and Multimedia Concentration	CNVG	
Visual Communications – Photography Concentration	CNVP	
Visual Communications – Video Production Concentration	CNVV	VIPC
Visual Communications – Web Design and Multimedia Concentration	CNVW	CDMC

Accounting (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: ACCR
Number of Credits: 60

Program Description

This program is designed to prepare students for initial employment and career advancement in the field of accounting in small, medium, and large-sized businesses. Candidates will be trained to process and record routine data and transactions, as well as prepare accounting statements and analyze various types of accounting data.

Transfer Information

Cecil College has articulation agreements with Goldy-Beacom College as well as other Maryland and regional institutions. Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
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 125 **or** MAT 127	Applied Calculus **or** Introduction to Statistics [M]	4
PSY **or** SOC	Psychology Elective [SS] **or** Sociology Elective [SS]	3
SCI	Science Elective with Lab [S/SL]	4
SPH 121 **or** SPH 141	Interpersonal Communications [H] **or** Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
ACC 201	Accounting III	3
ACC	Accounting Elective	3
ACC **or** BUS	Accounting Electives **or** Business Electives	6
BUS 103	Introduction to Business	3
BUS 187	Business Ethics	3
BUS 210	Business law	3
EGL 211	Technical Writing	3
ELECT	Elective	1

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
BUS 103	Introduction to Business
ACC 101	Accounting I
CIS 101	Introduction to Computer Concepts
PSY **or** SOC	Psychology Elective **or** Sociology Elective
Spring I (16 credits)	
MAT 125 **or** MAT127	Applied Calculus **or** Introduction to Statistics
ACC 102	Accounting II
EGL 102	Composition and Literature
ACC	Accounting Elective
BUS 187	Business Ethics
Fall II (16 credits)	
ECO 222	Economics — Macro
SCI	Lab Science Elective
ACC 201	Accounting III
ACC **or** BUS	Accounting Electives Business Electives
Spring II (13 credits)	
BUS 210	Business Law
SPH 121 **or** SPH 141	Interpersonal Communications Public Speaking
ECO 221	Economics — Micro
EGL 211	Technical Writing
ELECT	Elective

Program Outcomes

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

- Identify and perform the major steps in the accounting cycle including recording transactions, adjusting entries, and preparing financial statements.
- Explain, prepare, and analyze the income statement, statements of equity, balance sheet, and cash flow statement.
- Explain Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) and use the FASB Accounting Standards Codification system.
- Apply the major principles and assumptions of financial reporting and US generally accepted accounting principles (GAAP).
- Use financial analysis to assess the profitability of a business.
- Identify the costs in managerial accounting and their usage in cost-volume-profit (CVP) analysis and the manufacturing process.

Career Opportunities

Tax planning and compliance, auditing, cost accounting, banking and lending, and financial consulting.

Accounting (Certificate)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Certificate
Degree Code: ACCL
Number of Credits: 18

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The goal of this 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 this certificate.

Required Courses

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
ACC 203	Tax Accounting	3
ACC 201	Accounting III	3
ACC 202	Accounting IV	3
ACC 205	Business Spreadsheet Applications	3

Program Outcomes

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

- Identify and perform the major steps in the accounting cycle including recording transactions, adjusting entries, and preparing financial statements.
- Explain, prepare, and analyze the income statement, statements of equity, balance sheet, and cash flow statement.
- Explain Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) and use the FASB Accounting Standards Codification system.
- Apply the major principles and assumptions of financial reporting and US generally accepted accounting principles (GAAP).
- Use financial analysis to assess the profitability of a business.
- Identify the costs in managerial accounting and their usage in cost-volume-profit (CVP) analysis and the manufacturing process.

Business Administration (Associate of Arts)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Arts
Degree Code: BAAD
Number of Credits: 66-67

Program Description

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.

Transfer Information

Cecil College has articulation agreements with Goldey-Beacom College as well as other Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [H]	3
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST	History Electives [H]	6
MAT	Math Elective [M] (Select from MAT 121, 128, 201, 202 or 203)	8
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
SCI	Science Electives [1] [S/SL]	7-8
SOC SCI	Social Science Electives [SS]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
BUS 103	Introduction to Business	3
BUS 187	Business Ethics	3
ECO 221	Economics - Micro [SS]	3
ECO 222	Economics - Macro [SS]	3
SPH 121 **or** SPH 141	Interpersonal Communications [H] **or** Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16-17 credits)	
EGL 101	Freshman Composition
BUS 103	Introduction to Business
ACC 101	Accounting I
CIS 101	Introduction to Computer Concepts
PSY 101	Introduction to Psychology
ACT	Activity Elective(s)
Spring I (17 credits)	
SPH 121 **or** SPH 141	Interpersonal Communications **or** Public Speaking
MAT 127	Introduction to Statistics
ECO 222	Economics - Macro
ACC 102	Accounting II
EGL 102	Composition and Literature
ACT	Activity Elective
Fall II (16-17 credits)	
ECO 221	Economics - Micro
SCI	Science Elective
ARTS/HUM	Arts and Humanities Elective
MAT	Math Elective (Select from MAT121, 128, 201, 202 or 203)
SOC SCI	Social Science Elective
Spring II (16-17 credits)	
MAT	Math Elective (Select from MAT121, 128, 201, 202 or 203)
SCI	Science Elective
HST	History Elective
HST	History Elective
BUS 187	Business Ethics

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.

Career Opportunities

Accountant, banking, consultant, human resources, all areas of education, government, private business, and retail.

[1] One course must have a BIO designation; the other course must have a designation of AST, CHM, ENV, PSC, or PHY. At least one course must include a corresponding lab.

Commercial Transportation (Certificate)

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Award: Certificate
Degree Code: TLCR
Number of Credits: 18

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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 Commercials Driver's License (CDL) may petition to receive college credit for previous licensures and experience through the credential assessment process.

Required Courses

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
CIS 101	Introduction to Computer Concepts	3
TRL 101	Introduction to Logistics	3
TRL 105	Professional Driver's Knowledge	3
TRL 106	Professional Commercial Driver's Skills	6
TRL 107	Supply Chain Management	3
TRL 130	Production and Operations Management	3

Program Outcomes

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

- Operate a commercial motor vehicle safely.
- Control and safely maneuver the vehicle in various traffic situations.
- Demonstrate knowledge of laws relating to the transportation industry.
- Follow established procedures for pre-trip inspections.
- Apply proper logbook procedures and rules.
- Recognize, avoid, or solve potential hazardous situations related to truck driving.

Leadership and Management (Associate of Applied Science)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Applied Science
Degree Code: BLMZ
Number of Credits: 65

Program Description

This program option is designed for the working adult who wants to earn an undergraduate degree in an accelerated format while continuing to work full or part-time. This degree option prepares students in the field of leadership and management in small business as well as medium and large size business. The accelerated program combines theory and practice through classroom, on-line, and guided experiential experiences in a cohort learning model.

Students who plan to enroll in the Leadership and Management Option must be college-ready at the time of admission. For accelerated studies, college-ready is defined as placing into English 101 (EGL101) and Intermediate Algebra (MAT093) on the skills assessments. Additional information on accelerated programs can be obtained from the Admissions Office (admissions@cecil.edu) or designated academic advisors.

Transfer Information

Cecil College has an articulation agreement with Wilmington University. Students satisfactorily completing the Associate of Applied Science – Leadership and Management Option degree at Cecil College are guaranteed admission to Wilmington University's Leadership and Management program and will receive a $3000 scholarship.

Cecil College has articulation agreements with Maryland and other regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
BUS 131	Principles of Management	3
BUS 187	Business Ethics	3
BUS 191	Introduction to Finance	3
BUS 216	Organizational Leadership	3
BUS 231	Management of Human Resources	3
BUS 234	Team Building Experiential Learning	3
BUS 235	Applied Technology Experiential Learning	3
BUS 236	Finance Experiential Learning	3
BUS 237	International Economics Experiential Learning	3
BUS 238	Human Resources Experiential Learning	3
BUS 239	Process Improvement Experiential Learning	3
BUS 240	Strategic Planning Experiential Learning	3
EGL 101	Freshman Composition [E]	3
EGL 211	Technical Writing	3
MAT 127	Introduction to Statistics [M]	4
CIS 101	Introduction to Computer Concepts [I]	3
ECO 222	Economics - Macro [SS]	3
PSY 222	Organizational Psychology	3
SCI	Lab Science Elective [S/SL]	4
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Session I (9 credits)	
EGL 101	Freshman Composition
BUS 103	Introduction to Business
BUS 234	Team Building Experiential Learning
Session II (9 credits)	
SPH 141	Public Speaking
CIS 101	Introduction to Computer Concepts
BUS 235	Applied Technology Experiential Learning
Session III (9 credits)	
BUS 131	Principles of Management
BUS 231	Management of Human Resources
BUS 238	Human Resources Experiential Learning
Session IV (10 credits)	
MAT 127	Introduction to Statistics
BUS 187	Business Ethics
BUS 239	Process Improvement Experiential Learning
Session V (9 credits)	
ECO 222	Economics - Macro
BUS 216	Organizational Leadership
BUS 237	International Economics Experiential Learning
Session VI (9 credits)	
BUS 191	Introduction to Finance
EGL 211	Technical Writing
BUS 236	Finance Experiential Learning
Session VII (10 credits)	
PSY 222	Organizational Psychology
SCI	Lab Science Elective
BUS 240	Strategic Planning Experiential Learning

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical, and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Be able to work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.
- Demonstrate basic knowledge of the principles and concepts of entrepreneurship and management.
- Demonstrate an understanding of the differences between leadership and management.
- Apply functional area concepts and theories.
- Describe various situational approaches to leadership and understand varying perspectives on leadership.
- Analyze and apply skills of interpersonal effectiveness to everyday interaction by using observation, active listening, and questions.
- Apply critical and strategic thinking to produce sound managerial decisions while taking into account relevant perspectives, research, and the impact on the communities served.
- Describe strategic, ethical, and virtual forms of leadership in today's world.

Career Opportunities

Production management, human resources, office management, entrepreneur, and office systems.

Management (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: BCMN
Number of Credits: 60

Program Description

The Associate of Applied Science Management is designed to prepare student for entry and career advancement in various management areas including finance, wholesaling, and manufacturing, as well as non-profit and government offices.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ECO 221	Economics – Micro [SS]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [E]	3
MAT 125 **or** MAT 127	Applied Calculus [M] **or** Introduction to Statistics [M]	4
PSY **or** SOC	Psychology or Sociology Elective [SS]	3
SCI	Science Elective/Science Elective with Lab [SL]	4
SPH 121 **or** SPH 141	Interpersonal Communications [H] **or** Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
BUS 103	Introduction to Business	3
BUS 131	Principles of Management	3
BUS 187	Business Ethics	3
BUS 210	Business Law	3
BUS 212	Principles of Marketing	3
BUS 216	Organizational Leadership	3
CIS 101	Introduction to Computer Concepts [I]	3
ECO 222	Economics - Macro [SS]	3
EGL 211	Technical Writing	3
ELECT	Elective	1

Program Electives

Select 3 credits from the following:

Course Number	Course Title	Credits
BUS 191	Introduction to Finance	3
BUS 231	Management of Human Resources	3
BUS 241	Effective Teams and Work Groups	3
BUS 280	Strategic Planning Concepts	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
BUS 103	Introduction to Business
ACC 101	Accounting I
CIS 101	Introduction to Computer Concepts
PSY **or** SOC	Psychology Elective **or** Sociology Elective
Spring I (16 credits)	
MAT	Math Elective (Select from MAT 125 or 127)
EGL 102	Composition and Literature
EGL 211	Technical Writing
BUS 187	Business Ethics
ACC 102	Accounting II
Fall II (16 credits)	
ECO 222	Economics - Macro
SCI	Lab Science Elective
BUS 131	Principles of Management
BUS 212	Principles of Marketing
BUS 216	Organizational Leadership
ELECT	Elective
Spring II (13 credits)	
BUS 210	Business Law
ECO 221	Economics - Micro
ELECT	Electives
SPH 121 **or** SPH 141	Interpersonal Communications **or** Public Speaking

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical, and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Be able to work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.
- Demonstrate understanding of how the elements of a marketing strategy work together and how the marketing concept fits into organizational planning and development.
- Demonstrate understanding of markets and market behavior, external market forces, relationships to basic economic concepts, and globalism in satisfying needs and wants.
- Demonstrate understanding of current and emerging trends in marketing, including direct and interactive marketing, technology-based personalization, one-to-one marketing, and e-commerce.
- Demonstrate an understanding of consumer behaviors, social media trends, and implementation of marketing strategies.

Career Opportunities

Purchasing manager, store manager, branch manager, department manager and sales representative, production planner, and personnel coordinator.

Management (Certificate)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Certificate
Degree Code: BCML
Number of Credits: 18

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The goal of this 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 this certificate.

Required Courses

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
BUS 131	Principles of Management	3
BUS 212	Principles of Marketing	3

Program Electives

Select 6 credits from the following:

Course Number	Course Title	Credits
BUS 216	Organizational Leadership	3
BUS 231	Management of Human Resources	3
BUS 244	Organizational Behavior	3

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical, and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Be able to work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.

Marketing (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: BCMS
Number of Credits: 60

Program Description

This program will prepare students for entry into and career advancement in the field of Marketing. The Marketing program addresses identification of customer needs as well as how to communicate information about products and services to customers and potential customers. Additionally, this degree addresses the pricing of products and services, and response to growing markets in different countries and cultures.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
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
MAT 125 **or** MAT 127	Applied Calculus [M] **or** Introduction to Statistics [M]	4
SCI	Science Elective with Lab [S/SL]	4
SOC SCI	Social Science Elective [SS]	3
SPH 121 **or** SPH 141	Interpersonal Communications [H] **or** Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
BUS 187	Business Ethics	3
BUS 207	Introduction to Public Relations	3
BUS 210	Business Law	3
BUS 212	Principles of Marketing	3
BUS 241	Effective Teams and Work Groups	3
BUS 242	Advertising	3
BUS 243	Personal Selling	3
BUS 280	Strategic Planning Concepts	3
EGL 211	Technical Writing	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
BUS 103	Introduction to Business
CIS 101	Introduction to Computer Concepts
EGL 101	Freshman Composition
SPH 121 **or** SPH 141	Interpersonal Communications **or** Public Speaking
VCP 116	Digital Imaging I
VCP 117	Digital Imaging II
Spring I (16 credits)	
BUS 207	Introduction to Public Relations
BUS 212	Principles of Marketing
EGL 211	Technical Writing
MAT 125 **or** MAT 127	Applied Calculus **or** Introduction to Statistics
SOC SCI	Social Science Elective
Fall II (13 credits)	
BUS 187	Business Ethics
BUS 242	Advertising
ECO 222	Economics - Macro
SCI	Science Elective with Lab
Spring II (15 credits)	
BUS 241	Effective Teams and Work Groups
BUS 210	Business Law
BUS 243	Personal Selling
BUS280	Strategic Planning Concepts
ECO 221	Economics - Micro

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical, and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Be able to work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.

Career Opportunities

Marketing specialist, marketing coordinator, marketing assistant, and public relations specialist.

Marketing (Certificate)

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Award: Certificate
Degree Code: BCMA
Number of Credits: 22

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This certificate in marketing will prepare students for entry into the field of marketing. The Marketing Certificate addresses identification of customer needs as well as how to communicate information about the products and services to both actual and potential customers. Additionally, this certificate introduces pricing strategies, sales strategies, and specific advertising strategies to help organizations sell their products and services and thus satisfy customer needs and wants.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Contact your advisor for detailed information.

Required Courses

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
BUS 212	Principles of Marketing	3
BUS 187	Business Ethics	3
BUS 207	Introduction to Public Relations	3
BUS 242	Advertising	3
BUS 243	Personal Selling	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2

Program Outcomes

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

- Demonstrate understanding of how the elements of a marketing strategy work together and how the marketing concept fits into organizational planning and development.
- Demonstrate understanding of markets and market behavior, external market forces, relationships to basic economic concepts, and globalism in satisfying needs and wants.
- Demonstrate understanding of current and emerging trends in marketing, including direct and interactive marketing, technology-based personalization, one-to-one marketing, and e-commerce.
- Demonstrate an understanding of consumer behaviors, social media trends, and implementation of marketing strategies.

Supply Chain Management (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: TLSR
Number of Credits: 60

Program Description

The Supply Chain Management Program is designed for students interested in working for a federal, state, or local government agency. This program is customized to meet the critical workforce needs of these agencies. Beyond the classroom, students will be afforded the full range of support services by the College.

Transfer Information

Cecil College has an articulation agreement with the University of Delaware. Students satisfactorily completing the Associate of Applied Science – Supply Chain Management Option degree at Cecil College are guaranteed admission to the University of Delaware's Supply Chain Management program. Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO or ENV	Biology Science Elective with Lab [S] or Environmental Science Elective with Lab [S]	4
CIS 101	Introduction to Computer Concepts [I]	3
ECO 222	Economics - Macro [SS]	3
EGL 101	Freshman Composition [E]	3
HUM	Humanities Elective [H]	3
SOC SCI	Social Science Elective [SS]	3
SPH 141	Interpersonal Communications [H]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
BUS 103	Introduction to Business	3
ECO 221	Economics - Micro [SS]	3
ELECT	Elective	2
MAT 127	Introduction to Statistics [M]	4
MAT 128	Introduction to Statistics II [M]	4
MAT 201	Calculus I with Analytic Geometry [M]	4
TRL 101	Introduction to Logistics	3
TRL 107	Supply Chain Management	3
TRL 130	Production and Operations Management	3
TRL 230	Product Lifecycle Management	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
BIO or ENV	Biology Science Elective with Lab or Environmental Science Elective with Lab
ACC 101	Accounting I
BUS 103	Introduction to Business
CIS 101	Introduction to Computer Concepts
EGL 101	Freshman Composition
Spring I (16 credits)	
ACC 102	Accounting II
ECO 222	Economics - Macro
MAT 127	Introduction to Statistics
SPH 141	Public Speaking
TRL 101	Introduction to Logistics
Fall II (13 credits)	
ECO 221	Economics - Micro
ELECT	Elective
MAT 128	Introduction to Statistics II
SOC SCI	Social Science Elective
TRL 107	Supply Chain Management
Spring II (15 credits)	
HUM	Humanities Elective
MAT 201	Calculus I with Analytic Geometry
TRL 130	Production and Operations Management
TRL 230	Product Lifecycle Management

Program Outcomes

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

- Demonstrate an understanding of the concepts and practices used in financial accounting.
- Demonstrate an understanding of the major functional areas of business and our economic systems including management, human resources, marketing, production, and operations and information.
- Use multiple operating systems commonly found in the information technology field.
- Apply skills learned in the planning and management of material flows and related information in both public and private sector organizations.
- Apply a total systems approach to managing activities involved in physically moving raw materials, inventory, and finished goods from the point of origin to point of use or consumption.
- Demonstrate an understanding of the translation of product and service requirements into facilities, procedures, and operating organizations.
- Apply the processes of managing the entire lifecycle of a product from its conception, design and manufacture, to its service and disposal.

Career Opportunities

Logistics management, supply management, transportation management, operations management, and many other logistics related specialties.

Supply Chain Management (Certificate)

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Award: Certificate
Degree Code: TLSC
Number of Credits: 18

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This certificate 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.

Required Courses

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
BUS 108	Principles of Purchasing	3
TRL 101	Introduction to Logistics	3
TRL 107	Supply Chain Management	3
TRL 130	Production and Operations Management	3
TRL 230	Product Lifecycle Management	3

Program Outcomes

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

- Demonstrate an understanding of the concepts and practices used in financial accounting.
- Demonstrate an understanding of the major functional areas of business and our economic systems including management, human resources, marketing, production, and operations and information.
- Use multiple operating systems commonly found in the information technology field.
- Apply skills learned in the planning and management of material flows and related information in both public and private sector organizations.
- Apply a total systems approach to managing activities involved in physically moving raw materials, inventory, and finished goods from the point of origin to point of use or consumption.
- Demonstrate an understanding of the translation of product and service requirements into facilities, procedures, and operating organizations.
- Apply the processes of managing the entire lifecycle of a product from its conception, design and manufacture, to its service and disposal.

Transportation Management (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: TLTM
Number of Credits: 60

Program Description

This program 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, and 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.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
CIS 101	Introduction to Computer Concepts [I]	3
ECO 222	Economics - Macro [SS]	3
EGL 101	Freshman Composition [E]	3
MAT 125 or MAT 127	Applied Calculus [M] or Introduction to Statistics [M]	4
PSC 105	General Physics Science with Lab [SL]	4
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
BUS 103	Introduction to Business	3
BUS 108	Principles of Purchasing	3
BUS 187	Business Ethics	3
BUS 212	Principles of Marketing	3
BUS 231	Management of Human Resources	3
EGL 211	Technical Writing	3
ELECT	Elective	1
TRL 101	Introduction to Logistics	3
TRL 107	Supply Chain Management	3
TRL 130	Production and Operations Management	3
TRL 230	Product Lifecycle Management	3

Program Electives

Select 6 credits from the following:

Course Number	Course Title	Credits
ACC 205	Business Spreadsheet Applications	3
BUS 131	Principles of Management	3
BUS 191	Introduction to Finance	3
BUS 216	Organizational Leadership	3
BUS 241	Effective Teams and Work Groups	3
BUS 280	Strategic Planning Concepts	3
ECO 221	Economics – Micro [SS]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
EGL 101	Freshman Composition
MAT 125 or MAT 127	Applied Calculus or Introduction to Statistics
TRL 101	Introduction to Logistics
BUS 108	Principles of Purchasing
BUS 103	Introduction to Business
Spring I (12 credits)	
CIS 101	Introduction to Computer Concepts
TRL 130	Production and Operations Management
EGL 211	Technical Writing
TRL	Program Elective
Fall II (17 credits)	
ECO 222	Economics - Macro
TRL 107	Supply Chain Management
TRL	Program Elective
TRL 230	Product Lifecycle Management
ELECT	Elective
PSC 105	General Physical Science with Lab
Spring II (15 credits)	
BUS 212	Principles of Marketing
BUS 231	Management of Human Resources
BUS 187	Business Ethics
ACC 101	Accounting I
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking

Program Outcomes

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

- Analyze and discuss transportation management issues from a system-level perspective..
- Compare and evaluate transportation systems .
- Identify and discuss key elements of the public transportation policy environment.
- Demonstrate a basic understanding of commonly used information technology applications used by the transportation industry.
- Apply basic computational, statistical and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Evaluate transportation problems and effectively develop and present actionable solutions.

Career Opportunities

Transportation manager, route planner, physical distribution manager, distribution planning analyst, transportation marketer, and operations manager.

Computer Aided Drafting and Design (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: CADZ
Number of Credits: 64-69

Program Description

This program option 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.

Transfer Information

Cecil College has articulation agreements with Goldey-Beacom College as well as other Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [H]	3
EGL 101	Freshman Composition [E]	3
ELECT	Interdisciplinary and Emerging Issues Elective [I]	3
MAT	Math Elective [M]	3-4
MAT 121	Precalculus [M]	4
PHY 181 or PHY 207	Introductory College Physics I with Lab [SL] or General Physics I with Lab [SL]	4-5
SOC SCI	Social Science Elective [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
CSC 273	CBWEP - College Based Work Experience Program [1]	3
CSC 103	Operating Systems	3
CSC 104	Computer Science Fundamentals [I]	3
CSC 110	Ethics in Information Technology [I]	3
CSC 111 and CSC 112 or PHE 120	Introduction to CADD and Intermediate CADD or AutoCADD Fundamentals for Engineers	3-6
CSC 114	CADDware Systems	3
CSC 224	Autolisp Programming	3
EGL 211	Technical Writing	3

Program Electives

Select 12 credits from the following:

Course Number	Course Title	Credits
CSC 119	Computer Animation	3
CSC or GIS	Computer Science Elective or Geographic Information Systems Elective	3
PHE 100	Introduction to Autodesk Inventor	3
PHE 110	Microstation	3
PHE 120	AutoCADD Fundamentals for Engineering	3
PHE 125	Introduction to AutoCADD Civil 3D	3
PHE 128	Introduction to REVIT Architecture	3
PHE 130	SolidWorks Fundamentals	3
PHE 140	PRO/Engineer/Creo Fundamentals	3
PHE 150	Excel for Engineers and Scientists	3
PHE 180	MATLAB Fundamentals for Engineers	3
PHE 200	Introduction to Engineering Graphics	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15-19 credits)	
CSC 104	Computer Science Fundamentals
CSC 111 and CSC 112 or PHE 120	Introduction to CADD and Intermediate CADD or AutoCADD Fundamentals for Engineers
EGL 101	Freshman Composition
MAT	Math Elective
SOC SCI	Social Science Elective
Spring I (18 credits)	
ARTS/HUM	Arts and Humanities Elective
CSC 103	Operating Systems
CSC 110	Ethics in Information Technology
EGL 211	Technical Writing
ELECT	Interdisciplinary and Emerging Issues Elective
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
Fall II (14-15 credits)	
ACT	Activity Elective
CSC 114	CADDware Systems
PHY 181 or PHY 207	Introductory College Physics with Lab or General Physics I with Lab
CSC or GIS or PHE	Computer Science Electives or Geographic Information Systems Electives or Engineering Electives
Spring II (17 credits)	
ACT	Activity Elective
MAT 121	Precalculus
CSC 273	CBWEP - College Based Work Experience Program
CSC 224	Autolistp Programming
CSC or GIS or PHE	Computer Science Electives or Geographic Information Systems Electives or Engineering Electives

Career Opportunities

CAD operators may find employment in a variety of industries such as: construction, automotive, ship building and aerospace. Also consider industrial and architectural design, computer animation, and advertising.

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

Computer Science (Associate of Science)

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Award: Associate of Science
Degree Code: ASCC
Number of Credits: 63

Program Description

This program option prepares students to transfer to a four-year institution for continued study in computer science. Computer scientists apply techniques to work with industry, the government and academia to solve computational challenges. Students with bachelor's degrees in computer science continue their education in graduate school or enter the work force.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
BIO 101 and BIO 111 or BIO 130 and BIO 131	General Biology [S] and General Biology Lab or Principles of Biology I [S] and Principles of Biology I Lab	4
CHM or PHY or PSC	Chemistry with Lab Elective [S/SL] or Physics with Lab Elective [SL] or Physical Science with Lab Elective [SL]	4
PHY 207	General Physics I with Lab [SL]	5
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 201	Calculus I with Analytical Geometry [M]	4
SOC SCI	Social Science Electives [2] [SS]	6

Program Requirements

Course Number	Course Title	Credits
CSC 109	Introduction to Programming	3
CSC 205	Computer Science I	3
CSC 218	Computer Science II	4
MAT 202	Calculus II with Analytical Geometry [M]	4
MAT 236	Discrete Structures [M]	3
MAT 240	Introduction to Linear Algebra [M]	4
PHY 208	General Physics II with Lab [SL]	5
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
BIO 101 and BIO 111 or BIO 130 and BIO 131	General Biology and General Biology Lab or Principles of Biology I and Principles of Biology I Lab
CSC 109	Introduction to Programming
MAT 201	Calculus I with Analytic Geometry
EGL 101	Freshman Composition
Spring I (15 credits)	
CHM or PHY or PSC	Chemistry with Lab Elective or Physics with Lab Elective or Physical Science with Lab Elective
MAT 202	Calculus II with Analytic Geometry
EGL 102	Composition and Literature
SOC SCI	Social Science Elective
ACT	Activity Elective
Fall II (17 credits)	
CSC 205	Computer Science I
MAT 236	Discrete Structures
PHY 207	General Physics I with Lab
ARTS/HUM	Arts and Humanities Elective
SOC SCI	Social Science Elective
Spring II (17 credits)	
CSC 218	Computer Science II
MAT 240	Introduction to Linear Algebra
PHY 208	General Physics II with Lab
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
ACT	Activity Elective

Program Outcomes

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

- Analyze a problem; then identify and describe the computing requirements appropriate to its solution.
- Create or evaluate computer-based systems or processes as a solution for desired results or outcomes.
- Apply algorithmic principles and computer science theory in modeling problems and processes in the physical world.
- Communicate and function effectively on teams working towards a common goal.
- Understand legal and ethical issues associated with computing.

Career Opportunities

Animator, computer aided designer, computer programmer, database analyst, software engineer, software developer, and systems analyst.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.

Cybersecurity (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: ASCR
Number of Credits: 60

Program Description

The Cybersecurity program option prepares students to transfer to a four-year institution for continued study in computer cybersecurity. Cybersecurity specialists apply computer security techniques to work with industry, government, and academia to solve computer networking and security related challenges. Students with bachelor's degrees in computer cybersecurity continue their education in graduate school or enter the workforce as a network, forensic, or computer security expert.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [1] [H]	3
BIO	Biology Science Elective with Lab [SL]	4
CSC 104	Computer Science Fundamentals [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [M]	4
PHY	Physics Science Elective with Lab [SL]	4
PSY 101	Introduction to Psychology [SS]	3
SOC SCI	Social Science Elective [SS]	3

Program Requirements

Course Number	Course Title	Credits
CSC 109	Introduction to Programming	3
CSC 140	Introduction to Networking [2]	3
CSC 141	Computer Network Security Fundamentals [2]	3
CSC 151	Introduction to Computer Forensics and Investigations [2]	3
CSC 225	Tactical Perimeter Defense	3
CSC 235	Strategic Infrastructure Security	3
CSC 258	Cisco Certified Network Associate [2]	4
PHE 185	DC, AC Circuits and devices	4
PHE 225	Digital Electronics and Instrumentation	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
BIO or PHY	Biology Science Elective with Lab or Physics Science Elective with Lab
EGL	Freshman Composition
CSC 104	Computer Science Fundamentals
CSC 109	introduction to Programming
PSY	Introduction to Psychology
Spring I (17 credits)	
BIO or PHY	Biology Science Elective with Lab or Physics Science Elective with Lab
CSC 140	Introduction to Networking
EGL 102	Composition and Literature
MAT 121	Precalculus
SOC SCI	Social Science Elective
Fall II (13 credits)	
ART/HUM	Arts and Humanities Elective
CSC 141	Computer Network Security Fundamentals
CSC 151	Introduction to Computer Forensics and Investigations
PHE 185	DC, AC Circuits and Devices
Spring II (14 credits)	
CSC 225	Tactical Perimeter Defense
CSC 235	Strategic Infrastructure Security
CSC 258	Cisco Certified Network Associate

Program Outcomes

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

- Demonstrate proficiency in a programming language.
- Configure and secure Windows and Unix/Linux server and clients, routers, firewalls, email, networks, and other network security appliances and software.
- Demonstrate an understanding of networking standards, protocols, and the OSI model.
- Identify and describe security measures for different types of network attacks, operating systems, software, databases, websites, social engineering and physical security.
- Demonstrate an understanding of computer forensics, data acquisition, analysis, tools, and crime scene investigation and documentation requirements for corporate or legal testimony.
- Explain the function of cryptography and encryption to secure data, public key infrastructure, hashing, and digital signatures along with other data protection techniques.
- Create an effective security policy and disaster recovery plan, addressing business requirements related to confidentiality, integrity and availability.

Career Opportunities

Career opportunities in cybersecurity may include cyber operations, intelligence analyst, information security, computer investigation, computer forensics, and security analyst.

[1] Selection may not include EGL designation.
[2] Certification option courses.

Cybersecurity (Certificate)

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Award: Certificate
Degree Code: CECY
Number of Credits: 28

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The Cyber Security Certificate provides students with the skills, knowledge and credentials to successfully begin a career in the field of Cyber Security. Cyber Security specialists apply computer security techniques to work with industry, government, and academia to solve computer networking and security related challenges.

Required Courses

Course Number	Course Title	Credits
CSC 104	Computer Science Fundamentals	3
CSC 110	Ethics in Information Technology	3
CSC 140	Introduction to Networking [1]	3
CSC 141	Computer Network Security Fundamentals [1]	3
CSC 156	Introduction to Windows Server 2008 [1]	3
CSC 151	Introduction to Computer Forensics and Investigations [1]	3
CSC 225	Tactical Perimeter Defense	3
CSC 235	Strategic Infrastructure Security	3
CSC 258	Cisco Certified Network Associate [1]	4

Program Outcomes

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

- Demonstrate proficiency in a programming language.
- Configure and secure Windows and Unix/Linux server and clients, routers, firewalls, email, networks, and other network security appliances and software.
- Demonstrate an understanding of networking standards, protocols, and the OSI model.
- Identify and describe security measures for different types of network attacks, operating systems, software, databases, websites, social engineering and physical security.
- Demonstrate an understanding of computer forensics, data acquisition, analysis, tools, and crime scene investigation and documentation requirements for corporate or legal testimony.
- Explain the function of cryptography and encryption to secure data, public key infrastructure, hashing, and digital signatures along with other data protection techniques.
- Create an effective security policy and disaster recovery plan, addressing business requirements related to confidentiality, integrity and availability.

[1] Certification option courses.

Programming (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: CIPZ
Number of Credits: 65-66

Program Description

This program option is designed to give students a beginning knowledge of computer operating systems, networking, and data communications, as well as currently used programming languages.

Transfer Information

Cecil College has articulation agreements with Goldey-Beacom College as well as other Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
CSC 104	Computer Science Fundamentals [I]	3
CSC 110	Ethics in Information Technology [I]	3
EGL 101	Freshman Composition [E]	3
MAT	Math Elective [M]	3-4
SCI	Lab Science Elective [S/SL]	4
SOC SCI	Social Science Elective [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
CSC 103	Operating Systems	3
CSC	Computer Science Electives (any CSC course)	15
CSC 109	Introduction to Programming	3
CSC 140	Introduction to Networking	3
CSC 160	Introduction to Data Communications	3
CSC 201	Business Systems Analysis and Design	4
CSC 203 or CSC 204	Seminar in Information Systems	1
CSC 273	CBWEP - College Based Work Experience Program [1]	3
EGL 211	Technical Writing	3
VCP 144	Web Design I - Design Fundamentals	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (18-19 credits)	
CSC 103	Operating Systems
CSC 104	Computer Science Fundamentals
CSC 109	Introduction to Programming
EGL 101	Freshman Composition
MAT	Math Elective
SOC SCI	Social Science Elective
Spring I (17 credits)	
ACT	Activity Elective
CSC	Computer Science Elective (any CSC course)
CSC 110	Ethics in Information Technology
CSC 140	Introduction to Networking
EGL 211	Technical Writing
SCI	Lab Science Elective
Fall II (16 credits)	
ACT	Activity Elective
CSC	Computer Science Electives (any CSC course)
CSC 160	Introduction to Data Communications
VCP 144	Web Design I - Design Fundamentals
Spring II (14 credits)	
CSC	Computer Science Elective (any CSC course)
CSC 201	Business Systems Analysis and Design
CSC 203 or CSC 204	Seminar in Information Systems
CSC 273	CBWEP - College Based Work Experience Program
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking

Program Outcomes

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

- Understand basic networking theory, network design, maintenance, security and troubleshooting.
- Set up network resources through multiple versions of software.
- Understand basic data communications technology.
- Analyze and develop programs using object oriented programming and design.
- Understand legal and ethical issues associated with computing.

Career Opportunities

Computer support, system maintenance and management, and web development.

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

Programming (Certificate)

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Award: Certificate
Degree Code: CCPC
Number of Credits: 29

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

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.

Required Courses

Course Number	Course Title	Credits
CSC 103	Operating Systems I	3
CSC 104	Computer Science Fundamentals	3
CSC 109	Introduction to Programming	3
CSC 140	Introduction to Networking	3
CSC 160	Introduction to Data Communications	3
CSC 201	Business Systems Analysis and Design	4
CSC 203 or CSC 204	Seminar in Information Systems	1
CSC	Computer Science Electives (any CSC course)	6
VCP 144	Web Design I - Design Fundamentals	3

Program Outcomes

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

- Understand basic networking theory, network design, maintenance, security and troubleshooting.
- Set up network resources through multiple versions of software.
- Understand basic data communications technology.
- Analyze and develop programs using object oriented programming and design.
- Understand legal and ethical issues associated with computing.

Art and Design (Associate of Fine Arts)

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Award: Associate of Fine Arts
Degree Code: AFAD
Number of Credits: 60

Program Description

The Associate of Fine Arts degree in Art and Design provides the foundation coursework and studio expertise that parallels the first two years of a Bachelor of Fine Arts degree (BFA) in Art and Design, the professional degree in the Art and Design field. Upon completion of the A.F.A, students will have created an artistic portfolio of work to transfer to a college, university or art school. The program prepares students with an intensive studio-based curriculum stressing the development of artistic techniques and critical thinking skills. Students study a variety of art disciplines preparing them for continued study in Art and Design leading to careers in the following fields: fine art, art education, art therapy, graphic design, curatorial studies, advertising, fashion design, and interior design. Students may concentrate their studies in subjects including animation, ceramics, digital art, drawing, graphic design, illustration, painting, photography, printmaking or sculpture. Students should consult with art faculty early in their academic program to determine which electives will best meet their needs.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [H]	3
ART 141	Survey of Art History [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3
PSY 101 **or** SOC 101	Introduction to Psychology [SS] **or** Introduction to Sociology [SS]	3
SCI	Science Elective with Lab [S/SL]	4

Program Requirements

Course Number	Course Title	Credits
ART 130	Drawing I [H]	3
ART 140	Painting I [H]	3
ART 160	Beginning Ceramics [H]	3
ART 201	Three-Dimensional Design [H]	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
ART 230	Drawing II [H]	3
ART 242	Survey of Modern Art History [H]	3
ART 293	Professional Portfolio Production	3
ART/VCP	Studio Electives [1]	13

Studio Electives

Choose 13 credits from the following studio electives. Studio electives may be selected from any of the Studio Elective categories in order to meet the needs of your area(s) of concentration. The courses listed within each category are recommended for that particular course of study. It is also recommended that you work with art faculty to identify a transfer institution and art focus that best suits your needs before selecting electives.

Course Number	Course Title	Credits
Ceramics and Sculpture Studio Electives		
ART 152	Sculpture I	3
ART 182	Sculpture II	3
ART 260	Intermediate Ceramics	3
ART 261	Advanced Ceramics	3
ART 167	Ceramics Japanese Raku	3
ART 179	Surface Design for Ceramics	3
ART 194	Wheel-Thrown Ceramics	3
ART 196	Wheel-Thrown Ceramics II	3
ART 296	Wheel-Thrown Ceramics III	3
Fine Arts Studio Electives		
ART 105	Illustration, Materials and Techniques	3
ART 110	Color [1]	3
ART 150	Art Appreciation and Museum Studies	3
ART 183	Digital Illustration I	4
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
ART 240	Painting II	3
Digital Arts and Graphic Design Studio Electives		
ART 105	Illustration, Materials and Techniques	3
ART 110	Color [1]	3
ART 180	Basic Photography	3
ART 183	Digital Illustration I	4
ART 232	Figure Drawing	3
ART 152	Sculpture	3
VCP 101	Photography I	4
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 136	Multimedia Production I	4
VCP 230	Graphic Design Studio	4
Photography Studio Electives		
ART 110	Color [1]	3
ART 180	Basic Photography	3
ART 183	Digital Illustration I	4
VCP 101	Photography I	4
VCP 111	Studio Photography	4
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
ART 101	Fundamentals of Design
ART 130	Drawing I
MAT	Math Elective
ART/VCP	Studio Elective
Spring I (16 credits)	
EGL 102	Composition and Literature
ART 140	Painting I
ART 160	Beginning Ceramics
SCI	Science Elective with Lab
ART/VCP	Studio Elective
Fall II (15 credits)	
ART 141	Survey of Art History
PSY 101 **or** SOC 101	Introduction to Psychology **or** Introduction to Sociology
ART 201	Three-Dimensional Design
ART 230	Drawing II
ART 242	Survey of Modern Art History
Spring II (14 credits)	
VCP 116	Digital Imaging I
VCP 117	Digital Imaging II
ART 293	Professional Portfolio Production
ART/VCP	Studio Electives

Program Outcomes

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

- Describe visual concepts and express them using appropriate artistic vocabulary in written and oral presentations.
- Demonstrate creativity in visual, technical, and conceptual problem-solving.
- Apply technical skills and competency in a wide range of art media and techniques.
- Solve visual problems in a manner that reflects individual creativity, technical expertise, and an understanding of historical and contemporary art.
- Demonstrate a work ethic that reflects a dedication to process and the intelligent development of a personal aesthetic.
- Write and speak with clarity, think critically and analytically, and express one's ideas about a personal artistic vision and the vision of others.
- Use the critique process and self-reflection to develop a fine art professional portfolio for transfer or career development.

Career Opportunities

Art teacher, fine artist, illustrator, graphic designer, animator, art director, architectural designer, art historian, curator, art critic, art therapist, fashion designer, gallery director, industrial designer, interior designer, creative director, commercial artist, multimedia artist, museum archivist, layout artist, photographer, photojournalist, videographer, web designer, and other art related careers.

[1] ART 110 Color is recommended for all concentrations.

Arts and Sciences Transfer – Arts Option – Ceramics

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Award: Associate of Arts
Degree Code: ASCO
Number of Credits: 64-70

Program Description

This program option prepares students for transfer to a four-year institution to pursue a BA in Art or a Bachelor of Fine Arts Degree. Students will create an artistic portfolio of work to transfer, seek initial employment or to develop skills in the following areas: art and design, ceramics, art education, art administration, fine arts production, exhibition and sales.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [H]	3
ART/HST 141 **or** ART 150	Survey of Art History [H/I] **or** Art Appreciation and Museum Studies [H]	3
ART 160	Beginning Ceramics [H]	3
CHM 109	Chemistry and Art [1] [SL]	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3-4
SCI	Science Elective [S/SL]	3-4
SOC SCI	Social Science Electives [2] [SS]	6

Program Requirements

Course Number	Course Title	Credits
ART 130	Drawing I [H]	3
ART 140	Painting I [H]	3
ART 161 **or** ART 167	Ceramics/Japanese Raku **or** Ceramics/Japanese Raku	1-3
ART 169	Ceramics/Majolica Glaze Painting	3
ART 180 **or** VCP 101	Basic Photography [H] **or** Photography I	3-4
ART 260	Intermediate Ceramics [H]	3
ART 261	Advanced Ceramics	3
ART 293	Professional Portfolio Production	3

Program Electives

Select 11–12 credits from the following:

Course Number	Course Title	Credits
ART 141	Survey of Art History [H]	3
ART 150	Art Appreciation and Museum Studies [H]	3
ART 152	Sculpture [H]	3
ART 162	Ceramics/Color Clay	1
ART 163	Ceramics/Masks and Self Portraits	1
ART 164	Ceramics/Small Sculpture	1
ART 165	Ceramics/Polymer Clay Jewelry	1
ART 166	Ceramics/Egyptian Paste	1
ART 168	Art Glass: Stained and Fused	3
ART 194	Wheel Thrown Ceramics [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15-16 credits)	
EGL 101	Freshman Composition
MAT	Math Elective
ART 101	Fundamentals of Design
ART 130	Drawing I
ART 160	Beginning Ceramics
Spring I (16-17 credits)	
ART 140	Painting I
ART/HST 141 **or** ART 150	Survey of Art History **or** Art Appreciation and Museum Studies
CHM 109	Chemistry and Art
EGL 102	Composition and Literature
ART 180 **or** VCP 101	Basic Photography **or** Photography I
Fall II (12-19 credits)	
ART	Program Elective
ART	Program Elective
ART 161 **or** ART 167	Ceramics/Japanese Raku **or** Ceramics/Japanese Raku
ART 260	Intermediate Ceramics
ART	Program Elective
SCI	Lab Science Elective
SOC SCI	Social Science Elective
Spring II (16-17 credits)	
ART	Program Elective
ART 261	Advanced Ceramics
ART 293	Professional Portfolio Production
ART 169	Ceramics/Majolica Glaze Painting
SOC SCI	Social Science Elective

Program Outcomes

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

- Describe visual concepts and express them using appropriate artistic vocabulary in written and oral presentations.
- Demonstrate creativity in visual, technical, and conceptual problem-solving.
- Apply technical skills and competency in a wide range of art media and techniques.
- Solve visual problems in a manner that reflects individual creativity, technical expertise, and an understanding of historical and contemporary art.
- Demonstrate a work ethic that reflects a dedication to process and the intelligent development of a personal aesthetic.
- Write and speak with clarity, think critically and analytically, and express one's ideas about a personal artistic vision and the vision of others.
- Use the critique process and self-reflection to develop a fine art professional portfolio for transfer or career development.
- Demonstrate proficiency working with a wide range of materials, tools, techniques, and processes pertaining to ceramics and sculpture to create work from concept to finished product.
- Demonstrate an understanding of design principles with an emphasis on three-dimensional design, and the ability to apply these principles to a specific aesthetic intent.
- Demonstrate an understanding of the history of ceramics and sculpture This includes the history of art, craft, the relationship of ceramics to other art disciplines, and its influence on culture.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in ceramics or sculpture.

Career Opportunities

Fine artist, art instructor, art director, ceramicist, designer, master craftsperson, art consultant, industrial designer, restorer, conservator, model or mold maker, studio technician, gallery director, and curator.

[1] Another General Education Science with Lab will be accepted.
[2] Courses must be from two different disciplines.

Ceramics (Certificate)

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Award: Certificate
Degree Code: CERC
Number of Credits: 13-15

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This program provides a comprehensive foundation in ceramics for individuals seeking professional development or self-enrichment, or is for individuals planning continued study in the field of ceramics. Students will learn a variety of building, decorating and firing techniques and begin to develop their own creative vision.

Required Courses

Course Number	Course Title	Credits
ART 160	Beginning Ceramics	3
ART 161 or ART 167	Ceramics/Japanese Raku or Ceramics/Japanese Raku	1-3
ART 169	Ceramics/Majolica Glaze Painting	3
ART 194 or ART 261	Wheel Thrown Ceramics or Advanced Ceramics	3
ART 260	Intermediate Ceramics	3

Program Outcomes

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

- Demonstrate proficiency working with a wide range of materials, tools, techniques, and processes pertaining to ceramics and sculpture to create work from concept to finished product.
- Demonstrate an understanding of design principles with an emphasis on three-dimensional design, and the ability to apply these principles to a specific aesthetic intent.
- Demonstrate an understanding of the history of ceramics and sculpture. This includes the history of art, craft, the relationship of ceramics to other art disciplines, and its influence on culture.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in ceramics or sculpture.

Arts and Sciences Transfer – Arts Option – Drawing/Painting

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Award: Associate of Arts
Degree Code: ADPZ
Number of Credits: 67-70

Program Description

This program option prepares students for transfer to a four-year institution to pursue a BA in Art or a Bachelor of Fine Arts Degree. Students will create an artistic portfolio of work to transfer, seek initial employment or to develop skills in the following areas: art and design, art education, arts administration, illustration, fine arts production, exhibition and sales.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [H]	3
ART 130	Drawing I [H]	3
ART/HST 141 **or** ART 150	Survey of Art History [H/I] **or** Art Appreciation and Museum Studies [H]	3
CHM 109	Chemistry and Art [1] [SL]	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3-4
SCI	Science Elective [S/SL]	3-4
SOC SCI	Social Science Electives [2] [SS]	6

Program Requirements

Course Number	Course Title	Credits
ART 105	Illustration, Materials and Techniques	3
ART 110	Color [H]	3
ART 140	Painting I [H]	3
ART 152 **or** ART 160	Sculpture [H] **or** Beginning Ceramics [H]	3
ART 180 **or** VCP 101	Basic Photography [H] **or** Photography I	3-4
ART 230 **or** ART 240	Drawing II [H] **or** Painting II [H]	3
ART 231 **or** ART 232	Portrait Drawing **or** Figure Drawing	3
ART 293	Professional Portfolio Production	3

Program Electives

Select 12 credits from the following:

Course Number	Course Title	Credits
ART 132	Landscape and Nature Drawing	3
ART 141	Survey of Art History [H]	3
ART 142	Landscape and Nature Painting	3
ART 150	Art Appreciation and Museum Studies [H]	3
ART 152	Beginning Sculpture [H]	3
ART 160	Beginning Ceramics [H]	3
ART 169	Ceramics/Majolica Glaze Painting	3
ART 230	Drawing II [H]	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
ART 240	Painting II [H]	3
ART 241	Portrait Painting	3
ART 272	Silk Screening	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (18-19 credits)	
ART	Program Elective
ART 101	Fundamentals of Design
ART 105	Illustration, Materials and Techniques
ART 130	Drawing I
EGL 101	Freshman Composition
MAT	Math Elective
Spring I (16 credits)	
ART 110	Color
ART 140	Painting I
ART 152 **or** ART 160	Sculpture **or** Beginning Ceramics
Fall II (18-19 credits)	
ART	Program Elective
ART	Program Elective
ART/HST 141 **or** ART 150	Survey of Art History **or** Art Appreciation and Museum Studies
ART 230 **or** ART 240	Drawing II **or** Painting II
SCI	Science Elective
SOC SCI	Social Science Elective
Spring II (15-16 credits)	
ART	Program Elective
ART 293	Professional Portfolio Production
ART 231 **or** ART 232	Portrait Drawing **or** Figure Drawing
ART 180 **or** VCP 101	Basic Photography **or** Photography I
SOC SCI	Social Science Elective

Program Outcomes

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

- Describe visual concepts and express them using appropriate artistic vocabulary in written and oral presentations.
- Demonstrate creativity in visual, technical, and conceptual problem-solving.
- Apply technical skills and competency in a wide range of art media and techniques.
- Solve visual problems in a manner that reflects individual creativity, technical expertise, and an understanding of historical and contemporary art.
- Demonstrate a work ethic that reflects a dedication to process and the intelligent development of a personal aesthetic.
- Write and speak with clarity, think critically and analytically, and express one's ideas about a personal artistic vision and the vision of others.
- Use the critique process and self-reflection to develop a fine art professional portfolio for transfer or career development.
- Demonstrate proficiency working with a wide range of materials and tools, techniques, and processes pertaining to drawing and painting to create work from concept to finished product. This includes knowledge of dry media, paint and surfaces.
- Demonstrate an understanding of the principles of design, color concepts, media and formats, and the ability to apply them to a specific aesthetic intent.
- Demonstrate comprehension of art with a historical and contemporary context.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in drawing and painting.

Career Opportunities

Fine artist, art instructor, art director, designer, illustrator, museum or gallery director, and curator.

[1] Another General Education Science with Lab will be accepted.
[2] Courses must be from two different disciplines.

Drawing/Painting (Certificate)

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Award: Certificate
Degree Code: DAPC
Number of Credits: 24

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This program provides a strong foundation in the area of drawing. Emphasis is on the development of observational skills, technical ability and ultimate application to envisioned images. Students work with various techniques and materials to create convincing illusions of three-dimensional forms and spatial depth.

Required Courses

Program Requirements

Course Number	Course Title	Credits
ART 101 or ART 110	Fundamentals of Design I or Color	3
ART 130	Drawing I	3
ART 140	Painting I	3
ART 230 or ART 240	Drawing II or Painting II	3
ART 232	Figure Drawing	3

Program Electives

Select 9 credits from the following:

Course Number	Course Title	Credits
ART 132	Landscape and Nature Drawing	3
ART 142	Landscape and Nature Drawing	3
ART 230	Drawing II	3
ART 231	Portrait Drawing	3
ART 240	Painting II	3
ART 241	Portrait Painting	3

Program Outcomes

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

- Demonstrate proficiency working with a wide range of materials and tools, techniques, and processes pertaining to drawing and painting to create work from concept to finished product. This includes knowledge of dry media, paint and surfaces.
- Demonstrate an understanding of the principles of design, color concepts, media and formats, and the ability to apply them to a specific aesthetic intent.
- Demonstrate comprehension of art with a historical and contemporary context.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in drawing and painting.

Arts and Sciences Transfer – Arts Option – Graphic Design

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Award: Associate of Arts
Degree Code: AGRZ
Number of Credits: 64-67

Program Description

This program option prepares students for transfer to a four-year institution to pursue a BA in Art or a Bachelor of Fine Arts Degree. Students will create an artistic portfolio of work to transfer, seek initial employment or to develop skills in the following areas: graphic design, digital art, art education, arts administration, fine arts production, exhibition and sales.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [H]	3
ART 130	Drawing I [H]	3
ART/HST 141 **or** ART 150	Survey of Art History [H/I] **or** Art Appreciation and Museum Studies [H]	3
CHM 109	Chemistry and Art [1] [SL]	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3-4
SCI	Science Elective [S/SL]	3-4
SOC SCI	Social Science Electives [2] [SS]	6

Program Requirements

Course Number	Course Title	Credits
ART 110	Color [H]	3
ART 140	Painting I [H]	3
ART 152 **or** ART 160 **or** ART 201	Beginning Sculpture [H] **or** Beginning Ceramics [H] **or** Three-Dimensional Design [H]	3
ART 293	Professional Portfolio Production	3
VCP 101	Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 118	Digital Imaging III	4

Program Electives

Select 9–10 credits from the following:

Course Number	Course Title	Credits
ART 105	Illustration, Materials and Techniques	3
ART 152	Beginning Sculpture [H]	3
ART 160	Beginning Ceramics [H]	3
ART 150	Art Appreciation and Museum Studies [H]	3
ART 201	Three-Dimensional Design [H]	3
ART 169	Ceramics/Majolica Glaze Painting	3
ART 272	Silk Screening	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
VCP 119	Digital Imaging IV	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
ART 101	Fundamentals of Design
ART 130	Drawing I
EGL 101	Freshman Composition
SOC SCI	Social Science Elective
VCP 101	Photography I
Spring I (16-17 credits)	
ART 140	Painting I
ART 152 **or** ART 160 **or** ART 201	Sculpture **or** Beginning Ceramics **or** Three-Dimensional Design
EGL 102	Composition and Literature
MAT	Math Elective
VCP 116	Digital Imaging I
VCP 117	Digital Imaging II
Fall II (16-17 credits)	
ART	Program Elective
ART/HST 141 **or** ART 150	Survey of Art History **or** Art Appreciation and Museum of Studies
SCI	Lab Science Elective
VCP 118	Digital Imaging III
Spring II (16-17 credits)	
ART	Program Elective
ART	Program Elective
ART 293	Professional Portfolio Production
CHM 109	Chemistry and Art
SOC SCI	Social Science Elective

Program Outcomes

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

- Describe visual concepts and express them using appropriate artistic vocabulary in written and oral presentations.
- Demonstrate creativity in visual, technical, and conceptual problem-solving.
- Apply technical skills and competency in a wide range of art media and techniques.
- Solve visual problems in a manner that reflects individual creativity, technical expertise, and an understanding of historical and contemporary art.
- Demonstrate a work ethic that reflects a dedication to process and the intelligent development of a personal aesthetic.
- Write and speak with clarity, think critically and analytically, and express one's ideas about a personal artistic vision and the vision of others.
- Use the critique process and self-reflection to develop a fine art professional portfolio for transfer or career development.
- Demonstrate an understanding of tools and technology, including their roles in the creation, reproduction, and distribution of visual messages. Relevant tools and technologies include drawing, printing, photography, and interactive media (film, video, computer multimedia).
- Demonstrate the use of 2D and 3D software programs including applications such as modeling, animation, illustration, video, sound, photography, print and web authoring.
- Demonstrate the ability to solve communication problems, including the skills of problem identification, research and information gathering, analysis, generation of alternative solutions, prototyping and user testing, and evaluation of outcomes.
- Demonstrate an understanding of design history, theory, and criticism.

Career Opportunities

Graphic design, graphic design assistant, digital artist, layout and production technician, art instructor, art director, exhibitions designer, multi-media specialist, and photographer.

[1] Another General Education Science with Lab will be accepted.
[2] Courses must be from two different disciplines.

Civil Engineering (Associate of Science)

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Award: Associate of Science
Degree Code: ASCV
Number of Credits: 65

Program Description

This program prepares students to transfer to a four-year institution for civil engineering. Civil engineers design and supervise the construction of roads, buildings, airports, tunnels, dams, bridges, and water supply and sewage systems. They must consider many factors in the design process, from the construction costs and expected lifetime of a project to government regulations and potential environmental hazards such as earthquakes. Students with a bachelor's degree in civil engineering may continue their education in graduate school, while others may enter industry. The computer literacy requirement will be met throughout the coursework in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [2] [M]	4
MAT 201	Calculus I with Analytic Geometry [M]	4
PHY 217	General Calculus Physics I with Lab [SL]	4
PHY 218	General Calculus Physics II with Lab [4] [SL]	4
SOC SCI	Social Science Electives [3] [SS]	6

Program Requirements

Course Number	Course Title	Credits
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
MAT 202	Calculus II with Analytic Geometry [M]	4
MAT 203	Multivariable Calculus [M]	4
MAT 246	Introduction to Differential Equations [M]	3
PHE 101	Introduction to Engineering Design	3
PHE 211	Statics	3
PHE 212	Dynamics	3
PHE 213	Mechanics of Materials	3
PHE 221	Thermodynamics	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
PHE 101	Introduction to Engineering Design
MAT 121	Precalculus
PHY 217	General Calculus Physics I with Lab
EGL 101	Freshman Composition
ARTS/HUM	Arts and Humanities Elective
Spring I (14 credits)	
MAT 201	Calculus I with Analytic Geometry
PHY 218	General Calculus Physics II with Lab
EGL 102	Composition and Literature
SOC SCI	Social Science Elective
Fall II (17 credits)	
MAT 202	Calculus II with Analytic Geometry
PHE 211	Statics
SOC SCI	Social Science Elective
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
PHE 221	Thermodynamics
Spring II (17 credits)	
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
MAT 203	Multivariable Calculus
MAT 246	Introduction to Differential Equations
PHE 213	Mechanics of Materials
PHE 212	Dynamics

Program Outcomes

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

- Demonstrate an understanding of kinematics of a particle and a rigid body.
- Demonstrate an understanding of kinetics concerning force and acceleration, work and energy, impulse and momentum for a particle and a rigid body.
- Demonstrate an understanding of, and application for, force vectors.
- Demonstrate an understanding of equilibrium of a particle and a rigid body.
- Demonstrate an understanding of the basic concepts of thermodynamics.
- Demonstrate an understanding of mass and energy balance analysis for closed and open systems.
- Demonstrate an understanding of gas power cycles, vapor cycles, and combined power cycles.
- Demonstrate an understanding of stress and strain.
- Demonstrate an understanding of mechanical properties of materials.
- Demonstrate an understanding of axial loading, torsion, bending and transverse shear.
- Demonstrate an understanding of stress and strain transformations.
- Design and conduct experiments, as well as analyze and interpret data.
- Apply the engineering design process.
- Function on multidisciplinary teams.
- Communicate in an effective and professional manner both verbally and in writing.

Career Opportunities

Design engineer, structural engineer, project engineer in city, county and state government agencies, consulting firms, and general contractor.

[1] Selection may not include EGL designation.
[2] Students placed in MAT 201 or higher Math may replace MAT 121 with MAT, PHY, PHE, CSC or CHM elective(s); students *must* satisfy the four credit requirement.
[3] Courses must be from two different disciplines.
[4] Students transferring to University of Delaware engineering programs should consult an advisor for a substitution.

Electrical Engineering (Associate of Science)

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Award: Associate of Science in Engineering
Degree Code: ASEN
Number of Credits: 64

Program Description

This program option prepares students to transfer to a four-year institution for continued study in electrical engineering. Electrical Engineering is the branch of engineering that focuses on designing and analyzing components and systems that utilize electrons and photons. Electrical engineers also work in information technology and software development and function on multidisciplinary teams. Students with a bachelor's degree in electrical engineering continue their education in graduate school or enter industry. The computer literacy requirement will be met throughout the course work in the degree program.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [1] [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [2] [M]	4
MAT 201	Calculus I with Analytic Geometry [M]	4
PHY 217	General Calculus Physics I with Lab [SL]	4
PHY 218	General Calculus Physics II with Lab [SL]	4
SOC SCI	Social Science Elective [3] [SS]	6

Program Requirements

Course Number	Course Title	Credits
CSC 205	Computer Science I	3
MAT 202	Calculus II with Analytic Geometry [M]	4
MAT 203	Multivariable Calculus [M]	3
MAT 240	Introduction to Linear Algebra [M]	4
MAT 246	Introduction to Differential Equations [M]	3
PHE 101	Introduction to Engineering Design	3
PHE 225	Digital Electronics and Instrumentation	4
PHE 285	Principles of Electric Circuits	4
PHY 219	General Calculus Physics III with Lab [SL]	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
MAT 121	Precalculus
PHE 101	Introduction to Engineering Design
PHY 217	General Calculus Physics I with Lab
EGL 101	Freshman Composition
Spring I (14 credits)	
MAT 201	Calculus I with Analytic Geometry
PHY 218	General Calculus Physics II with Lab
EGL 102	Composition and Literature
SOC SCI	Social Science Elective
Summer (4 credits)	
MAT 202	Calculus II with Analytic Geometry
Fall II (17 credits)	
PHE 225	Digital Electronics and Instrumentation
CSC 205	Computer Science I
MAT 203	Multivariable Calculus
MAT 246	Introduction to Differential Equations
ARTS/HUM	Arts and Humanities Elective
Spring II (15 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
MAT 240	Introduction to Linear Algebra
PHE 285	Principles of Electric Circuits
PHY 219	General Calculus Physics III with Lab
SOC SCI	Social Science Elective

Program Outcomes

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

- Design and conduct experiments, as well as analyze and interpret data.
- Understand and apply the engineering design process.
- Function on multidisciplinary teams.
- Demonstrate an understanding of units, engineering notations, and circuit terminology.
- Demonstrate an understanding of Ohm's law, Kirchhoff's laws, and the Wye-Delta transformations.
- Demonstrate an understanding of AC and DC circuit analysis.
- Demonstrate an understanding of Laplace transform analysis technique.
- Demonstrate an understanding of Boolean algebra and discrete combinational gates.
- Analyze and design synchronous sequential circuits.
- Communicate in an effective and professional manner both verbally and in writing.

Career Opportunities

Network engineer, systems engineer, design engineer in public schools, power, consumer products, and aerospace industries.

[1] Selection may not include EGL designation.
[2] Students placed in MAT 201 or higher Math may replace MAT 121 with MAT, PHY, PHE, CSC or CHM elective(s); students *must* satisfy the four credit requirement.
[3] Courses must be from two different disciplines.

Engineering with Areas of Concentration (Associate of Science)

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Award: Associate of Science
Degree Code: CNSA (Aerospace Engineering Concentration) - 65 Credits
Degree Code: CNEC (Chemical Engineering Concentration) - 64 Credits
Degree Code: CNSD (Computer Engineering Concentration) - 65 Credits
Degree Code: CNES (Engineering Science Concentration) - 64-65 Credits

Program Description

The Associate of Science Engineering Program offers a selection of engineering and other natural and physical science courses for students wishing to pursue a program of study in engineering with concentrations in aerospace, chemical, computer, and engineering science. The curriculum is designed to meet the needs of students who plan to transfer to a college or a university that grants a baccalaureate degree in engineering.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of partner pathways. In addition, transfer information is available through ARTSYMS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ART/HUM/MI	Arts and Humanities Electives [1] [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [2] [M]	4
MAT 201	Calculus I with Analytic Geometry [M]	4
PHY 217	General Calculus Physics I with Lab [SL]	4
PHY 218	General Calculus Physics II with Lab [SL]	4
SOC SCI	Social Science Electives [3] [S]	6
MAT 202	Calculus II with Analytic Geometry [M]	4
MAT 203	Multivariable Calculus [M]	4
MAT 246	Introduction to Differential Equations [M]	3
PHE 101	Introduction to Engineering Design	3

Aerospace Engineering Concentration Requirements (20 Credits)

Course Number	Course Title	Credits
CHM 103 and CHM 113	General Chemistry I (5) and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II (5) and General Chemistry II Lab	4
PHE 211	Statics	3
PHE 212	Dynamics	3
PHE 213	Mechanics of Materials	3
PHE 221	Thermodynamics	3

Chemical Engineering Concentration Requirements (19 Credits)

Course Number	Course Title	Credits
CHM 103 and CHM 113	General Chemistry I (5) and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II (5) and General Chemistry II Lab	4
CHM 203	Organic Chemistry I with Lab	4
CHM 204	Organic Chemistry II with Lab	4
PHE 211	Statics	3

Computer Engineering Concentration Requirements (18 Credits)

Course Number	Course Title	Credits
CSC 205	Computer Science I	3
MAT 236	Discrete Structures [M]	3
MAT 240	Introduction to Linear Algebra [M]	4
PHE 225	Electronics and Instrumentation	4
PHE 285	Principles of Electric Circuits	4

Engineering Science Concentration Requirements (19-20 Credits)

Course Number	Course Title	Credits
CHM 103 and CHM 113 or PHE 225	General Chemistry I (5) and General Chemistry I Lab or Digital Electronics and Instrumentation	4
CSC 205 or PHE 211	Computer Science I or Statics	3
ELECT	Engineering / Computer Science / Math / Science / Business Electives	12-13

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Aerospace Engineering Concentration Recommended Sequence

Course Number	Course Title
Fall (14 credits)	
PHE 101	Introduction to Engineering Design
MAT 121	Precalculus
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
EGL 101	Freshman Composition
Spring (17 credits)	
MAT 201	Calculus I with Analytic Geometry
PHE 211	Statics
PHY 208	General Physics II with Lab
PHE 201	Introduction to Engineering Design
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
EGL 102	Composition and Literature
SOC SCI	Social Science Elective
Fall (17 credits)	
MAT 202	Calculus II with Analytic Geometry
PHE 213	Mechanics of Materials
ART/HUM/MI	Arts and Humanities Elective
PHE 221	Thermodynamics
PHY 217	General Calculus Physics I with Lab
Spring (17 credits)	
MAT 203	Multivariable Calculus
MAT 246	Introduction to Differential Equations
PHE 212	Dynamics
PHY 218	General Calculus Physics II with Lab
SOC SCI	Social Science Elective

Chemical Engineering Concentration Recommended Sequence

Course Number	Course Title
Fall (17 credits)	
PHE 101	Introduction to Engineering Design
MAT 121	Precalculus
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
EGL 101	Freshman Composition
SOC SCI	Social Science Elective
Spring (15 credits)	
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
MAT 201	Calculus I with Analytic Geometry
EGL 102	Composition and Literature
Fall (18 credits)	
MAT 202	Calculus II with Analytic Geometry
CHM 203	Organic Chemistry I with Lab
PHY 217	General Calculus Physics I with Lab
ART/HUM/MI	Arts and Humanities Elective
SOC SCI	Social Science Elective
Spring (18 credits)	
MAT 203	Multivariable Calculus
MAT 246	Introduction to Differential Equations
CHM 204	Organic Chemistry II with Lab
PHY 218	General Calculus Physics II with Lab
PHE 211	Statics

Computer Engineering Concentration Recommended Sequence

Course Number	Course Title
Fall (15 credits)	
MAT 121	Precalculus
PHE 101	Introduction to Engineering Design
EGL 101	Freshman Composition
SOC SCI	Social Science Elective
Spring (17 credits)	
MAT 201	Calculus I with Analytic Geometry
PHY 217	General Calculus Physics I with Lab
CSC 205	Computer Science I
EGL 102	Composition and Literature
SOC SCI	Social Science Elective
Fall (14 credits)	
MAT 202	Calculus II with Analytic Geometry
CHM 203	Organic Chemistry I with Lab
PHY 218	General Calculus Physics II with Lab
ART/HUM/MI	Arts and Humanities Elective
Spring (18 credits)	
MAT 203	Multivariable Calculus
MAT 240	Introduction to Linear Algebra
MAT 246	Introduction to Differential Equations
PHE 225	Digital Electronics and Instrumentation
PHE 285	Principles of Electric Circuits

Engineering Science Concentration Recommended Sequence

Course Number	Course Title
Fall (16 credits)	
EGL 101	Freshman Composition
ART/HUM/MI	Arts and Humanities Elective
MAT 121	Precalculus
PHE 101	Introduction to Engineering Design
SOC SCI	Social Science Elective
Spring (17 credits)	
EGL 102	Composition and Literature
MAT 201	Calculus I with Analytic Geometry
SOC SCI	Social Science Elective
CHM 103 and CHM 113 or PHE 225	General Chemistry I and General Chemistry I Lab or Digital Electronics and Instrumentation
CSC 205 or PHE 211	Computer Science I or Statics
Fall (16 credits)	
PHY 217	General Calculus Physics I with Lab
MAT 202	Calculus I with Analytic Geometry
ELECT	Engineering / Computer Science / Math / Science / Business Electives
Spring (15 credits)	
PHY 218	General Calculus Physics II with Lab
MAT 203	Multivariable Calculus
MAT 246	Introduction to Differential Equations
ELECT	Engineering / Computer Science / Math / Science / Business Electives

Program Outcomes

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

- Apply knowledge of mathematics, science, and engineering.
- Design and conduct experiments.
- Analyze and interpret experiments or strength of materials.
- Determine forces acting on a body.
- Analyze and interpret data.
- Apply the engineering design process.
- Function on multidisciplinary teams.
- Identify the professional and ethical responsibilities of engineers.
- Identify, formulate, and solve engineering problems.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.
- Communicate in an effective and professional manner both verbally and in writing.

Additional Outcomes – Area of Concentration in Aerospace Engineering

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

- Demonstrate an understanding of kinematics of a particle and a rigid body.
- Demonstrate an understanding of kinetics concerning force and acceleration, work and energy, impulse and momentum for a particle and a rigid body.
- Demonstrate an understanding and application of force vectors.
- Demonstrate an understanding of equilibrium of a particle and a rigid body.
- Demonstrate an understanding of the basic concepts of thermodynamics.
- Demonstrate an understanding of mass and energy balance analysis for closed and open systems.
- Demonstrate an understanding of gas power cycles, vapor cycles, and combined power cycles.
- Demonstrate an understanding of stress and strain.
- Demonstrate an understanding of mechanical properties of materials.
- Demonstrate an understanding of axial loading, torsion, bending and transverse shear.
- Demonstrate an understanding of stress and strain transformations.

Additional Outcomes – Area of Concentration in Chemical Engineering

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

- Demonstrate an understanding of modern atomic theory, atomic structure, and bonding theory.
- Write balanced chemical equations and solve equation stoichiometry problems.
- Explain the trends of various atomic properties in the periodic table.
- Demonstrate an understanding of the principles of chemical kinetics.
- Demonstrate an understanding of the principles of chemical equilibrium.
- Demonstrate an understanding of the bonding, structure, preparations, and reactions of organic compounds.

Additional Outcomes – Area of Concentration in Computer Engineering

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

- Demonstrate an understanding of units, engineering notations, and circuit terminology.
- Demonstrate an understanding of Ohm's law, Kirchhoff's laws, and the Wye-Delta transformations.
- Demonstrate an understanding of AC and DC circuit analysis.
- Demonstrate an understanding of Laplace transform analysis technique.
- Demonstrate an understanding of Boolean algebra and discrete mathematics.
- Analyze and design synchronous sequential circuits.
- Demonstrate a basic understanding of computer programming.

Career Opportunities

Aerospace Engineering

Aerospace engineer, design engineer; test engineer in government, communications, and space industries.

Chemical Engineering

Design engineer; process engineer; research and development in consumer products, and chemical and pharmaceutical industries.

Computer Engineering

Software developer, programmer, software engineer, and applications engineer.

Engineering Science

Engineering and science, engineering mathematics, environmental engineering and policy, transportation engineering, technical communications, medicine, business, government service, and the legal profession.

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[1] Selection may not include EGL designation.
[2] Students placed in MAT 20 or higher math may replace MAT 121 with MAT, PHY, PHE, CSC, or CHM elective(s); students must satisfy the four credit requirement.
[3] Courses must be from two different disciplines.

Mechanical Engineering (Associate of Science)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Science
Degree Code: ASME
Number of Credits: 70

Program Description

This program option prepares students to transfer to a four-year institution for continued study in mechanical engineering. Mechanical engineering is one of the core engineering disciplines offering students a wide range of career choices in engineering practice and scientific research as well as non-engineering fields such as business, law or medicine. Students with a bachelor's degree in mechanical engineering may continue their education in graduate school or may enter industry.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
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]	3
MAT 203	Multivariable Calculus [M]	3
MAT 246	Introduction to Differential Equations [M]	3
PHE 201	Introduction to Engineering Design	3
PHE 211	Statics	3
PHE 212	Dynamics	3
PHE 213	Mechanics of Materials	3
PHE 221	Thermodynamics	3
PHY 207	General Physics I with Lab [SL]	5
PHY 208	General Physics II with Lab [SL]	5
PHY 209	General Physics III with Lab [SL]	5
SOC SCI	Social Science Electives [2] [SS]	6

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16-17 credits)	
PHE 200	Introduction to Engineering Graphics [3]
MAT 201	Calculus I with Analytic Geometry
PHY 207	General Physics I with Lab
EGL 101	Freshman Composition
ACT	Activity Elective
Spring I (19 credits)	
MAT 202	Calculus II with Analytic Geometry
PHE 201	Introduction to Engineering Design
PHY 211	Statics
PHY 208	General Physics II with Lab
EGL 102	Composition and Literature
Summer I or II (5 credits)	
PHY 209	General Physics III with Lab
Fall II (16 credits)	
MAT 246	Introduction to Differential Equations
PHE 213	Mechanics of Materials
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
PHE 221	Thermodynamics
SOC SCI	Social Science Elective
Spring II (18 credits)	
MAT 203	Multivariable Calculus
PHE 212	Dynamics
CHM 104 and CHM 114	General Chemistry I and General Chemistry I Lab
SOC SCI	Social Science Elective
ARTS/HUM	Arts and Humanities Elective
ACT	Activity Elective(s)

Program Outcomes

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

- Demonstrate an understanding of kinematics of a particle and a rigid body.
- Demonstrate an understanding of kinetics concerning force and acceleration, work and energy, impulse and momentum for a particle and a rigid body.
- Demonstrate an understanding of, and application for, force vectors.
- Demonstrate an understanding of equilibrium of a particle and a rigid body.
- Demonstrate an understanding of the basic concepts of thermodynamics.
- Demonstrate an understanding of mass and energy balance analysis for closed and open systems.
- Demonstrate an understanding of gas power cycles, vapor cycles, and combined power cycles.
- Demonstrate an understanding of mechanical properties of materials.
- Demonstrate an understanding of axial loading, torsion, bending and transverse shear.
- Demonstrate an understanding of stress and strain transformations.

Career Opportunities

Manufacturing engineer, production supervisor, and field service engineer in the aerospace, pharmaceutical and consulting industries.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.
[3] PHE 200 is a pre-requisite to PHE 201.

General Studies with Areas of Concentration (Associate of Arts)

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Award: Associate of Arts
Degree Code: CNGG (General Studies Concentration) - 60 Credits
Degree Code: CNGE (English Concentration) - 60 Credits
Degree Code: CNGH (History Concentration) - 60 Credits
Degree Code: CNGP (Philosophy Concentration) - 60 Credits
Degree Code: CNGS (Sociology Concentration) - 60 Credits

Program Description

The General Studies Program is designed for students who want maximum flexibility in their choice of courses. The program provides a core foundation in the humanities, mathematics, computer science, science, and social sciences. Beyond meeting general education state requirements, the program offers students numerous selections for areas of concentration as well as the opportunity to design, in cooperation with an academic advisor, a series of courses for exploring career opportunities, achieving personal goals, or meeting transfer requirements.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [1] [H]	6
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST	History Elective [H]	3
MAT	Math Elective [M]	3
SCI	Science Electives with Lab [2] (5/5SL)	7
SOC SCI	Social Science Electives [2] [SS]	6
CIS 101	Introduction to Computer Concepts [I]	3
ELECT	Electives	2
HEA	Health Elective	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

General Studies Concentration Requirements

Courses for this concentration are selected in consultation with an academic advisor and total 18 credits.

English Concentration Requirements

Select 18 credits from the following:

Course Number	Course Title	Credits
EGL 203	British Lit. to 18th c. [H]	3
EGL 204	British Lit. 18th c. to Present [H]	3
EGL 205	American Lit. to 1865 [H]	3
EGL 206	American Lit 1865 to Present [H]	3
EGL 210	Topics in World Literature [H]	3
EGL 209 or EGL 213 or EGL 214 or EGL 215 or EGL 260	African-American Literature [H] or Introduction to Film [H] or Introduction to Journalism [H] or Introduction to Creative Writing [H] or Children's Literature [H]	3

History Concentration Requirements

Select 18 credits from the following:

Course Number	Course Title	Credits
ANT 101	Cultural Anthropology [SS]	3
HST 101	Western Civilization I [H]	3
HST 102	Western Civilization II [H]	3
HST 110	World History I [H]	3
HST 111	World History II [H]	3
HST 201	United States History I [H]	3
HST 202	United States History II [H]	3
HST 251	Introduction to African American Studies	3
HST 298	Western Military History	3
POS 101	Introduction to Political Science [SS]	3

Philosophy Concentration Requirements

Select 18 credits from the following:

Course Number	Course Title	Credits
ANT 101	Cultural Anthropology [SS]	3
CRJ 101	Introduction to the Criminal Justice System	3
HST 110	World History I [H]	3
HST 111	World History II [H]	3
PHI 101	Introduction to Philosophy [H]	3
PHI 201	Ethics - Contemporary Moral Issues [H]	3
PHI 205	Philosophy of Religion [H]	3
SOC 101	Introduction to Sociology [SS]	3
SOC 102	Social Problems [SS]	3
SOC 105	Perspectives in Human Diversity [SS]	3

Sociology Concentration Requirements

Select 18 credits from the following:

Course Number	Course Title	Credits
ANT 101	Cultural Anthropology [SS]	3
CRJ 221	Criminology	3
HST 110	World History I [H]	3
HST 111	World History II [H]	3
PHI 101	Introduction to Philosophy [H]	3
PSY 101	Human Growth and Development [SS]	3
PSY 201	Introduction to Psychology [SS]	3
SOC 101	Introduction to Sociology [SS]	3
SOC 102	Social Problems [SS]	3
SOC 103	Marriage and the Family [SS]	3
SOC 105	Perspectives in Human Diversity [SS]	3
SPN 101	Spanish I [H]	3
SPN 102	Spanish II [H]	3
SWK 101	Introduction to Social Work [SS]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
CIS 101	Introduction to Computer Concepts
MAT	Math Elective
HEA	Health Elective
SOC SCI	Social Science Elective
ELECT	Elective
Spring I (17 credits)	
EGL 102	Composition and Literature
SCI	Science Elective/Science Elective with Lab
ARTS/HUM	Arts and Humanities Elective
SPH 121or SPH 141	Interpersonal Communications or Public Speaking
SOC SCI	Social Science Elective
ACT	Activity Elective(s)
Fall II (15 credits)	
ELECT	Program Elective
ELECT	Program Elective
ELECT	Program Elective
SCI	Science Elective/Science Elective with Lab
ARTS/HUM	Arts and Humanities Elective
Spring II (13 credits)	
ELECT	Program Elective
ELECT	Program Elective
ELECT	Program Elective
ELECT	Program Elective
HST	History Elective

Program Outcomes

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

- Demonstrate college-level competency in critical and creative thinking skills and problem solving strategies.
- Identify, categorize and distinguish among elements of ideas, concepts, theories and/or practical approaches to standard problems.
- Identify, categorize, and evaluate multiple information resources.
- Demonstrate accurate and effective explanatory writing skills.
- Demonstrate the ability to make effective use of writing-related computer technology.
- Locate, collect, and organize evidence on research topics.
- Apply citation standards for multiple information resources.
- Analyze, evaluate, and/or criticize various academic disciplines and/or regional/national/global issues.
- Demonstrate effective public speaking skills and an ability to evaluate their own public speaking skills.
- Demonstrate an understanding of mathematical principles and methods.
- Demonstrate the ability to perform accurate calculations and symbolic operations.
- Demonstrate the ability to determine or calculate the solution to a problem through the use of computer technology.
- Demonstrate college-level competency in computer literacy and in the ability to work productively with information technology.
- Demonstrate an awareness of ethical behavior.
- Demonstrate an understanding of cultural diversity.
- Demonstrate an understanding of, and appreciation for, artistic expression.
- Demonstrate an understanding of, and appreciation for, health and wellness issues.
- Demonstrate an understanding of, and appreciation for, the physical and social environment.

Additional Outcomes – Area of Concentration in English

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

- Analyze texts critically.
- Place literary works in their historical and cultural contexts.
- Approach texts with knowledge of various disciplines within and outside of the humanities.
- Write informatively, analytically, and persuasively.
- Conduct research in literature, composition, and related fields.
- Effectively integrate source materials as evidence and context.
- Use existing and emerging technologies effectively.
- Present ideas coherently, in both writing and in speech.

Additional Outcomes – Area of Concentration in History

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

- Demonstrate a basic knowledge of the history of the United States, Europe, and one other geographic region (Africa, Asia, or Latin America).
- Demonstrate a detailed knowledge of the history of the specific chronological or thematic areas they choose to study.
- Write a historical research paper and support it with historical evidence.
- Evaluate historical evidence in a variety of primary and secondary sources.
- Assess the significance of events, ideas, or artifacts in their historical context.
- Distinguish cause and effect and recognize multiple causalities in history.
- Recognize and evaluate different historical interpretations.

Additional Outcomes – Area of Concentration in Philosophy

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

- Demonstrate knowledge of major figures in Philosophy.
- Demonstrate knowledge of major branches in Philosophy.
- Demonstrate knowledge of terminology particular to a branch or tradition within philosophy.
- Express philosophical ideas effectively.
- Construct philosophical arguments.
- Analyze arguments in philosophical discourse.
- Identify underlying presuppositions of a philosopher's argumentative discourse.
- Raise questions and frame philosophical problems introduced by texts.

Additional Outcomes – Area of Concentration in Sociology

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

- Apply scientific methodology to the study of sociology.
- Evaluate the quality of quantitative and qualitative research in sociology.
- Demonstrate familiarity with the major concepts, theories, and theorists in sociology.
- Apply sociological theories and methods to real world situations.
- Conceptualize the diversity of today's society and in our past.
- Recognize the vastness of human diversity.

[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, ENV, FSC, or PHY. At least one of the courses must include a lab.
[3] Courses must be from two different disciplines.

Psychology (Associate of Arts)

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Award: Associate of Arts
Degree Code: ASPR
Number of Credits: 60

Program Description

The Psychology degree provides the first two years of college for students preparing for a career in psychology, counseling or a related field. The Psychology degree emphasizes the scientific study of behavioral and mental processes in animals and humans. The field of Psychology encompasses many areas including: research methods, social behavior, personality, human development, biological basis of behavior, consciousness, learning, memory, emotion, motivation and mental health and adjustment. This program is designed primarily for students desiring to transfer to a four-year college or university to earn a bachelor's degree in Psychology. Students selecting this program should consult with an academic advisor early in the program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO 130 and BIO 131 or CHM 103 and CHM 113	Principles of Biology I [S] and Principles of Biology I Lab or General Chemistry I [S] and General Chemistry I Lab	4
BIO 132 and BIO 133 or CHM 104 and CHM 114	Principles of Biology II [S] and Principles of Biology II Lab or General Chemistry II [S] and General Chemistry II Lab	4
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
EGL 209	Introduction to African-American Literature [H]	3
GEO 102	Cultural Geography [SS]	3
HST 201 or HST 202	United States History I [H] or United States History II [H]	3
MAT 127	Introduction to Statistics [M]	4
SPH 121	Interpersonal Communications [H]	3

Program Requirements

Course Number	Course Title	Credits
ELECT	Elective	3
HEA 136	Stress Management	3
PSY 101	Introduction to Psychology [SS]	3
PSY 201	Human Growth and Development [SS]	3
PSY 227	Introduction to Abnormal Psychology	3

Program Electives

Select 9 credits from the following:

Course Number	Course Title	Credits
PSY 203	Child Growth Development	3
PSY 207	Educational Psychology	3
PSY 222	Organizational Psychology [SS]	3
SOC 101	Introduction to Sociology [SS]	3
SOC 102	Social Problems [SS]	3
SOC 103	Marriage and the Family [SS]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
ANT 101	Cultural Anthropology
CIS 101	Introduction to Computer Concepts
EGL 101	Freshman Composition
MAT 127	Introduction to Statistics
PSY 101	Introduction to Psychology
Spring I (16 credits)	
BIO 130 and BIO 131 or CHM 103 and CHM 113	Principles of Biology I and Principles of Biology I Lab or General Chemistry I and General Chemistry I Lab
EGL 102	Composition and Literature
HEA 136	Stress Management
SPH 121	Interpersonal Communications
PSY 201	Human Growth and Development
Fall II (16 credits)	
ELECT	Elective
BIO 132 and BIO 133 or CHM 104 and CHM 114	Principles of Biology II and Principles of Biology II Lab or General Chemistry II and General Chemistry II Lab
EGL 209	Introduction to African American Literature
HST 201 or HST 202	United States History I or United States History II
PSY 227	Introduction to Abnormal Psychology
Spring II (12 credits)	
GEO 102	Cultural Geography
ELECT	Program Elective
ELECT	Program Elective
ELECT	Program Elective

Program Outcomes

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

- Demonstrate knowledge in learning theory, cognition, and memory.
- Demonstrate knowledge of sensation and perception, as it relates to psychology.
- Demonstrate knowledge in the areas of clinical and abnormal psychology as well as personality theory.
- Demonstrate knowledge of social and developmental psychology.
- Demonstrate knowledge of basic research methods.
- Use basic statistics to test hypotheses and correctly interpret the results of their analyses.
- Demonstrate knowledge of ethical guidelines within the context of academic and professional psychology.

Career Opportunities

Social worker, human resources representatives, rehabilitation advisor, and admissions recruiter in private corporations, social service agencies and education.

Exercise Sciences (Associate of Science)

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Award: Associate of Science
Degree Code: ASET
Number of Credits: 60

Program Description

This program will prepare students to work in the exercise and rehabilitation fields. Students will complete introductory courses in the science of the human movement such as the physiological and functional adaptations to movement, exercise, fitness and wellness assessment, rehabilitation and nutrition. Successful completion prepares the student for their certification in personal training and to transfer to a bachelor's degree program in exercise science.

The computer literacy requirement will be met throughout the coursework in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities [1] [H]	3
BIO 101 or BIO 130	General Biology [S] or Principles of Biology [S]	3
BIO 111 or BIO 131	General Biology Lab or Principles of Biology Lab	1
BIO 208	Human Anatomy and Physiology I [S]	3
BIO 218	Human Anatomy and Physiology I Lab	1
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HEA 130	Healthful Living [I]	3
SOC 101	Introduction to Sociology [SS]	3
PSY 101	Introduction to Psychology [SS]	3
MAT 121 or MAT 127	Precalculus [M] or Introduction to Statistics [M]	4

Program Requirements

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
BIO 209	Human Anatomy and Physiology II [S]	3
BIO 219	Human Anatomy and Physiology II Lab	1
BIO 203	Nutrition	3
FWS 110	Fundamentals of Personal Training I	3
FWS 120	Fundamentals of Personal Training II	3
FWS 111	Fundamentals of Personal Training I Lab	1
FWS 121	Fundamentals of Personal Training II Lab	1
FWS 130	Essentials of Fitness Assessments	3
FWS 135	Physiology of Exercise	3
FWS 180	Special Populations Fitness Prescription	3
ELECT	Program Elective [2]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
EGL 101	Freshman Composition
BIO 101 and BIO 111 or BIO 130 and BIO 131	General Biology and General Biology Lab or Principles of Biology I and Principles of Biology I Lab
MAT 121 or MAT 127	Precalculus or Introduction to Statistics
HEA 130	Healthful Living
SOC 101	Introduction to Sociology
Spring I (16 credits)	
EGL 102	Composition and Literature
PSY 101	Introduction to Psychology
BIO 208	Human Anatomy and Physiology I
BIO 218	Human Anatomy and Physiology I Lab
ARTS/HUM	Arts and Humanities Elective
ELECT	Program Elective
Fall II (14 credits)	
BIO 209	Human Anatomy and Physiology II
BIO 219	Human Anatomy and Physiology II Lab
BUS 103	Introduction to Business
FWS 110	Fundamentals of Personal Training I
FWS 111	Fundamentals of Personal Training I Lab
FWS 130	Essentials of Fitness Assessments
Spring II (13 credits)	
BIO 203	Nutrition
FWS 120	Fundamentals of Personal Training II
FWS 121	Fundamentals of Personal Training II Lab
FWS 135	Physiology of Exercise
FWS 180	Special Populations Fitness Prescription

Program Outcomes

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

- Identify risk factors associated with physical activity, contraindications to exercise testing and physical activity, and identify proper referral protocols and resources for various populations of varied prior medical histories.
- Possess the knowledge and skills needed to successfully complete national industry leading certification exams (ACSM, ACE, NSCA, NASM).
- Display knowledge of the human body systems as well as understanding of the acute and chronic effects within the body resulting from physical activity, everyday repetitive motion and exercise.
- Demonstrate professional demeanor and skills related to rapport building, interpersonal skills, professional integrity and responsibility, independent thinking and problem solving.
- Assess, design, and implement safe and effective exercise prescriptions to improve health and performance.
- Demonstrate an ability to modify exercise prescriptions for various populations and conditions.

Career Opportunities

Coaching, assistant athletic director, community recreation specialist, sports marketing personal trainer, activities director, wellness specialist, exercise/fitness instructor, and health and wellness educator.

[1] Recommend SPH 141, Public Speaking; selection may not include EGL designation.
[2] Suggested program electives are PED 135, PED 180, PED 282, HEA 174, HCD 120, and HCD 170.

Health Information Technology (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: HITD
Number of Credits: 60

Program Description

The Associate of Applied Science in Health Information Technology will offer students, who currently hold a national certification as a Medical Coder and/or have five years' experience as a coder, the opportunity to prepare for a career in the ever-changing world of health care information technology. Students will be prepared to work in various areas of health information technology such as: verifying accurate completion of medical records; data management; and use of computer applications to assess and analyze patient data and health care costs. Upon successful completion of this program, students are eligible to take the Registered Health Information Technician Certification offered through the American Health Information Management Association.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts/Humanities Elective [H]	3
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
MAT 127	Introduction to Statistics [M]	4
PSY 101 or SOC 101	Introduction to Psychology [SS] or Introduction to Sociology [SS]	3

Program Requirements

Course Number	Course Title	Credits
EGL 211	Technical Writing	3
ELECT	Healthcare Portfolio/Credential Assessment	12
HCD 124	Health Information Technology	3
HCD 150	Social Media in Healthcare	3
HCD 161	Application: Electronic Medical Records	1
HCD 232	Introduction to Clinical Pharmacology	3
HCD 261	Application: Health Information Technology	2
HCD 270 or PHI 270	Ethical Issues in Healthcare or Ethical Issues in Healthcare	3
VCP 144	Web Design I — Design Fundamentals	3
VCP 244	Web Design II — Advanced Design	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
EGL 101	Freshman Composition
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
MAT 127	Introduction to Statistics
PSY 101 or SOC 101	Introduction to Psychology or Introduction to Sociology
Spring I (14 credits)	
EGL 211	Technical Writing
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
HCD 124	Health Information Technology
HCD 161	Application: Electronic Medical Records
HCD 150	Social Media in Healthcare
Fall II (14 credits)	
ARTS/HUM	Arts/Humanities Elective
CSC 163	Database Design Principles
HCD 232	Introduction to Clinical Pharmacology
HCD 261	Application: Health Information Technology
HCD 270 or PHI 270	Ethical Issues in Healthcare or Ethical Issues in Healthcare
Spring II (18 credits)	
ELECT	Healthcare Portfolio/Credential Assessment
VCP 144	Web Design I — Design Fundamentals
VCP 244	Web Design II — Advanced Design

Program Outcomes

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

- Develop skills necessary to utilize health information technology for knowledge management and compliance with legal and regulatory requirements.
- Identify issues related to the implementation of the electronic health record.
- Describe key legal, regulatory, and ethical issues related to the utilization of health information technology.
- Recognize the language, terminology, ontology, acronyms, coding, and classification systems of healthcare and health informatics.
- Utilize databases and spreadsheets to consolidate, manipulate, integrate, and display health data.
- Apply information technology to improve healthcare quality, safety, and effectiveness.
- Upon successful completion of this program, students are eligible to take the Registered Health Information Technician Certification offered through the American Health Information Management Association.

Career Opportunities

Individuals with a passion for information technology and health sciences can build on their experience and knowledge in Coding by completing an Associate of Science in Health Information Technology. According to the Bureau of Labor Statistics, the number of health information technician jobs is expected to increase 15% through 2024. Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data. They ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. Various classification systems are used to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Healthcare Sciences (Associate of Science)

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Award: Associate of Science
Degree Code: HCSR
Number of Credits: 60

Program Description

The Associate of Science in Healthcare Sciences may offer students, who currently hold a designated national certification in a field of Healthcare, a flexible degree program designed to provide a sound base of foundational credit coursework and additional career specific studies and/or competencies in a healthcare discipline. Through a combination of general education requirements, core electives, specific healthcare career education studies, credential assessment and/or portfolio review, graduates are prepared to enter the healthcare workforce in a selected discipline. Submission of credential assessment request is required. Credential assessment is approved by the Dean of Nursing and Health Professions.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [1] [M]	3
SOC 101	Introduction to Sociology [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3
PSY 101	Introduction to Psychology [SS]	3
PSY 201	Human Growth and Development [SS]	3

Program Requirements

Course Number	Course Title	Credits
CIS 101	Introduction to Computer Concepts [I]	3
HCD 120	Medical Terminology	3
HCD 150 or HCD 270	Healthcare and Social Media or Ethical Issues in Healthcare	3
HEA 130	Healthful Living [I]	3
ELECT	Math, Science, Healthcare or Business Elective [2]	3
ELECT	Healthcare Science Portfolio Review and/or Credential Assessment	12

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
EGL 101	Freshman Composition
CIS 101	Introduction to Computer Concepts
HCD 120	Medical Terminology
BIO 101 and BIO 111	General Biology and General Biology Lab
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
Spring I (16 credits)	
EGL 102	Composition and Literature
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
HEA 130	Healthful Living
MAT	Math Elective
PSY 101	Introduction to Psychology
Fall II (13 credits)	
PSY 201	Human Growth and Development
SOC 101	Introduction to Sociology
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
HCD 150 or HCD 270	Healthcare and Social Media or Ethical Issues in Healthcare
HCD 270	Ethical Issues in Healthcare
Spring II (15 credits)	
ELECT	Healthcare Science Portfolio Review and/or Credential Assessment
ELECT	Math, Science, Healthcare or Business Elective

Program Outcomes

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

- Demonstrate the entry level knowledge, and written and verbal communication skills and abilities associated with many disciplines within the field of health care.
- Apply a discipline specific skill set to a wider range of opportunities within the field of health care.
- Transfer to a baccalaureate program of study in the field of health care.

Career Opportunities

Careers in Healthcare Sciences include Healthcare Management and Administration, Occupational and Physical Therapy, Epidemiology, Laboratory Technicians and Researchers, Healthcare Education, and other healthcare related fields.

[1] Any general education Mathematics, level 121 or higher, will be accepted.
[2] Suggested Math, Science or Business Electives: MAT 127, ACC 101, ACC 102, BUS 108, ACC 103, ACC 104, ENV 106, ENV 116, BIO 200, BIO 210, BIO 203, BIO 206, BIO 216, CHM 102, CHM 103, CHM 113, PHY 103, PHY 181, and PHY 207.

Nursing (Associate of Science)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Science
Degree Code: NURS
Number of Credits: 68

Program Description

The Nursing program prepares graduates to function as entry-level nurses by emphasizing educational competencies within four core components of nursing education/practice: human flourishing; nursing judgment; professional identity; and spirit of inquiry. Graduates of the program are eligible to take the National Council Licensure Examination for Registered Nurse (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 and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly the National League for Nursing Accrediting Commission, Inc. (NLNAC) (3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326, www.acenursing.org). 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 are located here.

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

Transfer Information

Cecil College offers extensive transfer and articulation opportunities in the field of nursing. Listed below is a sampling of those opportunities. For more information about these and other institutions, contact your advisor.

- University of Delaware
- University of Maryland, Baltimore
- Wisconsin–Green Bay
- Wilmington University
- Widener University
- Drexel University
- Stevenson University

Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [1] [H]	3
BIO 200 and BIO 210	Microbiology [S] and Microbiology Lab	4
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 123	Finite Math [2] [M]	3
NUR 101	Concepts and Processes in Nursing	2
NUR 104	Nursing Fundamentals Theory	5
NUR 105	Care of Adult and Aging Clients	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 and Development [SS]	3
SOC 101	Introduction to Sociology [SS]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Full-time Status

Course Number	Course Title
Summer I (7 credits)	
EGL 101	Freshman Composition
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
Fall I (16 credits)	
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
PSY 101	Introduction to Psychology
NUR 101	Concepts and Processes in Nursing
NUR 104	Nursing Fundamentals Theory
NUR 114	Clinical Lab I: Nursing Fundamentals
Spring I (15 credits)	
BIO 200 and BIO 210	Microbiology and Microbiology Lab
NUR 105	Care of Adult and Aging Clients
NUR 115	Clinical Lab II: Medical/Surgical Settings
MAT 123	Finite Math (another general education mathematics elective will be accepted)
Fall II (14 credits)	
NUR 201	Care of Childbearing/Childrearing Families
NUR 211	Clinical Lab III: Care of Childbearing/Childrearing
PSY 201	Human Growth and Development
EGL 102	Composition and Literature
Spring II (16 credits)	
ARTS/HUM	Arts and Humanities Elective
NUR 204	Care of Clients Affected by Complex Stressors
NUR 206	Professional, Legal and Ethical Issues
NUR 214	Clinical Lab IV: Medical/Surgical/Psychiatric
SOC 101	Introduction to Sociology

Part-time Status

Course Number	Course Title
Summer I (3 credits)	
EGL 101	Freshman Composition
Fall I (13 credits)	
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
EGL 102	Composition and Literature
MAT 123	Finite Math (another general education mathematics elective will be accepted)
PSY 101	Introduction to Psychology
Spring I (14 credits)	
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
BIO 200 and BIO 210	Microbiology and Microbiology Lab
PSY 201	Human Growth and Development
SOC 101	Introduction to Psychology
Fall II (9 credits)	
NUR 101	Concepts and Processes in Nursing
NUR 104	Nursing Fundamentals Theory
NUR 114	Clinical Lab I: Nursing Fundamentals
Spring II (11 credits)	
NUR 105	Care of Adult and Aging Clients
NUR 115	Clinical Lab II: Medical/Surgical Settings
ARTS/HUM	Arts and Humanities Elective
Fall III (8 credits)	
NUR 201	Care of Childbearing/Childrearing Families
NUR 211	Clinical Lab III: Care of Childbearing/Childrearing
Spring III (10 credits)	
NUR 204	Care of Clients Affected by Complex Stressors
NUR 206	Professional, Legal and Ethical Issues
NUR 214	Clinical Lab IV: Medical/Surgical/Psychiatric

Program Outcomes

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

- Provide safe and competent nursing care that acknowledges and encompasses the uniqueness, dignity, diversity, freedom and holistic well-being of each individual within their community and within the context of the Neuman Systems Model.
- Communicate professionally, effectively, and appropriately with clients, families, health care team members and peers, while promoting human dignity, patient advocacy and a spirit of inquiry.
- Demonstrate the appropriate application and integration of evidence, critical thinking, nursing concepts, and clinical judgment, in the clinical decision making process, as they practice as a nurse within the conceptual framework of nursing practice.
- Embrace the fundamental core values of nursing identified by NLN: caring; diversity; ethics; excellence; holism; integrity; and patient-centeredness.
- Take the NCLEX-RN.

Career Opportunities

Nursing care in doctors' offices, hospital settings, private nursing/home health care, and administrative industries such as insurance companies and state agencies.

[1] Selection may not include EGL designation.
[2] Another general education mathematics elective will be accepted.

Paramedic (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: EMTR
Number of Credits: 60

Program Description

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. The Paramedic program in Cecil County contains 720 contact hours of theoretical and clinical instruction, resulting in eligibility to sit for the paramedic exam. Students who wish to continue their education and work towards an Associate of Applied Science degree and who have current, unencumbered paramedic certification may be able to receive credits for the EMT courses through credential assessment.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111 or BIO 130 and BIO 131	General Biology [S] and General Biology Lab or Principles of Biology [S] and Principles of Biology Lab	4
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
EGL 211	Technical Writing	3
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
PSY 201	Human Growth and Development [SS]	3
SPH 121	Interpersonal Communications [H]	3
ELECT	Elective	1

Requirement of Major (28 Credits)

Course Title	Semester	Credits
Paramedic - Preparatory Knowledge	Fall	1
Paramedic - Patient Assessment	Fall	1
Paramedic - Traumatic Emergencies	Spring	1
Paramedic - Medical Emergencies	Fall	1
Paramedic - Special Considerations	Spring	1
Paramedic - Operations	Spring	1
Paramedic - Clinical /Field Requirements	Summer	

Program Outcomes

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

- Demonstrate the ability to assign priority levels of emergency treatment to patients and effectively perform all basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve overall health of the patient and evaluate the plan and treatment and disposition of the patient accordingly.
- To function as a team leader of a routine, single patient advanced life support call.
- Perform in cooperation with medical direction, the need for emergency medical care including the recognition of life-threatening disorders such as airway and respiratory problems, cardiac dysrhythmias, traumatic injuries, and mental health emergencies, to an appropriate care facility by the most effective means of transportation.
- Demonstrate with proficiency the management of cardiac arrest and peri-arrest states and apply comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent cardiac arrest.
- Communicate effectively, professionally and in a culturally sensitive manner, with patients, colleagues and other health care professionals, in all written and oral communications.
- Perform with safety and efficiency all psychomotor skills in accordance with the National EMS Scope of Practice and the State of Maryland Scope of Practice at the paramedic level.
- Perform and direct routine maintenance and preparation of emergency care equipment and supplies at the beginning and end of each shift and after every response.

Personal Trainer/Fitness Manager (Certificate)

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Award: Certificate
Degree Code: PTFC
Number of Credits: 20

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The Personal Trainer/Fitness Manager Certificate program prepares individuals for entry into careers that involve the assessment, motivation, education, and training of clients regarding their health and fitness needs. Successful completion of this certificate program prepares students for entry level certification as a Personal Trainer. Students have the option to continue their studies and earn their Associate of Science in Exercise Science.

Required Courses

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
HEA 130	Healthful Living	3
BIO 203	Nutrition	3
FWS 110	Fundamentals of Personal Training I	3
FWS 111	Fundamentals of Personal Training I Lab	3
FWS 120	Fundamentals of Personal Training II	3
FWS 121	Fundamentals of Personal Training II Lab	3
FWS 130	Essentials of Fitness Assessments	3

Program Outcomes

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

- Demonstrate the knowledge and skills necessary to practice as an entry level personal trainer, including a professional demeanor.
- Assess, design, and implement safe and effective exercise prescriptions to improve health and performance.
- Demonstrate the knowledge and skills needed to successfully complete national industry leading certification exams (ACSM, ACE, NSCA, NASM) as an entry level personal trainer.

Physical Therapist Assistant (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: PTAR
Number of Credits: 70

Program Description

The Physical Therapist Assistant program provides a foundation for graduates to become highly skilled in providing patient services using physical therapy techniques under the supervision and direction of a licensed physical therapist in clinics, hospitals, and many other health care settings. Upon completion of the curriculum, the graduate will receive the A.A.S. and will be eligible to take the National Licensing Exam for Physical Therapist Assistants. The Physical Therapist Assistant Program at Cecil College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. Information on program admission, selection policies and procedures and eligibility criteria are available in the program handbook, college catalog and in the program admission materials.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO 208	Human Anatomy and Physiology I [S]	3
BIO 218	Human Anatomy and Physiology I Lab	1
BIO 209	Human Anatomy and Physiology II [S]	3
BIO 219	Human Anatomy and Physiology II Lab	1
EGL 101	Freshman Composition [E]	3
MAT 127	Introduction to Statistics [1] [M]	4
PSY 101	Introduction to Psychology [SS]	3
PSY 201	Human Growth and Development [SS]	3
SPH 141	Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
PTA 102	Clinical Kinesiology and Biomechanics	3
PTA 103	Clinical Skills for the PTA	3
PTA 104	Fundamentals of PT Practice I	2
PTA 204	Therapeutic Modalities	3
PTA 206	Therapeutic Exercise	3
PTA 211	Fundamentals of PT Practice II	2
PTA 213	Fundamentals of PT Practice III	2
PTA 220	Clinical Orthopedics	4
PTA 222	Clinical Neurosciences	3
PTA 224	Clinical Cardiopulmonary and Integumentary Issues	3
PTA 228	Special Topics in Physical Therapy	3
PTA 230	PTA Clinical Practice I	3
PTA 232	PTA Clinical Practice II	6
PTA 234	PTA Clinical Practice III	6

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Spring I (8 credits)	
PTA 102	Clinical Kinesiology and Biomechanics
PTA 103	Clinical Skills for the PTA
PTA 104	Fundamentals of PT Practice I
Summer I (8 credits)	
PTA 204	Therapeutic Modalities
PTA 206	Therapeutic Exercise
PTA 211	Fundamentals of PT Practice II
Fall I (16 credits)	
PTA 220	Clinical Orthopedics
PTA 222	Clinical Neurosciences
PTA 224	Clinical Cardiopulmonary and Integumentary Issues
PTA 228	Special Topics in Physical Therapy
PTA 230	PTA Clinical Practice I
Spring II (14 credits)	
PTA 213	Fundamentals of PT Practice III
PTA 232	Clinical Practice II
PTA 234	Clinical Practice III

Program Outcomes

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

- Demonstrate the entry level knowledge, clinical skills and professional abilities of a physical therapist assistant in the delivery of interventions, in all communications, during education activities, and during resource management activities.
- Provide competent patient care under the direction and supervision of a licensed physical therapist, in an ethical, legal, safe and effective manner in a variety of healthcare settings.
- Integrate the behavioral expectation of altruism, caring and compassion, cultural competence, duty, integrity, PT/PTA collaboration and social responsibility into professional practice.
- Manage an effective transition from the educational program to a career as a licensed physical therapist assistant, including a plan for continuous professional competence and lifelong learning.

Career Opportunities

Physical Therapist Assistants work in hospitals, privately owned physical therapy practices, home health, schools, and rehab units.

[1] Any 4 credit General Education Mathematics will be accepted.

Practical Nursing (Certificate)

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Award: Certificate
Degree Code: LPNC
Number of Credits: 35

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The certificate is designed to give the student who has successfully completed the first two semesters of the nursing program and the summer Practical Nursing option an opportunity to enter the profession of nursing at the Licensed Practical Nursing level. Successful completion of the summer Practical Nursing option prepares the student for the National Council Licensure Examination – Practical Nurse (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 pages 5-7 of this catalog.

Required Courses

Course Number	Course Title	Credits
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab	4
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 Processes in Nursing	2
NUR 104	Nursing Fundamentals Theory	5
NUR 105	Care of Adult and Aging Clients	4
NUR 114	Clinical Lab I: Nursing Fundamentals	2
NUR 115	Clinical Lab II: Medical/Surgical Settings	4

Program Outcomes

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

- Provide safe and competent nursing care at the LPN level, while promoting human dignity, integrity, and self-determination.
- Communicate effectively and appropriately with clients, families, health care team members and peers while promoting human dignity and patient advocacy.
- Demonstrate the application of critical thinking and nursing concepts in the clinical decision making process, as they practice as a practical nurse within the conceptual framework of practical nursing practice.
- Embrace the fundamental core values of nursing identified by NLN: caring; diversity; ethics; excellence; holism; integrity; and patient-centeredness.
- Take the NCLEX-PN.

Criminal Justice (Associate of Applied Science)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Applied Science
Degree Code: CJRP
Number of Credits: 60

Program Description

The Criminal Justice program is focused toward the professional and educational needs of students interested in careers in criminal justice and toward current criminal justice personnel who desire to increase their proficiency or to improve their professional career opportunities.

The computer literacy requirement will be met throughout the coursework in the degree program.

Note: All previous coursework in Criminal Justice Corrections and Criminal Justice Law Enforcement will be applied to the Criminal Justice degree requirements.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO or CHM or PHY	Biology Science Elective with Lab [S/SL] or Chemistry Science Elective with Lab [S/SL] or Physics Science Elective with Lab [S/SL]	4
EGL 101	Freshman Composition [E]	3
EGL 211	Technical Writing	3
HST 202	United States History II [H]	3
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
SOC 101	Introduction to Sociology [SS]	3
SPH 141	Public Speaking [H]	3
SPN 101	Beginning Spanish I [H]	3

Program Requirements

Course Number	Course Title	Credits
CRJ 101	Introduction to the Criminal Justice System	3
CRJ 105	Introduction to Corrections	3
CRJ 110	Police Community Relations	3
CRJ 201	Criminal Investigation	3
CRJ 205	Criminal Law	3
CRJ 211	Probation, Parole, and Community Corrections	3
CRJ 214	Delinquency and Juvenile Justice	3
CRJ 221	Criminology	3
CRJ 299	Criminal Justice Externship	3
PHI 201	Ethics - Contemporary Moral Issues [H]	3
PED	Physical Education Elective	1

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (13 credits)	
EGL 101	Freshman Composition
CRJ 101	Introduction to the Criminal Justice System
CRJ 105	Introduction to Corrections
PED	Physical Education Elective
PSY 101	Introduction to Psychology
Spring I (15 credits)	
EGL 211	Technical Writing
CRJ 205	Criminal Law
CRJ 221	Criminology
SOC 101	Introduction to Sociology
SPH 141	Public Speaking
Fall II (16 credits)	
MAT 127	Introduction to Statistics
CRJ 110	Police Community Relations
CRJ 201	Criminal Investigation
CRJ 214	Delinquency and Juvenile Justice
SPN 101	Beginning Spanish I
Spring II (16 credits)	
BIO or CHM or PHY	Biology Science Elective with Lab or Chemistry Science Elective with Lab or Physics Science Elective with Lab
CRJ 211	Probation, Parole, and Community Corrections
CRJ 299	Cooperative Education Experience in Criminal Justice
HST 202	United States History II
PHI 201	Contemporary Moral Issues

Program Outcomes

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

- Critically evaluate theories about crime and criminal behavior.
- Critically evaluate laws and court decisions about crime and criminal behavior.
- Explain the organization and administration of the criminal justice system.
- Explain the role of research in criminal justice.
- Analyze how personal values may conflict with the ethical standards for criminal justice professionals.
- Analyze how ethical principles and ethical codes of conduct apply to criminal justice professionals.

Career Opportunities

Career opportunities in Criminal Justice may include law enforcement, court systems, corrections, criminal investigation, detective services, forensics, and security services.

Fire Science Technology (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: FSTR
Number of Credits: 60

Program Description

This program will prepare individuals for entry-level employment as fire fighters as well as provide the degree credential necessary for promotion and advancement of professionals currently employed with the fire service.

The computer literacy requirement will be met throughout the coursework in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
BIO 101 or BIO 130	General Biology [S] or Principles of Biology [S]	3
BIO 111 or BIO 131	General Biology Lab or Principles of Biology Lab	1
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
SOC 101	Introduction to Sociology [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Required Occupational Courses Offered by Maryland Fire and Rescue Institute

Course Number	Course Title	Credits
ELECT	Elective	1
EMT 106	Emergency Medical Technician-Basics	7
FIR 101	Firefighter I	3
FIR 110	Fire Department Safety Officer	2
FIR 114	Aerial Operator	1
FIR 129	Incident Safety Officer	1
FIR 130	Emergency Vehicle Operator	2
FIR 200	Hazardous Materials Technician	2
FIR 201	Firefighter II	2
FIR 202	Truck Company Fireground Operations	1
FIR 203	Fire Officer I	2
FIR 204	Fire Inspector	4
FIR 206	Firefighter Safety and Survival	1
FIR 207	Fireground Operations	1
FIR 209	Rescue Technician Operations	1
FIR 210	Rescue Technician Extrication	1

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
EGL 101	Freshman Composition
BIO 101 or BIO 130	General Biology or Principles of Biology
BIO 111 or BIO 131	General Biology Lab or Principles of Biology Lab
PSY 101	Introduction to Psychology
MAT 127	Introduction to Statistics
Spring I (11 credits)	
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
SOC 101	Introduction to Sociology
ELECT	Elective
Fall II (4 credits)	
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab

Program Outcomes

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

- Demonstrate the entry level knowledge, communication skills, written and verbal, and the professional abilities associated with the field of fire science with the ability to incorporate field strategies and tactics associated with various fire situations and to effectively operate a fire pumper or aerial apparatus.
- Demonstrate the ability to function as a fire officer within a fire service program, including the ability to perform effectively as a safety officer on the scene of an emergency, to recognize and mitigate various hazardous materials situations and to work with a team to perform fire suppression techniques specific to the incident while maintaining a full situational awareness to rescue, HAZMAT, investigation, and safety issues.
- Work effectively within the organizational structure of a company and manage a company level training program.
- Demonstrate an understanding and incorporate into their practice the laws and ordinances related to fire prevention.
- Provide field management of a patient at the EMT level.

Career Opportunities

Firefighting, disaster planning, emergency services, fire inspection, fire investigation, and fire safety.

Paralegal Studies (Associate of Arts)

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Award: Associate of Arts
Degree Code: ASPL
Number of Credits: 65-67

Program Description

The Paralegal Studies Associate degree provides the first two years of study for students preparing for a career as a paralegal. The program provides a general education background while focusing on developing an understanding of the legal system. Students completing the degree will meet the requirements for admission to a Paralegal Certificate Program or to continue their studies toward a Bachelor's Degree in Paralegal Studies.

Transfer Information

Cecil College has an articulation agreement with Widener University. Students satisfactorily completing the Associate of Arts – Arts & Sciences Transfer – Paralegal Studies Option degree at Cecil College are guaranteed admission to Widener University Law Center Legal Education Institute. Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts/Humanities Elective [H]	3
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST	History Elective [H]	3
MAT	Math Elective [M]	3-4
MAT 127	Introduction to Statistics [M]	4
PHI 202	Clear Thinking to Inductive Logic [H]	3
POS 201	American Government [SS]	3
PSY 101	Introduction to Psychology [SS]	3
SCI	Science Elective [S]	3-4
SCI	Lab Science Elective [SL]	4
SOC 101	Introduction to Sociology [SS]	3
CSC 151	Computer Forensics Investigations	3
CRJ 101	Introduction to the Criminal Justice System	3
CRJ 133	Forensic Science I	3
CRJ 201	Criminal Investigation	3
CRJ 205	Criminal Law	3
CRJ 221	Criminology	3
POS 101	Introduction to Political Science [SS]	3
SOC 222	Juvenile Delinquency	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (18 credits)	
ART/HUM	Arts/Humanities Elective
CIS 101	Introduction to Computer Concepts
EGL 101	Freshman Composition
CRJ 101	Introduction to the Criminal Justice System
PSY 101	Introduction to Psychology
HST	History Elective
Spring I (17 credits)	
EGL 102	Composition and Literature
MAT 127	Introduction to Statistics
POS 101	Introduction to Political Science
SCI	Lab Science Elective
SOC 101	Introduction to Sociology
Fall II (15-17 credits)	
CSC 151	Computer Forensics Investigations
CRJ 201	Criminal Investigation
MAT	Math Elective
PHI 202	Clear Thinking to Inductive Logic
SCI	Science Elective
Spring II (15 credits)	
CRJ 133	Forensic Science I
CRJ 205	Criminal Law
CRJ 221	Criminology
POS 201	American Government
SOC 222	Juvenile Delinquency

Program Outcomes

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

- Demonstrate a professional attitude toward work, learning, and responsibilities; be dependable in attendance, punctuality, and completion of tasks.
- Communicate effectively orally and in writing.
- Demonstrate legal knowledge.
- Apply problem-solving and technical skills.
- Produce an adequate amount of work product, accurately and timely with acceptable quality.
- Utilize legal terminology competently.
- Describe the American legal system including sources of American law, the judicial system, civil and criminal procedure, and substantive areas of law such as contracts, torts, constitutional law, employment, and other areas.
- Identify the functions of law in American society, how they relate to corresponding legal research material, and the legislative process, judicial structure and system.
- Utilize their academic success to effectively continue their studies toward a certificate or bachelor's degree.
- Express an understanding of their ethical responsibility and role under the supervision of attorneys.
- Demonstrate a professional attitude toward work, learning and the completion of tasks.

Career Opportunities

Work in law offices, federal, state agencies, corporate entities as a law clerk, title examiner, claim adjuster, occupational health and safety specialist, appraiser, and investigator.

Public Health with Areas of Concentration (Associate of Science)

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Award: Associate of Science
Degree Code: CNEP (Environmental Public Health Concentration - 60 Credits)
Degree Code: CNHN (Health Navigator Concentration - 60 Credits)
Degree Code: CNPH (Public Health Generalist Concentration - 60 Credits)

Program Description

The Associate of Science in Public Health offers students a flexible degree program designed to provide a sound base of foundational credit coursework and additional career specific studies and/or competencies in the discipline of public health. Through a combination of general education requirements, core electives, specific public health studies, and a final capstone assignment, graduates are prepared to enter the workforce and/or pursue further education in the field of public health.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [H]	3
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
EGL 101	Freshman Composition [E]	3
EGL 211	Technical Writing	3
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
SOC 101	Introduction to Sociology [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II	4
PBH 104	Introduction to Public Health	3
PBH 110	Introduction to Epidemiology	3
SOC 105	Perspectives in Human Diversity [SS]	3

Environmental Public Health Concentration (17 Credits)

Course Number	Course Title	Credits
BIO 222 and BIO 222	Genetics and Genetics Lab	4
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
ELECT	Healthcare, Public Health, or Science Electives[1]	3
PBH 220	Environmental Health	3
PBH 270	Public Health Capstone	3

Health Navigator Concentration (17 Credits)

Course Number	Course Title	Credits
ELECT	Healthcare, Public Health, or Science Electives [1]	5
HCD 120	Medical Terminology	3
HCD 270	Ethical Issues in Healthcare	3
PBH 120	The U.S. Healthcare System	3
PBH 208	Health Education	3

Public Health Generalist Concentration (17 Credits)

Course Number	Course Title	Credits
ELECT	Healthcare, Public Health, or Science Electives [1]	5
PBH 218	Health Administration	3
PBH 220	Environmental Health	3
PBH 270	Public Health Capstone	3
PSY 201	Human Growth and Development	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
EGL 101	Freshman Composition
MAT 127	Introduction to Statistics
BIO 101 and BIO 111	General Biology and General Biology Lab
PSY 101	Introduction to Psychology
Spring I (16 credits)	
EGL 211	Technical Writing
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
SOC 101	Introduction to Sociology
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
ARTS/HUM	Arts and Humanities Elective
Fall II (13 credits)	
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
PBH 104	Introduction to Public Health
PBH 110	Introduction to Epidemiology
SOC 105	Perspectives in Human Diversity
Spring II (17 credits)	
ELECT	Concentration Electives

Program Outcomes

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

- Demonstrate the entry level knowledge, and written and verbal communication skills and abilities associated with public health.
- Apply the acquired the skills and knowledge to practice in an entry-level public health position.
- Transfer to a baccalaureate program of study with public health generalist or specialized bachelor's degree programs including health education, health administration, and/or environmental health.

Career Opportunities

Community health worker, health educator, healthcare administrator, research analyst, health services manager or administrator, government policy analyst, health education specialist, health promotion specialist, environmental specialist, and field investigator.

[1] Suggested electives are BIO 200/210, HCD 270, PBH 120, PBH 208, PBH 218, PBH 220

Social Work (Associate of Arts)

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Award: Associate of Arts
Degree Code: ASWR
Number of Credits: 60

Program Description

For information about the Accelerated Studies program or admission approval, contact the Director of Advising (410) 287-1000. This program option is designed for the working adult seeking to earn an undergraduate degree in an accelerated format while continuing to work full or part-time. The degree provides skills required for an entry-level position as a social and human services assistant. The accelerated program combines theory and practice through classroom, on-line, and guided experiential experiences in a cohort learning model. The partnership agreement with Salisbury University provides access and convenience for students to complete their baccalaureate degree in social work. A bachelor's degree in social work is the minimum educational requirement for an entry-level social worker.

Transfer Information

Cecil College has an articulation agreement with Salisbury University. Students satisfactorily completing the Associate of Arts – Social Work Option are guaranteed admission to Salisbury University. All the courses that are needed to complete the Salisbury University Baccalaureate degree will be offered at the Cecil College's Elkton Station location. Contact your advisor for detailed information.

Required Courses

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

General Education Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
BIO 123 or BIO 203	Foundations of Nutrition [S] or Nutrition	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST 101	Western Civilization I [H]	3
MAT 127	Introduction to Statistics [M]	4
PHI 201	Ethics - Contemporary Moral Problems [H]	3
PSY 101	Introduction to Psychology [SS]	3
SCI	Lab Science Elective [SL]	4
SOC 101	Introduction to Sociology [SS]	3

Program Requirements

Course Number	Course Title	Credits
ELECT	Elective	1
HEA 140	Alcoholism and Drug Addiction	3
SOC 102	Social Problems [SS]	3
SOC 103	Family and Marriage [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3
SWK 101	Introduction to Social Work [SS]	3
SWK 102	Basic Interviewing Skills	3
SWK 201	Social Welfare Policy Research and Experience	3
SWK 202	Elder Care Experiential Learning	2
SWK 203	Substance Abuse Experiential Learning	3

Optional Program Offerings

Salisbury University will accept up to 70 credits in transfer. Students are encouraged to complete the following additional program electives at Cecil College:

Course Number	Course Title	Credits
ANT 101	Cultural Anthropology [SS]	3
EGL 209	Introduction to African-American Literature [H]	3
ELECT	Elective	1
HST 102	Western Civilization II [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Session I (6 credits)	
EGL 101	Freshman Composition
PSY 101	Introduction to Psychology
Session II (6 credits)	
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
SWK 101	Introduction to Social Work
Session III (9 credits)	
EGL 102	Composition and Literature
SOC 102	Social Problems
SWK 102	Basic Interviewing Skills
Session IV (7 credits)	
MAT 127	Introduction to Statistics
HEA 140	Alcoholism and Drug Addiction
Session V (9 credits)	
HST 101	Western Civilization I
SOC 103	Family and Marriage
SWK 201	Social Welfare Policy Research Experiential Learning
Session VI (7 credits)	
BIO 101 and BIO 111	General Biology and General Biology Lab
SWK 203	Substance Abuse Experiential Learning
Session VII (13 credits)	
PHI 201	Ethics - Contemporary Moral Problems
SCI	Lab Science Elective
BIO 123 or BIO 203	Foundations of Nutrition or Nutrition
SWK 202	Elder Care Experiential Learning
ELECT	Elective

Program Outcomes

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

- Utilize their academic success to effectively continue their studies toward a bachelor's degree.
- Express an understanding of their ethical responsibility and role under the supervision of individuals in the profession.
- Demonstrate a professional attitude toward work, learning and the completion of tasks.
- Apply critical thinking skills within the context of professional social work practice.
- Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
- Understand and interpret the history of the social work profession and its contemporary structures and issues.
- Understand the importance of respect as it relates to a clients' age, class, race, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Use communication skills differentially across client populations, colleagues, and communities.

Career Opportunities

Public welfare, criminal justice and corrections, school social work, child welfare, gerontology, health care, community agencies, and research and education.

Music (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: APMM
Number of Credits: 60

Program Description

The performing arts program provides students with functional experience and practical career skills as a foundation for applied technique and performance in a specific discipline concentration. The music concentration provides solid training in classical and/or contemporary 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.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
EGL 101	Freshman Composition [E]	3
MAT	Math Elective [M]	3
MUC 128	Introduction to Audio Technology [I]	3
SCI	Science Electives [S/SL]	4
SOC SCI	Social Science Electives [SS]	3

Choose two classes from the following (6 credits):

Course Number	Course Title	Credits
MUC 122	Music Appreciation [H]	3
MUC 135	History of Rock [H]	3
MUC 136	Survey of World Music [H]	3
MUC 104	Guitar Fundamentals [H]	3
MUC 143	Music Fundamentals [H]	3
MUC 151	Film Music [H]	3

Program Requirements

Course Number	Course Title	Credits
MUC	Ensemble Electives [1]	8
MUC 102	Piano Class I	1
MUC 114	Piano Class II	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
MUL	Music Lesson Electives [2]	8
ELECT	Music, Theatre, Dance, Fine Arts, or VCP Electives [3]	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
EGL 101	Freshman Composition
MUC 122 or MUC 135 or MUC 136 or MUC 104 or MUC 143 or MUC 151	Music Appreciation or History of Rock or Survey of World Music or Guitar Fundamentals or Music Fundamentals or Film Music
MUC 102	Piano Class I
MUC 110	Music Theory and Musicianship I
Spring I (15 credits)	
MAT	Math Elective
MUC 128	Introduction to Audio Technology
MUC 114	Piano Class II
MUC 111	Music Theory & Musicianship II
ELECT	Music, Theatre, Dance, Fine Arts, or VCP Electives
Fall II (16 credits)	
MUC 210	Music Theory & Musicianship III
MUC	Ensemble Electives
MUL	Music Lesson Electives
SCI	Science Elective with Lab
Spring II (15 credits)	
SOC SCI	Social Science Elective
MUC 211	Music Theory & Musicianship IV
MUC	Ensemble Electives
MUL	Music Lesson Electives

Program Outcomes

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

- Demonstrate proficiency at the intermediate level on their main instrument or vocal part.
- Demonstrate an understanding of the basic principles of tonal harmony.
- Demonstrate functional proficiency in aural theory (ear training) and sight singing.
- Demonstrate proper use of basic hardware and software tools of music technology.

Career Opportunities

Education, performance, composing and arranging, conducting, music therapy, recording industry, and communications.

[1] Electives include Chamber Choir, Chamber Ensemble, Band/Orchestra, or other approved elective. Please see current Cecil College course schedule for available courses or contact the music faculty for more information.
[2] Electives include individual lessons in Voice, Piano, String Instruments, Woodwind Instruments, Brass Instruments, Percussion/Drums, Guitar, Classical Guitar, Jazz Guitar, Songwriting/Composition or other approved elective. Please see current Cecil College course schedule for available courses or contact the music faculty for more information.
[3] Please see current Cecil College course schedule for available courses or contact the music faculty for more information.

Music/Voice (Associate of Arts)

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Award: Associate of Arts
Degree Code: APAV
Number of Credits: 69

Program Description

The music program provides students with performing experience, practical career skills, and applied technique as a foundation for advancement in music. Solid training in classical and/or contemporary techniques is given in individual lessons with participation in music ensemble performances every semester. This program helps students to prepare for transfer to a four-year institution, internships, and 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.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts & Humanities Elective [H] (Choose from ART or THE disciplines) [1]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3
MUC 128	Introduction to Audio Technology [I]	3
MUC 122 or MUC 135 or MUC 136 or MUC 104 or MUC 143	Music Appreciation [H] or History of Rock [H] or Survey of World Music [H] or Guitar Class [H] or Music Fundamentals [H]	3
SCI	Science Electives [S/SL] [2]	7
SOC SCI	Social Science Electives [SS] [3]	6

Program Requirements

Course Number	Course Title	Credits
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 102	Piano Class I	1
MUC 114	Piano Class II	1
MUC 263	Diction for Singers I (Eng./Ital.)	2
MUC 264	Diction for Singers II (Fr./Ger.)	2
MUL	Voice Individual Music Lessons	8
MUC	Chamber Choir	8

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
MUC 110	Music Theory and Musicianship I
MUC 102	Piano Class I
MUC 124	Chamber Choir I
MUC 160	Voice I Individual Lessons
MUC 161	Voice II Individual Lessons
EGL 101	Freshman Composition
ARTS/HUM	Arts and Humanities Elective (ART or THE disciplines)
Spring I (15 credits)	
MUC 111	Music Theory and Musicianship II
MUC 114	Piano Class II
MUC 125	Chamber Choir II
MUC 128	Introduction to Audio Technology
MUL 163	Voice III Individual Lessons
MUL 164	Voice IV Individual Lessons
EGL 102	Composition and Literature
Summer I (6 credits)	
MAT	Math Elective
SCI	Science Elective
Fall II (16 credits)	
MUC 210	Music Theory and Musicianship III
MUC 224	Chamber Choir III
MUC 263	Diction for Singers I (Eng./Ital.)
MUL 260	Voice V Individual Lessons
MUL 261	Voice VI Individual Lessons
SOC SCI	Social Science Elective
Spring II (17 credits)	
MUC 211	Music Theory and Musicianship IV
MUC 225	Chamber Choir IV
MUC 264	Diction for Singers II (Fr./Ger.)
MUL 263	Voice VII Individual Lessons
MUL 264	Voice VIII Individual Lessons
SCI	Science Elective
SOC SCI	Social Science Elective

Program Outcomes

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

- Demonstrate proficiency at the intermediate level on their main instrument or vocal part.
- Demonstrate an understanding of the basic principles of tonal harmony.
- Demonstrate functional proficiency in aural theory (ear training) and sight singing.
- Demonstrate proper use of basic hardware and software tools of music technology.
- Demonstrate knowledge of vocal repertoire.

Career Opportunities

Education, performance, composing and arranging, conducting, music therapy, recording industry, and communications.

[1] See current Cecil College Catalog for approved General Education courses in this category or contact the music faculty for more information.
[2] Courses must be from two different disciplines. At least one course must include a corresponding lab.
[3] Courses must be from two different disciplines.

Theatre Performance/Acting (Associate of Arts)

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Award: Associate of Arts
Degree Code: APAT
Number of Credits: 63-65

Program Description

The Theatre Performance/Acting program provides students with training in classical and contemporary approaches to performance, scene study, voice techniques, and movement. Examination of various theatrical genres and the masters of acting techniques culminate in a live performance each semester. The program helps students to prepare for transfer to a four-year institution, internships, employment, or career advancement in the areas of performance and performance education. This is accomplished in an open access, optimal learning environment for students' educational, cultural, and economic development.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [H] (Choose from MUC or ART disciplines) [1]	3
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3-4
SCI	Lab Science Electives [2] [S/SL]	7-8
SOC SCI	Social Science Electives [3] [SS]	6
THE 184	Introduction to Acting for Screen and Stage [H]	3

Program Requirements

Course Number	Course Title	Credits
THE 104	Script Analysis	3
THE 106	Voice for Actors I	3
THE 108	Movements for Actors	3
THE 121	Introduction to Theatre Design	3
THE 160	Acting I	3
THE 164	Applied Theatre I	1
THE 261	Acting II	3
THE 262	Theatre History I	3
THE 263	Directing I	3
THE 264	Applied Theatre II	1
THE 275	Theatre History II	3
THE 103 or THE 215 or THE 216 or MUC 128 or THE 220	Stagecraft I or Scenic Design or Lighting Design or Intro to Audio Technology [I] or Stage Management	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
THE 106	Voice for Actors I
THE 160	Acting I
THE 121	Introduction to Theatre Design
EGL 101	Freshman Composition
ARTS/HUM	Arts and Humanities Elective (ART or MUC disciplines)
Spring I (15 credits)	
THE 104	Script Analysis
THE 262	Theatre History I
THE 164	Applied Theatre I
EGL 102	Composition and Literature
THE 184	Introduction to Acting for Screen and Stage
Summer I (6-7 credits)	
MAT	Math Elective
SCI	Lab Science Elective
Fall II (15 credits)	
CIS 101	Introduction to Computer Concepts
THE 261	Acting II
THE 275	Theatre History II
THE	Theatre Elective (THE 103, 215, 216, 220, or MUC 128)
SOC SCI	Social Science Elective
Spring II (13-14 credits)	
THE 108	Movement for Actors
THE 263	Directing I
THE 264	Applied Theatre II
SCI	Lab Science Elective
SOC SCI	Social Science Elective

Program Outcomes

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

- Demonstrate an understanding of the genres of theatre.
- Demonstrate a knowledge of plays and playwrights throughout history.
- Demonstrate an ability to portray various characters.
- Demonstrate an ability to analyze and interpret major theatre works for the stage.

Career Opportunities

Performing, directing and producing, set design and construction, sound and lighting, camera operation, stage management, writing (scripts, plays, journalism), and teaching.

[1] See the current approved general education courses in this category.
[2] Courses must be from two different disciplines. At least one course must include a corresponding lab.
[3] Courses must be from two different disciplines.

Biology (Associate of Science)

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Award: Associate of Science
Degree Code: ASBS
Number of Credits: 66-68

Program Description

This program option 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 biology. This option is also appropriate for students seeking pre-med, pre-dental, and pre-pharmaceutical degrees.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [H]	6
BIO or ENV	Biology or Environmental Science Electives [1] [SL]	8
BIO 130 **and** BIO 131	Principles of Biology I [S] **and** Principles of Biology I Lab	4
BIO 132 **and** BIO 133	Principles of Biology II [S] **and** Principles of Biology II Lab	4
CHM 103 **and** CHM 113	General Chemistry I [S] **and** General Chemistry I Lab	4
CHM 104 **and** CHM 114	General Chemistry II [S] **and** General Chemistry II Lab	4
CHM 203 **or** PHY 181 **or** PHY 207	Organic Chemistry I with Lab **or** Introductory College Physics I with Lab [SL] **or** General Physics I with Lab [SL]	4-5
CHM 204 **or** PHY 182 **or** PHY 208	Organic Chemistry II with Lab **or** Introductory College Physics II with Lab [SL] **or** General Physics II with Lab [SL]	4-5
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M] (Select from MAT 121 , 127 or 201)	4
MAT	Math Elective [M] (Select from MAT 127 , 201 or 202)	4
SOC SCI	Social Science Electives [2] [SS]	6
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (18 credits)	
EGL 101	Freshman Composition
BIO 130 **and** BIO 131	Principles of Biology I **and** Principles of Biology I Lab
CHM 103 **and** CHM 113	General Chemistry I **and** General Chemistry I Lab
MAT	Math Elective (Select from MAT121, 127 or 201)
CIS 101	Introduction to Computer Concepts
Spring I (16-17 credits)	
EGL 102	Composition and Literature
MAT	Math Elective (Select from MAT127, 201 or 202)
BIO 132 **and** BIO 133	Principles of Biology II **and** Principles of Biology II Lab
CHM 104 **and** CHM 114	General Chemistry II **and** General Chemistry II Lab
ACT	Activity Elective(s)
Fall II (15-16 credits)	
BIO or ENV	Biology or Environmental Science Elective
CHM 203 **or** PHY 181 **or** PHY 207	Organic Chemistry I with Lab **or** Introductory College Physics I with Lab **or** General Physics I with Lab
SPH 141	Public Speaking
SOC SCI	Social Science Elective
ACT	Activity Elective
Spring II (17-18 credits)	
BIO or ENV	Biology or Environmental Science Elective
CHM 204 **or** PHY 182 **or** PHY 208	Organic Chemistry II with Lab **or** Introductory College Physics II with Lab **or** General Physics II with Lab
SOC SCI	Social Science Elective
ARTS/HUM	Arts and Humanities Elective
ARTS/HUM	Arts and Humanities Elective

Program Outcomes

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

- Apply principles and theories of Biology and Chemistry.
- Collect, describe, and analyze data.
- Communicate scientific information in a written and/or verbal format.
- Utilize critical thinking whole problem solving.
- Describe and utilize the techniques involved in conducting research.
- Use basic laboratory instrumentation.

Career Opportunities

Research and development, laboratory testing, teaching, medicine, dentistry, and pharmacy.

[1] Student may not select BIO101 and BIO111, BIO208 and BIO218, or BIO209 and BIO219.
[2] Courses must be from two different disciplines.

Chemistry (Associate of Science)

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Award: Associate of Science
Degree Code: ASCH
Number of Credits: 60

Program Description

This program offers a selection of courses in chemistry and related sciences. It comprises the first two years of a baccalaureate degree in science. The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [H]	6
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [1] [M]	4
SOC SCI	Social Science Electives [2] [SS]	6
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
CHM 203	Organic Chemistry I with Lab	4
CHM 204	Organic Chemistry II with Lab	4
CSC 109 or PHE 180	Introduction to Programming or MATLAB Fundamentals	3
ELECT	Electives	3
MAT 201	Calculus I with Analytic Geometry [M]	4
MAT 202	Calculus II with Analytic Geometry [M]	4
PHY 217	General Physics I with Lab [SL]	5
PHY 218	General Physics II with Lab [SL]	5

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
EGL 101	Freshman Composition
MAT 121	Precalculus
CSC 109 or PHE 180	Introduction to Programming or MATLAB Fundamentals for Engineering
Spring I (14 credits)	
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
EGL 102	Composition and Literature
MAT 201	Calculus I with Analytic Geometry
ARTS/HUM	Arts and Humanities Elective
Fall II (14 credits)	
CHM 203	Organic Chemistry I with Lab
PHY 217	General Physics I with Lab
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
SOC SCI	Social Science Elective
Spring II (18 credits)	
CHM 204	Organic Chemistry II with Lab
MAT 202	Calculus II with Analytic Geometry
PHY 218	General Physics II with Lab
ELECT	Electives
SOC SCI	Social Science Elective

Program Outcomes

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

- Apply principles and theories in the basic areas of chemistry.
- Collect and perform qualitative/quantitative chemical analyses of data.
- Communicate scientific information through written and /or verbal formats.
- Utilize critical thinking to identify and solve problems.
- Describe and utilize the techniques applicable to chemistry research projects.
- Use basic laboratory instrumentation for both basic and organic chemistry processes.

Career Opportunities

Research and development, analysis and testing, forensics, consulting, and quality control.

[1] Students placed in MAT 201 or higher Math may replace MAT 121 with MAT, PHY, PHE, CSC or CHM elective(s); students *must* satisfy the four credit requirement.
[2] Courses must be from two different disciplines.

Environmental Science (Associate of Science)

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Award: Associate of Science
Degree Code: ASES
Number of Credits: 65-68

Program Description

This program option 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.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [H]	3
BIO 130 and BIO 131	Principles of Biology I [S] and Principles of Biology I Lab	4
BIO 132 and BIO 133	Principles of Biology II [S] and Principles of Biology II Lab	4
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
CIS 101	Introduction to Computer Concepts [I]	3
ECO 221 or ECO 222	Economics - Micro [SS] or Economics - Macro [SS]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
ENV 106 and ENV 116	Introduction to Environmental Science [S] and Introduction to Environmental Science Lab	4
GEO 101	Physical Geography [SS]	3
MAT	Math Elective [M] (Select from MAT 121, 127, 128, 201 or 202)	8
MAT or SCI	Math Electives or Science Electives [1]	6-8
PHY 181 or PHY 207	Introductory College Physics I with Lab [SL] or General Physics I with Lab [SL]	4-5
PSC 120	Physical Geology [SL]	4
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (18 credits)	
ENV 106 and ENV 116	Introduction to Environmental Science and Introduction to Environmental Science Lab
EGL 101	Freshman Composition
BIO 130 and BIO 131	Principles of Biology I and Principles of Biology I Lab
MAT	Math Elective (Select from MAT121, 127, 128, 201 or 202)
CIS 101	Introduction to Computer Concepts
Spring I (17 credits)	
EGL 102	Composition and Literature
MAT	Math Elective (Select from MAT121, 127, 128, 201 or 202)
BIO 132 and BIO 133	Principles of Biology II and Principles of Biology II Lab
GEO 101	Physical Geography
SPH 141	Public Speaking
Fall II (16-18 credits)	
PHY 181 or PHY 207	Introductory College Physics I with Lab or General Physics I with Lab
PSC 120	Physical Geology
ACT	Activity Elective(s)
ARTS/HUM	Arts and Humanities Elective
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
Spring II (14-17 credits)	
ACT	Activity Elective(s)
MAT or SCI	Math Electives or Science Electives
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
ECO 221 or ECO 222	Economics - Micro or Economics - Macro

Program Outcomes

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

- Apply principles and theories of Biology and Chemistry.
- Collect, describe, and analyze data.
- Communicate scientific information in a written and/or verbal format.
- Utilize critical thinking whole problem solving.
- Describe and utilize the techniques involved in conducting research.
- Use basic laboratory instrumentation.
- Demonstrate a general understanding of the breadth and interdisciplinary nature of environmental issues.
- Understand the natural environment and its relationships with human activities.
- Characterize and analyze human impacts on the environment.
- Integrate facts, concepts, and methods from multiple disciplines and apply to environmental problems.
- Acquire practical skills for scientific problem-solving, including familiarity with laboratory and field instrumentation, computer applications, statistical, and modeling techniques.
- Understand and implement scientific research strategies, including collection, management, evaluation, and interpretation of environmental data.

Career Opportunities

Field consultants, biologist, educator, research technician, and communication outreach with government agencies, universities and non-profit organizations.

[1] Must be a 200 level course(s).

Equine Studies (Associate of Applied Science)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Applied Science
Degree Code: AEQS
Number of Credits: 67-68

Program Description

This degree is designed for immediate employment or career mobility and recognizes a curricular focus in equine studies. Equine studies train you to become a professional in the horse industry with a firm foundation in stable management and health management with a hands-on, experience-based learning.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
BIO	Biology Elective [S/SL]	4
BUS 103	Introduction to Business	3
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
EGL 102 or EGL 211	Composition and Literature [H] or Technical Writing	3
EQS	Equine Electives [1]	4
EQS 139	Introductory Basic Horse Handling	2
EQS 142	Introduction to Equine Care and Maintenance	3
EQS 144	Equine Nutrition and Feeding	3
EQS 145	Equine Health and Maintenance	3
EQS 146	Introductory Equine Field Study	2
EQS 148	Equine Anatomy and Physiology	3
EQS 241	Equine Facilities Management	3
EQS 242	Equine Reproduction, Evaluation and Selection	3
EQS 243	Business Management in the Horse Industry	3
EQS 245	Equine Pasture and Land Management	3
EQS 246	Advanced Equine Field Study	2
EQS 248	Equine Pathology	3
MAT	Math Elective [M]	3-4
PSY or SOC	Psychology Elective [SS] or Sociology Elective [SS]	3
SPN 101	Beginning Spanish I [H]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15-16 credits)	
EGL 101	Freshman Composition
CIS 101	Introduction to Computer Concepts
BUS 103	Introduction to Business
EQS 139	Basic Horse Handling
EQS 142	Introduction to Equine Care and Maintenance
ACT	Activity Elective(s)
Spring I (18 credits)	
EGL 102 or EGL 211	Composition & Literature or Technical Writing
BIO	Biology Elective
EQS 144	Equine Nutrition and Feeling
EQS 145	Equine Health Maintenance
EQS 146	Introductory Equine Field Study
EQS 148	Equine Anatomy and Physiology
Fall II (18-19 credits)	
ACT	Activity Elective
MAT	Math Elective
SPN 101	Beginning Spanish I
EQS 243	Business Management in the Horse Industry
EQS 246	Advanced Equine Field Study
EQS 248	Equine Pathology
PSY or SOC	Psychology Elective or Sociology Elective
Spring II (17 credits)	
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
EQS 241	Equine Facilities Management
EQS 242	Equine Reproduction, Evaluation and Selection
EQS 245	Equine Pasture and Land Management
EQS	Equine Electives

Program Outcomes

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

- Demonstrate competence, certainty, and self-assurance when working with horses.
- Apply safe handling techniques, basic care and maintenance techniques, and basic first aid in working with horses.
- Understand the skeletal, muscular, circulatory, respiratory, digestive, urinary, nervous, and endocrine systems of the horse.
- Evaluate a horse's body condition, surroundings, work load, and other factors to develop a proper diet regimen for the best care of the horse.
- Take equine vital signs and recognize symptoms of poor health, disease, and infection.
- Demonstrate the skills necessary for basic horse care and the treatment and prevention of common horse ailments.
- Understand conformation and selection of horses.
- Apply pasture management techniques such as seeding, poisonous weed control, safe fertilization, and determining pasture rotation schedules.
- Apply equine facilities management techniques for stable design, proper hay and grain storage, pasture and turn out options, and indoor/outdoor riding rings.
- Apply skills learned regarding communication, regulation, marketing, staff management, and sales and service in running an equine business.

Career Opportunities

Racing industry, veterinary technician, trainer, stable management, breeder, buyer, farrier, and horse show manager.

[1] Refer to the EQS courses listed under Course Descriptions, or contact an advisor for detailed information.

Equine Studies (Certificate)

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Award: Certificate
Degree Code: ESTC
Number of Credits: 25

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This certificate is designed for students interested in developing skills and knowledge that will prepare them for a career in the equine industry. This option is designed for those students who may not be interested in obtaining a degree, or who may wish to set a more-attainable goal while completing a defined course of study.

Required Courses

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
EQS 139	Introductory Basic Horse Handling	2
EQS 142 or EQS 145 or EQS 148	Introduction to Equine Care and Maintenance or Equine Health and Maintenance or Equine Anatomy and Physiology	3
EQS 144	Equine Nutrition and Feeding	3
EQS 146	Introductory Equine Field Study	2
EQS 241 or EQS 243 or EQS 245	Equine Facilities Management or Business Management in the Horse Industry or Equine Pasture and Land Management	3
EQS 242	Equine Reproduction, Evaluation and Selection	3
EQS 248	Equine Pathology	3
SPN 101	Beginning Spanish I	3

Program Outcomes

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

- Demonstrate competence, certainty, and self-assurance when working with horses.
- Apply safe handling techniques, basic care and maintenance techniques, and basic first aid in working with horses.
- Understand the skeletal, muscular, circulatory, respiratory, digestive, urinary, nervous, and endocrine systems of the horse.
- Evaluate a horse's body condition, surroundings, work load, and other factors to develop a proper diet regimen for the best care of the horse.
- Take equine vital signs and recognize symptoms of poor health, disease, and infection.
- Demonstrate the skills necessary for basic horse care and the treatment and prevention of common horse ailments.
- Understand conformation and selection of horses.
- Apply pasture management techniques such as seeding, poisonous weed control, safe fertilization, and determining pasture rotation schedules.
- Apply equine facilities management techniques for stable design, proper hay and grain storage, pasture and turn out options, and indoor/outdoor riding rings.
- Apply skills learned regarding communication, regulation, marketing, staff management, and sales and service in running an equine business.

Equine Studies – Management (Certificate)

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Award: Certificate
Degree Code: ESMC
Number of Credits: 17

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This certificate focuses on business concepts and issues in the operation of equine enterprises. It is designed for those students who may not be interested in obtaining a degree, or who may wish to set a more-attainable goal while completing a defined course of study that provides a broad-based perspective of the Equine industry.

Required Courses

Course Number	Course Title	Credits
BUS 103	Introduction to Business	3
EQS 139	Introductory Basic Horse Handling	2
EQS 142 or EQS 145 or EQS 148	Introduction to Equine Care and Maintenance or Equine Health Maintenance or Equine Anatomy and Physiology	3
EQS 241	Equine Facilities Management	3
EQS 243	Business Management in the Horse Industry	3
SPN 101	Introduction to Spanish	3

Program Outcomes

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

- Demonstrate competence, certainty, and self-assurance when working with horses.
- Apply safe basic care and maintenance techniques, in working with horses and the selection of horses .
- Demonstrate basic knowledge of business systems, management, human resources and marketing.
- Apply equine facilities management techniques for stable design, proper hay and grain storage, pasture and turn out options, and indoor/outdoor riding rings.
- Apply skills learned regarding communication, regulation, staff management, and sales and service in running an equine business.

Geology (Associate of Science)

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Award: Associate of Science
Degree Code: ASGE
Number of Credits: 65

Program Description

This program option prepares students to transfer to a four-year institution for continued study in geology. Geologists apply techniques from many different scientific disciplines in search of new sources of energy-producing materials, additional reserves of mineral resources, and hidden quantities of ground water.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I with Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II with Lab	4
PHY 207	General Physics I with Lab [SL]	5
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 127	Introduction to Statistics [M]	4
SOC SCI	Social Science Electives [2] [SS]	6

Program Requirements

Course Number	Course Title	Credits
GEN ED	General Education Electives	3
MAT 201	Calculus I with Analytic Geometry [M]	4
MAT 202	Calculus II with Analytic Geometry [M]	4
PHY 208	General Physics II with Lab [SL]	4
PSC 120	Physical Geology [SL]	4
PSC 135	Introduction to Climate Science with Lab [SL]	4
PSC 140 or ENV 106 and ENV 116	Introduction to Ocean Studies with Lab [SL] or Introduction to Environmental Science [S] and Environmental Science Lab	4
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
PSC 135	Introduction to Climate Studies with Lab
EGL 101	Freshman Composition
SOC SCI	Social Science Elective
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
Spring I (16-17 credits)	
MAT 201	Calculus I with Analytic Geometry
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
PSC 140 or ENV 106 and ENV 116	Introduction to Ocean Studies with Lab or Introduction to Environmental Science and Introduction to Environmental Science Lab
EGL 102	Composition and Literature
ACT	Activity Elective(s)
Fall II (15-16 credits)	
MAT 202	Calculus II with Analytic Geometry
PHY 207	General Physics I with Lab
SOC SCI	Social Science Elective
GEN ED	General Education Elective
Spring II (17 credits)	
MAT 127	Introduction to Statistics
PHY 208	General Physics II with Lab
PSC 120	Physical Geology
ART/HUM	Arts and Humanities Elective
ACT	Activity Elective

Program Outcomes

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

- Demonstrate a general understanding of the breadth and interdisciplinary nature of the fields included in the physical sciences.
- Understand the physical environment and its relationships with human activities.
- Apply chemical, mathematical, and physical principles to the study of climate, oceans and meteorology.
- Demonstrate an understanding of scientific method, data collection and analysis, use of laboratory and field instrumentation, computer applications, statistical and modeling techniques.
- Apply principles and theories of geologic analysis to identify and categorize the earth's physical structures.
- Utilize critical thinking to examine geologic phenomena.
- Describe the development of the earth's formative processes.
- Identify, collect, and analyze data.
- Use basic field and laboratory instrumentation to perform calculations, tests, and techniques involved in conducting geological research.
- Communicate scientific information in a written and/or verbal format.

Career Opportunities

Mining industry, oil and natural gas industry, mapping sub-surfaces, water resource management, geographer, environmentalist, hydrographer, metallurgist, and seismologist.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.

Horticulture Science (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: HTSS
Number of Credits: 60

Program Description

This program option offers a selection of science and horticultural courses for students wishing to pursue a career or transfer to programs in horticultural sciences and plant biology. This program will serve students interested in the fields of nursery production, greenhouses, landscape construction and contracting, and plant sciences. Consult your advisor or program director for specific course choices related to transfer options.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111 or BIO 130 and BIO 131	General Biology [S] and General Biology Lab or Principles of Biology I [S] and Principles of Biology I Lab	4
CIS 101	Introduction to Computer Concepts [I]	3
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
EGL 101	Freshman Composition [E]	3
MAT	Math Elective [M] (Select from MAT 121, 127, 128 or 201)	3-4
SOC SCI	Social Science Elective [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
BIO 104 and BIO 114	Botany: Introduction to Horticulture [S] and Botany: Introduction to Horticulture Lab	4
BUS	Elective [1]	3
ELECT	Choose from BIO, ENV, VCP or PHE electives	5
HCS 152 and HCS 142	Soils and Fertilizers and Soils and Fertilizers Lab	4
HCS 153	Landscape Construction and Maintenance	3
HCS 154	Botanical Garden Studies	3
HCS 155	Woody Plants Identification I	2
HCS 156	Herbaceous Plants Identification I	2
HCS 160	Woody Plants Identification II	2
HSC 253	Introduction to Landscape Design	3
HCS 161	Herbaceous Plants Identification II	2
SPN 101	Beginning Spanish I [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
BIO 101 and BIO 111 or BIO 130 and BIO 131	General Biology and General Biology Lab or Principles of Biology and Principles of Biology Lab
CIS 101	Introduction to Computer Concepts
EGL 101	Freshman Composition
MAT	Math Elective (Select from MAT 121, 127, 128 or 201)
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
Spring I (15 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
HCS 152 and HCS 142	Soils and Fertilizers and Soils and Fertilizers Lab
HCS 153	Landscape Construction and Maintenance
HCS 156	Herbaceous Plants Identification I
HCS 155	Woody Plants Identification I
Fall II (15 credits)	
BIO 104 and BIO 114	Botany: Introduction to Horticulture and Botany: Introduction to Horticulture Lab
BUS	Business Elective
ELECT	Choose from BIO, ENV, VCP or PHE Electives
SPN 101	Beginning Spanish I
Spring II (13 credits)	
HCS 154	Botanical Garden Studies
HCS 160	Woody Plants Identification II
HCS 161	Herbaceous Plants II
HSC 253	Introduction to Landscape Design
SOC SCI	Social Science Elective

Note: Based on the results of the skills assessments, students will be allowed to register for college-level or developmental courses.

Program Outcomes

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

- Demonstrate an understanding of the classification, structure, reproduction, and propagation of plants.
- Demonstrate an understanding of cultural conditions necessary to support plants and distinguish between appropriate plant choices for sun and shade and various landscape uses.
- Identify plants which are native, non-native, and invasive in the Mid-Atlantic Region.
- Demonstrate an understanding of the composition, fertility, and biology of soil.
- Demonstrate an understanding of the classification of soils, plant nutrients and soil microorganisms.
- Use tools and technology for evaluating the nutrient content of the soil and identify organic and inorganic supplements for amending soil structure.
- Demonstrate an understanding of the diversity of materials, equipment, preparations, and methods of installation used in landscape construction.
- Use basic skills for estimating and completing a landscape assignment, and identify the financial and legal business concerns involved in a landscaping assignment.

Career Opportunities

Landscape technician, state extension specialist, sales representative, educator, and business owner.

[1] Refer to the BUS courses listed under Course Descriptions, or contact an advisor for detailed information.

Horticulture Science (Certificate)

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Award: Certificate
Degree Code: HTSC
Number of Credits: 16

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The Horticultural Science Certificate provides a foundation in the knowledge, skills, and training required for occupations in the horticulture industry or further studies in the plant sciences. Students will identify plants and their cultural requirements, identify landscape uses for plant materials, soil nutrients and amendments, and gain an understanding of the materials, and methods used in landscape construction.

Required Courses

Program Requirements

Course Number	Course Title	Credits
BIO 104 and BIO 114	Botany: Introduction to Horticulture and Botany: Introduction to Horticulture Lab	4
HCS 152	Soils and Fertilizers	3
HCS 153 or HCS 154	Landscaping Construction and Maintenance or Botanical Garden Studies	3

Program Electives

Course Number	Course Title	Credits
HCS 155 or HCS 156 or HCS 160 or HCS 161	Woody Plants Identification I or Herbaceous Plants I or Woody Plants Identification II or Herbaceous Plants II	2

Program Outcomes

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

- Demonstrate an understanding of the classification, structure, reproduction, and propagation of plants.
- Demonstrate an understanding of cultural conditions necessary to support plants and distinguish between appropriate plant choices for sun and shade and various landscape uses.
- Identify plants which are native, non-native, and invasive in the Mid-Atlantic Region.
- Demonstrate an understanding of the composition, fertility, and biology of soil.
- Demonstrate an understanding of the classification of soils, plant nutrients and soil microorganisms.
- Use tools and technology for evaluating the nutrient content of the soil and identify organic and inorganic supplements for amending soil structure.
- Demonstrate an understanding of the diversity of materials, equipment, preparations, and methods of installation used in landscape construction.
- Use basic skills for estimating and completing a landscape assignment, and identify the financial and legal business concerns involved in a landscaping assignment.

Mathematics (Associate of Science)

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Award: Associate of Science
Degree Code: ASMR
Number of Credits: 60

Program Description

This program option prepares students to transfer to a four-year institution for continued study in mathematics, and/or mathematics education. As technology increases, the level of mathematics in the job market also increases.

A two-year degree in mathematics gives students analytical skills that are valued in industry. A four-year degree in mathematics opens doors in many areas not traditionally thought of as mathematical. Business, industry, and government hire people who earn a bachelor's degree in mathematics to provide support services involving analysis modeling or scientific computing. Some students with a bachelor's degree in mathematics continue their education in graduate school, while others enter the teaching profession. The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [1]	6
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
GEN	General Electives	5
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]	4
MAT 246	Introduction to Differential Equations [M]	3
PHY 207	General Physics I with Lab [SL]	5
PHY 208	General Physics II with Lab [SL]	5
SCI	Science Elective with Lab [SL]	4
SOC SCI	Social Science Electives [2] [SS]	6

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
EGL 101	Freshman Composition
MAT 201	Calculus I with Analytic Geometry
SOC SCI	Social Science Elective
SCI	Science Elective with Lab
Spring I (16 credits)	
EGL 102	Composition and Literature
PHY 207	General Physics I with Lab
MAT 127	Introduction to Statistics
MAT 202	Calculus II with Analytic Geometry
Fall II (17-18 credits)	
MAT 203	Multivariable Calculus
MAT 240	Introduction to Linear Algebra
PHY 208	General Physics II with Lab
ARTS/HUM	Arts and Humanities Elective
Spring II (15 credits)	
MAT 246	Introduction to Differential Equations
SOC SCI	Social Science Elective
GEN ED	General Education Electives
ARTS/HUM	Arts and Humanities Elective

Program Outcomes

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

- Effectively use technology, such as Maple and TI-Calculators, to assist in the solving of problems and presentation of results.
- Communicate math effectively both orally and in writing.
- Find limits, derivatives and integrals of algebraic and transcendental functions and use them to solve problems.
- Use the techniques of integration to solve problems, express curves in parametric and polar form, and express functions as a Taylor series.
- Use vectors in 2-, 3-, and higher dimensions in multiple settings, describe curves of surfaces in space, take the limits of functions of several variables, calculate partial derivatives, evaluate multiple integrals to calculate areas, volumes, masses and centers of mass for standard plane regions and solids, compute and apply line integrals, Green's Theorem, and Stokes Theorem.
- Analyze and solve first and second order differential equations, both linear and nonlinear, and systems of differential equations using methods such as phase portraits, slope fields, separation of variables, substitution, Laplace transforms, series representations and eigenvalues, and apply these methods in mathematical modeling.
- Perform matrix algebra, describe vectors and vector spaces, compute determinants, eigenvalues and eigenvectors, understand projections, utilize linear transformations, and solve systems of linear equations.
- Solve problems involving measures of central tendency, measures of variation, graphical representations of data, least squares regression, correlation, probability, probability distributions, sampling techniques, parameter estimation, and hypothesis testing.

Career Opportunities

Actuary, applied mathematician, educator, statistician, computer programming, financial analyst, and economist.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.

Meteorology (Associate of Science)

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Award: Associate of Science
Degree Code: ASMT
Number of Credits: 65

Program Description

This program option prepares students to transfer to a four-year institution for continued study in meteorology. Meteorologists work at deciphering and predicting the behavior of weather, climate change and improving models of weather prediction. The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [1]	3
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
GEN ED	General Education Electives	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 246	Introduction to Differential Equations [M]	3
PHY 207	General Physics I with Lab [SL]	5
PHY 208	General Physics II with Lab [SL]	5
PSC 135	Introduction to Climate Science with Lab [SL]	4
PSC 140	Introduction to Ocean Studies with Lab [SL]	4
PSC 220	Meteorology [SL]	4
SOC SCI	Social Science Electives [2] [SS]	6

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
EGL 101	Freshman Composition
MAT 201	Calculus I with Analytic Geometry
PSC 140	Introduction to Ocean Studies with Lab
Spring I (15-16 credits)	
MAT 127	Introduction to Statistics
MAT 202	Calculus II with Analytic Geometry
GEN ED	General Education Elective
EGL 102	Composition and Literature
PSC 135	Introduction to Climate Science with Lab
Fall II (15 credits)	
MAT 203	Multivariable Calculus
PHY 207	General Physics I with Lab
ART/HUM	Arts and Humanities Elective
SOC SCI	Social Science Elective
ACT	Activity Elective(s)
Spring II (16 credits)	
MAT 246	Introduction to Differential Equations
PHY 208	General Physics II with Lab
PSC 220	Meteorology
SOC SCI	Social Science Elective
ACT	Activity Elective

Program Outcomes

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

- Demonstrate a general understanding of the breadth and interdisciplinary nature of the fields included in the physical sciences.
- Understand the physical environment and its relationships with human activities.
- Apply chemical, mathematical, and physical principles to the study of climate, oceans and meteorology.
- Demonstrate an understanding of scientific method, data collection and analysis, use of laboratory and field instrumentation, computer applications, statistical and modeling techniques.
- Apply principles and theories of math, physics, chemistry and environmental studies to the study of meteorology.
- Integrate concepts of local and global climate as well as ocean studies to their relationship with weather phenomena.
- Utilize critical thinking to identify, collect and analyze data.
- Perform calculations, tests and techniques involved in the conduction of meteorological research.
- Use basic field and laboratory instrumentation.
- Communicate scientific information in a written and/or verbal format.

Career Opportunities

Government agencies, military, education, broadcasting, consulting, NOAA, NASA, and atmospheric research.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.

Ocean Studies (Associate of Science)

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Award: Associate of Science
Degree Code: ASOS
Number of Credits: 64-66

Program Description

This program option prepares students to transfer to a four-year institution for continued study in ocean sciences and coastal studies. Ocean scientists use their knowledge and skills to answer questions about the ocean system and the atmosphere.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Elective [1] [H]	3
BIO 130 and BIO 131	Principles of Biology I [S] and Principles of Biology I Lab	4
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
PHY 181 or PHY 207	Introductory College Physics I with Lab [SL] or General Physics I with Lab [SL]	4-5
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 127	Introduction to Statistics [M]	4
SOC SCI	Social Science Electives [2] [SS]	6

Program Requirements

Course Number	Course Title	Credits
BIO 132 and BIO 133	Principles of Biology II [S] and Principles of Biology II Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
MAT 201	Calculus I with Analytic Geometry [M]	4
PHY 182 or PHY 208	Introductory College Physics II with Lab [SL] or General Physics II with Lab [SL]	4-5
PSC 135	Introduction to Climate Science with Lab [SL]	4
PSC 140	Introduction to Ocean Studies with Lab [SL]	4
PSC 220	Meteorology [SL]	4
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
BIO 130 and BIO 131	Principles of Biology I and Principles of Biology I Lab
PSC 135	Introduction to Climate Science with Lab
EGL 101	Freshman Composition
Spring I (15 credits)	
MAT 201	Calculus I with Analytic Geometry
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
BIO 132 and BIO 133	Principles of Biology II and Principles of Biology II Lab
EGL 102	Composition and Literature
Fall II (18-19 credits)	
PHY 181 or PHY 207	Introductory College Physics I with Lab or General Physics I with Lab
PSC 140	Introduction to Ocean Studies with Lab
SOC SCI	Social Science Elective
ART/HUM	Arts and Humanities Elective
ACT	Activity Elective(s)
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
Spring II (16 credits)	
MAT 127	Introduction to Statistics
PHY 182 or PHY 208	Introductory College Physics II with Lab or General Physics II with Lab
PSC 220	Meteorology
SOC SCI	Social Science Elective
ACT	Activity Elective

Program Outcomes

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

- Demonstrate a general understanding of the breadth and interdisciplinary nature of the fields included in the physical sciences.
- Understand the physical environment and its relationships with human activities.
- Apply chemical, mathematical, and physical principles to the study of climate, oceans and meteorology.
- Demonstrate an understanding of scientific method, data collection and analysis, use of laboratory and field instrumentation, computer applications, statistical and modeling techniques.
- Apply principles and theories of biology, physics and chemistry to ocean and climate phenomena.
- Utilize critical thinking to identify, collect and analyze data.
- Describe and utilize the techniques involved in conducting research.
- Use basic field and laboratory instrumentation.
- Communicate scientific information in a written and/or verbal format.

Career Opportunities

Geological, physical, chemical or biological oceanographer, marine biologist, fisheries scientist, marine archaeologist, and marine policy expert.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.

Physics (Associate of Science)

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PROGRAM REVISION

Please note that this program has been revised. These changes have been approved after August 25, 2017, the official publish date of this document. Refer to the addendum for more information.

Award: Associate of Science
Degree Code: ASPS
Number of Credits: 65-66

Program Description

This program option prepares students to transfer to a four-year institution for continued study in physics. A physicist's work ranges from basic research into the subatomic realm to the dynamics of galaxies as well as the practical development of devices and instruments. Students with a bachelor's degree in physics may continue their education or enter industry.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
GEN ED	General Education Elective	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 240	Introduction to Linear Algebra [M]	4
MAT 246	Introduction to Differential Equations [M]	3
PHE 221 or PHE 225 or PHE 285	Thermodynamics or Digital Electronics and Instrumentation or Principles of Electric Circuits	3-4
PHY 207	General Physics I with Lab [SL]	5
PHY 208	General Physics II with Lab [SL]	5
PHY 209	General Physics III with Lab [SL]	5
SOC SCI	Social Science Electives [2] [SS]	6

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
MAT 201	Calculus I with Analytic Geometry
PHY 207	General Physics I with Lab
EGL 101	Freshman Composition
Spring I (17 credits)	
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
MAT 202	Calculus II with Analytic Geometry
PHY 208	General Physics II with Lab
EGL 102	Composition and Literature
ACT	Activity Elective(s)
Summer I (5 credits)	
PHY 209	General Physics III with Lab
Fall II (15-16 credits)	
MAT 246	Introduction to Differential Equations
PHE 225	Digital Electronics and Instrumentation [3]
PHE 221	Thermodynamics [3]
GEN ED	General Education Elective
ARTS/HUM	Arts and Humanities Elective
SOC SCI	Social Science Elective
Spring II (12-16 credits)	
MAT 203	Multivariable Calculus
MAT 240	Introduction to Linear Algebra
PHE 285	Principles of Electronic Circuits [3]
SOC SCI	Social Science Elective
ACT	Activity Elective(s)

Program Outcomes

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

- Demonstrate a firm understanding of the principles of physics and the ability to apply these principles to problems of both fundamental and practical interest.
- Utilize knowledge of mathematics to solve applied problems.
- Recognize basic connections of all of the scientific disciplines.
- Design and conduct experiments.
- Analyze and interpret data.
- Identify, formulate, and solve technical problems.

Career Opportunities

Astronomer, computer programmer, physicist, teaching, research and development, and engineering.

[1] Selection may not include EGL designation.
[2] Courses must be from two different disciplines.
[3] Students must choose one course from PHE 221, PHE 225, or PHE 285.

Early Childhood Education (Associate of Arts in Teaching)

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Award: Associate of Arts in Teaching
Degree Code: ENAT
Number of Credits: 60

Program Description

This degree provides the first two years of college for students preparing to become Early Childhood Education Teachers. It is designed for students desiring to transfer to a four-year college or university to earn a bachelor's degree in Early Childhood Teacher Education. This degree has been articulated with all of the transfer programs in Early Childhood Education in the State of Maryland. To earn the AAT degree, students must graduate with a 2.75 GPA and pass the Praxis Core Academic Skills for Educators (CORE)[1] test.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST 201 or HST 202	United States History I [H] or United States History II [H]	3
MAT 127	Introduction to Statistics [M]	4
PSC 105	General Physical Science with Lab [SL]	4
PSY 101	Introduction to Psychology [SS]	3
PSY 203	Child Growth and Development [SS]	3
SPH 141	Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ART 195	Integrated Arts	3
EDU 131	Principles of Early Childhood Education	3
EDU 132	Early Childhood Curriculum and Methods	3
EDU 202	Principles of Early Childhood - Field Experience	1
EDU 210	Processes and Acquisitions of Reading	3
EDU 250	Classroom Management	3
EDU 251	Introduction to Exceptional Children and Youth [2]	3
MAT 133	Mathematical Concepts and Structures I	4
MAT 134	Mathematical Concepts and Structures II	4
PSY 207	Educational Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
EGL 101	Freshman Composition
MAT 133	Mathematical Concepts and Structures I
PSY 101	Introduction to Psychology
EDU 131	Principles of Early Childhood Education
EDU 202	Principles of Early Childhood - Field Experience
HST 201 or HST 202	United States History I or United States History II
Spring I (17 credits)	
EGL 102	Composition and Literature
MAT 134	Mathematical Concepts and Structures II
PSC 105	General Physics Science with Lab
EDU 203	Early Childhood Curriculum and Methods - Field Experience
SPH 141	Public Speaking
Fall II (14 credits)	
BIO 101 and BIO 111	General Biology and General Biology Lab
MAT 127	Introduction to Statistics
EDU 250	Classroom Management
PSY 203	Child Growth and Development
Spring II (12 credits)	
ART 195	Integrated Arts
EDU 210	Processes and Acquisitions of Reading
EDU 251	Introduction to Exceptional Children and Youth
PSY 207	Educational Psychology

Program Outcomes

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

- Identify the policies, issues, trends, and historical events in the field of early childhood education.
- Describe the theories and principles of child development and learning and apply the theories and principles to their classroom teaching.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to children with disabilities.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate understanding of content areas and apply developmentally appropriate approaches to enhance children's learning and development.
- Identify and explain the models of classroom and behavior management.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Identify and conduct themselves as early childhood professionals who use ethical guidelines and National Association for the Education of Young Children standards.
- Demonstrate excellent written, verbal, critical thinking, and problem-solving skills.
- Demonstrate progress toward mastery of the Maryland Technology Standards.

Career Opportunities

Child care center staffing, director of center, elementary teacher's assistant, and family child care provider. Successful completers may continue their education and become teachers.

[1] For more information about the CORE test and qualifying SAT, GRE, or ACT scores, students should contact the Education Department Chair or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

Elementary Education (Associate of Arts in Teaching)

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Award: Associate of Arts in Teaching
Degree Code: ERAT
Number of Credits: 60

Program Description

This degree provides the first two years of college for students preparing to become Elementary Education Teachers. It is designed for students desiring to transfer to a four-year college or university to earn a bachelor's degree in Elementary Teacher Education. This degree has been articulated with all of the transfer programs in Elementary Education in the State of Maryland. To earn the AAT degree, students must graduate with a 2.75 GPA and pass the Praxis Core Academic Skills for Educators (CORE)[1] test.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
GEO 101	Physical Geography [SS]	3
HST 201 or HST 202	United States History I [H] or United States History II [H]	3
MAT 127	Introduction to Statistics [M]	4
PSC 105	General Physical Science with Lab [SL]	4
PSY 101	Introduction to Psychology [SS]	3
PSY 203	Child Growth and Development	3
SPH 141	Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ART 195	Integrated Arts	3
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education – Field Experience	1
EDU 210	Processes and Acquisitions of Reading	3
EDU 250	Classroom Management	3
EDU 251	Introduction to Exceptional Children and Youth [2]	3
MAT 133	Mathematical Concepts and Structures I	4
MAT 134	Mathematical Concepts and Structures II	4
PSY 207	Educational Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I	(14 credits)
EGL 101	Freshman Composition
MAT 133	Mathematical Concepts and Structures I
PSY 101	Introduction to Psychology
EDU 101	Introduction to Education
EDU 102	Introduction to Education - Field Experience
Spring I	(16 credits)
EGL 102	Composition and Literature
MAT 134	Mathematical Concepts and Structures II
EDU 251	Introduction to Exceptional Children and Youth
HST 201 or HST 202	History of the United States (to reconstruction) or History of the United States II (reconstruction to the present)
SPH 141	Public Speaking
Fall II	(14 credits)
BIO 101 and BIO 111	General Biology and General Biology Lab
EDU 210	Processes and Acquisitions of Reading
MAT 127	Introduction to Statistics
PSY 203	Child Growth and Development
Spring II	(16 credits)
ART 195	Integrated Arts
PSY 207	Educational Psychology
EDU 250	Classroom Management
GEO 101	Physical Geography
PSC 105	General Physical Science with Lab

Program Outcomes

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

- Identify the policies, issues, trends, and historical events in the field of early childhood education.
- Describe the theories and principles of child development and learning and apply the theories and principles to their classroom teaching.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to children with disabilities.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate understanding of content areas and apply developmentally appropriate approaches to enhance children's learning and development.
- Identify and explain the models of classroom and behavior management.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Identify and conduct themselves as early childhood professionals who use ethical guidelines and National Association for the Education of Young Children standards.
- Demonstrate excellent written, verbal, critical thinking, and problem-solving skills.
- Demonstrate progress toward mastery of the Maryland Technology Standards.

Career Opportunities

Elementary teacher, reading specialist, resource teacher, and camp director.

[1] For more information about the CORE test and qualifying SAT, GRE, or ACT scores, students should contact the Education Department Chair or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

Secondary Education (Associate of Arts)

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Award: Associate of Arts
Degree Code: ESER
Number of Credits: 60

Program Description

This degree option provides the first two years of college for students preparing to become secondary education teachers. To earn the A.A. degree, students must graduate with a 2.75 GPA pass the Praxis I Exam[1] (or an approved alternative test equivalency) and successfully complete a professional portfolio approved by the Director of Teacher Education. All students who enroll in this program should work closely with their advisor and the Director of Teacher Education. Changes in the program requirements at four-year institutions may affect the transferability of credits earned in the program.

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

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education - Field Experience	1
EDU 207	Educational Psychology - Field Experience	1
EDU 251	Introduction to Exceptional Children and Youth [2]	3
EDU 253	Introduction to Exceptional Children and Youth - Field Experience [2]	1
EGL 263	Teaching Reading in the Secondary Content Area, Part I	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
ELECT	Discipline Electives [3]	12
HST 201 or HST 202	United States History I [H] or United States History II [H]	3
MAT	Math Elective [M]	3-4
PSC 105	General Physical Science with Lab [SL]	4
PSY 101	Introduction to Psychology [SS]	3
PSY 203	Child Growth and Development	3
PSY 207	Educational Psychology	3
SOC SCI	Social Science Elective [4] [SS]	3
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (13 credits)	
EDU 101	Introduction to Education
EDU 102	Introduction to Education - Field Experience
EGL 101	Freshman Composition
ELECT	Discipline Elective
Spring I (16-17 credits)	
EGL 102	Composition and Literature
ELECT	Discipline Elective
MAT	Math Elective
PSC 105	General Physical Science with Lab
PSY 101	Introduction to Psychology
Fall II (17 credits)	
BIO 101 and BIO 111	General Biology and General Biology Lab
EDU 251	Introduction to Exceptional Children and Youth
EDU 253	Introduction to Exceptional Children and Youth - Field Experience
EDU 263	Teaching Reading in the Secondary Content Area, Part I
ELECT	Discipline Elective
PSY 203	Child Growth and Development
Spring II (13 credits) [5]	
HST 201 or HST 202	United States History I or United States History II
EDU 207	Educational Psychology - Field Experience
PSY 207	Educational Psychology
SOC SCI	Social Science Elective
SPH 141	Public Speaking

Program Outcomes

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

- Identify major historical events in education and analyze the impact of those events with current educational trends.
- Identify the policies, issues, trends, and historical events in the field of secondary education.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to disabilities and cultural and linguistic diversity.
- Demonstrate progress toward mastery of the Maryland Technology Standards.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Develop excellent written, verbal, critical thinking, and problem solving skills.

Career Opportunities

Middle and high school teacher (subject specific, such as math, science or English), tutoring , counseling, librarian, research, and curriculum and textbook review.

[1] The Praxis I Exam should be taken after completing 45 credits. For more information about the Praxis I Exam, students should contact the Director of Teacher Education or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
[3] Student should select four electives that relate to their intended area of concentration as a secondary level teacher.
[4] Social Science Elective must be a course designation other than PSY. [5] A discipline elective is "optional" in the Spring II semester since students are required to complete a minimum of 9 credits for discipline electives (9–12 credits).

Secondary Education – Chemistry (Associate of Arts in Teaching)

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Award: Associate of Arts in Teaching
Degree Code: SCAT
Number of Credits: 66

Program Description

This degree provides the first two years of college for students preparing to become secondary chemistry teachers. Students completing the Associate of Arts in Teaching (AAT) degree are eligible for admission to Maryland's four-year colleges' or universities' Secondary Teacher Education Programs in Chemistry. To earn the AAT degree, students must graduate with a 2.75 GPA, pass the Praxis Core Academic Skills for Educators (CORE) test[1] (or an approved alternative test equivalency) and successfully complete a professional portfolio approved by the Director of Teacher Education. The computer literacy requirement will be met throughout the course work in degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
CHM 203	Organic Chemistry I with Lab	4
CHM 204	Organic Chemistry II with Lab	4
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education - Field Experience	1
EDU 207	Educational Psychology - Field Experience	1
EDU 251	Introduction to Exceptional Children and Youth [2]	3
EDU 253	Introduction to Exceptional Children and Youth - Field Experience [2]	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 I 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 [3] [SS]	3
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (18 credits)	
EGL 101	Freshman Composition
MAT 201	Calculus I with Analytical Geometry
PSY 101	Introduction to Psychology
EDU 101	Foundations of Education
EDU 102	Foundations of Education - Field Experience
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
Spring I (18 credits)	
EGL 102	Composition and Literature
PSY 203	Child Growth and Development
MAT 202	Calculus II with Analytic Geometry
PSY 207	Educational Psychology
EDU 207	Educational Psychology - Field Study
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
Fall II (17-18 credits)	
ACT	Activity Elective(s)
EDU 251	Introduction to Exceptional Children and Youth
EDU 253	Introduction to Exceptional Children and Youth - Field Study
PHY 207	General Physics I with Lab
CHM 203	Organic Chemistry I with Lab
SPH 141	Public Speaking
Spring II (13-14 credits)	
SOC SCI	Social Science Elective
PHY 208	General Physics II with Lab
CHM 204	Organic Chemistry II with Lab
ACT	Activity Elective(s)

Program Outcomes

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

- Identify major historical events in education and analyze the impact of those events with current educational trends.
- Identify the policies, issues, trends, and historical events in the field of secondary education.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to disabilities and cultural and linguistic diversity.
- Demonstrate progress toward mastery of the Maryland Technology Standards.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Develop excellent written, verbal, critical thinking, and problem solving skills.
- Demonstrate an understanding of chemistry and the ability to apply developmentally appropriate approaches to enhance children's learning and development.
- Demonstrate proficiency in the application of chemistry through the level of organic chemistry.

Career Opportunities

Middle and high school teacher, research, and curriculum and textbook review.

[1] The Praxis Core Academic Skills for Educators (CORE) test should be taken after completing 45 credits. For more information about the Core test, students should contact the Director of Teacher Education or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
[3] Social Science Elective must be a course designation other than PSY.

Secondary Education – English (Associate of Arts in Teaching)

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Award: Associate of Arts in Teaching
Degree Code: SEAT
Number of Credits: 64-65

Program Description

This degree provides the first two years of college for students preparing to become secondary English teachers. Students completing the Associate of Arts in Teaching (AAT) degree are eligible for admission to Maryland's four-year colleges' or universities' Secondary Teacher Education Programs in English. To earn the AAT degree, students must graduate with a 2.75 GPA, pass the Praxis I Exam[1] (or approved alternative test equivalency) and successfully complete a professional portfolio approved by the Director of Teacher Education.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
CIS 101	Introduction to Computer Concepts [I]	3
BIO or ENV	Biological Science Elective with Lab [S/SL] or Environmental Science Elective with Lab [S/SL]	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST 101	Western Civilization I [H]	3
MAT	Math Elective [M]	3-4
PSC 105	General Physical Science with Lab [SL]	4
PSY 101	Introduction to Psychology [SS]	3
SOC 101	Introduction to Sociology [SS]	3
SPH 141	Public Speaking [H]	3
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education - Field Experience	1
EDU 207	Educational Psychology - Field Experience	1
EDU 251	Introduction to Exceptional Children and Youth [2]	3
EDU 253	Introduction to Exceptional Children and Youth - Field Experience [2]	1
EDU 263	Teaching Reading in the Secondary Content Area, Part I	3
EDU 264	Teaching Reading in the Secondary Content Area, Part II	3
EGL 203 or EGL 204	British Lit. to 18th c. [H] or British Lit. 18th c. to Present [H]	3
EGL 205	American Lit. to 1865 [H]	3
EGL 206	American Lit. 1865 to Present [H]	3
EGL 209	Introduction to African-American Literature [H]	3
PSY 207	Educational Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
ACT	Activities Electives
EDU 101	Foundations of Education
EDU 102	Foundations of Education - Field Experience
EGL 101	Freshman Composition
PSY 101	Introduction to Psychology
SPH 141	Public Speaking
Spring I (16-17 credits)	
CIS 101	Introduction to Computer Concepts
EDU 251	Introduction to Exceptional Children and Youth
EDU 253	Introduction to Exceptional Children and Youth - Field Study
EGL 102	Composition and Literature
HST 101	Western Civilization I
MAT	Math Elective
Fall II (16 credits)	
EDU 263	Teaching Reading in the Secondary Content Area, Part I
EGL 203 or EGL 204	British Lit. to 18th c. or British Lit. 18th c. to Present
EGL 205	American Lit. to 1865
PSC 105	General Physical Science with Lab
SOC 101	Introduction to Sociology
Spring II (17 credits)	
BIO or ENV	Biological Science Elective with Lab or Environmental Science Elective with Lab
EDU 207	Educational Psychology - Field Experience
EDU 264	Teaching Reading in the Secondary Content Area, Part II
EGL 206	American Lit. 1865 to Present
EGL 209	Introduction to African-American Literature
PSY 207	Educational Psychology

Program Outcomes

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

- Identify major historical events in education and analyze the impact of those events with current educational trends.
- Identify the policies, issues, trends, and historical events in the field of secondary education.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to disabilities and cultural and linguistic diversity.
- Demonstrate progress toward mastery of the Maryland Technology Standards.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Develop excellent written, verbal, critical thinking, and problem solving skills.
- Demonstrate an understanding of the various components of English and the ability to apply developmentally appropriate approaches to enhance children's learning and development.

Career Opportunities

Middle and high school teacher, research, and curriculum and textbook review.

[1] The Praxis I Exam should be taken after completing 45 credits. For more information about the Praxis I Exam, students should contact the Director of Teacher Education or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

Secondary Education – Mathematics (Associate of Arts in Teaching)

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Award: Associate of Arts in Teaching
Degree Code: SMAT
Number of Credits: 65-66

Program Description

This degree provides the first two years of college for students preparing to become secondary mathematics teachers. Students completing the Associate of Arts in Teaching (AAT) degree are eligible for admission to Maryland's four-year colleges' or universities' Secondary Teacher Education Programs in Mathematics. To earn the AAT degree, students must graduate with a 2.75 GPA, pass the Praxis Core Academic skills for Educators (CORE) test[1] (or an approved alternative test equivalency) and successfully complete a professional portfolio approved by the Director of Teacher Education.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
BIO or CHM	Biological Elective [S/SL] or Chemistry Elective [S/SL]	3-4
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education - Field Experience	1
EDU 207	Educational Psychology - Field Experience	1
EDU 251	Introduction to Exceptional Children and Youth [2]	3
EDU 253	Introduction to Exceptional Children and Youth - Field Experience [2]	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]	4
PHY 207	General Physics I 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 [3] [SS]	3
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
EGL 101	Freshman Composition
MAT 127	Introduction to Statistics
PSY 101	Introduction to Psychology
EDU 101	Foundations of Education
EDU 102	Foundations of Education - Field Experience
SPH 141	Public Speaking
Spring I (14 credits)	
EGL 102	Composition and Literature
PSY 203	Child Growth and Development
MAT 201	Calculus I with Analytic Geometry
PSY 207	Educational Psychology
EDU 207	Educational Psychology - Field Experience
Fall II (17-19 credits)	
ACT	Activity Elective(s)
MAT 202	Calculus II with Analytic Geometry
PHY 207	General Physics I with Lab
EDU 251	Introduction to Exceptional Children and Youth
EDU 253	Introduction to Exceptional Children and Youth - Field Study
BIO or CHM	Biology Elective or Chemistry Elective
Spring II (17-18 credits)	
SOC SCI	Social Science Elective
PHY 208	General Physics II with Lab
MAT 203	Multivariable Calculus
MAT 240	Introduction to Linear Algebra
ACT	Activity Elective(s)

Program Outcomes

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

- Identify major historical events in education and analyze the impact of those events with current educational trends.
- Identify the policies, issues, trends, and historical events in the field of secondary education.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to disabilities and cultural and linguistic diversity.
- Demonstrate progress toward mastery of the Maryland Technology Standards.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Demonstrate an understanding of the various components of mathematics and the ability to apply developmentally appropriate approaches to enhance children's learning and development.
- Demonstrate proficiency in the application of mathematics through the level of multivariable calculus.

Career Opportunities

Middle and high school teacher, research, and curriculum and textbook review.

[1] The Praxis Core Academic Skills for Educators (CORE) test should be taken after completing 45 credits. For more information about the Core test, students should contact the Director of Teacher Education or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
[3] Social Science Elective must be a course designation other than PSY.

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Award: Associate of Arts
Degree Code: ESMU
Number of Credits: 68

Program Description

This program option provides the first two years of college for students preparing to become music education teachers. Students must graduate with a 2.75 GPA, pass the Praxis Core Academic Skills for Educators (CORE) test[1] (or an approved alternative test equivalency) and successfully complete a professional portfolio approved by the Director of Teacher Education. All students who enroll in this program should work closely with their advisor and the Director of Teacher Education.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology [S] and General Biology Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST 201 or HST 202	United States History I [H] or United States History II [H]	3
MAT 127	Introduction to Statistics [M]	4
PSC 105	General Physical Science with Lab [SL]	4
PSY 101	Introduction to Psychology [SS]	3
SOC SCI	Social Science Elective [2] [SS]	3
SPH 141	Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education - Field Experience	1
EDU 207	Educational Psychology - Field Experience	1
EDU 251	Introduction to Exceptional Children and Youth	3
EDU 253	Introduction to Exceptional Children and Youth - Field Experience	1
MUC 102	Piano Class I	1
MUC 114	Piano Class II	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	Music Ensemble Electives [3]	4
MUL	Music Individual Lesson Electives [4]	4
PSY 207	Educational Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
EDU 101	Introduction to Education
EDU 102	Introduction to Education - Field Experience
EGL 101	Freshman Composition
MUC 102	Piano Class I
MUC 110	Music Theory & Musicianship I
MUC	Music Ensemble Elective
MUL	Music Individual Lesson Elective
SOC SCI	Social Science Elective
Spring I (17 credits)	
EGL 102	Composition and Literature
MUC 111	Music Theory & Musicianship II
MUC 114	Piano Class II
MUC	Music Ensemble Elective
MUL	Music Individual Lesson Elective
PSC 105	General Physical Science with Lab
PSY 101	Introduction to Psychology
Fall II (17 credits)	
BIO 101 and BIO 111	General Biology and General Biology Lab
EDU 251	Introduction to Exceptional Children and Youth
EDU 253	Introduction to Exceptional Children and Youth - Field Experience
MUC 210	Music Theory & Musicianship III
MUC	Music Ensemble Elective
MUL	Music Individual Lesson Elective
SPH 141	Public Speaking
Spring II (16 credits)	
HST 201 or HST 202	United States History I or United States History II
EDU 207	Educational Psychology - Field Experience
MAT 127	Introduction to Statistics
MUC 211	Music Theory & Musicianship IV
MUC	Music Ensemble Elective
MUL	Music Individual Lesson Elective
PSY 207	Educational Psychology

Program Outcomes

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

- Identify major historical events in education and analyze the impact of those events with current educational trends.
- Identify the policies, issues, trends, and historical events in the field of elementary education.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to children with disabilities.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Develop excellent written, verbal, critical thinking, and problem solving skills.
- Demonstrate progress toward mastering the INTASC Standards.
- Demonstrate understanding of content areas and apply developmentally appropriate approaches to enhance children's learning and development.
- Demonstrate proficiency at the intermediate level on their main instrument or vocal part.
- Demonstrate an understanding of the basic principles of tonal harmony.
- Demonstrate functional proficiency in aural theory (ear training) and sight singing.
- Demonstrate proper use of basic hardware and software tools of music technology.
- Demonstrate an understanding of classroom teaching in the music field.

Career Opportunities

Education, performance, composing and arranging, conducting, music therapy, recording industry, and communications.

[1] The Praxis Core Academic Skills for Educators (CORE) test should be taken after completing 45 credits. For more information about the Core test, students should contact the Director of Teacher Education or go to www.ets.org/praxis.
[2] Social Science Elective must be a course designation other than PSY.
[3] Electives include Chamber Choir, Chamber Ensemble, Band, Orchestra, or other approved elective. Please see current Cecil College course schedule for available ensembles or contact the music faculty for more information.
[4] Electives include individual lessons in Voice, Piano, String Instruments, Woodwind Instruments, Brass Instruments, Percussion/Drums, Guitar, Classical Guitar, Jazz Guitar, Songwriting/Composition or other approved elective. Please see current Cecil College course schedule for available courses or contact the music faculty for more information.

Secondary Education – Physics (Associate of Arts in Teaching)

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Award: Associate of Arts in Teaching
Degree Code: SPAT
Number of Credits: 66

Program Description

This degree provides the first two years of college for students preparing to become secondary physics teachers. Students completing the Associate of Arts in Teaching (AAT) degree are eligible for admission to Maryland's four year colleges' or universities' Secondary Teacher Education Programs in Physics. To earn the AAT degree, students must graduate with a 2.75 GPA, pass the Praxis Core Academic Skills Educators (CORE) test[1] (or an approved alternative test equivalency) and successfully complete a professional portfolio approved by the Director of Teacher Education. The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ACT	Activity Electives	2
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
PSC	General Physical Science with Lab Elective [SL]	4
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education - Field Experience	1
EDU 207	Educational Psychology - Field Experience	1
EDU 251	Introduction to Exceptional Children and Youth [2]	3
EDU 253	Introduction to Exceptional Children and Youth - Field Experience [2]	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	Introduction to Differential Equations [M]	3
PHY 207	General Physics I 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 [3] [SS]	3
SPH 141	Public Speaking [H]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (17 credits)	
EGL 101	Freshman Composition
MAT 201	Calculus I with Analytical Geometry
PSY 101	Introduction to Psychology
EDU 101	Foundations of Education
EDU 102	Foundations of Education - Field Experience
SPH 141	Public Speaking
Spring I (16 credits)	
PHY 207	General Physics I with Lab
EGL 102	Composition and Literature
MAT 202	Calculus II with Analytic Geometry
PSY 207	Educational Psychology
EDU 207	Educational Psychology - Field Study
Fall II (17-18 credits)	
ACT	Activity Elective(s)
PSY 203	Child Growth and Development
MAT 203	Calculus II with Analytic Geometry
EDU 251	Introduction to Exceptional Children and Youth
EDU 253	Introduction to Exceptional Children and Youth - Field Study
PHY 208	General Physics II with Lab
Spring II (16-17 credits)	
SOC SCI	Social Science Elective
ACT	Activity Elective(s)
MAT 246	Introduction to Differential Equations
PHY 209	General Physics III with Lab
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
PSC	General Physical Science with Lab Elective

Program Outcomes

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

- Identify major historical events in education and analyze the impact of those events with current educational trends.
- Identify the policies, issues, trends, and historical events in the field of secondary education.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children and adolescents, with specific consideration to disabilities and cultural and linguistic diversity.
- Demonstrate progress toward mastery of the Maryland Technology Standards.
- Identify the current and inclusive philosophies for differentiating instruction to analyze, improve, and facilitate instruction for diverse learners.
- Demonstrate progress toward mastering the Interstate Teacher Assessment and Support Consortium (InTASC) Standards.
- Demonstrate an understanding of the various components of physics and the ability to apply developmentally appropriate approaches to enhance children's learning and development.
- Demonstrate proficiency in the application of mathematics through the level of general calculus physics III.

Career Opportunities

Middle and high school teacher, research, and curriculum and textbook review.

[1] The Praxis Core Academic Skills for Educators (CORE) test should be taken after completing 45 credits. For more information about the Core test, students should contact the Director of Teacher Education or go to www.ets.org/praxis.
[2] The Introduction to Exceptional Children and Youth course required by Cecil College is a necessary requirement of the Teacher Education Program but may not be sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
[3] Social Science Elective must be a course designation other than PSY.

Basic Photography (Certificate)

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Award: Certificate
Degree Code: BAPC
Number of Credits: 15-16

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This Certificate prepares students for apprenticeship employment in photography or digital imaging. Job titles include assistant photographer, lab technician, digital imager, and photographic retail sales representative. Employment responsibilities in these areas include: photographing, digital imaging, and sales. The Certificate program courses can be used in satisfying degree program requirements.

Required Courses

Program Requirements

Course Number	Course Title	Credits
VCP 101	Photography I	4
VCP 111	Studio Photography I	4

Program Elective

Select 7-8 credits from the following:

Course Number	Course Title	Credits
ART 180	Basic Photography	3
VCP 110	Portrait Photography	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 222	Photojournalism I	4
VCP 223	Photojournalism II	4
VCP 224	Nature and Wildlife Photography	4
VCP 233	Fictional Photography	4
VCP 270	Portfolio Production I	4
VCP 271	Portfolio Production II	4

Program Outcomes

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

- Demonstrate a basic understanding of industry standard equipment, techniques, and technologies specific to the practice of photography.
- Demonstrate the ability to create a portfolio of photographic images.

Digital Imaging (Certificate)

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Award: Certificate
Degree Code: VDIC
Number of Credits: 15-16

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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.

Required Courses

Program Requirements

Course Number	Course Title	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 from the following:

Course Number	Course Title	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 I	4
VCP 210	Video Production I	4
VCP 212	Video Production II	4
VCP 222	Photojournalism I	4
VCP 230	Graphic Design Studio	4

Program Outcomes

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

- Demonstrate planning and production of digital images.
- Demonstrate the ability to meet deadlines.
- Use industry standard technology in the execution of digital images.
- Produce a portfolio of digital images.

Photography Lab (Certificate)

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Award: Certificate
Degree Code: PLTC
Number of Credits: 23-24

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This certificate 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.

Required Courses

Program Requirements

Course Number	Course Title	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

Program Electives

Select 7-8 credits from the following:

Course Number	Course Title	Credits
ART 180	Basic Photography	3
VCP 189	Basic Internship	4
VCP 211	Studio Photography II	4
VCP 222	Photojournalism I	4

Program Outcomes

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

- Demonstrate an understanding of industry standard equipment, techniques, and technologies specific to the practice of photo editing.
- Understand basic lighting techniques for both natural and constructed scenes on location or in a studio setting.
- Communicate with a visual vocabulary to interpret photographic works and design principles appropriate to the practice of image-based media .
- Demonstrate the ability to create a professional portfolio of photographic images.

Portfolio Production (Certificate)

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Award: Certificate
Degree Code: POPC
Number of Credits: 27-28

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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 and marketing. The certificate courses may be used in satisfying degree requirements.

Required Courses

Program Requirements

Course Number	Course Title	Credits
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2

Program Electives

Select 15-16 credits from the following:

Course Number	Course Title	Credits
ART 180	Basic Photography	3
VCP 110	Portrait Photography	4
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 136	Multimedia Production I	4
VCP 211	Studio Photography II	4
VCP 222	Photojournalism I	4
VCP 224	Nature and Wildlife Photography	4
VCP 230	Graphic Design Studio	4
VCP 233	Fictional Photography	4
VCP 270	Portfolio Production I	4
VCP 271	Portfolio Production II	4
VCP 279	Professional Portfolio Production	4

Program Outcomes

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

- Demonstrate an understanding of industry standard equipment, techniques, and technologies specific to the practice of photography.
- Understand basic lighting techniques for both natural and constructed scenes on location or in a studio setting.
- Achieve a basic understanding of the historical, political, and social context in which photographic images are created and viewed.
- Communicate with a visual vocabulary to interpret photographic works and design principles appropriate to the practice of image-based media.
- Demonstrate the ability to create a professional portfolio of photographic images.

Professional Photography (Certificate)

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Award: Certificate
Degree Code: PPHC
Number of Credits: 40

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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; photographing, digital imaging, and videography.

The certificate program courses can be used in satisfying degree requirements.

Required Courses

Program Requirements

Course Number	Course Title	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 VCP 289	Professional Portfolio Production or Internship I	4

Program Electives

Select 8 credits from the following:

Course Number	Course Title	Credits
VCP 110	Portrait Photography	4
VCP 119	Digital Imaging IV	4
VCP 222	Photojournalism I	4
VCP 233	Fictional Photography	4
VCP 224	Nature and Wildlife Photography	4

Program Outcomes

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

- Demonstrate an understanding of industry standard equipment, techniques, and technologies specific to the practice of photography.
- Demonstrate an understanding of the historical, political and social context in which photographic images are created and viewed.
- Interpret contemporary theory and forms and the contextualization of photography within the larger world of the arts.
- Critically analyze and evaluate examples of photographic art.
- Execute efficient lighting techniques for both natural and constructed scenes on location or in a studio setting.
- Demonstrate a thorough knowledge of industry standard equipment, techniques, and workflows specific to the practice of photography.
- Achieve an understanding of the historical, political, and social context in which photographic images are created and viewed.
- Communicate with a visual vocabulary to interpret photographic works, theory, and design principles appropriate to the practice of image-based media in both the fine art and commercial fields .
- Develop a branding identity package and a professional photography portfolio that showcases technical skills and individual vision.

Simulation Design and Gaming (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: SOGR
Number of Credits: 60

Program Description

The Simulation Design and Gaming degree provides high quality, hands-on, career education in the areas of interactive and 3D design. Students will complete the process of developing 3D animation, visualization, simulation, and interactive experience. The program will prepare students for initial employment, career advancement, and transfer to four-year colleges and universities.

Transfer Information

Cecil College has articulation agreements with Maryland and regional four-year colleges and universities. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
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
SCI	Lab Science Elective [S/SL]	4
SOC SCI	Social Science Elective [SS]	3

Program Requirements

Course Number	Course Title	Credits
EGL 112 or EGL 211	Script Writing or Technical Writing	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 136	Multimedia Production I	4
VCP 151	Introduction to Game Design	4
VCP 218	Introduction to 3D Modeling and Animation	4
VCP 219 or VCP 225	3D Modeling for Real-Time Environments or 3D Character Rigging & Animation	4
VCP 279 or VCP 289	Professional Portfolio Production or Internship I	4

Program Electives

Select 11 credits from the following:

Course Number	Course Title	Credits
ART 105	Illustration, Materials and Techniques	3
ART 130	Drawing I [H]	3
ART 180	Basic Photography [H]	3
ART 181	Introduction to Movie Making [H]	3
ART 183	Digital Illustration I	4
ART 230	Drawing II [H]	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
VCP 101	Photography I	4
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 162	Mobile Application Design	4
VCP 210	Video Production I	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
ART/VCP	Program Elective
EGL 101	Freshman Composition
GEN ED	General Education Elective
SOC SCI	Social Science Elective
VCP 116	Digital Imaging I
VSP 117	Digital Imaging II
Spring I (15 credits)	
ARTS/HUM	Arts and Humanities Elective
EGL 102	Composition and Literature
MAT	Math Elective
ART/VCP	Program Elective
ART/VCP	Program Elective
Fall II (15 credits)	
EGL 112 or EGL 211	Script Writing or Technical Writing
SCI	Lab Science Elective
VCP 136	Multimedia Production I
VCP 218	Modeling and Animation I
Spring II (14 credits)	
ART/VCP	Program Elective
VCP 279 or VCP 289	Professional Portfolio Production or Internship I
VCP 151	Introduction to Game Design

Program Outcomes

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

- Vocalize and document critical remarks in regards to a project's quality, aesthetics, and basic requirements.
- Develop a production process to complete consistent quality designs in an appropriate amount of time.
- Demonstrate the ability to utilize a variety of industry standard hardware and software to produce aesthetically pleasing designs.
- Produce two-dimensional and three-dimensional content that is optimized for animation, film, or interactive media.
- Develop basic to intermediate-level computer code that is appropriate for multimedia and interactive presentations.
- Create a portfolio that demonstrates solid foundational art skills as well as intermediate-level technical knowledge.

Career Opportunities

Software engineer, graphics programmer, 2D/3D artist, game developer, animator in government agencies, computer consulting firms, advertising firms, and gaming/gambling industries.

Simulation Design and Gaming (Certificate)

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Award: Certificate
Degree Code: SOGC
Number of Credits: 18

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This certificate provides high quality, hands-on, career education in designing computer and video games for learning, simulations, and gaming. The certificate helps students prepare for transfer to four-year colleges and universities in an open access, optimal learning environment for students' educational development.

Required Courses

Course Number	Course Title	Credits
VCP 218	Modeling and Animation I	4
EGL 101	Freshman Composition	3
EGL 211	Technical Writing	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 136	Multimedia Production I	4

Program Outcomes

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

- Vocalize and document critical remarks in regards to a project's quality, aesthetics, and basic requirements.
- Develop a production process to complete consistent quality designs in an appropriate amount of time.
- Demonstrate the ability to utilize a variety of industry standard hardware and software to produce aesthetically pleasing designs.
- Produce two-dimensional and three-dimensional content that is optimized for animation, film, or interactive media.
- Develop basic to intermediate-level computer code that is appropriate for multimedia and interactive presentations.
- Create a portfolio that demonstrates solid foundational art skills as well as intermediate-level technical knowledge.

Studio Photography (Certificate)

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Award: Certificate
Degree Code: STPC
Number of Credits: 40

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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; photographing, digital imaging, and videography.

The certificate program courses can be used in satisfying degree requirements.

Required Courses

Course Number	Course Title	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 I	4
VCP 279 or VCP 289	Professional Portfolio Production or Internship I	4

Program Outcomes

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

- Demonstrate an understanding of industry standard equipment, techniques, technologies specific to the practice of studio photography.
- Demonstrate an understanding of the historical, political and social context in which photographic images are created and viewed.
- Critically analyze and evaluate examples of photographic art .
- Demonstrate the ability to create a professional portfolio of studio photography images.

Video Production (Certificate)

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Award: Certificate
Degree Code: VIPC
Number of Credits: 20

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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.

Required Courses

Course Number	Course Title	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 II	4

Program Outcomes

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

- Demonstrate preproduction, direction, production, postproduction, and distribution of narrative, documentary, and commercial videos.
- Perform the duties of various technical crew positions in single and multi-camera production environments.
- Explain and demonstrate knowledge of video preproduction techniques by preparing preproduction materials for video productions.
- Operate video production lighting, cameras and sound equipment according to industry standards.
- Utilize post-production video techniques to edit digital video projects with graphics, picture, sound, and editing.

Video Technology (Certificate)

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Award: Certificate
Degree Code: VITC
Number of Credits: 12

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

This 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.

Required Courses

Course Number	Course Title	Credits
VCP 101	Photography I	4
VCP 210	Video Production I	4
VCP 212	Video Production II	4

Program Outcomes

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

- Demonstrate basic preproduction, direction, production, postproduction, and distribution of narrative, documentary and commercial videos.
- Perform the basic duties of various technical crew positions in single and multi-camera production environments.
- Operate video production lighting, cameras, and sound equipment according to industry standards .
- Utilize basic post-production video techniques to edit digital video projects with graphics, picture, sound, and editing.

Visual Communications with Areas of Concentration (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: CNVC (Communications Concentration) - 60 Credits
Degree Code: CNVG (Graphic Design and Multimedia Concentration) - 60 Credits
Degree Code: CNVP (Photography Concentration) - 60 Credits
Degree Code: CNVV (Video Production Concentration) - 60 Credits
Degree Code: CNVW (Web Design and Multimedia Concentration) - 60 Credits

Program Description

This program is designed for students seeking initial employment, career advancement, and/or transfer to four-year programs in the fields of graphic design and multimedia, photography, video production, and web design. Each program concentration is tailored to align with the latest industry-standard equipment, professional practices, and software to help students innovate and succeed in an increasingly competitive environment.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [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
SCI	Lab Science Elective [SL]	4
PSY or SOC	Psychology Elective [SS] or Sociology Elective [SS]	3

Program Requirements

Course Number	Course Title	Credits
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 279 or VCP 289	Professional Portfolio Production or Internship I	4

Communications Concentration Requirements (30 Credits)

Course Number	Course Title	Credits
VCP 101	Photography I	4
VCP 210	Video Production I	4

Communications Concentration Electives

Select 22 credits from the following:

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [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
ART 181	Introduction to Movie Making [H]	3
ART 183	Digital Illustration I	4
BUS 103	Introduction to Business	3
BUS 212	Principles of Marketing	3
CSC 160	Introduction to Data Communications	3
EGL 211	Technical Writing	3
EGL 213	Introduction to Film [H]	3
MUC 143	Music Fundamentals [H]	3
SPH 121	Interpersonal Communications [H]	3
SPH 141	Public Speaking [H]	3
VCP 110	Portrait Photography	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 I	4
VCP 151	Introduction to Game Design	4
VCP 162	Mobile Application Design	4
VCP 211	Studio Photography II	4
VCP 212	Video Production II	4
VCP 214	Video Production III	4
VCP 215	Guerilla Filmmaking	4
VCP 218	Modeling and Animation I	4
VCP 222	Photojournalism	4
VCP 224	Nature and Wildlife Photography	4
VCP 230	Graphic Design Studio	4
VCP 233	Fictional Photography	4
VCP 296	Photography Seminar	4

Graphic Design Concentration Requirements (30 Credits)

Course Number	Course Title	Credits
ART/VCP	Visual Communications Elective	7
VCP 101	Photography I	4
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 136	Multimedia Production I	4
VCP 144	Web Design I	3
VCP 210	Video Production I	4

Photography Concentration Requirements (30 Credits)

Course Number	Course Title	Credits
VCP 101	Photography I	4
VCP 111	Studio Photography I	4
VCP 118	Digital Imaging III	4
VCP 210	Video Production I	4
VCP 211	Studio Photography II	4

Photography Concentration Electives

Select 10 credits from the following:

Course Number	Course Title	Credits
ART 130	Drawing I [H]	3
ART 230	Drawing II [H]	3
VCP 110	Portrait Photography	4
VCP 140	Wedding Photography Portfolio Production	4
VCP 170	Photography Seminar-Equine	4
VCP 211	Studio Photography II	4
VCP 212	Video Production II	4
VCP 222	Photojournalism	4
VCP 223	Photojournalism II	4
VCP 224	Nature and Wildlife Photography	4
VCP 233	Fictional Photography	4
VCP 296	Photography Seminar	4

Video Production Concentration Requirements (30 Credits)

Course Number	Course Title	Credits
EGL 112	Scriptwriting I	3
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 II	4

Video Production Concentration Electives

Select 7 credits from the following:

Course Number	Course Title	Credits
ART 141	Survey of Art History [H]	3
ART 181	Introduction to Movie Making [H]	3
ART 183	Digital Illustration I	4
BUS 212	Principles of Marketing	3
EGL 212	Scriptwriting II	3
THE 184	Introduction to Acting for Screen and Stage [H]	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
VCP 215	Guerrilla Filmmaking	4
VCP 216	Guerrilla Filmmaking II	4
VCP 218	Modeling and Animation I	4
VCP 233	Fictional Photography	4

Web Design and Multimedia Concentration Requirements (30 Credits)

Course Number	Course Title	Credits
VCP 101 or VCP 210	Photography I or Video Production I	4
VCP 118	Digital Imaging III	4
VCP 136	Multimedia Production I	4
VCP 144	Web Design I - Design Fundamentals	3
VCP 162	Mobile Application Design	4
VCP 244	Web Design II - Advanced Design	3

Web Design and Multimedia Concentration Electives

Select 8 credits from the following:

Course Number	Course Title	Credits
ART 180	Basic Photography [H]	3
ART 181	Introduction to Movie Making [H]	3
CSC 109	Introduction to Programming	3
CSC 140	Introduction to Networking	3
CSC 148	Server-Side Scripting with ASP	3
CSC 161	Oracle I - Introduction to SQL	3
CSC 182	Scripting Languages	3
VCP 111	Studio Photography I	4
VCP 119	Digital Imaging IV	4
VCP 120	Digital Imaging V	4
VCP 222	Photojournalism I	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
ARTS/HUM	Arts and Humanities Elective
EGL 101	Freshman Composition
MAT	Math Elective
SOC SCI	Social Science Elective
VCP 116	Digital Imaging I
VCP 117	Digital Imaging II
Spring I (16 credits)	
EGL 102	Composition and Literature
GEN ED	General Education Elective
SCI	Lab Science Elective
ELECT	Concentration Electives
ELECT	Concentration Electives
Spring II (12 credits)	
VCP 279 or VCP 289	Professional Portfolio Production or Internship I
ELECT	Concentration Electives

Program Outcomes

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

- Use the basic tools and techniques of a visual communicator.
- Communicate in an effective and professional manner both verbally and in writing with the ability to incorporate critique recommendations in revising their work.
- Demonstrate the ability to meet deadlines.
- Use computer and related technology in the execution of visual communications projects.
- Demonstrate knowledge of the elements and principles of design.
- Produce a body of work demonstrating the ability to solve visual communications problems.
- Market themselves using their portfolio and visual communications skills.

Additional Outcomes – Area of Concentration in Communications

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

- Demonstrate critical thinking skills as they relate to solving communication problems.
- Conceptualize and implement a visual solution using different communication mediums.
- Apply knowledge of industry practice to visual communication related technologies.
- Visually communicate information to a well-defined audience.

Additional Outcomes – Area of Concentration in Graphic Design and Multimedia

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

- Demonstrate an understanding of tools and technology, including their roles in the creation, reproduction, and distribution of graphic designs.
- Use relevant tools and technologies including use of 2D and 3D software applications such as modeling, animation, illustration, video, sound, photography, print and web authoring programs.
- Demonstrate knowledge of the elements and principles of design, color theory, and their application to graphic designs.
- Produce a portfolio demonstrating the ability to solve graphic design problems.

Additional Outcomes – Area of Concentration in Video Production

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

- Demonstrate preproduction, direction, production, postproduction, and distribution of narrative, documentary and commercial videos.
- Perform the duties of various technical crew positions in single and multi-camera production environments.
- Explain and demonstrate knowledge of video preproduction techniques by preparing preproduction materials for video productions.
- Operate video production lighting, cameras and sound equipment according to industry standards.
- Utilize post-production video techniques to edit digital video projects with graphics, picture, sound and editing.

Additional Outcomes – Area of Concentration in Web Design and Multimedia

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

- Produce an appealing visual product based on project goals and limitations of the web based medium.
- Demonstrate and apply knowledge of the elements and principles of design to projects and during critical discussions.
- Utilize industry standard hardware and software to produce content that is viewable on both past and current technology.
- Develop intermediate-level code that is appropriate for web and multimedia presentations.
- Problem-solve issues related to the visual and technical components of publishing web specific content.
- Produce a portfolio of work that makes them marketable in the job market.

Career Opportunities

Communications

Photography, digital imaging, video production, graphic design, public relations, marketing, and sales.

Graphic Design and Multimedia

Graphic designer, graphic design assistant, graphic artist, and layout and production technician.

Photography

Commercial photographer, portrait photographer, wedding photographer, photojournalist, industrial photographer, videographer, digital imager, and photography lab manager.

Video Production

Camera operator, television production assistant, TV, film or video producer, and video editor.

Web Design and Multimedia

Web graphic designer, instructional designer, media communications consultant, web graphic animator, and web page designer.

Web Design and Multimedia (Certificate)

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Award: Certificate
Degree Code: CDMC
Number of Credits: 25

GAINFUL EMPLOYMENT DISCLOSURE

View detailed information about this gainful employment program.

Program Description

The web design and multimedia 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.

Required Courses

Course Number	Course Title	Credits
CSC 202	Creative Design	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 136	Multimedia Production I	4
VCP 144	Web Design I - Design Fundamentals	3
VCP 244	Web Design II - Advanced Design	3

Program Outcomes

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

- Produce an appealing visual product based on project goals and limitations of the web based medium.
- Demonstrate and apply knowledge of the elements and principles of design to projects and during critical discussions.
- Utilize industry standard hardware and software to produce content that is viewable on both past and current technology.
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Visual Communications

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 those terms. 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, ENG = 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.

- 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.

Note: 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 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 PED.

Programming Electives

Course Code	Course Title
CIS 143	Excel Applications and Programming
CSC 148	Server Side Scripting w/ASP
CSC 161	Oracle Introduction to SQL
CSC 261	Oracle II - Database Programming with SQL
CSC 182	Scripting Languages
CSC 106	Introduction to Programming Logic
CSC 109	Introduction to Programming
CSC 131	Visual Basic Programming
CIS 133	Access Applications and Programming
CSC 170	JAVA
CSC 205	Computer Science I
CSC 218	Computer Science II
CSC 224	Autolisp Programming

Graphic Design Electives

Course Code	Course Title
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:

Course Code	Interpretation
E	English Composition
H	Arts and Humanities
I	Interdisciplinary and Emerging Issues
M	Mathematics
SL	Science with Lab
S	Science
SS	Behavioral and Social Sciences

Accounting

ACC101 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. Additional topics studies include cash, accounts and notes receivable, merchandise inventory, depreciation, current liabilities, and principles. Procedures for maintaining the records for service and merchandise firms are emphasized.
3 credits

ACC102 Accounting II develops financial and managerial accounting concepts related to generally accepted accounting principles, the conceptual framework of accounting and the objectives of financial reporting, long term liabilities, 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: ACC101 (grade of C or higher).

ACC103 QuickBooks® will teach students the concepts and techniques of recording various business transactions, including sales, receivables, 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
Pre-requisites: ACC101, CIS101 or consent of instructor.

ACC105 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-requisites: BUS101 (ACC101), CIS101.

ACC201 Accounting III is designed to provide the student with a thorough knowledge of the components of financial statements. Using Financial Accounting Standards Board (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, and intangibles. 3 credits
Pre-requisite: ACC102.

ACC202 Accounting IV covers investments in debt and equity securities, debt and equity financing activities, pensions and other compensation issues, contingencies, earnings per share, accounting changes and error corrections, cash flow statement, and analysis of financial statements. Excel is used to solve a number of assigned problems. 3 credits
Pre-requisite: Grade of C or better in ACC102 or ACC201.

ACC203 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 opportunity to apply the concepts and principles through preparation of simulated tax returns. Students are also given an opportunity to prepare individual returns using a tax software package. Related state income tax concepts are studied. 4 credits
Pre-requisite: BUS101 (ACC101).

ACC204 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
Pre-requisite: EGL093.

ACC205 Business Spreadsheet Applications students perform accounting data analysis using EXCEL spreadsheet. 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 (ACC101).

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 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: EGL093.

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

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, ink, markers, scratchboard, various paints, printmaking techniques, collage and airbrush. Previous experience in drawing is highly recommended before enrolling for this course. 3 credits
Pre-requisite: Previous drawing experience.

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 in understanding how color can affect our behavior and observations. 3 credits

ART130 Beginning Drawing [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

ART140 Painting I (H) introduces students to various approaches to painting in oils in the studio. It is intended for the beginning painter with little or no background in painting. Technical skills are developed through demonstrations, structured assignments, lectures, and critiques. 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 form to that development. Major emphasis is on painting, sculpture, and architecture. The course may include museum trips. 3 credits
Pre-requisite: EGL093.

ART150 Art Appreciation and Museum Studies (H) is a discussion/lecture course with topics that include the historical context of artworks, specific artists, styles and movements. This course also examines the personal, historical and societal influences on artists as well as aesthetic intent and methods. This is an introductory course designed to acquaint students with the achievements and relevance of the fine arts. 3 credits
Pre-requisite: EGL093.

ART152 Sculpture I (H) introduces students to the basic materials and techniques used in creating sculptural forms. Emphasis is on the development of form recognition and comprehension in the third dimension. Basic shapes encountered in daily activities are used as the 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/Japanese/Raku is a short course which introduces students to contemporary approaches and the historical background of raku. Students will learn basic techniques used to construct, glaze, and fire raku pottery. Previous experience in clay is recommended. 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 course explores the development of the mask in relationship to its historical use in rituals and ceremonies of various cultures. The course also focuses on the creation of the self-portrait as a symbolic and psychological statement. 1 credit

ART165 Ceramics/Polymer 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, 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 that 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 introduces students to contemporary approaches to the art of Raku as well as the historical relationship to Japanese ritual tea ceremonies and the philosophy of Zen. Students will learn appropriate construction, decorating, firing and post-firing techniques as well as glaze formulation and kiln construction. Previous experience in clay is recommended. 3 credits

ART179 Surface Design for Ceramics explores a variety of surface techniques for ceramics. The elements and principles of design will be discussed and utilized to create surface designs for ceramic forms. Students will explore techniques to manipulate form and surface throughout the stages of the ceramic process. This course includes techniques for greenware and bisqueware as well as post-firing techniques. Students will mix glazes and experiment with materials for low and mid-fire temperatures. The relationship between form and surface will be emphasized. 3 credits
Pre-requisite: ART160.

ART180 Basic Photography (H) introduces students to the fundamental aesthetics and techniques of photography, to the practice of creative thinking, and to communication through visual imagery. Digital cameras and digital imaging work stations are available for student use in class. 3 credits

ART181 Introduction to Movie Making (H) is an introduction to the theory and practice of movie making with electronic video technology. Topics include creative concept development, production planning, capturing, and editing for artistic expression. Students work in a hands-on environment to develop and produce short movies. 3 credits

ART182 Sculpture II is a continuation of ART152 Sculpture I, which explores various materials and techniques used in creating sculpture. Emphasis is placed on the further development of technical skills, aesthetic understanding, solutions to sculptural problems, and a personal approach to sculpture. Students will explore their ideas from the initial sketch, through model development, to project completion. This course will integrate techniques learned in other art disciplines. 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

ART194 Wheel-Thrown Ceramics (H) introduces students to the pottery wheel with emphasis on the skill development of throwing techniques. The course will focus on the development of personal style, perfection of thrown forms and craftsmanship. A wide range of pottery forms and surface treatments will be studied and applied to the work made. Students will be given a foundation in the history, aesthetic, and technical aspects of working with clay on the potter's wheel. Students will explore the pottery wheel as a tool for construction in conjunction with other building techniques. 3 credits

ART195 Integrated Arts introduces students to the areas of dance, literary arts, music, theatre, and the visual arts. Students will learn the knowledge and skills of each art form and how these disciplines can be integrated into classroom instruction. Consideration is given to the current research and influences of arts education. This experience will enhance self-expression and foster a better understanding of the role that the arts play in teaching and learning. This course meets the integrated arts requirements of the Maryland State Associate of Arts in Teaching (AAT). 3 credits
Pre-requisite: EDU101 or EDU131.

ART196 Wheel-Thrown Ceramics II expands on the skills introduced in Wheel-Thrown Ceramics. Emphasis is placed on advanced techniques for throwing and decorating surfaces. The course encourages developing a personal style as well as refining craftsmanship and thrown forms. Students will utilize the potter's wheel as a tool for construction in conjunction with other building techniques. Students are expected to explore the creative potential of the medium in relationship to concepts, aesthetics and function. 3 credits
Pre-requisite: ART194.

ART201 Three-Dimensional Design (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) builds on Drawing I by concentrating on long-term assignments in the studio. 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 expression and characterization in the second half. 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; 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 concerned with the further development of compositional organization, technical skills, and color usage. Emphasis is on individualized approaches to painting and personal exploration with reference to past and contemporary artists. Students are encouraged to experiment with combinations of media and techniques for exploration in representational, abstract, and non-objective work. This course is intended for the student with previous painting experience. 3 credits
Pre-requisite: ART140.

ART242 Survey of Modern Art History (H) explores the development of the art of Western Civilization, specifically painting, sculpture, and architecture. Emphasis is placed on 19th and 20th century art and aesthetic intentions, as well as their roots in the late 18th century. The course examines works of art that are most characteristic of each period and discusses questions such as: Why do we create art? What influences our choice of imagery? How does knowledge of the past help us to understand the art of the present?
3 credits
Pre-requisite: EGL093.

ART260 Intermediate Ceramics (H) examines personal approaches to clay building and decorating and the creative potential of the medium in relationship to concept, function, and aesthetics. Major emphasis is on the development of skills, ideas, personal style, areas of special interest, and on the refinement of forms and craftsmanship. This course includes an introduction to glaze mixing and firing theory. 3 credits
Pre-requisite: ART160.

ART261 Advanced Ceramics expands on personal approaches to clay building and decorating from Intermediate Ceramics. This course focuses on the further development of skills, ideas, style, areas of special interest, and on the refinement of forms and craftsmanship. Experimentation with form development, surface decoration, and personal symbolism is emphasized. 3 credits
Pre-requisite: ART260.

ART291 Portfolio Production I provides an opportunity for advanced art students to concentrate on building portfolios in individual areas of interest to further their educational, career and personal goals. Students will create a focused body of artwork to produce a portfolio. 1 credit
Pre-requisite: EGL101.

ART292 Portfolio Production II provides an opportunity for advanced art students to concentrate on building an in-depth portfolio in individual areas of interest to further their educational, career and personal goals. Students will create a focused body of artwork to produce a portfolio. 2 credits
Pre-requisite: EGL101.

ART293 Professional Portfolio Production enables art majors who have completed 18 credit hours of art courses to concentrate on creating a Capstone Portfolio of artwork, images, and written documentation to prepare for application to a transfer institution and/or for personal or career goals. With guidance from an instructor, students create a cohesive body of work to produce a professional portfolio and a capstone art exhibit that is presented to the community. 3 credits
Pre-requisite: EGL101.

ART296 Wheel-Thrown Ceramics III expands on the skills introduced in Wheel-Thrown Ceramics II. Emphasis is on the further development of thrown forms and surface decoration techniques. Students will create a body of work demonstrating refinement of thrown forms, craftsmanship, advanced throwing techniques. 3 credits
Pre-requisite: ART196.

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. 4 credits
Pre-requisites: EGL093, MAT092 or MAT097.

Biology/Biotechnology

BIO101 General Biology (S) introduces the student to the basic biological principles common to all living things, with emphasis on evolution, molecular biology, diversity, ecology, physiology and genetics. 3 credits
Prerequisite: MAT092 or MAT097.
Co-requisites: BIO111, EGL101.

BIO103 Introduction to Zoology will study the animal kingdom, methods of classification, evolution, genetics, comparative anatomy, physiology and behavior of various animal groups. 3 credits
Pre-requisite: MAT093 or MAT097.
Co-requisites: BIO113, EGL101.

BIO104 Botany: An Intro to Horticulture (S) will study the structure, function, reproduction and propagation of plants. Topics will include anatomy, classification, physiological processes and requirements for life. The course will include studies designed to understand currently relevant topics such as biodiversity, the health of the Chesapeake Bay vegetation, and biotechnology.
3 credits
Pre-requisites: MAT093 or MAT095, EGL093 or placement into college level Math and English.
Co-requisites: BIO114, EGL101.

BIO111 General Biology Lab is a laboratory course designed to actively involve the student in the process of science. The student will perform experimental activities in the field or lab that study ecology, molecular biology, and genetics using team work and scientific instrumentation. 1 credit
Pre-requisite: MAT092 or MAT097.
Co-requisite: BIO101.

BIO113 Introduction to Zoology Lab will reinforce and expand on topics covered in the co-requisite course of Introduction to Zoology. This course will include laboratory and field work, including dissections and observations of animal behavior. 1 credit
Co-requisite: BIO103.

BIO114 Botany: Intro to Horticulture Lab provides a hands-on and field experience to complement the studies of Botany: Introduction to Horticulture. The emphasis will be on the anatomy and identification of plants and familiarity with their growth habits, accompanied by exposure to native plants and invasive species. Weather permitting, educational walks and tours of native plant arboretums, greenhouses and botanical gardens will be undertaken. 1 credit
Co-requisite: BIO104.

BIO123 Foundations of Nutrition (S) introduces the non-science major to the basic nutritional principles used to prepare a sound diet and live a healthy nutrition lifestyle. Particular emphasis is placed on: food origins/ethnic foods, general food groups, fuel nutrients, diet analysis and energy expenditure, food safety, societal and fad eating trends and their relationship to health. 3 credits
Pre-requisite: MAT093 or MAT096.
Co-requisites: EGL093, MAT097.

BIO130 Principles of Biology I (S) is the first semester of a two semester general biology sequence designed for students majoring in areas of science or health science. Basic principles of biology will be studied with emphasis on cellular and molecular biology. 3 credits
Co-requisites: BIO131, EGL101, MAT121

BIO131 Principles of Biology I Lab is the first semester of a two-semester general biology laboratory sequence designed for students majoring in areas of science or health science. Students will develop and perform experiments involving molecular biology, biochemistry, genetics, and cell biology. 1 credit
Co-requisite: BIO130.

BIO132 Principles of Biology II (S) is the second semester of a two-semester general biology sequence designed for students majoring in areas of science or health science. Basic principles of biology will be studied with emphasis on evolution, classification of life forms and their environments, ethology, and ecology of populations and communities. 3 credits
Pre-requisites: BIO130, BIO131, MAT121.
Co-requisite: BIO133.

BIO133 Principles of Biology II Lab is the second semester of a two-semester general biology laboratory sequence designed for students majoring in areas of science or health science. Students will perform experimental activities in the lab and field that include the study of evolution, organismal diversity and their environments, ethology, and ecology of populations and communities. 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 prokaryotic and eukaryotic organisms. Metabolic processes such as fermentation, photosynthesis, aerobic and anaerobic respiration are studied. Beneficial 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: MAT093 or MAT095 or MAT097.
Co-requisites: BIO210, EGL101.

BIO203 Nutrition studies the principles of nutrition and their application in both health and disease and throughout the life cycle. The course is intended primarily for students going into nursing or related fields.
3 credits
Pre-requisite: BIO101 or BIO130 or BIO208.

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. It is strongly recommended that students take an introductory Biology course before enrolling in an Anatomy and Physiology course. 3 credits
Pre-requisite: MAT093 or MAT097.
Co-requisites: BIO218, EGL101.

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, fluid/electrolyte balance and human genetics and development are included. 3 credits
Pre-requisites: BIO208, BIO218, MAT093 or MAT097.
Co-requisite: BIO219.

BIO210 Microbiology Lab introduces the student to methods for studying microbes including various types of microscopy, staining techniques, transformation and culture methods. Students will participate in lab experiments that stress the importance of microbe diversity, their unique physical and chemical requirements, and appropriate identification processes. Students are required to spend additional time in the lab to monitor lab results on non-lab days. 1 credit
Co-requisite: BIO200.

BIO218 Human Anatomy and Physiology I Lab reinforces the topics covered in the lecture course BIO208 with hands-on activities. Students will use models, wall charts, microscopes, dissections and experimental observations. Students will study basic histology as well as the structure and function of the skin, skeletal, muscular, and nervous systems. It is strongly recommended that students take an introductory Biology course before enrolling in an Anatomy and Physiology course. 1 credit
Co-requisite: BIO208.

BIO219 Human Anatomy and Physiology II Lab uses models, microscopes, dissections and experimental observations to reinforce topics in the endocrine, cardiovascular, digestive, respiratory, urinary and reproductive systems. 1 credit
Pre-Requisite: BIO218.
Co-Requisite: BIO209.

BIO222 Genetics encompasses transmission genetics, molecular genetics, population genetics, genomics, and proteomics with a focus on understanding concepts and their applications. This course should be of interest to students pursuing careers in advanced studies in biology, molecular biology, biochemistry, science teaching, and health sciences. 3 credits
Pre-Requisite: BIO130 or BIO101.
Co-Requisite: BIO232.

BIO232 Genetics Lab uses an experimental approach to illustrate and explain the basic concepts of genetics, including recombinant DNA techniques and classical, molecular, and population genetics. Students will have hands-on experience with DNA using DNA analysis, PCR, Western blots, protein analysis, and simulations to reinforce the topics covered in the lecture. This course will prepare students to employ the techniques used in genetics, proteomics, and bioinformatics. 1 credit
Pre-Requisites: BIO101 or BIO111 or BIO130, BIO131.
Co-Requisite: BIO222.

Business

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. This course should be taken early in the student's program. 3 credits

BUS108 Principles of Purchasing examines the purchasing process including inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. This course will also provide an overview of the Defense Federal Acquisition Regulation Supplement, which covers simplified acquisition procedures (SAP). 3 credits
Pre-requisite: EGL093.

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

BUS187 Business Ethics focuses on an examination of typical ethical dilemmas encountered in the business environment. Ethical theories and principles are studied as a foundation for resolving ethical challenges. Through selected readings and classic and contemporary case studies, students will develop skills to identify pertinent aspects of various ethical dilemmas, identify stakeholders, apply a decision-making model, and evaluate the consequences of actions or inaction. 3 credits
Pre-requisite: EGL101.

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: MAT093 or MAT097.

BUS207 Introduction to Public Relations introduces the student to the study of public relations, a distinctive management function which establishes and maintains mutual lines of communication between an organization and its public. 3 credits
Pre-requisite: EGL093.

BUS210 Business Law covers topics including the sources of law, the regulatory environment, and the growing legal considerations involved with commercial activity. Emphasis is placed on contract law, personal property law, sales, and the use of the uniform commercial code. Case analysis and outside reading assignments are also used throughout the course. 3 credits
Pre-requisite: EGL093.

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 case lessons, 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

BUS216 Organizational Leadership is a study of the characteristics and traits constituting effective leadership in organizations. Students will conduct a review of 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.

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 human resource 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

BUS235 Applied Technology Experiential Learning focuses on analyzing, designing, implementing, and evaluating data through the use of technology. The scope of the experiential learning course includes a review of the fundamentals of computer applications and the development of reports, charts, and graphs applicable to the student's work environment. 3 credits
Pre-requisites: EGL101, BUS103.
Co-requisite: CIS101.

BUS237 International Finance Experiential Learning will guide students through an applied learning experience within the workplace to understand the basics of international trade and finance and the effects of various international economic policies on domestic and global welfare. The course will highlight sources of comparative advantage, gains, and losses from trade, the impact of trade on economic growth, and effects of trade policy interventions. Students will evaluate decisions, policies, and behaviors from an international perspective. 3 credits
Pre-requisites: EGL101, BUS103.
Co-requisite: ECO222.

BUS241 Effective Teams and Work Groups guides students through a learning experience involving direction, motivation, and goal achievement of a work-team. Students will develop and practice the skills needed to develop and guide a high-performing team which achieves organizational objectives, which is an important skill-set in today's global environment. The team leader will also analyze the strengths and weaknesses of the team in relation to organizational goals. 3 credits
Pre-requisite: EGL093.
Co-requisite: BUS103.

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 Personal Selling is an integral part of the promotional mix. In today's highly competitive market, an effective sales approach which focuses on defining customer's needs, explaining product value, and ultimately having the customer's joint agreement in said value is essential to a successful business. 3 credits
Pre-requisite: BUS212.

BUS244 Organizational Behavior will provide the student the opportunity to explore and develop the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. Topics include various aspects of behavioral concepts and practices that impact an organization. 3 credits

BUS280 Strategic Planning Concepts focuses on the processes involved in the development and implementation of a strategic plan. Topics include the variety of perspectives, models, and approaches used in strategic planning. Topics related to the planning process include organizational leadership, organizational culture, organizational environment, size of the organization, and expertise of planners. Students should complete 75% of their degree coursework prior to enrolling in this course. 3 credits
Pre-requisites: BUS103, MAT127.

Chemistry

CHM103 General Chemistry I studies the fundamental principles of chemistry including measurement, atomic structure, stoichiometry, energy relationships, chemical bonding, molecular structure, and gases. 3 credits
Pre-requisite: MAT093 or MAT098.
Co-requisites: CHM113, EGL101

CHM104 General Chemistry II (S) is a continuation of General Chemistry I. Topics include solutions, chemical kinetics, chemical equilibrium, acids and bases, equilibria in aqueous solution, chemical thermodynamics, electrochemistry, nuclear chemistry, and coordination chemistry. 3 credits
Pre-requisites: CHM103, CHM113.
Co-requisites: CHM114, MAT121.

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 CHM109 is a combination of lecture, demonstrations, small group work, experiential exercises, and discussion. CHM109 fulfills the physical science requirement in the majority of programs and curricula. 4 credits
Pre-requisite: MAT092 or MAT097.
Co-requisite: EGL101.

CHM113 General Chemistry I Lab will expose students to basic chemistry laboratory techniques and procedures such as sample preparation, data collection, gravimetric analysis and titration. Because this course is designed to complement the General Chemistry I lecture course, conceptual topics include physical properties, determination of molecular weights, stoichiometry, energy, and gas laws. 1 credit
Co-requisite: CHM103.

CHM114 General Chemistry II Lab will build upon the basic chemistry laboratory techniques and procedures learned in CHM103. This course covers conceptual topics including qualitative analysis, chemical reactions in aqueous solution, acid-base reaction, reaction rates, chemical equilibrium, electrochemistry, and oxidation-reduction reactions. 1 credit
Pre-requisites: CHM103, CHM113.
Co-requisite: CHM104.

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 CHM 203 includes essential organic chemistry laboratory techniques and experiments designed to reinforce concepts discussed in lecture. 4 credits
Pre-requisites: CHM104, CHM114.

CHM204 Organic Chemistry II with Lab is the continuation of CHM203. Topics include organometallic 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.
4 credits
Pre-requisite: CHM203.

Chinese

CHI101 Chinese I is an introductory course in Mandarin Chinese for students with no prior knowledge of Chinese. Students will learn to write Chinese characters and use essential vocabulary and elementary grammar for oral and written communication. Students will also explore aspects of Chinese culture and society. 4 credits

College Success

COL081 College Success Seminar I is an entry-level course that presents study skills for courses in all disciplines. Course content from various disciplines, guest lecturers, and orientation assignments combine to provide each student with learning strategies to build student success. Assignments require students to apply academic strategies to other courses. 1 credit

Computer Information Systems

CIS101 Introduction to Computer Concepts (I) is a non-technical course covering the use of word processing, spreadsheets, databases, and presentation software. Emphasis is placed on computer literacy and the use of personal computers. Students with limited keyboarding skills should take CIS105, Keyboarding, at the same time, or prior to, enrolling in this course. 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

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.

Counseling

COU101 Career Development is designed to provide assistance to the student in making appropriate career selections. Students will engage in an assessment of personal interests, values and skills. Students will also focus on goal setting, job hunting techniques, and the world of work and workplace issues. 3 credits

COU102 Dynamics of Human Interaction (SS) utilizes a group counseling approach to the study of personal growth and healthy personality. Needs of the group determine the topics to be emphasized from among the following: influence of 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 development of the ability to relate to other individuals in productive and meaningful ways. This course provides an opportunity to increase interpersonal effectiveness via lectures, discussions, and direct student involvement in an on-going group experience. 3 credits

COU104 Medical Aspects of Chemical Dependency provides the student an overview of the physiological and psychological effects of alcohol and other sedative-hypnotics, narcotics, stimulants, and psychedelics on the drug user. Areas that will be examined for each drug classification include drug absorption, distribution, metabolism and half-life, tolerance and cross tolerance, and drug elimination. 3 credits
Co-requisites: EGL101.

COU106 Theories of Counseling provides a survey of the major theoretical approaches to psychotherapy; explores psychoanalytic, Adlerian, Person-Centered, Gestalt, Existential, Cognitive-Behavioral, Rational Emotive and Reality Therapy and focuses on techniques associated with each theory. 3 credits.
Pre-requisites: EGL101.
Co-requisites: COU104.

COU107 Fundamental Counseling Techniques develops competencies in the basic skills involved in the counseling relationship across all modalities of treatment. These skills include: attending, client observation, paraphrasing, summarization, open and closed questions, and reflection of feeling. Advanced skills, such as influencing and reflection of meaning are also explored. Students will apply these skills within the transtheoretical framework of the Stages of Change and Motivational Interviewing. Emphasis is on skill development and application rather than an exploration of counseling theory. Students spend much of the class time practicing each of these skills. 3 credits
Co-requisites: COU106.

COU108 Addictions Treatment and Counseling explores clinical issues encountered as an addictions counselor; includes the various theories of addiction, progression, diagnosis of Substance-Related Disorders using DSM, co-occurring mental disorders, models of treatment & recovery, relapse and relapse prevention, stages of change and evidence-based models of treatment. 3 credits
Pre-requisites: COU107.

COU111 Internship I: Chemical Dependency Counseling provides opportunity to apply the skills acquired in previous and present course work through placement in a facility offering chemical dependency counseling; duties may include individual, group and family counseling, case management, intake, assessments, discharge planning, and follow-up depending on type of facility and supervisor. The student must work at least 90 hours over a ten-week period for credit—generally one full day/evening or two half days/evenings per week for a semester are minimum. 3 credits
Pre-requisites: COU107.

COU201 Treatment of Co-Occurring Disorders explores the interplay between substance-related, psychiatric and medical disorders. Assessment and counseling strategies used in working with clients impacted by these disorders will also be examined. 3 credits
Pre-requisites: COU 108.
Co-requisites: COU 202.

COU202 Group Counseling Techniques focuses on the theory and practice of group counseling and application to chemical dependency counseling. The concepts addressed in this course include: therapeutic factors, stages of group development, process and content, and the unique issues of the addicted population. The course examines the various types of groups including psycho-educational, skills development, cognitive behavioral, interpersonal process, interactional therapy. The stages of change and motivational interviewing in groups will also be discussed. 3 credits
Pre-requisites: COU 107.
Co-requisites: COU 201.

COU211 Internship II: Chemical Dependency Counseling provides opportunity to build upon the skills acquired in previous course work and Internship I through placement in a facility offering chemical dependency counseling; duties may include individual, group and family counseling, case management, crisis management, client education, assessments, discharge planning, community referral and follow-up depending on type of facility and supervisor. The student must work at least 90 hours over a ten-week period for credit—generally one full day/evening or two half days/evenings per week for a semester are minimum. 3 credits
Pre-requisites: COU 111.

Computer Science

CSC103 Operating Systems introduces the basic concepts of operating systems such as Windows and UNIX. This course provides a comprehensive overview of multiple operating systems commonly found in the Information Technology field today to include the theory behind operating systems. Accordingly, this course will cover the basic functions and design of file systems found in Windows and UNIX operating systems as well as basic network theory and setting up network resources through the multiple versions of software. Special attention will be given to hardware requirements, installation, and file management. 3 credits

CSC104 Computer Science Fundamentals (I) is specifically designed as an introductory course for computer, engineering, math and science students to prepare them for the digital world. Readings, research, and activities in this course are designed to help students develop a framework for technology concepts that are applicable to academic research, career preparation, and today's digital lifestyle in these specific fields.
3 credits

CSC105 Geographic Information System (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 such as 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

CSC106 Introduction to Programming Logic will take an in depth look at programming concepts and techniques. It will examine theoretical concepts that make the world of programming unique. Also, this course will adopt a practical hands-on approach when examining programming styles. Along with examining different coding, this course will explore the advancement of programming, as well as, timeless problem solving strategies. 3 credits

CSC109 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

CSC110 Ethics in Information Technology explores the ethical dilemmas that exist where human beings, information objects, and information systems interact. The course introduces students to a variety of ethical situations from historical and cross-cultural perspectives and then explores the relevance to a variety of new and emerging technologies that are inherently social in their construction and use. 3 credits

CSC111 Introduction to CAD will enable 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

CSC112 Intermediate CAD is the second in the series of courses in AutoCAD. Emphasis is on tools available to gain information from the CAD drawings and export information to other programs, fundamental to the design process. The course provides some customization of the user interface, template settings, advanced plotting techniques, use of fields, blocks, block attributes and tables which will make the student more proficient in his/her use of AutoCAD. 3 credits
Pre-requisite: CSC111.

CSC130 Introduction to Linux+ prepares students to take and to pass the Linux+ certification exam. The course provides comprehensive coverage of topics related to Linux + certification, including Linux + distributions, installation, administration, X-Windows, networking, and security. 3 credits
Co-requisite: CSC102 or CSC140.

CSC135 A+ Certification provides an introduction to the basic concepts of managing and maintaining your computer. The course maps directly to CompTIA's A+ Certification exam A+ 220-701 Essentials exam and the A+ 220-702 Practical Applications exam. The course involves two parts which comprise a PC Repair Essentials component followed by a PC Repair Practical Applications component. Both components include balanced content on hardware and software. 4 credits

CSC140 Introduction to Networking provides an introduction to the basic concepts of computer networks and preparation for CompTIA's Network + certification exam. The course covers a broad range of networking-related topics, including protocols, topologies, transmission media, and network operating systems as well as the practical skills of network design, maintenance, security, and troubleshooting. 3 credits

CSC141 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 will 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 or CSC140.

CSC148 Server-Side Scripting with ASP covers the concepts and techniques of generating dynamic web pages using Active Server Pages (ASP). Students will learn how to process and store data submitted through HTML forms, personalize web pages, and access, update, and store data from a database. This course also introduces object-based programming through the use of built-in functional objects of ASP. This course includes a large component of hands-on dynamic web page production and computer work. 3 credits
Prerequisites: CSC109, CSC133.

CSC150 Microsoft Windows Server 2008 prepares students to administer networks and to pass the MCITP 70-646 certification exam. This course includes topics such as installing, configuring, managing and troubleshooting. 3 credits
Co-requisite: CSC140 or permission of the instructor.

CSC151 Introduction to Computer Forensics and Investigations 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. This course maps to the CompTIA Security+ certification. 3 credits

CSC154 Introduction to Microsoft Windows 10 prepares students to develop the skills needed to administer, deploy, and manage the Windows 10 operating system, desktop/metro, and to prepare for the MCTS certification exam. Students will learn how to migrate to Windows 10. The course also covers new features and how those features compare to earlier versions of Windows. Installing, troubleshooting, and problem solving will also be reviewed. 3 credits

CSC156 Microsoft Windows Server 2012 prepares students to administer networks and to pass the MCITP 70-646 certification exam. This course includes topics such as installing, configuring, managing and troubleshooting Windows Server 2012. 3 credits
Co-requisite: CSC140 or permission of the instructor.

CSC160 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

CSC161 Oracle I - Introduction to SQL prepares students for Oracle certificate IZO-007. Students learn to analyze complex business scenarios and create a data model, a conceptual representation of an organization's information. Students are introduced to database concepts, basic SQL SELECT statements, table creation and management, constraints, data manipulation and transaction control, and exploring SQL topics in application development. 3 credits
Pre-requisite: CIS101 or permission of instructor.

CSC163 Database Design Principles builds upon the fundamental concepts of database systems to apply the principles of database implementation and database design. Topics include conceptual and logical data modeling, strongly-typed and weakly-typed data, entity-relationship modeling, and the implications of database design as related to user requirements. 3 credits
Pre-requisite: CIS101 or consent of instructor.

CSC170 Introduction to JAVA Programming covers fundamental programming, including selection and repetition, as well as fundamental concepts of object-oriented programming and design. Advanced topics include inheritance, polymorphism, exceptions, recursion, and searching/sorting. Select compilers are used, such as Net Beans and/or Eclipse. 3 credits
Pre-requisite: CSC109 or permission of the instructor.

CSC182 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.

CSC201 Business Systems Analysis and Design prepares students to do system analysis and design through practical cases and examples. Students will work on actual systems projects and solve problems similar to those occurring in the workplace. This course covers a blend of traditional and current development techniques, such as client-server and object-oriented development, graphical user interfaces, and electronic data interchange. 4 credits

CSC202 Creative Design (I) introduces theories of creative thinking and their application to concept development and problem-solving. Historic principles and emerging brain research related to creative thinking are examined and applied to creative projects that engage students in the use of interdisciplinary tools and techniques drawn from art, design, science, and technology. Topics include individual creative processes, creative team dynamics, problem identification, solution design, and analysis of process, resulting in innovative, successful resolutions shared with others. 3 credits
Co-requisite: EGL101.

CSC203 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

CSC204 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

CSC205 Computer Science I is an introduction to the basic concepts of an object-oriented programming language such as Java or C++. This course introduces such programming concepts as data types, structures, decision making, looping, functions, arrays, files, and objects. 3 credits
Pre-requisites: CSC106 and/or CSC109 or permission of instructor.

CSC218 Computer Science II continues the development of object-oriented programming and problem-solving skills by using an object-oriented language such as Java or C++. The student will obtain a solid foundation in advanced object-oriented topics such as abstract data types, overload operators, dynamic memory, exception handling, inheritance, and polymorphism. The student will also examine data structures such as stacks, queues, and trees, as well as perform efficiency analysis on searching and sorting algorithms.
4 credits
Pre-requisites: CSC205, MAT201 or consent of instructor.

CSC225 Tactical Perimeter Defense is a course in the principles and practices of advanced network security fundamentals and technologies involved in securing the network perimeter. The student will obtain a solid foundation in security practices such as TCP/IP addressing, routing, packet filtering, and the installation of proxy servers, firewalls, and virtual private networks (VPNs). This course prepares the student to take the current Security Certified Network Specialist (SCNS) exam. 3 credits
Pre-requisite: CSC141 or permission of instructor.

CSC229 Computer Animation III is a continuation of Computer Animation I and II. Students will apply the functions of various 3DMAX plugins such as Hypermatter, Clay Studio, Sand Blaster, Splash, and Trees to develop a portfolio. 3 credits
Pre-requisite: DAP219 or CSC219.

CSC230 Advanced Programming in Python builds upon the basic Python programming skills learned in CSC109. Students focus on object-oriented programming while learning advanced concepts. The course will progress into a series of real-world development projects using third party modules in the areas of scientific computing, web development and data analysis. 3 credits
Pre-requisite: CSC109.

CSC235 Strategic Infrastructure Security is a course in the principles and practices of hardening strategic systems and pathways in the network infrastructure. The student will be exposed to a solid foundation in security topics such as penetration testing, capturing and analyzing packets, signature analysis, operating system hardening, risk analysis, router security, wireless security, and cryptography. This course prepares the student to take the current Security Certified Network Professional (SCNP) exam. 3 credits
Pre-requisite: CSC225 or permission of instructor.

CSC258 Cisco Certified Network Associate prepares students for the Cisco Certified Network Associate (CCNA) certification exam 640-802. It focuses on implementing, managing, protecting, and troubleshooting small to medium-size enterprise branch networks. 4 credits
Pre-requisite: CSC140 or permission of the instructor.

CSC260 Oracle II – Database Programming with SQL prepares students for Oracle certificate IZO-047. Students will implement database design by creating a physical database using SQL, the industry-standard database programming language. Upon completion of this course, students have the opportunity to sit for the exam/s required to qualify as an Oracle Certified Associate Developer. 3 credits
Pre-requisite: CSC161 or consent of instructor.

CSC263 Oracle III Database Fundamentals I will provide students with a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will learn how to create an operational database and properly manage the various structures in an effective and efficient manner. This course is designed to prepare students to take the Oracle Certified Associate exam: Exam #1Z0-031, which is the first of three certificates needed to be certified as an Oracle Database Administrator (DBA).
3 credits
Pre-requisite: CSC260 or consent of instructor

CSC264 Oracle IV: Database Fundamentals II provides an introduction to the topics concerning data backup and disaster recovery procedures using Oracle Recovery Manager (RMAN), SQL, and Enterprise Manager. Advanced Oracle 10g options such as Scheduler, Automatic Storage Management (ASM), and Database Resource Manager are discussed. Oracle 10g also performs a number of operations automatically. 3 credits
Pre-requisites: CIS263, CSC263 or consent of instructor.

CSC265 Oracle V: Database Security and Auditing addresses the implementation of database security on modern business databases. Hands-on projects and case studies are used to reinforce and apply skills and knowledge to real-world scenarios on database security and auditing. 3 credits
Pre-requisites: CIS264, CSC264 or consent of instructor.

CSC273 CBWEP - CSC 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 an on-site representative of the employer, and coordinated by the CBWEP coordinator. 1-3 credits
Pre-requisites: GPA of 2.0 and completion of all relevant courses as listed in the program option.

Criminal Justice

CRJ101 Introduction to the Criminal Justice System is an introduction to the social and historical background of law enforcement and corrections. This course includes an orientation to the United States criminal justice system while examining the roles of the modern federal, state, and local law enforcement and correctional agencies. 3 credits
Pre-requisite: EGL093.

CRJ105 Introduction to Corrections provides a comprehensive overview of corrections, dealing with jails and prisons as well as the historical development of corrections and the legal processing from the incident to the prison. 3 credits
Pre-requisite: CRJ101.

CRJ108 Police Supervision Personnel Management will introduce students to methods and techniques involved in becoming an effective police supervisor. The course focuses on police leadership issues regarding the responsibilities toward administrative, legal, and personnel problems. 3 credits
Pre-requisite: CRJ101.

CRJ110 Police Community Relations will introduce students to the influences of culture, race, and ethnicity and emphasize building relationships between law enforcement and the community they serve. This course focuses on the contact police officers have with the community and stresses the importance of cultural awareness, understanding, and respect. 3 credits
Pre-requisite: CRJ101.

CRJ133 Forensic Tech in Crime Scene Investigation will introduce students to the theory and methods of the collection, preservation, and identification of physical evidence. Emphasis is on the history and development of forensic science, processing the crime scene, and the introduction to various items of physical evidence, including firearms, identification of ballistics, document examination, fingerprints, properties of glass and soil, and dangerous drugs. 3 credits
Pre-requisite: CRJ101.

CRJ201 Criminal Investigation is a study of the basic principles of investigation. This course will introduce students to 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 for their implications in proper criminal investigative reports and court proceedings. 3 credits
Pre-requisite: CRJ101.

CRJ205 Criminal Law will introduce students to the general legal principles of American criminal law. This course will survey the historical development of criminal law, the elements of crime under the common law, and the fundamental theories of criminal responsibility. 3 credits
Pre-requisite: CRJ101.

CRJ208 Ethics in Criminal Justice provides the student with the information needed to examine ethical dilemmas within the complex criminal justice system. The course begins with a discussion of the major ethical systems, moral development, and the ideal of justice. The course will include an analysis of types of misconduct and corruption in policing, courts, and corrections. The course will provide not only a theoretical foundation, but also practical applications, allowing each student to make individual decisions. 3 credits
Pre-requisite: CRJ 101.

CRJ211 Probation Parole and Community Corrections will introduce students to the development, organization, and functions of probation, parole, and community-based correctional programs in the United States criminal justice system. Particular attention is paid to the legal, functional, and administrative aspects of these sanctions, as well as the impact on sentencing practices and offender reintegration. 3 credits
Co-requisite: CRJ105.

CRJ214 Delinquency and Juvenile Justice will introduce students to all aspects of juvenile justice from arrest, intake, adjudicatory hearings, dispositions, and aftercare. This course is an orientation to the divergent theories, philosophies, values, attitudes, and historical events that have contributed to the operation of the modern juvenile justice system. It will examine the legal rights of juveniles and landmark U.S. Supreme Court cases.
3 credits
Pre-requisite: CRJ101.

CRJ221 Criminology will introduce students to the general theories of crime causation and the impact crime has on society. This course will provide a general survey of the nature and causes of crime and efforts of the criminal justice system to predict, prevent, modify and correct this behavior. 3 credits
Pre-requisite: CRJ101.

CRJ225 Police Organization and Administration will introduce students to the organizational structure and administrative procedure for the implementation of police functions, recruitment, career advancement, leadership, staffing, supervision and morale. 3 credits
Pre-requisite: CRJ101.

CRJ233 Forensic Science II expands upon the methods of collection, preservation, and identification of physical evidence. This course emphasizes methods of examination such as fires, explosions, computer forensics, bite marks, hairs and fibers, and blood splatter patterns. The responsibilities and duties of the forensic pathologist will also be covered. 3 credits
Pre-requisites: CRJ101, CRJ133.

CRJ275 Criminal Justice Physical Fitness Lab is a specialized physical education course for criminal justice majors that emphasizes an understanding of physical fitness and its direct application to the criminal justice profession. Topics include wellness, physical fitness, and self-evaluation. The general requirements for the police physical agility portion of the civil service examination are explained and incorporated into this course.
1 credit

CRJ299 Cooperative Education Experience in Criminal Justice will enable students to connect academic course work to the knowledge, skills, and emotional challenges that are found in the professional world. The course focuses on the many issues involved in the total externship experience, especially those related to student's personal and professional development during his/her externship education. 3 credits
Pre-requisite: CRJ101.

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 is stressed and students are shown how to graph and explain basic economic relationships. 3 credits
Pre-requisite: MAT092 or MAT097.

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. 3 credits
Pre-requisite: MAT092 or MAT097.

Education

EDU101 Foundations of Education is a survey course designed to introduce students to the American educational system. Students will examine the history of education, educational philosophies, student diversity, learning styles, school organization, school law, and current issues in education. 3 credits
Co-requisites: EDU102, EGL101.

EDU102 Foundations of Education - Field Experience is the school-based companion course to Foundations of Education. 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 Education is a foundations course, which examines early childhood education from a variety of perspectives including historical and developmental. Students will examine typical and atypical child development, learning theories, diversity, developmentally appropriate practice, teaching models, and critical issues related to teaching and child growth and development. Approved by the Maryland State Department of Education. 3 credits
Co-requisite: EDU202.

EDU132 Early Childhood Curriculum and Methods introduces the student to the curriculum, materials, and methods that support the creation of developmentally appropriate environments, developing curriculum based on Early Childhood Standards (NAEYC, Headstart), and differentiated instruction to meet the needs of children birth to eight years of age. 3 credits
Pre-requisite: EDU131.
Co-requisite: EDU203.

EDU202 Principles of Early Childhood-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 Early Childhood Curriculum and Methods-Field Experience is the childcare center/school-based companion course to Early Childhood Curriculum and Methods. Students will work with classroom teachers (minimum of 15 hours) to develop an understanding of the teaching profession, students, schools, and childcare 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 Acquisition of Reading focuses on the concepts of how children learn to read, cognitive processing, and the development of language, including the structure of language and the cognitive precursors to reading acquisition. This course will also investigate the role of prior knowledge, motivation, reading difficulties, and personal significance to developing readers. 3 credits
Pre-requisite: EDU101 or permission of instructor.

EDU211 Instruction of Reading provides an introduction to the stages of reading development and 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. 3 credits
Pre-requisite: EDU210.

EDU212 Assessment for Reading Instruction presents important concepts for the development of a diagnostic reading and improvement program. Students will explore a variety of formal and informal assessment tools and techniques for use in the classroom. For each assessment tool, students will develop administrative procedures, explore strengths and limitations of the instruments and techniques, and develop instructional implications from the assessment results. 3 credits
Pre-requisite: EDU101.

EDU250 Classroom Management is designed to assist future and current teachers in the development of systematic strategies and techniques for organizing and managing classroom activities and students. Research and practitioner-based models for classroom management will be introduced and explored. Emphasis will be based on real-world solutions for creating supportive and respectful environments that encourage all students to view themselves and learning in a positive light. 3 credits
Prerequisites: EDU101 or EDU131.

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. 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 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 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
Pre-requisite: EDU101 or permission of instructor.

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
Pre-requisite: EDU101 or permission of instructor.

Engineering

PHE100 Introduction to Autodesk Inventor will prepare students to use the 3D solid modeling software, Autodesk Inventor, for Computer Aided Engineering. The course will cover the development of 3D parametric, solid models; assembly modeling and checking; and production of engineering drawings. Also covered are introductions to sheet metal modeling, motion analysis, and stress analysis using Finite Element Analysis (FEA). Upon completion of the course, students will be prepared to take the Autodesk Inventor Certified Associate Exam. Students will be required to complete projects, write reports, and make presentations.
3 credits
Prerequisites: EGL101, MAT121.

PHE101 Introduction to Engineering Design is a project-based course that introduces the product development process. Working in teams and using modern computer tools, students complete the design of a complex system requiring problem specification, product research, product design, product modeling and analysis, fabrication, testing, redesign and product presentation. Engineering fundamentals such as units and dimensions, CAD modeling and analysis, creation of engineering drawings, data analysis with spreadsheets, properties of materials, mechanics, heat transfer, circuits, computer programming and other engineering topics are studied. 3 credits
Co-requisite: MAT201.

PHE120 Auto Cadd Fundamental/for/Engineers will introduce students to the use of the 2D CAD capabilities of AutoCAD to produce engineering graphics. The course will review the principles and practices of engineering drawing while covering the use of AutoCAD to produce conceptual and working engineering drawings. Upon completion of the course students will be prepared to take the AutoCAD Certified Associate exam. 3 credits
Pre-requisites: EGL101, MAT121.

PHE128 Introduction to Revit Architecture will lead students through the process of creating a building model using the 3D building information modeling software, Revit. The course will cover the use of building information modeling (BIM) in the building industry, development of 3D model elements, views, dimensions and annotations, schedules, basic structural items, drawing sheets and printing, site and topography, and rendering. 3 credits
Pre-requisites: EGL101, MAT121.

PHE130 SolidWorks Fundamentals introduces the students to the use of the 3D solid modeling software, SolidWorks. Students will cover the development of 3D models, analysis of the solid models using Finite Element Analysis (FEA), assembly modeling and checking, kinematic simulation, rapid prototyping, and production of engineering drawings. Upon completion of the course students will be prepared to take the CSWA (Certified SolidWorks Associate) exam. 3 credits
Pre-requisites: EGL101, MAT121.

PHE180 MATLAB Fundamentals for Engineers guides students from basic computations through engineering applications of symbolic mathematics, numerical techniques, and graphical capabilities. Students will focus on problem-solving and the basics of programming. M-files, functions, plotting, matrix algebra, and numerical and graphical techniques. 3 credits
Pre-requisites: EGL101, MAT201.

PHE211 Statics will introduce students to the study of the equilibrium of bodies (both solids and fluids) under the influence of various kinds of loads. Forces, moments, couples, equilibrium of a particle, equilibrium of a rigid body, analysis of trusses, frames and machines, internal forces in structural members, friction, center of gravity, centroids, composite bodies, and fluid pressure are topics which will be considered. The vector and scalar methods are used to solve problems. Conceptual understanding will be integrated with problem-solving.
3 credits
Pre-requisite: MAT202, PHY217.

PHE212 Dynamics will introduce students to the study of systems of heavy particles and rigid bodies at rest and in motion. Force, acceleration, work-energy, and impulse-momentum relationships, and motion of one body relative to another in a plane and in space are topics which will be considered. Vector and scalar methods are used to solve problems. Conceptual understanding will be integrated with problem-solving. 3 credits
Pre-requisite: PHE211.

PHE213 Mechanics of Materials will introduce the students to the study of stress and deformation of beams, shafts, columns, tanks, and other structural, machine, and vehicle members. Topics include stress transformation using Mohr's circle, centroids and moments of inertia, shear and bending moment diagrams, derivation of elastic curves, and Euler's buckling formula. Conceptual understanding will be integrated with problem-solving. 3 credits
Pre-requisite: PHE211.

PHE221 Thermodynamics will introduce students to the interaction between heat and mechanical energy in materials and machines and its application to mechanical systems. Topics covered include first and second laws of thermodynamics, cycles, reactions, and mixtures, fluid mechanics, heat transfer, fluid-energetics laboratory, and the application of these engineering sciences to energy systems design. Conceptual understanding will be integrated with problem-solving. 3 credits
Pre-requisites: PHE211, PHY218.

PHE225 Digital Electronics and Instrumentation will introduce students to the science of digital design. The topics covered include: Boolean algebra, logic theorems, logic circuits and methods for their simplification (Karnaugh maps), gates, timing, arithmetic circuits, flip flops, programmable logic arrays (PLAs), sequential circuits and similar devices. The student will gain an understanding of digital design principles and will simulate, construct and analyze digital circuits using industry standard circuit design software along with a digital breadboard. Problem-solving and electrical laboratory skills will be emphasized in this course. 4 credits
Pre-requisites: PHE185, PHY208 or PHY218.

PHE285 Principles of Electric Circuits with Lab will introduce students to the analysis, simulation, construction and testing of electrical circuits. The topics covered in the course include: Kirchhoff's Laws, Thevenin's and Norton's theorems, node and mesh analysis, DC and AC steady state and transient analysis for first and second order circuits, operational amplifiers and diode elements, as well as the use of Laplace transform analysis. Problem-solving, simulation, and electrical laboratory skills will be emphasized in this course. 4 credits
Pre-requisite: PHY208 or PHY218.
Co-requisite: MAT246.

English

EGL090 Fundamental Reading, Writing, and Study Skills is an entry-level literacy course that presents study, reading, and writing skills to prepare students for college coursework in all disciplines. The course presents strategies for time management, metacognition, note-taking, test preparation, and test taking. It focuses on the reciprocal skills of reading and writing and emphasizes skill building in the areas of critical reading, vocabulary development, distinguishing main ideas from details, patterns of organization, and the use of supporting details in writing. 4 credits
Co-requisite: EGL092 dependent upon assessment score.

EGL092 Integrated Reading and Writing Level I students will acquire basic skills including fundamentals of grammar, critical reading, paragraph and summary writing, an introduction to essay writing, and an introduction to documentation. All aspects of this course will incorporate reading and writing as reciprocal skills. 4 credits
Pre-requisites: COL081, EGL090.

EGL093 Integrated Reading and Writing Level II offers the writing, reading, and critical thinking skills necessary for success in college-level English. Students will read and write paragraphs, essays, and summaries, as well as practice documentation and grammar. This course covers the objectives of EGL092 at a more sophisticated level and requires, in addition, persuasive writing and intermediate documentation. All aspects of this course will incorporate reading and writing as reciprocal skills. 4 credits
Pre-requisites: Appropriate placement scores or a C or better in EGL090 and EGL092.
Co-requisite: COL081 if the student has previously earned a C or higher in EGL090.

EGL101 Freshman Composition (E) teaches students the skills necessary to read college-level texts critically and to write effective, persuasive, thesis-driven essays for various audiences. The majority of writing assignments require students to respond to and synthesize texts (written and visual) through analysis and/or evaluation. Students also learn how to conduct academic research, navigate the library's resources, and cite sources properly. The course emphasizes the revision process by integrating self-evaluation, peer response, small-group collaboration, and individual conferences. Additionally, students are offered guided practice in appropriate style, diction, grammar, and mechanics. Beyond completing multiple readings, students produce a minimum of 7,500 words, approximately 5,000 words of which are finished formal writing in four-five assignments, including a 2,000-word persuasive research essay. 3 credits
Pre-requisites: C or better in COL081 and EGL093 or equivalent skills assessment.

EGL102 Composition & 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 I 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.

EGL202 Introduction to Folklore (H) introduces students to the academic study of folklore and traditional vernacular culture, including the broad genres of folk narrative, performance, and material culture. Students will have opportunities to read, evaluate, and analyze the representations of these genres in a variety of texts. Students will also learn the basic principles of ethnographic interviewing and will conduct, catalogue, and analyze a primary research that they generate. 3 credits
Pre-requisite: Grade of C or higher in EGL102.

EGL203 British Lit. to 18th c. (H) covers the development of English literature from the Anglo-Saxon period to the 18th 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: Satisfactory completion of EGL102.

EGL204 British Lit. 18th c. to Present (H) covers the development of English literature from the 18th 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: Satisfactory completion of EGL102.

EGL205 American Lit. to 1865 (H) surveys American literature from its beginnings to the Civil War. Through readings, class discussions, and lectures, the students should develop an awareness of 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: Satisfactory completion of EGL102.

EGL206 American Lit. 1865 to Present (H) 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: Satisfactory completion of EGL102.

EGL209 Introduction to African-American Literature (H) 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. Course materials include fiction, poetry, drama, literary theory, essay, autobiography, film, folktale, sermon, spirituals, blues, and contemporary music. 3 credits
Pre-requisite: EGL102.

EGL210 Topics in World Literature (I) places Western and non-Western works of literature in dialogue, focusing on a particular theme, time period, or genre. By featuring works of literature from five continents, the course will analyze the ways culture does and does not inform aesthetic decisions and historical interpretations. The class will address questions about how dominant narratives are created, challenged, and revised, as well as address meaningful commonalities in the literature of disparate cultures. 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-requisites: CIS101, EGL101.

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.

EGL214 Introduction to Journalism introduces students to the basics of reporting and news writing. Students will learn about researching articles, reporting, and conducting interviews, then use those skills to write several articles. Students learn the history of news coverage, news judgment, the importance of the First Amendment, and basic libel law. The course emphasizes the reporting and writing skills necessary for newswriting work. 3 credits
Pre-requisite: EGL101.

EGL215 Introduction to Creative Writing (H) introduces students to the techniques and practice of writing and reading the genres of poetry, fiction, and literary nonfiction with the goal of understanding the creative process of writers, the state of contemporary culture as seen in current literature, and the students' own writing process, passions, and limitations. 3 credits
Pre-requisite: EGL101.

EGL260 Children's Literature (H) provides 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.

Environmental Science

ENV106 Introduction to Environmental Science (S) is an introduction to major changes in the local, regional and global environment and to the use of the scientific process in protecting and restoring the environment. This course includes such topics as climate change, groundwater contamination, and the reduction of the human carbon footprint. 3 credits
Co-requisites: EGL101, ENV116, MAT093 or MAT095 or MAT097.

ENV116 Introduction to 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: ENV106.

Equine

EQS137 Horseback Riding (ACT) will allow students, through self-scheduled lessons, to earn activity credits while learning how to ride a horse or improving current riding skills. Students are required to arrange their own weekly riding lessons in consultation with a College approved instructor, at a College approved facility. Lessons are the student's expense and may be taken in any discipline: English, Western or other. 1 credit
Co-requisite: EQS139.

EQS139 Basic Horse Handling provides an introduction to safe handling procedures for working with a variety of horses and situations. This course will model ways a student may develop competence and self-assurance around horses. 2 credits

EQS142 Introduction to Equine Care is designed to provide a basic foundation for working with horses. Using hands-on activities, the lessons teach elements of horse ownership: general terminology, horse selection, stabling requirements, and basic care of the healthy horse. Students gain a better understanding of conformation and selection of the horse, costs of ownership, nutrition, grooming, and anatomy and care of the hoof, health care, breeds, and colors. 3 credits
Co-requisites: EQS139.

EQS144 Equine Nutrition and Feeding focuses on the basic concepts of nutrition and feed evaluation for horses. Students will learn to evaluate the horse's body condition, nutritional needs, workload, and other factors to develop a proper diet regimen for the best care of the horse. Students will also become familiar with forage analysis procedures and learn to interpret feed analysis reports. 3 credits
Pre-requisite: EQS139.

EQS145 Equine Health Management will provide students with knowledge and opportunities to recognize equine health parameters. Topics include general care, routine health care, equine emergencies, digestive disorders, respiratory disorders, parasites, equine dentistry, hoof care, and diagnosis, treatment, and prevention of equine lameness. Students will be exposed to the skills necessary for basic horse care as well as the treatment and prevention of common horse ailments. 3 credits
Pre-requisite: EQS139.

EQS146 Introductory Equine Field Study is a total immersion into the equine industry focusing on the care, training and management of horses. Students tour farms throughout the area and gain hands-on practical experience in the everyday workings of running a horse business. 2 credits
Pre-requisite: EQS145.

EQS148 Equine Anatomy and Physiology will enable students to understand the horse's systems, organs, growth and development. This includes the skeletal, muscular, circulatory, respiratory, digestive, urinary, nervous and endocrine systems. Through this course students will acquire the knowledge and training to understand the structure and function of the horse's body. 3 credits
Co-requisite: EQS139.

EQS155 Equine Community Service Experiential Learning will allow students to experience many concerns, practices, and stables in the equine industry. Students will be required to complete volunteer service at several different community-based, instructor-approved equine establishments to gain valuable hands-on training. 2 credits
Pre-requisite: EQS146.

EQS241 Equine Facilities Management is designed to prepare students for employment in the horse industry. Hands-on activities will cover elements of farm management; stable management, event management, and safe horse handling techniques. Students will be shown skills necessary for running a successful horse facility. 3 credits
Pre-requisite: EQS139.

EQS242 Equine Reproduction, Evaluation, and Selection focuses on the genetic improvement of horses. Students will actively apply lecture material in the lab each week. Topics will include mare and stallion reproductive physiology, live cover, artificial insemination, semen collection and evaluation, synthetic hormone regulation, ovulation, foaling and newborn care. Course is offered during the spring semester only. 3 credits
Pre-requisite: EQS148.

EQS243 Business Management in the Horse Industry is designed to prepare students for running their own equine business. Lessons will demonstrate elements of farm management: communication, regulation, marketing, staff management, sales & service, and skills necessary for running a successful horse business.
3 credits

EQS245 Equine Pasture and Land Management topics include zoning and permit requirements, paddock design and maintenance, water and electric needs, erosion problems, poisonous plants, soil conditions, and seeding methods. 3 credits
Pre-requisite: EQS142.

EQS246 Advanced Equine Field Study builds upon the Introductory Equine Field Study course by presenting more advanced tasks in the care of horses such as hoof care, first aid techniques, and treating colic. Students will work on farms throughout the area to gain hands-on practical experience in the everyday workings of running a horse business. 2 credits
Pre-requisite: EQS146.

EQS248 Equine Pathology focuses on training students to recognize symptoms, diseases, and infections. Students will learn to properly identify system functions and determine areas of concern, and develop treatment options once a condition is diagnosed and confirmed. 3 credits
Pre-requisite: EQS148.

EQS253 Judging and Course Design will allow students to experience, understand and practice judging different levels of equine conformation based on breed and show ring. Students will focus on the dynamics of designing and setting up jump courses for both stadium jumping and cross country courses. Students will be required to attend both English and Western horse shows throughout the semester.
3 credits
Pre-requisite: EQS139.

First Year Experience

FYE100 First-Year Experience introduces students to the study skills, critical thinking strategies, and cultural literacy necessary for college and global citizenship; engages them in the College's culture, resources, and technologies; and empowers them through guided academic planning. 3 credits

Fitness and Wellness

FWS110 Fundamentals of Personal Training I will begin to prepare students for employment in the fitness industry. Students will be introduced to the functions of the musculoskeletal and cardio-respiratory systems and their roles in exercise conditioning. Additional topics will include business building and marketing, ethical standards and practices, energy metabolism, nutrition, and weight management. 3 credits
Pre-requisite: EGL093.
Co-requisite: FWS111.

FWS111 Fundamentals of Personal Training I Lab is the college/clinical lab for students to practice and demonstrate beginning skills associated with the personal trainer role. Emphasis will be placed on basic fitness center operations and include customer service, cleanliness, and standard operating procedures. 1 credit
Co-requisite: FWS110.

FWS120 Fundamentals of Personal Training II builds and expands upon the knowledge base established in Fundamentals of Personal Training I. Topics will include biomechanics, exercise physiology, advanced program design, and program design for special populations. At the conclusion of this course and its corresponding lab, the student will be eligible to take the national certification exam in personal training. 3 credits
Pre-requisites: FWS110, FWS111.
Co-requisite: FWS121.

FWS121 Fundamentals of Personal Training II Lab is the college/clinical lab for students to continue to practice and demonstrate skills associated with the personal trainer role. Emphasis will be placed on fitness center services which include conducting orientations and assessments, health promotion programming, and writing basic exercise prescriptions. 1 credit
Pre-requisites: FWS110, FWS111.
Co-requisite: FWS120.

FWS130 Essentials of Fitness Assessments introduces the student to a variety of laboratory and field assessments/tests utilized in the fitness and wellness industry. Emphasis will be placed on conducting and administering exercise tests and prescriptions; administering health screening assessments and interpreting data; and providing results counseling. Associated health benefits and risks will also be addressed. Physical fitness assessments included are tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. 3 credits
Co-requisite: FWS110.

FWS135 Physiology of Exercise provides a basis for understanding the body's physiological responses to exercise and sport. Emphasis will be placed upon the practical application of exercise physiology principles to physical training practices. 3 credits
Pre-requisites: BIO208, BIO209, EGL101.

FWS180 Fitness Prescription for Special Populations emphasizes the skills and knowledge necessary to work with populations beyond the "apparently healthy." Coursework includes basic exercise prescriptions for various populations such as: youth, sports-specific, obese, pre/post-natal, senior, and clientele experiencing chronic illness affecting health and wellness. 3 credits
Pre-requisites: BIO208, BIO218, FWS110, FWS111.
Co-requisite: BIO203.

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. 3 credits
Pre-requisite: EGL093.

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-requisite: EGL093.

GIS101 Geographic Information Systems I (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 such as 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

Health

HEA130 Healthful Living I (I) investigates the concept of total wellness and the consequences of behavior. By defining wellness techniques and identifying risk factors, students will be able to attain their optimal level of health. The course will explore more pertinent aspects of the composition of health, stress management, human sexuality, disease prevention, addictive substances, nutrition, weight control, contraception and the life cycle. 3 credits
Pre-requisite: EGL090.

HEA136 Stress Management is designed to assist the student in understanding the concept of stress. Students will learn to identify and assess their stressors and be able to implement techniques to assuage and eliminate stress. 3 credits
Pre-requisite: EGL090.

HEA140 Alcoholism & Drug Addiction focuses on the various theoretical models related to addiction and their implications in our society. Multiple aspects of the alcohol, tobacco, and other drug addiction services continuum of prevention, intervention, treatment, and aftercare will be examined. Cultural influences as well as the issues related to family, gender and disabilities will be examined. Co-occurring disorders as well as the debate regarding addiction vs. compulsive behaviors for areas such as gambling and food issues is also addressed. This course is appropriate for all students and especially for those entering any aspect of the health care professions. 3 credits

HEA173 Human Sexuality provides the student with the opportunity to view this topic from a variety of perspectives: cultural, social, political, physical, and psychological. Issues are examined from viewpoints such as gender, individual, family, and professional roles. 3 credits
Pre-requisite: EGL090.

HEA174 Women's Health Issues provides an introduction to women's health concerns over the adult life span, with a primary focus on health promotion and proactive care. Common health issues affecting women from biological, medical, economic, historical, socio-cultural and political perspectives will be explored. 3 credits
Pre-requisite: EGL090.

Health Care

HCD120 Medical Terminology is designed to improve the students' professional medical vocabulary. Students will build medical vocabulary, while recognizing the prefixes, suffixes, root words, combining forms and abbreviations. Topics include how to spell, define and pronounce medical terms associated with the major body systems as well as label basic anatomy and recognize common pathology terms. 3 credits
Co-requisite: EGL090.

HCD124 Health Information Technology (HIT) will examine approaches to planning, selecting, implementing, and evaluating health information technology, focusing primarily on the use of electronic medical records (EMR), clinical decision support (CDS), data management, and computerized physician order entry (CPOE). Health Information Technology is the comprehensive management of health information across computerized systems and its secure exchange between consumers, providers, government, quality-assurance entities, and insurers. This course includes concepts of clinical and regulatory environments, as well as changes in consumer behavior. Previous experience as a medical coder is highly recommended before enrolling in this course. 3 credits
Pre-requisite: EGL093.

HCD150 Social Media in the Health Care Setting introduces the healthcare student to beginning concepts in social media channels available today as they apply to communications in the field of health care. The course will explore basic concepts in sociology and online privacy, investigate and use specific social media channels, as well as review HIPAA and the legal aspects of social media. Using specific examples, students will be exposed to how businesses in health care adopt social media strategies and develop policies for responsible social media use by staff and patients. 3 credits
Pre-requisites: EGL101.

HCD161 Application: Electronic Medical Records will provide an overview of the concepts and processes surrounding electronic medical records. Initiating, maintaining and managing electronic medical records (EMRs) in various health care settings will be addressed. Students will apply EMR management concepts in a practice setting. Previous experience as a medical coder is highly recommended before enrolling in this course. 1 credit
Pre-requisite: EGL093.
Co-requisite: HCD124.

HCD232 Introduction to Clinical Pharmacology will introduce the student to pharmacological concepts, medication uses, classification systems, administration, safety precautions, side effects, contraindications, and adverse reactions. Appropriate patient monitoring and teaching related to prototype drugs from each major classification will also be addressed. This course will benefit those students enrolled in health professions programs. 3 credits
Pre-requisites: EGL101, MAT092 or MAT097.

HCD261 Application: Health Information Technology (HIT) will provide an overview of the concepts and processes surrounding health information technology. HIT as it relates to legislative and regulatory standards, meaningful use, and electronic communication will be addressed related to application in the practice setting. 2 credits
Pre-requisites: HCD124, HCD161.
Co-requisite: HCD150.

HCD270 Ethical Issues in Healthcare (H) will introduce students to ethical issues in today's healthcare environment. Students will be exposed to a comprehensive view of ethical issues including how to identify ethical issues and how to address a wide variety of ethical situations. 3 credits
Pre-requisite: EGL101.

History

HST101 Western Civilization I (to 1715) (H) 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. 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. 3 credits
Co-requisite: EGL101.

HST103 History of Criminal Justice examines the evolution of crime, punishment, and police work 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. The goal of the course is to look at how crime has changed and how law enforcement and policing methods have evolved. 3 credits
Pre-requisite: EGL093.

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. 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. 3 credits
Co-requisite: EGL101.

HST135 History of Rock (I) is a survey of the development of popular music in the 20th and 21st centuries. The origins of rock music, significant artists, influences from different genres, and influence on cultural society will be discussed. Selected representative pieces will be absorbed through directed listening. Topical research papers are required. No music reading skills necessary. 3 credits

HST141 Survey of Art History (I) 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: EGL093.

HST201 United States History I (H) addresses the history of the United States from the Age of Discovery through the Civil War era. Topics include Old World Background, Colonial America, the War for Independence, the Early Nation, Jeffersonian Democracy, the Jacksonian Age, Ante Bellum South, Manifest Destiny, and the Civil War. 3 credits
Co-requisite: EGL101.

HST202 United States History II (H) 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. 3 credits
Co-requisite: EGL101.

HST242 Survey of Modern Art History (H) explores the development of the art of Western Civilization, specifically painting, sculpture, and architecture. Emphasis is placed on 19th and 20th century art and aesthetic intentions, as well as their roots in the late 18th century. The course examines works of art that are most characteristic of each period and discusses questions such as: Why do we create art? What influences our choice of imagery? How does knowledge of the past help us to understand the art of the present? 3 credits
Pre-requisites: EGL093.

HST251 Introduction to African American Studies is designed to expose students of all races to the rich heritage of the African-American. This survey course will incorporate oral as well as written projects, and will cover almost 400 years of African-American involvement in the making of America. 3 credits
Co-requisite: EGL101.

HST253 Civil War and Reconstruction covers the time period 1845 to 1877 and includes the study of the origins, development, and outcomes of the greatest struggle this nation has known between the North and South: the American Civil War and the Reconstruction. Emphasis will be placed on political, economic, and social issues leading to the war and the effort to reunite the nation after the war. 3 credits
Co-requisite: EGL101.

HST298 Western Military History stresses change in military operations from the period of Ancient History to the present. Those changes have been influenced by political, social, economic, moral and geographical factors. How these factors have shaped the battles, tools, and outcomes of war will be a major emphasis of this course. 3 credits
Co-requisite: EGL101.

Horticulture

HSC142 Soils and Fertilizers Lab will familiarize students with methods and equipment used in soil science. Soil morphology, physical properties, pH, cation exchange capacity (CEC) and testing for nutrients will be covered. Students will use and interpret the US Soil Survey. 1 credit
Co-requisite: HCS152.

HSC152 Soils and Fertilizers will provide the student with an understanding of the composition, fertility, and biology of soil. This course will include structure and classification of soils, soil biology, plant nutrients, and soil amendments. Reduction of excess nutrients in streams, rivers, and the Chesapeake Bay will be emphasized.
3 credits

HSC153 Landscaping Construction and Maintenance will provide the student with an understanding of the materials, equipment, preparations, and methods of installation used in landscape construction. 3 credits

HSC154 Botanical Garden Studies investigates regional public gardens. Topics may include landscaping for conservation, native plants, warm season meadows, rain gardens, formal gardens, wildflowers and woodland gardens, conservatories, topiary, green roofs, woody plants in the landscape, children's gardens, historical gardens, seasonal gardens, Japanese gardens, butterfly gardens, community gardens, and garden design. As there are numerous public gardens, topics and gardens visited will change from session to session.
3 credits

HSC155 Woody Plants Identification I is one of two courses within the Horticultural Science Program that will familiarize students with a significant number of woody trees and shrubs commonly found in our local environment. Evergreen and deciduous species will be covered. For each plant, students will discuss nativity, landscape use and establishment, cultural requirements, seasonal interest, and environmental considerations. Species for study will be selected based upon the season in which the course is offered and will include plants specified for the Maryland Certified Professional Horticulturist (CPH) basic exam. 2 credits

HSC156 Herbaceous Plants I is one of two courses within the Horticultural Science Program that will focus on the identification of herbaceous plants found in our local environment. Perennials, annuals, and houseplants will be covered and will include grasses, groundcovers, vines, and ferns. For each species, students will discuss use, culture, native habitat, pest and disease considerations, and seasonal interest. Species for study will be selected based upon the season in which the course is offered and will include plants specified for the Maryland Certified Professional Horticulturist (CPH) basic exam. 2 credits

HSC160 Woody Plants Identification II is one of two courses within the Horticultural Science Program that will familiarize students with a significant number of woody trees and shrubs commonly found in our local environment. Evergreen and deciduous species will be covered. For each plant, students will discuss nativity, landscape use and establishment, cultural requirements, seasonal interest, and environmental considerations. Species for study will be selected based upon the season in which the course is offered and will include plants specified for the Maryland Certified Professional Horticulturist (CPH) basic exam. 2 credits

HSC161 Herbaceous Plants II is one of two courses within the Horticultural Science Program that will focus on the identification of herbaceous plants found in our local environment. Perennials, annuals, and house plants will be covered and will include grasses, groundcovers, vines, and ferns. For each species, students will discuss use, culture, native habitat, pest and disease considerations, and seasonal interest. Species for study will be selected based upon the season in which the course is offered and will include plants specified for the Maryland Certified Professional Horticulturist (CPH) basic exam. 2 credits

HSC253 Introduction to Landscape Design will provide the student with an exposure to the landscape design process with an emphasis on residential landscaping. Students will draw and read landscape plans, discuss appropriate plant selection and sustainability as well basic landscape design principles and landscape design styles. 3 credits
Pre-requisites: HCS156 or HCS161, HCS155 or HCS160.

Licensed Practical Nurse

LPN201 Care of Childrearing/Childbearing Families introduces family systems theory in the study of childrearing/childbearing families. Study will include growth and development, normal pediatric and obstetric concepts, and stressors affecting individuals and family systems, with emphasis on the role of the practical nurse in patient care. 2 credits
Pre-requisites: BIO209, NUR105, NUR115.
Co-requisites: LPN206, LPN211.

LPN205 Advanced Medical-Surgical and Psychiatric Theory, LPN emphasizes the care of adults and aged clients in various health care settings. The focus is on the study of clients with complex alterations in wellness related to pathophysiological and psychological stressors with emphasis on the role of the licensed practical nurse in patient care. 2 credits
Pre-requisites: LPN201, LPN211, BIO209, BIO219.
Co-requisites: LPN206, LPN215.

LPN206 Professional, Legal, and Ethical Issues in Nursing, LPN introduces the students to complex, political, and ethical matters that have an impact on professional nursing. The role and responsibilities of the licensed practical nurse and the importance of problem solving are emphasized. 1 credit
Pre-requisites: NUR105, NUR115, BIO209, BIO219.
Co-requisites: LPN201, LPN205.

LPN211 Clinical Lab III: Care of Childrearing/Childbearing Families is the clinical companion to LPN201. Clinical experiences are conducted in the inpatient and outpatient settings with observational experiences of maternal, newborn, and pediatric clients. The inpatient setting involves caring for clients with medical and surgical stressors, with a focus on the issues of childrearing/childbearing families. The student is expected to integrate theoretical knowledge and the nursing process into the practice of nursing while utilizing effective communication skills when caring for clients in both the acute and chronic health care setting as the LPN member of the healthcare team. 1 credit
Pre-requisites: BIO209, NUR105, NUR115.

Co-requisite: LPN201.

LPN215 Clinical Lab IV: Medical/Surgical/Psychiatric is the clinical companion to LPN205. Clinical experience focuses on clients experiencing emotional and/or psychiatric stressors concurrent with medical and surgical stressors. Students increase proficiency in practical nursing procedures, while integrating theoretical knowledge, effective communication skills, and the nursing process, into the practice of nursing when caring for medical, surgical, and psychiatric clients in both the acute and chronic health care setting as the LPN member of the healthcare team. 1 credit
Pre-requisites: BIO209, NUR105, NUR115.
Co-requisite: LPN205.

Mathematics

MAT095 Intermediate Algebra for Non-STEM Students focuses on essential skills in intermediate algebra for students whose program of study does not require them to take MAT 093 Intermediate Algebra or MAT 121 Precalculus. This course is designed for non-Science, Technology, Engineering, and Math students (non-STEM). Topics include a review of linear equations and formulas, function notation, quadratic functions, exponential functions, and logarithmic functions. 2 credits
Pre-requisite: MAT092.
Co-requisite: EGL093.

MAT096 Math Fundamentals prepares students with essential arithmetic skills in whole numbers, fractions, decimals, ratios, proportions, percentages and measurement. 2 credits
Co-requisites: COL081, EGL090.

MAT097 Introductory and Intermediate Algebra introduces the fundamental study of signed numbers, exponents, radicals, polynomials, rational expressions, variation, first and second-degree equations, and graphing of linear equations and formulas, function notation, quadratic functions, exponential functions, logarithmic functions and composition of functions. 4 credits
Pre-requisite: Grade of C or better in MAT091 or MAT096.
Co-requisite: EGL093.

MAT098 Advanced Intermediate Algebra (STEM) provides higher-level pre-requisite mathematical knowledge that is needed in a variety of college level courses. Solutions to absolute value, radical, rational, exponential, logarithmic, and other higher-order equations are found using both graphical and analytical methods. Additional topics include the solving of inequalities and systems of linear and nonlinear equations. 2 credits
Pre-requisite: Grade of C or better in MAT092 or MAT095 or MAT097.
Co-requisite: EGL093.

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 functions, laws of logarithms, trigonometric and inverse trigonometric functions, trigonometric identities, solutions of trigonometric equations, the Laws of Sines and Cosines, and vectors. A problem solving approach utilizes applications and a graphing calculator throughout the course. 4 credits
Pre-requisites: EGL093, grade of C or better in MAT093 or MAT098.

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. 3 credits
Pre-requisites: EGL093, MAT093 or MAT095 or MAT097, Grade of C or higher in MAT093 or MAT095.

MAT125 Applied Calculus (M) is an introductory study of differential and integral calculus with emphasis on techniques and applications. This course introduces students to the fundamental techniques for limits, differentiation, and integration of algebraic, logarithmic, and exponential functions. Applications of differentiation and integration are studied. This course is not intended for STEM majors. 4 credits
Pre-requisites: EGL093 and MAT092 or MAT095 or MAT097.

MAT127 Introduction to Statistics (M) introduces students to the study of measures of central tendency, measures of variation, graphical representation of data, least squares regression, correlation, probability, probability distributions, sampling techniques, parameter estimation, and hypothesis testing. The emphasis is on applications from a variety of sources including newspapers, periodicals, journals, and many of the disciplines that students may encounter in their college education. Students shall be expected to gather and analyze data, and formally report the results of their research. The use of technology and statistical software is integrated throughout the course. 4 credits
Pre-requisites: EGL093, MAT093 or MAT095 or MAT097, a Grade of C or better in MAT093 or MAT095.

MAT128 Introduction to Statistics II (M) addresses the design of experiments and analysis of variance, nonparametric statistics, categorical data analysis, simple linear regression, multiple regression and model building, quality control charts, and time series analysis. The emphasis is on applications using data sets from a variety of sources and disciplines including newspapers, periodicals, journals, the Web and many of the disciplines that students may encounter in their college education. Students will gather and analyze data, and formally report the results of their research. The use of technology and statistical software is integrated throughout the course. 4 credits
Pre-requisite: MAT127.

MAT133 Mathematical Concepts and Structures I is a course for elementary education majors. It focuses on 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. 4 credits
Pre-requisites: EGL093, grade of C or better in MAT093 or MAT097.

MAT134 Mathematical Concepts and Structures II is a course for elementary education majors. It focuses on applications of ratios and proportions, 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. 4 credits
Pre-requisites: EGL093, grade of C or better in MAT093 or MAT097.

MAT201 Calculus I with Analytic Geometry (M) introduces students to the mathematical techniques for limits (including L'Hospital's Rule), differentiation, and integration of algebraic, trigonometric, inverse trigonometric, logarithmic, exponential, hyperbolic, and inverse hyperbolic functions. Applications of differentiation and integration are studied. 4 credits
Pre-requisites: EGL093 and grade of C or better in MAT121.

MAT202 Calculus II with Analytic Geometry (M) introduces integration techniques, improper integrals, sequences, infinite series, conic sections and polar coordinates. Students will solve applied problems related to limits, differentiation, integration, and infinite series. A computer algebra system, such as Maple, is introduced and used. 4 credits
Pre-requisite: Grade of C or better in MAT201.

MAT203 Multivariable Calculus (M) provides the student with a study of three-dimensional space, introduction to hyperspace, partial differentiation, multiple integration, vectors in a plane, and topics in vector calculus to include Green's Theorem, Stokes' Theorem, and the divergence theorem. Knowledge of a computer algebra system, MAPLE, is expanded. 4 credits
Pre-requisite: MAT202 Capstone Project: There will be a capstone project required in this course. The capstone project will give students the opportunity to choose from a list of projects or one that a student suggests with the approval of the instructor. The project must include elements of all previous math classes, especially Calculus II, Multivariable Calculus, and Introductory Statistics.

MAT236 Discrete Structures (M) introduces the fundamental tools, topics, and concepts of discrete mathematics. This course emphasizes counting methods, proof techniques, and problem-solving strategies. Topics include Boolean algebra, set theory, symbolic logic, predicate calculus, number theory, the methods of proofs (direct, indirect, and inductive), objective functions, equivalence relations, graphs, set partitions, combinatorics, modular arithmetic, summations, and recurrences. 3 credits
Pre-requisite: MAT201.

MAT240 Introduction to Linear Algebra (M) introduces the basic concepts of linear algebra: vector spaces, applications to line and plane geometry, linear equations and matrices, similar matrices, linear transformations, eigenvalues, determinants, and quadratic forms. A computer algebra system will be used. 4 credits
Pre-requisite: Grade of C or better in MAT202 or permission of the Math Department Chair.

MAT246 Introduction to Differential Equations (M) 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. 3 credits
Pre-requisite: Grade of C or better in MAT202.

Music

MUC102 Piano Class I is the study of basic music skills as they apply to piano playing. Music theory, sound production, pedal techniques, posture, hand position and knowledge of beginning repertoire are developed through weekly reinforcement in a group setting. 1 credit

MUC104 Guitar Class (H) is the study of basic music skills as they apply to playing guitar and musical knowledge as it relates to the guitar. Emphasis is placed on practical application of music and technique as well as music theory, music literature, music history, guitar history, and musical genres. No prior music reading skills or experience necessary. 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: MUC102 and either MUC120 or MUC124.

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.
Co-requisites: MUC114 and either MUC121 or MUC125 or MUC15.

MUC114 Piano Class II is the study of early intermediate music skills as they apply to piano playing. Music theory, sound production, pedal techniques, posture, hand position, and knowledge of early intermediate solo and ensemble repertoire are developed through weekly reinforcement in a group setting. 1 credit
Pre-requisite: MUC102 or permission of instructor.

MUC120 Chamber Ensemble I will focus on the performance of a range of musical styles in a chamber ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, and performance practice will be incorporated throughout the class. 2 credits

MUC121 Chamber Ensemble II will focus on the performance of a range of musical styles in a chamber ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, and performance practice will be incorporated throughout the class. 2 credits

MUC122 Music Appreciation (H) is a survey of the development of music from ancient civilizations to the present day. Emphasis is placed on major genres, composers, and repertoire from the Middle Ages through the Contemporary eras. Listening skills and music terminology are discussed. No music reading skills necessary.
3 credits
Co-requisite: EGL093.

MUC124 Chamber Choir I will focus on the performance of a range of musical styles in a vocal ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, harmonizing, and performance practice will be incorporated throughout the class.
2 credits

MUC125 Chamber Choir II will focus on the performance of a range of musical styles in a vocal ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, harmonizing, and performance practice will be incorporated throughout the class.
2 credits

MUC128 Introduction to Audio Technology (I) provides instruction and hands-on experience with a variety of audio equipment. Students learn the principles of electricity, electronics, acoustical theory, and the operation of audio equipment. 3 credits

MUC135 History of Rock (I) is a survey of the development of popular music in the 20th and 21st centuries. The origins of rock music, significant artists, influences from different genres, and influence on cultural society will be discussed. Selected representative pieces will be absorbed through directed listening. Topical research papers are required. No music reading skills necessary. 3 credits

MUC143 Music Fundamentals (H) introduces students to beginning musical concepts. Note reading, intervals, scales, triads, and structures are discussed along with music history, instruments, and repertoire. No prior music experience necessary. 3 credits

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. 4 credits
Pre-requisite: MUC111.
Co-requisite: MUC220 or MUC224.

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 applications. 4 credits
Pre-requisite: MUC210.
Co-requisite: MUC221 or MUC225.

MUC220 Chamber Ensemble III will focus on the performance of a range of musical styles in a chamber ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, and performance practice will be incorporated throughout the class. 2 credits

MUC221 Chamber Ensemble IV will focus on the performance of a range of musical styles in a chamber ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, and performance practice will be incorporated throughout the class. 2 credits

MUC224 Chamber Choir III will focus on the performance of a range of musical styles in a vocal ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, harmonizing, and performance practice will be incorporated throughout the class.
2 credits

MUC225 Chamber Choir IV will focus on the performance of a range of musical styles in a vocal ensemble setting. Students will learn repertoire and participate in rehearsals culminating in a public performance while working with other students and a music director. Musical elements such as technique, musicality, ensemble cooperation, vocabulary, harmonizing, and performance practice will be incorporated throughout the class.
2 credits

MUC228 Recording Techniques provides instruction in engineering and studio techniques as well as hands-on experience with audio equipment. Audio theory such as signal flow, microphone theory, and the physics of sound will be discussed alongside practical experience and demonstrations. 3 credits
Pre-requisite: MUC128.

MUC229 Introduction to Digital Audio Workstations in an introduction to recording, mixing, and production with software. Vocab, techniques, and terminology will be discussed alongside practical experience and demonstrations. 3 credits
Pre-requisite: MUC128.

MUC263 Diction for Singers I (Eng./Ital.) is the study of English and Italian diction as it applies to vocal arts. Students will have the opportunity to learn the International Phonetic Alphabet (IPA), learn to pronounce English as it applies to singing, learn pronunciation, and demonstrate a basic understanding of Italian words. Throughout the semester students will learn repertoire to apply the techniques learned in class. 2 credits

MUC264 Diction for Singers II (Fr./Ger.) is the study of French and German diction as it applies to vocal arts. Students will have the opportunity to learn the International Phonetic Alphabet (IPA), learn pronunciation, and demonstrate a basic understanding of French and German words. Throughout the semester, students will learn repertoire to apply the techniques learned in class. 2 credits
Pre-requisite: MUC263.

MUL101 – MUL104 Guitar/Bass Lessons I-IV are the study of music skills as they apply to playing guitar or bass guitar. Students choose acoustic guitar, electric guitar, or bass guitar and learn technique and music of pop and rock musicians. Music theory, sound production techniques, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL105 - MUL108 Classical Guitar Lessons I-IV are the study of music skills as they apply to playing classical guitar. Students study fingerstyle technique and learn the music of Renaissance, Baroque, Classical, Romantic, and Contemporary composers. Music theory, sound production techniques, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL109 – MUL112 Jazz Guitar Lessons I – IV are the study of music skills as they apply to playing jazz guitar. Students study technique, improvisation, and the music of various jazz genres. Music theory, sound production techniques, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL113 – MUL116 Voice Lessons I – IV are the study of music skills as they apply to vocal arts. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required.
1 credit

MUL117 – MUL120 Woodwind Lessons I - IV are the study of music skills as they apply to playing woodwind instruments. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students choose an instrument from the woodwind family (clarinet, saxophone, flute, etc.) and meet once a week in a private lesson. Practice time outside of class is required.
1 credit

MUL121 –MUL124 Piano Lessons I - IV are the study of music skills as they apply to playing piano. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL125 – MUL128 String Lessons I - IV are the study of music skills as they apply to playing a string instrument. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students choose an instrument from the string family (violin, cello, etc.) and meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL129 – MUL132 Drum/Percussion Lessons I - IV are the study of music skills as they apply to playing drums and/or percussion instruments. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL133 –MUL136 Brass Lessons I- IV is the study of music skills as they apply to playing brass instruments. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students choose an instrument from the brass family (trumpet, trombone, horn, etc.) and meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL201 – MUL204 Guitar/Bass Lessons V - VIII are the study of music skills as they apply to playing guitar or bass guitar. Students choose acoustic guitar, electric guitar, or bass guitar and learn technique and music of pop and rock musicians. Music theory, sound production techniques, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL205 – MUL208 Classical Guitar Lessons V - VIII are the study of music skills as they apply to playing classical guitar. Students study fingerstyle technique and learn the music of Renaissance, Baroque, Classical, Romantic, and Contemporary composers. Music theory, sound production techniques, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL209 – MUL212 Jazz Guitar Lessons V - VIII are the study of music skills as they apply to playing jazz guitar. Students study technique, improvisation, and the music of various jazz genres. Music theory, sound production techniques, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL213 – MUL216 Voice Lessons V - VIII are the study of music skills as they apply to vocal arts. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required.
1 credit

MUL217 – MUL220 Woodwind Lessons V - VIII are the study of music skills as they apply to playing woodwind instruments. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students choose an instrument from the woodwind family (clarinet, saxophone, flute, etc.) and meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL221 – MUL224 Piano Lessons V - VIII are the study of music skills as they apply to playing piano. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL225 – MUL228 String Lessons V - VIII are the study of music skills as they apply to playing a string instrument. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students choose an instrument from the string family (violin, cello, etc.) and meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL229 – MUL232 Drum Percussion Lessons V - VIII are the study of music skills as they apply to playing drums and/or percussion instruments. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students meet once a week in a private lesson. Practice time outside of class is required. 1 credit

MUL233 – MUL236 Brass Lessons V - VIII is the study of music skills as they apply to playing brass instruments. Music theory, sound production techniques, breathing, posture, and knowledge of repertoire are developed through weekly reinforcement. Students choose an instrument from the brass family (trumpet, trombone, horn, etc.) and meet once a week in a private lesson. Practice time outside of class is required.
1 credit

Nursing

NUR101 Concepts and Processes in Nursing introduces the student to the profession of nursing, the Neuman Systems Model (NSM), nursing as a discipline, nursing concepts, and the nursing process. Special emphasis is on utilizing the Neuman Systems Model and the nursing process in planning nursing care of elderly clients.
2 credits
Prerequisites: BIO208, BIO218, EGL101, MAT093 or MAT097.
Co-requisites: NUR104, NUR114.

NUR104 Nursing Fundamentals Theory will introduce basic nursing concepts and processes with emphasis on assisting the aged adult to adapt in illness to achieve an optimum level of wellness. The student will be introduced to the nursing process and to the Neuman Systems Model - the conceptual framework used throughout the nursing program. 5 credits
Pre-requisites: BIO208, BIO218, EGL101, MAT093 or MAT097.
Co-requisites: NUR101, NUR114.

NUR105 Care of Adult and Aging Clients emphasizes the nursing care of adult and aging clients experiencing medical-surgical problems. Course work includes the study of clients undergoing alterations in levels of wellness related to physiological stressors. Study involves application of the Neuman Systems Model and the nursing process to promote attainment/maintenance of optimal levels of wellness. 4 credits
Pre-requisites: NUR101, NUR104, NUR114.
Co-requisite: NUR115.

NUR114 Clinical Lab I: Nursing Fundamentals is the college/clinical laboratory that provides an opportunity for students to demonstrate safe and competent psychomotor and communication skills necessary for client care. The student will be expected to use the nursing process and the Neuman Systems Model when demonstrating clinical nursing skills. The demonstration of client care is based upon theoretical knowledge acquired from the co-requisite courses. 2 credits
Pre-requisites: BIO208, BIO218, EGL101, MAT093 or MAT097.
Co-requisites: NUR101, NUR104.

NUR115 Clinical Lab II: Medical/Surgical Settings provides clinical laboratory learning experience in medical/surgical settings. Emphasis is on the utilization of the nursing process and the Neuman Systems Model in the care of adults and aging clients experiencing physiological stressors. 4 credits
Pre-requisites: NUR101, NUR104, NUR114.
Co-requisite: NUR105.

NUR130 LPN to ADN Transition is designed to introduce the Licensed Practical Nurse (LPN) to the role of the Associate Degree Registered Nurse (ADN). Course content includes college success strategies, various roles of the nurse, role transition from LPN to RN, nursing concepts including the Neuman Systems Model (NSM), nursing process, pharmacology, and care of adult and aging clients. 3 credits
Pre-requisite: EGL101.
Co-requisites: BIO200, BIO209, BIO210, BIO219, NUR131.

NUR131 LPN to ADN Clinical Lab is the clinical companion to NUR130. Clinical experience focuses on the care of adult and aging clients experiencing medical and surgical stressors. Students will demonstrate proficiency in technical nursing procedures, caring for multiple clients, and will begin to utilize the nursing process at the level of a Registered Nurse. The student is expected to integrate theoretical knowledge into the practice of nursing and utilize effective communication skills. 1 credit
Pre-requisite: EGL101.
Co-requisites: BIO200, BIO209, BIO210, BIO219, NUR130.

NUR181 Military Transition to ADN Clinical Lab is the clinical course prior to enrolling in the senior year of the Associate degree nursing program and is designed to prepare navy corpsmen, army medics (91wm6 or higher) and/or air force medical technicians (Usaf4n0) to transition into the role of the Registered Nurse. Clinical experiences focus on the care of adult and aging clients experiencing medical and surgical stressors. Students will be expected to demonstrate proficiency in technical nursing procedures, care for multiple clients, and utilize the nursing process at the level of a Registered Nurse. The student is expected to integrate theoretical knowledge into the practice of nursing and utilize effective communication skills. Enrollment requires dual enrollment with American Public University System and permission of the Dean of Nursing and Health Professions.
Pre-requisite: EGL101.
Co-requisites: BIO200, BIO209, BIO210, BIO219.

NUR201 Care of Childbearing/Childrearing Families focuses on 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, and community systems, coupled with the nursing implications for assisting these clients to attain, maintain, or regain optimal level of wellness. 4 credits
Pre-requisites: BIO200, BIO209, BIO210, BIO219, NUR105, NUR115.
Co-requisites: NUR211, PSY201.

NUR204 Care of Clients with Complex Stressors utilizes the Neuman Systems Model (NSM) and the nursing process to emphasize care of adult and aged clients in various healthcare settings and includes study of clients experiencing complex alterations in level of wellness related to pathophysiological and/or psychological stressors. The concept of synthesis and integration of nursing knowledge in the care of multiple clients is included. 4 credits
Pre-requisites: NUR201, NUR211, PSY201.
Co-requisites: NUR206, NUR214.

NUR206 Professional, Legal, and Ethical Issues in Nursing stresses the professional, legal, political, and ethical issues which influence the nurse's role and responsibilities in today's health care environment. Concerns and issues which confront nurses, particularly the new nursing graduate, are discussed and problem-solving techniques are utilized. Evidence-based nursing practice, professional activities and continued education in the field of nursing are emphasized. 2 credits
Co-requisite: NUR204.

NUR208 Professional Issues in Nursing stresses the professional, social, legal, political, and ethical issues which influence the nurse's role and responsibilities in today's health care environment. Concerns and issues which confront nurses, particularly the new nursing graduate, are discussed and problem-solving techniques are utilized. Evidence-based nursing practice, professional activities and continued education in the field of nursing are emphasized. 3 credits
Co-requisite: NUR204.

NUR211 Clinical Lab III-Care of Childbearing/Childrearing Families stresses the utilization 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
Pre-requisites: BIO200, BIO210, BIO209, BIO219, NUR105, NUR115.
Co-requisites: NUR201, PSY201.

NUR214 Clinical Lab IV: Medical/Surgical/Psychiatric stresses the assessment, planning, implementation, and evaluation of clients in the medical/surgical and psychiatric settings using the Neuman Systems Model and the nursing process. In the medical/surgical clinical settings, the students are provided opportunities to develop their leadership and organizational skills through supervision of peers and other nursing personnel and multiple patient assignments. In the psychiatric clinical setting, the therapeutic skills necessary for providing nursing care for psychiatrically hospitalized clients are utilized. 4 credits
Pre-requisites: NUR201, NUR211, PSY201.
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: EGL093.

PHI201 Ethics – Contemporary Moral Issues (H) introduces students to philosophical thinking about morality, moral problems, and moral judgments.
3 credits
Pre-requisite: EGL093.

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-requisite: EGL093.

PHI270 Ethical Issues in Healthcare (H) will introduce students to ethical issues in today's healthcare environment. Students will be exposed to a comprehensive view of ethical issues including how to identify ethical issues and how to address a wide variety of ethical situations. 3 credits
Pre-requisite: EGL101.

Physical Education

PED104 Walking for Fun and Fitness I (ACT) This introductory course is designed to provide students with the skills and knowledge necessary to continue participation in fitness and wellness activities as a lifelong commitment to maintaining physical fitness. Emphasis is placed on general walking terminology, logging and/or journaling, health-related components, and injury prevention and care. Students will be given the opportunity to design a walking program, and modify it to meet his or her individual short- and long-term goals. 1 credit

PED106 Running for Fun and Fitness is designed to provide students with the theoretical and practical knowledge and experience to enhance their cardiovascular fitness, primarily through running. The course will explore basic concepts in running mechanics, safety considerations, and setting up a training program. Students will complete a pre- and -post assessment of their fitness, with the opportunity to create goals and attain them within the course. 1 credit

PED107 Hiking (ACT) is an introductory course on hiking basics with an emphasis on setting up a personal exercise program, reading and planning routes, personal safety, and health benefits. All Cecil College Physical Education courses are designed to provide educational opportunities that empower students to practice lifelong positive health behaviors. In particular, this course will prepare students to experience several local hikes where they can apply basic hiking skills. Additional topics to be covered include: basic compass and/or map use, food and water guidelines, Leave No Trace principles, treatment of common hiking injuries, clothing/equipment considerations and daypack essentials. Students will be required to complete hikes at trail locations regionally. Students must provide their own transportation to trail locations. While previous hiking experience is not required, the physical ability to navigate moderately difficult terrains is strongly advised.
2 credits

PED109 Cardiovascular Fitness (ACT) is an introductory course designed to provide opportunities for students to practice and improve their cardiovascular fitness, muscular endurance and strength, body composition and flexibility. All Cecil College Physical Education courses are designed to provide educational opportunities that empower students to practice lifelong positive health behaviors. In particular, this course will prepare students to learn about the proper use of equipment such as treadmills, ellipticals, versa climbers and rowing machines, in addition to using outdoor facilities such as the walking track and nature trail as a part of their exercise program. An individual workout routine, developed by the student and instructor, will be followed throughout the course. 2 credits

PED135 First Aid and CPR will provide students with the opportunity to learn the skills needed to act quickly and effectively in the case of an accident or emergency situation. Students participate in various simulated injury and emergency situations. Students may achieve American Red Cross certification in Adult, Child and Infant CPR and First Aid. 3 credits

PED161 Introduction to Martial Arts (ACT) is an introductory course designed to provide students with basic self-defense skills through the practice of several disciplines of martial arts including, but not limited to, Brazilian Jiu Jitsu (BJJ) and Muay Thai. Areas of emphasis beyond the physical practice will include focus, awareness, respect, humility and general enhancement of ones' everyday life. All Cecil College Physical Education courses are designed to provide educational opportunities that empower students to practice lifelong positive health behaviors. In particular, this course will teach basic stances, blocks, punches, kicks and techniques. Upon successful completion of the course, students will be able to defend themselves using a multitude of martial art techniques in a defense scenario. 2 credits

PED162 Karate I (ACT) introduces the Isshinryu form of karate. Through systematic training, self-defense skills are developed and basic stances, blocks, strikes, and quick escapes are practiced. Emphasis is placed on character building and attitude. 1 credit

PED164 Brazilian Jiu Jitsu (ACT) is a course designed to build students' confidence, physical fitness and self-defense skills through the practice of the martial art form, Brazilian Jiu Jitsu (BJJ). Students will learn about the history and traditions of BJJ, in addition to the physical practice. All Cecil College Physical Education courses are designed to provide educational opportunities that empower students to practice lifelong positive health behaviors. In particular, this course will teach students BJJ skills and techniques such as getting to and from the ground safely, using leverage against the opponent, take downs and submissions. Upon successful completion of the course, students will be able to defend themselves using these techniques in a mock one on one scenario. 2 credits

PED166 Co-ed Self-Defense introduces the maneuvers of self-defense. Students will be given the opportunity to learn the vital areas of the body which could be used as a target in the event of being attacked, how to use one's own body as a weapon, how to use ordinary objects as a weapon, and how to subdue an attacker. Students are trained on how to recognize and avoid dangers; and if avoidance is not possible, how to use self-defense techniques.
1 credit

PED169 T'ai Chi Ch'uan (ACT) introduces students to the Yang style of this ancient Chinese martial art, which promotes a highly sophisticated mode of body coordination and more acute mental processes. It has been used for centuries as both a method of relaxation and fitness. Students will be given the opportunity to learn the basic principles, characteristics, history, and performance of the Yang style of T'ai Chi Ch'uan. 1 credit

PED173 Step Aerobics (ACT) will introduce the fundamental skills of aerobics. This activity-based course will provide the student with the opportunity to demonstrate beginner skill level for low impact aerobics along with principles of body toning. Each student will create an individual fitness plan. 1 credit

PED174 Weight Training I (ACT) is a physical activity-based course designed to incorporate aspects of resistance training. Students will be given guidelines for a workout routine during the first phase of the course including recommended nutritional practices. During the second phase of the course, students will design their own weight training program geared to reaching their personal goals. The emphasis of the course is the development of muscular strength and endurance. 2 credits

PED175 Hatha Yoga I (ACT) introduces students to the principles of postural alignment, breathing, meditation, focused use of energy, and body/mind relaxation techniques. It is an activity-based class that encourages the students to enhance their health and skill-related fitness. 2 credits

PED177 Physical Conditioning (ACT) facilitates students developing a fitness routine geared to their individual needs for lifetime fitness. All Cecil College Physical Education courses are designed to provide educational opportunities that empower students to practice lifelong positive health behaviors. In particular, this course will prepare students to participate in a wide variety of health and skill related activities. Additional topics to be covered include: assessing physical fitness, nutrition status, goal setting, and FITT principles. An individual workout routine, developed by the student and instructor, will be followed throughout the course. 2 credits

PED180 Introduction to Physical Education introduces students to the foundations of physical education and career opportunities. Emphasis is placed on the physiological, socio-cultural, and psychological foundations of the profession. This course also explores career opportunities within areas of exercise science, coaching, health, fitness, and sport. This course does not satisfy activity requirements in any degree or certificate program. 3 credits
Co-requisite: EGL101.

PED183 Basketball Theory and Officiating introduces the student to coaching techniques and the knowledge of the mechanics of officiating. Emphasis is placed on developing a sound philosophy, organizing an effective program, implementing coaching strategies, and officiating skills. This course does not satisfy the physical education activity requirements in any degree or certificate program. 3 credits
Co-requisite: EGL090.

PED184 Baseball/Softball Theory and Officiating introduces the student to coaching techniques and the knowledge and mechanics of officiating. Emphasis is placed on developing a sound philosophy, organizing an effective program, implementing coaching strategies, and officiating skills. This course does not satisfy the physical education activity requirements in any degree or certificate program. 3 credits

PED196 Tennis I (ACT) is a physical activity-based introduction to tennis. Emphasis will be on the development of the basic strokes and strategies in singles and doubles play. Topics will also include selection of equipment, scoring the game, and proper 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, prevention of injuries, and motivation techniques. 1 credit
Pre-requisite: PED104.

PED206 Running for Fun and Fitness II (ACT) is a continuation of PED106 and is designed to provide students with expanded theoretical and practical knowledge and experience to enhance their cardiovascular fitness, primarily through running. All Cecil College Physical Education courses are designed to provide educational opportunities that empower students to practice lifelong positive health behaviors. The course will further explore concepts in running mechanics, safety considerations, and setting up an advanced training program. Students will complete a pre- and -post assessment of their fitness, with the opportunity to create goals and attain them within the course. 1 credit
Pre-requisite: PED106.

PED263 Karate II (ACT) expands upon the techniques and philosophies of Karate I. It further develops the art of self-defense. 2 credits
Pre-requisite: PED162.

PED264 Karate III (ACT) expands upon the techniques and philosophies of Karate II. Students will have the opportunity to advance in rank. 2 credits
Pre-requisite: PED263.

PED265 Karate IV (ACT) is the advanced phase of karate. It will allow the student to demonstrate the techniques of sparring. 2 credits
Pre-requisite: PED264.

PED273 Step Aerobics II (ACT) will build on the fundamentals of aerobics. This activity-based course will provide the student with the opportunity to develop moderate skill level for low impact and high impact aerobics along with principles of body toning. Each student will create an individual fitness plan. 1 credit
Pre-requisite: PED173.

PED274 Weight Training II (ACT) provides students the opportunity to further develop their Weight Training I programs. The course places an emphasis on increasing exercise intensity, use split routines and fixed and variable progressive systems. 2 credits
Pre-requisite: PED174.

PED277 Hatha Yoga II (ACT) will expand on students' current skill level. Students are encouraged to hold poses for longer periods of time, practice new poses and construct routines. Students will demonstrate moderate to advanced yoga poses with acquired flexibility and strength, breath awareness,

nutrition awareness, and balance and have opportunities for leadership roles in class. 2 credits
Pre-requisite: PED175.

PED278 Olympic Lifting I (ACT) is a physical activity-based course designed to incorporate aspects of Olympic style lifting and the performance of two main Olympic lifts: the Clean and Jerk and the Snatch. The first phase of the class will focus on learning to perform the fundamental movements of each lift to ensure proper technique. During the second phase of the course, students will combine the individual techniques to perform each Olympic lift. Topics that will be covered during the semester are principles of Olympic lifting, proper lifting techniques, training guidelines, and safety. The focus will be on the knowledge and application of techniques to develop muscular strength for total body conditioning. 2 credits
Prerequisite: PED174 or permission of faculty member.

PED282 Fundamentals of Sports Medicine introduces the theory, practice, and career options in sports medicine. Topics covered will include common athletic injuries, evaluations of major joints (ankle, knee, and shoulder), prevention techniques, rehabilitation, taping and other related injuries (heat/cold, illness, concussions, etc). This course will benefit individuals who plan to continue their studies in a sports medicine field, athletic training, and physical therapy. 3 credits
Pre-requisites: BIO208, BIO218.

PED296 Tennis II (ACT) is a physical activity-based course designed to develop intermediate tennis skills with particular emphasis on advanced stroking techniques, physical aspects of playing tennis, practice routines, and the mental aspects of tennis competition. 1 credit
Pre-requisite: PED196.

Physical Science

PSC105 General Physical Science with Lab (SL) is a survey of systems of measurement, motion, 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: EGL093, MAT092 or MAT097.

PSC120 Physical Geology (SL) is 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: EGL093, MAT092 or MAT097.

PSC125 Essentials of Weather (SL) provides students with a background in fundamental 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. PSC 125 may be used to fulfill the general education requirement in science. 4 credits
Pre-requisites: EGL093, MAT092 or MAT097.

PSC135 Introduction to Climate Science with Lab investigates the seasonal and long-term environmental patterns of the earth. The processes that influence the climate can be different from those that determine the weather. Climate, climate variability, climatic change, the influence of human activities, along with the ecological, economic, and societal impacts of climate will be explored and analyzed. Climatic connections with the atmosphere, lithosphere, hydrosphere, cryosphere, and biosphere will be examined. Experiments, model simulations and real-world, climatic data will be used to study the Earth's climate system. 4 credits
Pre-requisites: EGL093, MAT092 or MAT097.

PSC140 Introduction to Ocean Studies with Lab (SL) 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: EGL093, MAT092 or MAT097.

PSC220 Meteorology (SL) with Lab 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 opportunity for personal study of these phenomena. This class may be used to fulfill the general education requirement in science. 4 credits
Pre-requisites: EGL093, MAT093 or MAT098.

Physical Therapist Assistant

PTA102 Clinical Kinesiology and Biomechanics will present advanced anatomy of the musculoskeletal system with emphasis on joint mechanics, human movement, and palpation of anatomical landmarks. The student will learn the principles of normal and abnormal posture and gait. In lab, students will practice the identification and palpation of musculoskeletal structures and identify their related function. 3 credits
Pre-requisites: BIO208, BIO218.
Co-requisites: BIO209, BIO219, PTA103.

PTA103 Clinical Skills for the PTA is an introduction to the technical and professional skills needed to care for patients in varied settings. This course introduces documentation and examination of physiological measures, range of motion, strength, and balance. In addition, it covers positioning and draping, body mechanics, and functional activity training. Common diseases and conditions encountered in the field of physical therapy are introduced. In lab, students will practice goniometry, manual muscle testing, vital sign measurement, posture, balance and exertion scales, pain scales, functional mobility training, and documentation. 3 credits
Pre-requisites: BIO208, BIO218.
Co-requisites: BIO209, BIO219, PTA102.

PTA104 Fundamentals of PT Practice I provides an introduction and orientation to the field of physical therapy. Course includes historical background, scope of the Physical Therapist Assistant (PTA) practice, medical-professional ethics and conduct, the role of the Physical Therapist Assistant as part of the health care team, Physical Therapist/Physical Therapist Assistant (PT/PTA) collaboration, documentation, and orientation to psychological and social needs of the ill and disabled. 2 credits
Pre-requisites: BIO208, BIO218, EGL101.
Co-requisites: PTA102, PTA103.

PTA204 Therapeutic Modalities provides instruction in the theory and application of therapeutic modalities used by physical therapist assistants. Modalities covered include the therapeutic use of heat and cold, massage, hydrotherapy, traction, intermittent pressure pumps, and use of electrical currents. Common conditions requiring the use of these treatment modalities will be presented, and contraindications and special precautions for their use will be discussed. In addition, this course will include the appropriate test and measures necessary for the safe application of the modalities utilized by the physical therapist assistant.
3 credits
Pre-requisites: BIO209, BIO219, PTA102, PTA103.
Co-requisites: PTA206, PTA210.

PTA206 Therapeutic Exercise presents the principles of exercise physiology, the concepts and purposes of therapeutic exercise, a variety of exercise treatment strategies, injury prevention and the appropriate tests and measures necessary for the safe application of therapeutic exercise. Common equipment and exercise interventions to improve flexibility, strength, and motor control will be covered. In addition, physiological responses to exercise for specific populations will include patients with chronic illness, children, geriatrics, and pregnancy. 3 credits
Pre-requisites: BIO209, BIO219, PTA102, PTA103.
Co-requisites: PTA204, PTA210.

PTA210 PTA Seminar I is the first of two seminars addressing the themes of professional issues, core values and the development of an entry level professional candidate. These seminars will challenge the student to apply professional theme content during patient scenarios as introduced through a variety of case studies. This first seminar will focus on interpersonal and professional communication, duty, and integrity (ethical, legal, and safe clinical practice), cultural competence, and professional and legal standards for clinical documentation. 2 credits
Pre-requisites: PTA102, PTA103.
Co-requisites: PTA204, PTA206.

PTA211 Fundamentals of PT Practice II is the second of three seminar courses addressing the themes of professional issues, core values, and the development of an entry-level professional candidate. The seminar courses will challenge the student to apply professional thematic content during patient scenarios as introduced through a variety of case studies. Fundamentals of PT Practice II will focus on interpersonal and professional communication, duty, and the integrity (ethical, legal, and safe clinical practice), cultural competence, and the professional and legal standards for clinical documentation. 2 credits.
Pre-requisites: PTA102, PTA103, PTA104.
Co-requisites: PTA204, PTA206.

PTA213 Fundamentals of PT Practice III is the final of three seminars addressing the themes of professional issues, core values, and the development of an entry level professional candidate. Fundamentals of PT Practice III is in the terminal spring semester and will challenge students to apply professional theme content during patient scenarios as introduced through a variety of case studies. This seminar will cover career development, communication, and continuing professional competence. Activities will include national board exam review preparation, job search strategies, resume development, and professional interview skills. 2 credits
Pre-requisites: PTA211, PTA230, PTA232.
Co-requisites: PTA234.

PTA220 Clinical Orthopedics entails the study of structural anatomy, orthopedic conditions and their underlying pathologies. The student will learn to assess the musculoskeletal and nervous systems as they relate to the orthopedic clinical setting. Course content will focus on common cervical spine, thoracolumbar spine, upper extremity and lower extremity non-operative diagnoses and post-operative conditions, physical therapy interventions, post-operative and injury care protocols and treatment techniques. 4 credits
Pre-requisites: PTA204, PTA206.
Co-requisites: PTA222, PTA224, PTA230.

PTA222 Clinical Neurosciences focuses on the study of neurological physiology, anatomy, and pathology and an introduction to motor control and motor learning throughout the lifespan. Course content will focus on developing foundational knowledge to work with the neurological pathologies most commonly encountered in the practice of physical therapy. 3 credits
Pre-requisites: PTA204, PTA206.
Co-requisites: PTA220, PTA224.

PTA224 Clinical Cardiopulmonary and Integumentary Issues covers the pathologies associated with peripheral vascular disease, cardiovascular disease, pulmonary disease and integumentary disorders. Wound care treatments and techniques will be covered in lab. 3 credits
Pre-requisites: PTA204, PTA206.
Co-requisites: PTA220, PTA222.

PTA228 Special Topics in Physical Therapy will be presented in three distinct units covering the physical therapy interventions and strategies for the following special populations: amputees; geriatrics and multisystem disorders; and pediatrics. Specific course content and grades can be found on Blackboard®. 3 credits
Pre-requisites: PTA204, PTA206.
Co-requisites: PTA220, PTA222, PTA224.

PTA230 Clinical Practice I provides students with supervised application of newly learned skills and reinforcement for previously learned skills in a selected physical therapy setting. A journal will be required documenting course experience and clinical objectives assigned. 3 credits
Pre-requisites: PTA204, PTA206, PTA210.
Co-requisites: PTA220, PTA222, PTA224.

PTA232 Clinical Practice II provides students with supervised application of newly learned skills and reinforcement for previously learned skills in a selected physical therapy setting. A verbal presentation will be presented to the staff of the host facility as approved by the clinical instructor. 6 credits
Pre-requisites: PTA220, PTA222, PTA224, PTA230.
Co-requisites: PTA234.

PTA234 Clinical Practice III provides students with supervised application of newly learned skills and reinforcement for previously learned skills in a selected physical therapy setting. A capstone oral presentation will be presented to the staff of the host facility that differs from that of the Clinical Practice II presentation as approved by the clinical instructor and program ACCE. 6 credits
Pre-requisites: PTA220, PTA222, PTA224, PTA230.
Co-requisites: PTA232.

Physics

PHY103 Physics Today with Lab (SL) helps curious Liberal Arts students to become aware of, and to appreciate, their 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: EGL093, MAT092 or MAT097.

PHY181 Introductory College Physics I with Lab (SL) is the first part of a two-semester, algebra-based, physics course. It provides a comprehensive introduction to physics for students interested in physical, biological, health and environmental sciences. Topics include kinematics, dynamics, energy and momentum conservation, collisions, gravitation, fluids, thermodynamics, oscillations, waves, and sound. Conceptual understanding will be integrated with problem solving and lab experience. Previous exposure to physics principles and strong math skills are highly recommended. 4 credits
Pre-requisite: MAT121.

PHY182 Introductory College Physics II with Lab (SL) is the second part of a two-semester, algebra-based, physics course. Topics include electricity, magnetism, light, optics, and modern physics. Conceptual understanding will be integrated with problem-solving and lab experience. Previous exposure to physics principles and strong math skills are highly recommended. 4 credits
Pre-requisite: PHY181.

PHY217 General Calculus Physics I with Lab (SL) is the first course of a three semester calculus-based general physics course sequence. This course provides a comprehensive introduction for students interested in physics and engineering. Topics related to mechanics include linear and rotational kinematics and dynamics, energy and momentum conservation, collisions, equilibrium of rigid bodies, and oscillations. Problem-solving and laboratory skills will be emphasized in this course. Previous exposure to physics principles and strong mathematics skills are highly recommended. 4 credits
Pre-requisite: MAT121.
Co-requisite: MAT201.

PHY218 General Calculus Physics II with Lab (SL) is the second course of a three semester calculus-based general physics course sequence. This course provides a comprehensive introduction to students interested in physics and engineering. Topics include: thermodynamics, electricity, magnetism, and radioactivity. Problem-solving and laboratory skills will be emphasized in this course. 4 credits
Pre-requisite: PHY217 with a C or better.
Co-requisite: MAT202.

PHY219 General Calculus Physics III with Lab (SL) is the third course of a three semester calculus-based general physics sequence. Topics from modern physics that will be emphasized: vibrations, waves, sound, geometrical and physical optics, special relativity, black body radiation, the photoelectric effect, Compton scattering, the Bohr model and atomic structure, quantum mechanics, nuclear structure and semiconductors. Problem-solving and laboratory skills will be emphasized in this course. 4 credits
Pre-requisite: PHY218 with grade of C or better.
Co-requisite: MAT203.

Political Science

POS101 Introduction to Political Science (SS) offers an understanding of how our political system works and the role of citizens in the decision making process which is so vital to a strong democracy. The course will review the structure and function of our political system, debate and analyze current political issues, and provide an overview of politics in setting economic, social, and foreign policy. 3 credits

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-requisite: EGL093.

POS202 State and Local Government 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-requisite: EGL093.

POS290 Constitutional Law examines the role of the Supreme Court in defining fundamental rights and liberties with a particular focus on case law. This course will examine the topics of incorporation, the Establishment Clause, freedom of speech, freedom of the press, and criminal procedure. Constitutional law will also examine the struggle for equality and civil rights in the context of race, gender, sexual orientation, age, and income by examining the Equal Protections Clause and Due Process Clause of the Fourteenth Amendment. The inherent tension in supporting individual rights when such individual rights conflict with the will of the democratic society will also be examined. 3 credits
Pre-requisite: EGL101.

Procurement

PRO110 Procurement and Acquisition I is a broad overview of the federal acquisition processes, practices and management. Topics include the federal marketplace, regulations, policies, roles and responsibilities, the federal acquisition process, socioeconomic goals, contract types, fundamentals of contract solicitation, award and administration. 3 credits
Pre-requisite: BUS108.

PRO120 Principles of Pricing covers skills in developing proposals that obtain fair and reasonable prices. Students will examine the competitive and financial environment related to price proposals utilizing the techniques of cost and price analysis, life-cycle costing, return on investment, and cost-benefit analysis.
3 credits
Pre-requisites: MAT093 or MAT097, PRO110.

PRO121 Legal Issues in Government Procurement provides an overview of the procurement process with specific concern for ethical practices and decision making throughout the lifecycle of the procurement process. Legal issues encountered during the procurement process will be discussed as they relate to federal acquisition reform. 3 credits
Pre-requisites: PRO110.

PRO210 Procurement and Acquisition II will provide an overview of the Department of Defense (DoD) marketplace. Topics will include defense acquisition planning, market research, competition requirements, defense acquisition of commercial items, proposal preparation and submission, protests, disputes and appeals, terminations, special categories of contracting, and subcontracting. 3 credits
Pre-requisite: PRO110.

PRO215 Advanced Procurement and Acquisition builds on the knowledge acquired in previous procurement and acquisition courses. Topics include the Department of Defense's acquisition life cycle phases, milestones and the key activities associated with each, as well as earned value management and acquisition strategies.
3 credits
Pre-requisites: PRO110, PRO210.

PRO220 Pricing and Contract Integration develops skills in pricing, cost analysis, and managing contract issues. Students will develop a proactive, strategic approach to satisfy the customer's evolving requirements.
3 credits
Pre-requisite: PRO120.

PRO230 Procurement Contract Negotiations introduces terminology, methods and techniques necessary to analyze a contractor's cost proposal and to develop a government negotiation objective. 3 credits
Pre-requisites: BUS108, PRO110.
Notes: Students may enroll for this course with permission of instructor. After registering, students are to contact the instructor.

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: EGL093.

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 are emphasized. 3 credits
Pre-requisite: PSY101.

PSY203 Child Growth and Development studies the developing person from conception through adolescence. Current research and applications are used to describe and explain physical, cognitive, personality, social, and emotional 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.

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.

PSY222 Organizational Psychology (SS) applies the methods, facts, principles, and research of psychology to organizations and people at work. Work is an important role in the daily lives of people everywhere and represents a unique domain of psychological experience. This course will introduce major areas relevant to the behavior of people at work. Focus is on work behavior and organizational practices that contribute to overall performance and quality of life, as well as the effectiveness and efficiency of organizations. 3 credits.
Pre-requisite: Grade of C or better in EGL101.

PSY227 Introduction to Abnormal Psychology introduces students to theoretical concepts that underlie psychological disorders. The course focuses on presenting the etiology, symptoms, patterns, assessment, treatment, and prevention of abnormal behavior. 3 credits
Pre-requisite: PSY101.

Public Health

PBH104 Introduction to Public Health provides a general introduction to the study of health in populations, including the fundamentals of epidemiology, biostatistics, environmental health, health administration, and health education. Students will receive an overview of the profession of public health, including the history of public health, ethical issues in public health, and the public health workforce. Students will explore emerging issues in public health, such as the impact of infectious diseases on global populations, bioterrorism, and public health preparedness. Students will explore the role of government in public health and public health policy issues, such as access to healthcare. 3 credits
Pre-requisite: EGL093.

PBH110 Introduction to Epidemiology provides an introduction to principles and methods of epidemiological investigation and introduces the application of different types of research design for investigating the etiology of disease. The course will focus on describing the patterns of illness in populations for both infectious and noninfectious diseases. 3 credits
Pre-requisites: BIO101, BIO111, MAT093 or MAT097.
Co-requisite: PBH104.

PBH120 The US Healthcare System focuses on the organization, financing, and delivery of healthcare in the US through exploration of the private and public sectors of healthcare. Students will learn about the interaction of payers, providers, and patients within the US healthcare system in order to understand the issues related to the allocation of healthcare resources among the population. Students will learn about the factors that influence healthcare spending, quality of care, and access to care. Students will also explore the function of health advocacy. 3 credits
Pre-requisites: EGL093, MAT127, PBH104.

PBH208 Health Education will explore health education and promotion as a profession. Students will explore relevant theories and models that provide the framework for the practice of health education and promotion. Emphasis is placed on the responsibilities and competencies of health education specialists as well as the historical, ethical and philosophical foundations of the profession. 3 credits.
Pre-requisite: PBH120.

PBH218 Health Administration provides an introduction to the principles of health administration, including concepts of management and leadership theory as applied to health care and the organizational structure of the health care delivery system. Students will gain an understanding of the core competencies of a health service administrator, including planning, problem solving, decision making, the importance of continuous quality improvement, and managing organizational change. Students will also explore challenges facing health service administrators. 3 credits
Pre-requisites: BIO101, BIO111.
Co-requisite: PBH104.

PBH220 Environmental Health examines the relationship of people to their environment and how it affects their physical and mental well-being. Students will explore health issues, with an emphasis on the specific components of the environment which influence health. Students will explore the environmental factors involved in transmission of communicable diseases and hazards due to exposure to chemical, physical, and biological agents in our environment. Emerging global environmental health issues will be explored, including global warming and food insecurity. 3 credits
Pre-requisite: PBH110.

PBH270 Public Health Capstone requires the application of knowledge, skills, and competencies students have acquired throughout the public health curriculum in an experiential learning opportunity. An analysis of the area of public health, as well as a summary of experiential learning and a written component are required. 3 credits
Co-requisites: PBH218, PBH220.

Russian

RUS101 Introductory Russian I (H) is an introduction to the Russian language. It presents the fundamentals necessary for understanding, speaking, reading and writing basic Russian. Topics include basic pronunciation and vocabulary, greetings, and other social conventions. Students will also be introduced to Russian culture, history, and geography. 3 credits

RUS102 Russian II (H) is the second semester of novice-level Russian. The course continues the development of listening, speaking, reading, and writing skills begun in RUS101. Students will build upon basic pronunciation, vocabulary, and comprehension skills. 3 credits
Pre-requisite: RUS101.

Social Work

SWK101 Introduction to Social Work (SS) focuses on social work as a profession. The fundamental values, ethics, skills, and knowledge relevant to social work practice will be discussed. Students examine the history, principles, and nature of social welfare, including the relationship of social welfare institutions to society and the delivery systems for social services. Students explore concepts such as human diversity, social and economic justice, the needs of oppressed and disenfranchised populations, and policy in the context of social welfare. The course requires community service activities.
3 credits
Pre-requisite: EGL093.

SWK102 Basic Interviewing Skills is an introduction to the principles and practices of social work interviewing and counseling. Through the use of role-play and simulated interview sessions, students will develop basic interviewing skills for assessment, planning, and intervention. Throughout the exercises, students will evaluate the outcome of the interactions and the progress of the client. Students review personal ethics while developing a counseling orientation appropriate to working with people of various social and economic backgrounds. 3 credits

SWK201 Social Welfare Policy Research and Experience is an introductory course in social work policy research that includes an experiential learning component. The course emphasizes understanding and applying scientific knowledge and research methodologies in providing and evaluating social services. 3 credits
Pre-requisite: SWK101.

SWK202 Elder Care Experiential Learning focuses on student participation in an elder care, agency-based setting under the supervision of an agency designed professional. Students will apply fundamental knowledge, skills, values, and ethics to practice. Students will examine the biological, psychological, and social changes that occur with age and how these changes influence the interactions between the elder person and his or her social environment. 2 credits
Pre-requisite: SWK101.

SWK203 Substance Abuse Experiential Learning focuses on the study of alcohol and drug abuse. Students will participate in a substance abuse facility under the supervision of an agency professional. Students will apply fundamental knowledge, skills, values, and ethics to practice. Students will examine the theoretical perspectives on abuse, pharmacological characteristics of commonly abused substances, and stages of dependence and addiction. 3 credits
Pre-requisite: SWK101.

Sociology

SOC101 Introduction to Sociology (SS) is the study of human society and social interaction. The course objectives are to understand the basic concepts, origins and theories of sociology; to evaluate the impact of gender and sexual orientation in family life, the workplace and education; to analyze the cultural and social forces which govern human behavior in a diverse society; to describe the positive and negative functions of group conformity; and to apply sociological concepts to everyday life. 3 credits
Co-requisite: EGL093.

SOC102 Social Problems (SS) is a study of the problems faced by today's society to include causes, ramifications to individuals, and how they might be solved.
3 credits
Pre-requisite: EGL093.

SOC103 Marriage and the Family (SS) is a study of the relationships within the marriage and family experience, including non-traditional relationships. The differences among families and marriages, family structures and functions, changes throughout the family life cycle, and the history of marriage and family will be examined. 3 credits
Co-requisite: EGL101.

SOC105 Perspectives in Human Diversity (SS) introduces the concepts of diversity consciousness, 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 reaction papers. 3 credits
Pre-requisite: EGL093.

Spanish

SPN101 Introductory Spanish I (H) is an introduction to the Spanish language. It presents the fundamentals necessary for understanding, speaking, reading and writing basic Spanish. Topics include basic pronunciation and vocabulary, greetings, and other social conventions. Students will also be introduced to Spanish and Latin American culture, history, and geography. 3 credits

SPN102 Introductory Spanish II (H) is the second semester of novice-level Spanish. The course continues the development of listening, speaking, reading, and writing skills begun in SPN 101. Students will build upon basic pronunciation, vocabulary, and comprehension skills. 3 credits
Pre-requisite: SPN101.

SPN201 Intermediate Spanish I (H) is the third semester of novice-level Spanish. Students will continue the development of listening, speaking, reading, and writing skills begun in SPN 101 and SPN 102. Students will build intermediate-level pronunciation, vocabulary, and comprehension skills. 3 credits
Pre-requisite: SPN102.

Speech

SPH121 Interpersonal Communications (H) is a survey course covering all facets of human communication. The course emphasizes basic communication skills and awareness of what contributes to effective communicating, as well as what contributes to messages miscommunicated. 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-requisite: EGL093.

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-requisite: EGL093.

SPH201 Social Media Communications examines strategic use of digital and social media platforms and tools for professional communication purposes, with an emphasis on hands-on experience and skill. Students learn to analyze social media for public relations and communication industries. 3 credits

Theatre

THE104 Script Analysis focuses on the analysis and interpretation of play scripts as the foundation for theatrical production. Students will read varied genres of dramatic literature, compile research materials for selected plays, and attend live theatrical performances. Discussion, analysis, and written critique are essential components of this course. 3 credits
Pre-requisite: THE160.
Co-requisites: THE108, THE164.

THE106 Voice for Actors provides students with a theoretical and practical foundation in vocal techniques related to speaking on stage as they specifically apply to acting. Students will perform in class and onstage, applying a range of vocal techniques to character studies. 3 credits
Pre-requisite: THE160.

THE108 Movement for Actors is a course which analyzes the basic elements that shape the physical life of a character and how to use them effectively in building a role. Students will develop a heightened awareness of posture and physical patterns; learn basic breathing and movement techniques to support character development; analyze the impact of emotion, sociology and relationships on a character's physicality; and deepen their understanding of working on stage. 3 credits
Pre-requisite: THE160.
Co-requisites: THE104, THE164.

THE121 Introduction to Theatre Design is a course that will explore the creative process and history behind theatrical design. Emphasis will be placed on the major historical schools of theatrical staging. Assigned playscripts will provide touchstones for explorations of theatrical design, and students will critically evaluate realized theatrical productions. An additional objective of this course is to foster a broader understanding of theatre as a visual art. 3 credits

THE160 Acting I provides students with the essential physical, vocal, and acting techniques that serve as the foundation for performance. Students will be required to perform in class, applying a range of acting techniques, and will participate in oral and written critique and evaluation to demonstrate an understanding of the key concepts presented. 3 credits
Co-requisite: THE106.

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 coincide 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-requisite: EGL093 or permission of instructor.

THE164 Applied Theatre is a study of the skills necessary to create a successful theatre production. Students will employ the skills learned in theatre classes and apply them to a full-length play. Students may contribute to the production as either a performer or as part of the stage crew. This credit may be fulfilled by participating in a theatre department production or, if approved by the theatre faculty, by working with an established company in the region. Students should contact the theatre department to find an appropriate company to work with, and an audition may be required. In addition to scheduled class time, students must be available for rehearsals off campus and are expected to prepare material outside of class. 1 credit
Pre-requisite: THE160.

THE171 Acting Fundamentals (H) introduces students 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. 3 credits

THE184 Introduction to Acting for Screen and Stage (H) introduces the art and craft of acting in a variety of contemporary entertainment genres. Auditioning skills, acting for the stage and on-camera, how to write copy, interviewing skills, timing for voiceover, the business of acting are all introduced. Emphasis is placed on creativity, performing for an audience, auditioning and interacting with scene partners. 3 credits
Co-requisite: EGL093.

THE261 Acting II continues the development of the traditional skills and techniques introduced in Acting I. Class work will consist primarily of scenes and monologues from various Modern theatrical genres including Realism, Anti-realism, Comedy and Absurdism. The use of the vocal techniques, physicality and beginning script analysis will be incorporated to further the student's understanding of the playwrights of Modern Theater, their master works and their use of language in character development. 3 credits
Pre-requisite: THE160.

THE262 Theatre History I (H) is an in-depth study of the beginnings of theater in ancient Greece through the Elizabethan era. This course focuses on culture and the development of theatre exploring how each affected the other. Students will read various plays from the Greek, Roman, Medieval, Indian, Chinese, Renaissance, and Elizabethan theatres. Discussion, analysis, group presentation, and written critique are essential components of this course. 3 credits
Pre-requisite: EGL093.

THE263 Directing explores the varied techniques necessary to transform written drama into a stage performance with a specific point of view. Students will learn the fundamentals of play directing through exercises, projects, and directing short scenes to synthesize the efforts of the actors, designers, and the text into one unified production. 3 credits
Pre-requisite: THE104.
Co-requisite: THE264.

THE264 Applied Theatre is a study of the skills necessary to create a successful theatre production. Students will employ the skills learned in theatre classes and apply them to a full-length play. Students may contribute to the production as either a performer or as part of the stage crew. This credit may be fulfilled by participating in a theatre department production or, if approved by the theatre faculty, by working with an established company in the region. Students should contact the theatre department to find an appropriate company to work with, and an audition may be required. In addition to scheduled class time, students must be available for rehearsals off campus and are expected to prepare material outside of class. 1 credit
Pre-requisite: THE160.

THE275 Theatre History II (H) is an in-depth study of theatre in the Spanish Golden Age, French Neo-Classisism, the Restoration, and theatre in the 18th and 19th centuries. Students explore the major social, political and economic conditions as well as the milestones of theatre in each era. 3 credits
Pre-requisite: EGL093.

Transportation and Logistics

TRL101 Introduction to Logistics will introduce students to the planning and management of material flows and related information in both public and private sector organizations. This course provides a general overview of the functional areas of supply, maintenance, transportation, and services at each of the tactical, operational, and strategic levels. 3 credits

TRL105 Professional Driver's Knowledge provides theory and instruction for operating commercial vehicles within the USA, Canada and Mexico. After successful completion of this course, a student is eligible to take the Commercial Driver's License Permit Test through the Motor Vehicle Administration. 3 credits
Co-requisite: TRL106.

TRL106 Professional Commercial Driver's Skills provides the on-the-road training and instruction required to operate commercial vehicles within the USA, Canada and Mexico. Students will practice skills necessary for safe and efficient operation of the vehicle on public streets and highways. 6 credits
Co-requisite: TRL105.

TRL107 Supply Chain Management will introduce students to a total systems approach to managing activities involved in physically moving raw materials, inventory and finished goods from the point of origin to point of use or consumption. Topics include product development, manufacturing flow management, procurement, distribution networks, distribution strategies, performance measurement, customer relationship management, customer service management, demand management, order fulfillment, supplier relationship management, and returns management. 3 credits
Pre-requisite: TRL101.

TRL130 Production and Operations Management will provide students with an overview of the translation of product and service requirements into facilities, procedures and operating organizations. Topics include product design, process design, production alternatives, facilities location and layout, resource requirements planning, customer loyalty, and quality control. 3 credits
Pre-requisite: TRL101.

TRL230 Product Lifecycle Management (PLM) will introduce students to the processes of managing the entire lifecycle of a product from its conception, design and manufacture, to its service and disposal; the people, data, and business systems involved; and historical aspects of PLM in Logistics. 3 credits
Pre-requisite: TRL101.

Visual Communications

VCP101 Photography I introduces the art and craft of photography. Students learn digital camera operation, 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

VCP110 Portrait Photography introduces light techniques for studio and location portraiture along with posing techniques for individual and group shots. Professional software application techniques for post processing and retouching are covered. Business principles and practices for running a portrait studio are introduced. The class includes demonstrations and hands-on activities. In addition to classroom instruction, students receive three to four hours weekly in the VCP studios and lab to complete the course. 4 credits
Pre-requisite: VCP101.

VCP111 Studio Photography I introduces the art and craft of studio photography. Students will use digital cameras 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 studio photography portfolio. Photography business practices are introduced. 4 credits
Pre-requisite: VCP101.

VCP114 Special Project Studio Lab enables advanced visual communications students to initiate or continue a special project. It can also provide additional studio and 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. for this course does not fulfill graduation requirements. 1 credit
Pre-requisite: VCP101 or VCP117 or VCP210.

VCP115 Special Projects Studio Lab enables advanced visual communications students to initiate or continue a special project. It can also provide additional studio and 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. for this course do not fulfill graduation requirements. 2 credits
Pre-requisite: VCP101 or VCP117 or VCP210.

VCP116 Digital Imaging I introduces the student to the creation and manipulation of electronic imagery. Students learn to import digital images; scan film, prints, and artwork; create and manipulate images; prepare images for print, and use in many other applications. 2 credits

VCP117 Digital Imaging II introduces students to basic graphic design concepts and intermediate digital imaging techniques. Students produce a portfolio of work including: a retouched image, a special effects image, a magazine cover, business cards, letterhead, high dynamic range (HDR), panoramic and personal project prints. 2 credits
Pre-requisite: VCP116.

VCP118 Digital Imaging III advances the student's graphic design capabilities by using Adobe Illustrator and InDesign, two advanced professional graphic design programs, to combine words and images on the printed page in order to provide real-world skills essential for graphic design careers. Students will create and manipulate images, and combine graphics such as text into page layouts. Students will learn the process of creating professional business cards, brochures, and logos from concept to print. 4 credits
Pre-requisite: VCP117.

VCP119 Digital Imaging IV introduces the student to Web page design. Students use Adobe Photoshop, Dreamweaver, and Flash 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 is an independent study course where students develop and implement a design project. Students 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.

VCP136 Multimedia Production I introduces students to the development of interactive and new media design. Utilizing industry-standard software students learn how to produce responsive designs that interact with the viewer. The principles of object oriented programming are taught using ActionScript 3 and JavaScript in the Adobe Flash and Edge Animate environments. Usability, typography, composition, user interface design, color, and overall visual communication and aesthetics are emphasized. Students will produce a final interactive portfolio that demonstrates their understanding of usability design. 4 credits
Pre-requisite: VCP117.

VCP140 Wedding Photography Portfolio Production introduces the wedding photography business and engages students in the production of wedding photographs and marketing materials for a professional portfolio. Topics include available light portraiture, location lighting using studio lights, on-camera flash and slave lighting and posing individuals, couples, and large groups. 2 credits
Pre-requisite: VCP101 or consent of instructor.

VCP144 Web Design I – Design Fundamentals provides an overview of the major design considerations for well-balanced website construction to include the planning cycle, web technologies, usability, site structure, and navigation styles. Emphasis is placed on design issues as each category is explored using HTML, CSS and basic JavaScript. Students will plan, design, and publish one fixed-width and one responsive website. 3 credits
Pre-requisite: EGL093.

VCP151 Introduction To Game Design provides an introduction to computer game development, starting from concept development to implementation of a playable game prototype. Aesthetic and technical aspects of computer game development are covered, including game mechanics, story development, content creation, and game programming. 4 credits
Pre-requisites: VCP136, VCP218.

VCP162 Introduction to Mobile Application Development will introduce mobile application development from concept development to implementation of a mobile application. Visual and programmatic aspects of mobile development, including computer programming, mobile design, and user interaction are covered. 4 credits
Pre-requisite: VCP117.

VCP170 Photography Seminar-Equine is a one-day seminar for learning what elements make a good horse photograph and how to achieve them. Instructor will show photos from the Olympics and other equestrian events as examples. Conditions permitting, students will participate in photographing horses at an equestrian event or on a farm. Students should bring cameras. Students may bring previous horse photos for constructive discussion. 1/2 credit

VCP180 Applied Printing Techniques is the study of the fundamentals of black and white and color photography and digital printing. 1 credit
Co-requisite: ART180.

VCP189 Basic 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 before the semester begins, and complete an internship proposal before registering for the course. The student will complete an internship notebook and portfolio. 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 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 upon the techniques covered in Video Production I. Emphasis is placed on 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 advanced visual communications student to concentrate on building a demo reel in an individual area of interest to further career and course goals.
4 credits
Pre-requisite: VCP210.

VCP215 Guerilla Filmmaking introduces the techniques of HD digital short filmmaking with in-depth attention to traditional film lighting and sophisticated location shooting. Emphasis is placed on "hands-on" experiences and the coordination of all production elements including concept development, scriptwriting, production, and post-production. 4 credits
Pre-requisite: VCP210.

VCP216 Guerilla Filmmaking II advances the techniques of HD digital filmmaking with in-depth attention to traditional film lighting and sophisticated location shooting. Emphasis is placed on artistic short films, "hands-on" activities, and the coordination of all production elements including concept development, scriptwriting, production, and post-production. 4 credits
Pre-requisite: VCP215.

VCP218 Introduction to 3D Modeling and Animation introduces students to the basics of 3D content creation. Practical and theory based concepts relating to three-dimensional design is discussed. Students produce models, apply motion, light, and render image sequences. 4 credits

VCP219 3D Modeling for Real-Time Environments covers polygon modeling techniques relevant to producing high quality textured meshes viewable in live-video situations. Anatomical structure and hard-surface forms are studied. Emphasis is placed on converting high-poly geometric details into low-poly geometry utilizing a variety of alternative modeling methods. 4 credits

VCP222 Photojournalism I studies the approaches and techniques of photographic reportage. Topics include news, features, issue reporting, journalistic portraits, sports, photo essay, documentary photography, and ethics and law. Emphasis is placed on visual interpretation and communication, composition, and photo editing. Students complete weekly shooting and lab assignments, participate in class discussions and critiques, create a picture story layout, plan and photograph a group project, and produce a strong photojournalism portfolio. 4 credits
Pre-requisite: VCP101.

VCP223 Photojournalism II develops advanced technical proficiency, personal approach, and a strong photojournalism portfolio. Topics include general news coverage, journalistic portraits, a food feature, an architecture/interior feature, nature, sports, photo essays, editing, layout, and selling work to publications. Writing captions and short text is also emphasized. Students complete weekly shooting and lab work and participate in class critiques. 4 credits
Pre-requisite: VCP222.

VCP224 Nature and Wildlife 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. 4 credits
Pre-requisite: VCP101.

VCP225 3D Character Rigging and Animation covers the rigging and animation process of developing 3D character performances. Students will produce animate-able puppets utilizing industry standard techniques by hand and automated through coding. Utilizing pre-rigged models and models rigged by them, students will animate natural, realistic, hyper-realistic, and exaggerated motion. Producing believable character performances and accurate physical action is emphasized. 4 credits

VCP227 Advanced Digital Imaging Production II prepares students to create custom solutions for real commercial world production assignments using Photoshop. Advanced editing and image capture techniques are covered. Students work in teams with art directors and production staff to simulate real-world commercial environments. 2 credits
Pre-requisite: VCP226.

VCP230 Graphic Design Studio implements design and production skills learned in prerequisite courses to create an integrated, singular portfolio of product design, page layout, and marketing collateral. This class prepares students for the workplace by teaching practical application and focusing on a real-world project that requires real-world solutions. Students will design, and produce all materials based on an overview of real-world marketplace expectations. 4 credits
Pre-requisite: VCP119.

VCP233 Fictional Photography introduces and advances students through the convergence of visual, cinematic storytelling, combined with the impact of still photography. This course is centered on location-based strobe lighting, conceptual thinking, pre-visualization, location scouting, directing actors and assistants, and advanced post-production techniques. 4 credits
Pre-requisites: VCP111, VCP116.

VCP234 Nature and Wildlife Photography II advances the student's understanding of the fundamentals of professional nature and wildlife photography: equipment, processes, aesthetics, portfolio preparation and marketing. The course includes extensive, instructor-led photography field trips. 4 credits
Pre-requisite: VCP224.

VCP244 Web Development builds on the design process covered in VCP144 Web Design I – Design Fundamentals. This course covers advanced web technologies that make websites responsive, interactive and dynamic: multimedia, forms, HTML5, CSS, and client-side and server-side programming technologies. Other advanced design considerations include design for multiple devices, disability access, maintenance, navigational aids, and search engine optimization. Students will build a complex website using client and server-side technologies, including, XHTML, CSS, JavaScript, forms, application programming, and database programming. 3 credits
Pre-requisite: VCP144.

VCP270 Portfolio Production 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: 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 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 and a capstone presentation to the college community. 4 credits
Pre-requisites: 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 director. The student should apply for the internship with the visual communications director at least six weeks before the semester begins, and complete an internship proposal before registering for the course. Students complete an internship notebook and present a capstone portfolio. 4 credits
Pre-requisite: EGL101.

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. Students complete weekly studio and lab assignments, in addition to class activities, to produce a commercial photography portfolio. 4 credits

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Academic Learning Support

Academic support is available to students and includes the following:

- Math Lab
- The Writing Center
- Technology Resource Center
- Tutoring Support

Students can also find resources in the library.

Higher Education and Conference @ HEAT

The HEAT Center provides an opportunity for higher education access to the citizens of Cecil and Harford counties. Through the HEAT Center, 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 both Cecil College and Harford Community College.

The HEAT Center is located in Aberdeen, Maryland, at the juncture of Interstate 95 and Maryland Route 22, at 1201 Technology Drive. 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.

College-Based Work Experience Program (CBWEP)

College-Based Work Experience Program (CBWEP) CBWEP is a required course in several programs at Cecil College and offers students an opportunity to participate in a supervised work environment with local employers in their area of study. All students who plan to enroll in CBWEP must complete the Intent Form in the semester prior to enrollment in the CBWEP course. For additional information contact (443) 674-1468.

Course Cancellations by the College

Every effort is made to contact students when classes are canceled due to low enrollment. 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.

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 the Registration Office.

Use of Electronic Devices in the Classroom

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 per- mitted 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.

Student Resources

Numerous resources are made available to students and include the following:

- Advising & Transfer
- Career Services
- Disability Support Services
- Multicultural Student Services
- Veteran & Service Member Resources
- Transcript Requests

MyCecil

MyCecil provides 24/7 access to the most pertinent information and resources students need to be successful at Cecil College. MyCecil is a secure web environment that provides personalized access to the following campus resources: registration and payment, e-mail and Blackboard access, grades, course schedules and transcripts, events and calendars, campus announcements, clubs and athletics, and faculty information and contacts.

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. More detailed information can be found at collegiateinsuranceresources.com or by phone at (800) 922-1245.

Transfer of Cecil College Credits to a Home College/University

Students currently enrolled elsewhere who wish to earn credits at Cecil College for transfer back to their home college or university should obtain advance written approval from the appropriate academic office of their home college. Without this documentation, students may be required to take Cecil's skills assessments.

Campus Life

The Student Life office offers a variety of options for current students to become active on campus, including, but not limited to:

- New Student Orientation
- Student Activities
- Clubs & Organizations

Campus Information and Services

Visitors and students can find detailed information about campus locations and services available at the following links:

- Campus Locations and Hours
- Bookstore
- Lounges & Cafe
- Fitness and Wellness Center
- Public Safety
- Closing of Campus Operations (PDF)
- Voter Registration

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, people 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.

Fragrance Free Statement

Cecil 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.

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 and Elkton Station after payment of your bill. The ID card identifies Cecil 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 Complex.

Lost and Found

Lost and found is located in the College Security Office:

- North East Campus – Arts and Sciences Building, second floor, room 226
- Elkton Station – third floor, room 330

Parking and Transportation

The College provides free parking to all students, visitors and staff. There are numerous conveniently located parking spaces for disabled motorists, which may be used with any valid state-issued handicap parking placard or registration. There are several College permit parking spaces available for temporary use for those with short-term needs due to injury, etc. See the safety and security director on the North East Campus in the Technology Center, room 203 for details. The College parking lots are well marked with Fire Lanes, Handicapped Parking spaces, and No Parking areas that are to be observed and respected by all motorists. Unless specifically indicated by security or facilities personnel, parking is restricted to the paved areas of the parking lots. All parking regulations are enforced by towing at the owner's expense.

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Cecil County Veterans Memorial Library

The Cecil County Veterans Memorial Library serves students of Cecil College, but is also open to the public. Local residents can:

- check out books
- use computers
- browse newspapers, magazines and popular reading collections
- view local weekly job listings and employment resources

Milburn Stone Memorial Theatre

The Milburn Stone Memorial Theatre proudly brings theater, music, dance and art to Cecil County and is the leading performing arts theater serving the northeast region of Maryland.

College Galleries

Cecil College's art galleries include the Elkton Station Gallery and the Milburn Stone Gallery, both of which aim to provide meaningful educational experiences with the visual arts through professional, emerging, and student exhibitions.

Alumni Association

Students of Cecil College who have completed 25 credits are eligible to join the Alumni Association. Free membership includes access to career and job placement services as well as discounts for special Cecil College events. For a nominal annual fee of $100, members also receive an alumni ID and one-year access to the Physical Education Complex, including the Fitness and Wellness Center, weight training facility, and walking track.

Cecil College Foundation

The Cecil College Foundation promotes education and leadership in the local community. Thanks to the generosity of numerous supporters, the Foundation is able to provide hundreds of students with tuition assistance through scholarships every year.

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Academic Honesty

Policy

Cecil College adheres to the highest standards of academic honesty. Students at Cecil College are expected to maintain that high standard by taking responsibility for their own academic success and achievement. All forms of academic dishonesty are serious offenses and will not be tolerated, and could lead to sanctions up to and including expulsion from the college. All members of the College community share the responsibility for the academic standards of the College. Academic honesty is a cornerstone of the development and acquisition of knowledge and is a critical component of continued membership in the College community.

Definitions

Violations of the Academic Honesty Policy include, but are not limited to:

1. Plagiarism
2. Cheating
3. Fabrication
4. Other forms of academic dishonesty not specifically described here but in violation of the intent of the Academic Honesty Policy

Plagiarism includes but is not limited to:

- The inclusion or use of someone else's words, ideas, or data as one's own;
- The use of an author's exact words without acknowledging the source and enclosing the material in quotation marks;
- The use of an author's words, ideas, opinions, thoughts, or theories in paraphrase or summary without acknowledging the source;
- Submitting in part or whole another person's work as one's own, or permitting someone else to do academic work for oneself.

Cheating includes but is not limited to:

- The use or attempted use of unauthorized materials, information, or study aids in an academic exercise or assignment;
- Copying any portion of another's work and submitting it as one's own;
- Allowing another person to copy one's work;
- Soliciting to copy another person's work;
- The unauthorized collaboration with any other person on an academic exercise;
- The unauthorized use of electronic instruments, such as cell phones, calculators, or other devices to access or share information;
- The unauthorized completion for another person of an academic work or permitting someone else to complete an academic work for oneself.
- The use of unauthorized knowledge of the contents of test, quizzes, or assessment instruments;
- Submitting an assignment in two different classes during one semester without permission of the faculty members;
- Submitting previously graded work without permission of the faculty member;
- Taking an examination or writing a paper for another student;
- Inaccurately listing oneself as a co-author of a paper or project someone who did not contribute.

Fabrication includes but is not limited to:

- Fabricating, falsifying, or inventing any information or citation;
- Making up the data for a research project or lab experiment;
- Stating an opinion as a scientifically proven fact;
- Altering the results of a lab experiment or survey;
- Misrepresenting existing information such as data, facts, or results.

Procedures

1. Faculty members will inform students of the Academic Honesty Policy at the outset of each course in writing; however, it is each student's responsibility to know and understand the policy and these procedures. Lack of awareness of the policy and procedures shall not be considered a defense against an allegation of a violation of the Academic Honesty Policy.
2. If an infraction is suspected, the faculty member shall be responsible for gathering data to support the allegation of academic dishonesty.
3. Within 14 days from the initial confirmation of the suspected infraction, the faculty member shall attempt to contact the student to arrange a conference. Either the faculty member or the student could request that the Director of the program or the Department Chair be present at the conference. Except where the College is closed or during semester breaks, the conference must be held within 14 days from the date of the contact. Contact may be made by email, by mail or by telephone.

   Note: If the student cannot be reached for a conference or refuses to sign the notification form, the faculty member shall file the Notification of Violation of the Academic Honesty Policy with the appropriate Dean without the student's signature and attach documentation of efforts to contact the student.
4. *During the conference*, the faculty member shall inform the student of the alleged infraction, present evidence, and afford the student the opportunity to respond to the allegations.
5. *During the conference*, the faculty member may
   a. impose a warning or require that a student redo an assignment or
   b. issue a failing grade for the assignment, the test, or for the course.
6. Copies of relevant written documents should be provided to the student at the time of the conference including the Notification of Violation of the Academic Honesty Policy. The faculty member shall retain a copy and submit one copy of the Notification of Violation of the Academic Honesty Policy to the Department Chair and the appropriate Dean.
7. Upon receipt of the Notification of Violation of the Academic Honesty Policy, the Dean shall research the possibility of prior incidents and determine if further sanctions should be imposed.
8. If the faculty member deems a sanction stronger than course failure may be appropriate, the faculty member shall make a written recommendation to the appropriate Dean who may, in collaboration with the faculty, and the Department Chair, impose sanctions up to and including expulsion from the College.
9. Upon receipt of the recommendation or the conclusion of the Dean's investigation, the Dean shall endeavor to notify both the student and the faculty member of the Dean's decision, including a copy of the Notification of Violation of the Academic Honesty Policy, within 14 days, except where the College is closed or during semester breaks.

Appealing a Sanction

- The student may not circumvent a sanction of course failure by changing status in the course, e.g. by dropping, withdrawing, being withdrawn, removing the name from the class rolls or changing to audit.
- The type or specific nature of a sanction is not, in and of itself, grounds for an appeal.
- If the student wishes to appeal a finding or sanction, he or she must send a written appeal, within 5 days of the date upon which notice of the sanction is issued, to the appropriate Dean. The appeal should follow the Student Grievance Procedure.
- If no appeal is received by the Dean within the 5 days, the student waives any further right of appeal.

Academic Standards for Credit Students

Refer to Academic Information and Standards.

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 should contact the Office of Disability and Support Services (building D, room 301 on the North East campus) at (410) 287-1000 or disabilityservices@cecil.edu. Students are encouraged to schedule an intake appointment as soon as possible so that requests may be met prior to the start of classes. However, students can make contact at any time during the semester.

Responsible Use of Information Technology Resources

Policy

It is the policy of Cecil 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 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 College computer and/or a Cecil computer network, you will be required to read and agree to the following disclaimer.

You are about to access a Cecil 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 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, harassment, or obscene purposes.

Unauthorized or illegal use of a Cecil College computing asset will not be tolerated and may result in disciplinary or criminal prosecution or both.

Procedure

I. Introduction

Information technology at Cecil 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 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 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 requestor'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 College Faculty and Staff Manuals, and the Student Handbook.

II. Implementation

Cecil 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 College Faculty and Staff Manuals, College Catalog (Student Misconduct Policy), and the Student Handbook. Cecil College treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. Cecil College will pursue criminal and civil prosecution of violators when appropriate.

IV. Procedures for Use of Information Technology at Cecil College

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 Cecil facilities to gain unauthorized entry to any other facility, whether they are internal or external to the Cecil 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 Cecil'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 Cecil 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 Cecil systems is licensed by Cecil and as such may not be copied for personal use, transferred to non-Cecil 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 College

All WWW pages created for departments or organizations within Cecil and placed on the Web Server are considered an official representation of Cecil and thus must be in compliance with the stated mission and standards for Cecil.

a. All pages for students/student organizations must be approved by the faculty/staff advisor and the Vice President of Students and Enrollment Management 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

Students

Students who are charged with violation of the policy will be referred to the Vice President of Student Services and Enrollment Management 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 Enrollment Management 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 reserves 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 or group of employees 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:

- Internet sites for more information about copyright: fairuse.stanford.edu and www.loc.gov/copyright/.
- Books about copyright laws that can be borrowed from the library.
- DVD's about copyright laws that can be viewed in the library. Cecil College has purchased an annual academic license to the Copyright Clearance Center. Faculty can search the Clearance Center to determine copyright permissions obtained through this license at www.copyright.com/secure/copyrightoncampus/.

Drug Use and Alcohol Abuse Prevention Policy

It is the policy of Cecil College, in accordance with State and Federal guidelines, to promote a drug free workplace and campus. In addition, Cecil College recognizes and supports the need to continue a firm stand on the issue of drug use and alcohol abuse prevention 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 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 College is dedicated to maintaining an educational environment that prepares students for an enriched and productive participation in society, thus enhancing the quality of life for our community. 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 it 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 College is committed to having a campus that is free of alcohol and other drug use and abuse. In keeping with its mission, Cecil College will utilize prevention through education as a major approach to the problem. Standards of conduct for members of the 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
Alcohol and other drugs.

Alcohol
Alcohol or ethanol.

Drug
Any substance taken into the body, other than food, which alters the way in which the body normally functions.

Abuse
Use of any illegal drug 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, possession, 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 Office of Disability and Support Services provides 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 Disability and Support Services at (410) 287-1000.

Additional information and resources available in the community include:

- Mental Health Core Service Agency: (410) 996-5112
- Alcohol and Drug Recovery Center: (410) 996-5106
- Behavioral Health Crisis Assistance: (888) 407-8018
- Cecil County Health Department: (410) 996-5550
- Union Hospital of Cecil County: (410) 398-4000
- The Vet Center: (410) 392-4485

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 associated 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 judgment 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 occasional use of 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 drug impairs judgment, 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 every1,000 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, and 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 rye 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 judgment, sense of unreality, anxiety, depression, terror and panic. It can result in psychological dependence, and is potent in small doses.

Narcotics
Includes 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 person 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 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 Enrollment Management and the appropriate budget head.
3. Non-student activities sponsored by faculty, 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 College concerning drug and alcohol abuse and understand that unlawful use of drugs or alcohol will subject me to the penalties contained in the College's 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 of 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 served.
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.
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 any 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 policy and 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 Student Services and Enrollment Management or the division of Career and Community Education as applicable.

Family Educational Rights and Privacy Act (FERPA)

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 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 of the semester/term. Cecil College assumes that failure on the part of a 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

Non-Discrimination Statement

The College is committed to providing a learning environment free from harassment and discrimination. Harassment and discrimination are prohibited by the College's policies and by applicable laws. The College will not tolerate harassment and discrimination and will take appropriate action against those who violate applicable laws and policies.

Prohibition of Weapons

Policy

The College employees, students, visitors and guests are not permitted to bring, or transport possession of any kind into the College campus or facilities, any weapons as defined in the Criminal Code of Canada, R.S.C., 1985, c. C-46. Weapons, however, are not limited to the Criminal Code definition and may include other items that are not specifically listed but are considered dangerous, unsafe and potentially or actual threatening to the health and safety of the College community. Weapons are defined as any item that is used or intended to be used to cause death or bodily harm, or to threaten or intimidate another person.

The Director of Campus Resources is authorized to assess College employees and students who violate this policy and to impose disciplinary sanctions, in accordance with applicable legal requirements, College policies and collective bargaining agreements.

Prohibition of Weapons

Procedure

The College employees, students, visitors and guests are not permitted to possess or transport, on campus, any weapons as defined in section 1 of the Criminal Code of Canada, R.S.C., 1985, c. C-46. Weapons, however, are not limited to the Criminal Code definition and may include other items that are not specifically listed but are considered dangerous, unsafe and potentially or actual threatening to the health and safety of the College community. The weapon will be turned over to the Director of Campus Resources.

The College employees and students who violate this policy are subject to sanctions authorized by standards of conduct, they may be investigated, detained or suspended, in accordance with applicable legal requirements, College policies and collective bargaining agreements.

Exceptions

Nothing in this policy shall stopping the College from the Director, Security/Safety or Director of Campus Resources, from authorizing the possession of a weapon on College premises for a specific purpose, such as a demonstration, or a display authorized by a governmental organization, and when the represented under the supervision of a College employee.

The College students exempted from the policy are those who are required to carry a weapon as part of their employment or those who are required to carry a weapon as part of their academic program. The College employees who are required to carry a weapon as part of their employment are those who are required to carry a weapon as part of their duties.

The College students exempted from the policy are required to carry a weapon as part of their employment or academic program, and the concentration obligations to adhere to the College's policies and procedures.

A student/employee who does not comply with the requirements of the College's policies and procedures may be subject to disciplinary action.

The campus is not a concealed, from the general use.

The campus does not carry "Concealed Permit" for its members.

Each member of the campus has the right to organize his/her own protection, but the College does not allow members to carry weapons on campus, unless they are authorized by the College's Director of Campus Resources.

Admission to, establishments, and premises where the campus shall be subject to the College's Director of Campus Resources, and the College's Director of Campus Resources.

Students who are found to be in violation of the College's policies and procedures, and the concentration obligations to adhere to the College's policies and procedures, and the College's Director of Campus Resources, and the College's Director of Campus Resources, and the College's Director of Campus Resources

be directed to the appropriate supervisor in Student Services.

3. The appropriate Dean or supervisor will gather and analyze appropriate information. Should the Dean or supervisor 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 Student Services and Enrollment Management (SSEM)—selected by the appropriate Dean in Academic Programs or the Vice President for Student Services and Enrollment Management to help evaluate the student's petition through interviewing parties involved in the grievance and the gathering and reviewing materials pertinent to the case. The decision at this stage of the grievance will be made by the Dean or supervisor based on the facts that have been gathered.
4. Within 10 working days after completing the investigation, the Dean or supervisor will, by registered mail, notify the student of his/her decision.
5. The decision of the Dean or supervisor is final.

Student Code of Conduct

Policy Statement

Students enrolled at Cecil College are expected to demonstrate honesty, responsibility, civility, and respect. These values are essential to the learning environment and are expected to be exhibited in all areas of the College and external sites where College sponsored programs and events occur, including classes and labs. Cecil College is committed to providing an optimal learning environment for students. Failure to behave in a manner that supports a productive learning environment may result in immediate disciplinary sanctions including but not limited to dismissal from a class, suspension from the College or permanent expulsion.

Policy Description

Cecil College has special interests and purposes essential to its effective functioning as an educational institution. These include (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the College, and (c) the protection of the health, safety, welfare, and property of all members of the community and the property of the College itself. Adherence to the Code of Conduct is a prerequisite for ongoing membership in the College community. A student who applies, and is admitted, to Cecil College accepts the authority of the College to establish policies and regulations regarding community members' behavior, and the student accepts the responsibility for knowing and complying with the College's behavioral expectations.

For the purposes of this Code, a "student" is defined as an individual who registers for credit or non-credit courses. The College may address allegations of a student's misconduct through the Code when the alleged violation occurs within two years of the following: application for admission, attempt to register for or attend one or more courses, or if the student is under sanction(s); so long as the College has not academically or disciplinarily permanently separated the student from the College. This may extend to incidents that occur during breaks within or between semesters of enrollment, as well as between the time of application to the College and registration or participation in courses.

The student conduct process may occur simultaneously, prior to, or following any criminal, employment, or other proceeding. A student charged with violating the Code of Conduct may not avoid the conduct process by withdrawing from the College. Student conduct proceedings may continue without the student's participation, and/or a hold may be placed on the student's record until the matter is resolved.

Individuals enrolled solely as Continuing Education students are expected to uphold the standards of behavior outlined in this Code. Additional guidelines for behavior may be provided by Continuing Education. Individuals who violate these standards are subject to action at the discretion of the Dean of Continuing Education in consultation with the Coordinator of Student Support and Conduct. Such action may include restricting and/or dismissing students from Continuing Education programs or activities.

Disciplinary Infractions

Grounds For Discipline

Cecil College may impose discipline for the commission or attempted commission of the following types of violations, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this policy.

1. Code of Conduct

Behaviors that are inconsistent with institutional efforts to protect each individual's academic rights, personal freedoms, and/or the common good of the learning environment and are therefore grounds for disciplinary action include, but are not limited to:

1.1 Disruption of Educational Process. (a) Destruction or disruption on or off college property of the college educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class, lab, administrative office, teaching, research, administration, disciplinary procedures, college activity or college authorized student activity; (b) administrative process or other college function; or (c) disturbing the peace on college property or at any college function.

1.2 Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the College.

1.3 Forgery. Any forgery, alteration, or misuse of any college document, record, key, electronic device, password, or identification, or knowingly furnishing false documentation or information to a college official; misrepresenting oneself, or an organization, to be an agent or representative of the College.

1.4 Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of college identification.

1.5 Disruptive or Disrespectful Behavior. Committing or threatening to commit any act of violence or harm against self or other; acting recklessly or in a manner that causes a disruption to the orderly function or operation of the College; repeated profanity or vulgarity or the open defiance of the authority of or abuse of college personnel. Disturbing the peace and good order of the College by quarreling or participation in a disturbance of the peace or unlawful assembly.

1.6 Fighting. Fighting with any other person on college property or at any college function.

1.7 Failure to Comply. Failure to comply with the directions of an authorized college employee or representative who is performing his/her duties.

1.8 Disorderly or Lewd Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on college property or at a college-sponsored function.

1.9 Harassment. Verbal or physical abuse, or the threat of physical abuse of any college employee, student, applicant, guest, member of the community, or law enforcement official on campus or at college-sponsored events held off-campus.

1.10 Smoke or Tobacco Use. Use of tobacco in any form is prohibited on the Cecil College campus.

1.11 Destruction of Property. The damaging, destroying, defacing, or tampering with college property, including library materials or the property of any person or business on college property or at a college function, including but not limited to taking down, defacing, or otherwise damaging college authorized posters, handbills and/or notices posted on college property.

1.12 Failure to Repay Debts or Return College Property. Failure to (a) repay debts to the College; (b) return college property; (c) return property of any member of the college community.

1.13 Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any college services, grounds, equipment, resources, properties, structures, vehicles, or facility, including the college's name, insignia, or seal without permission or authorization.

1.14 Unauthorized Use of College Property or Services. Unauthorized use of property or services or unauthorized possession of college property (including keys, access card or pass) or the property of any other person or business.

1.15 Violation of Vehicle Regulations. Driving unsafely on college property or while taking part in any College function, or repeated violation of College parking regulations.

1.16 Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on college property or at any college function.

1.17 Violation of College Policies and/or Posted College Rules. Violation of any rule or regulation posted on the College property or website, or otherwise made known to the college community.

1.18 Commission of a Crime on College Property or College Sponsored Events. Refer to the section on "Adherence to Law".

1.19 Violation of the Sexual Misconduct Policy. For definitions and examples, see the Sexual Misconduct Policy.

2. Adherence to Law

The College upholds the expectation that all individuals will act in accordance with federal, state, and local laws. The College reserves the right, for safety and educational purposes, to review any action taken by civil authorities regarding students and take appropriate disciplinary action.

Procedures for General College Disciplinary Proceedings

Determination of Sanctions

In keeping with the essential values of Cecil College, sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior that harms, harasses, or threatens people or property. Some behavior is so harmful or disruptive to the College community or to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from Cecil College, or expulsion. More than one sanction may be recommended.

1. Factors Considered in Determining Sanctions

Although not binding or definitive, the following factors may be considered in determining what sanctions are appropriate in a particular case:

a. The nature of the violation(s).
b. Prior violations and disciplinary history.
c. Mitigating circumstances surrounding the violation.
d. The student's motive or purpose for engaging in the behavior.
e. Sanctions which have been imposed in similar cases in the past.
f. The developmental and educational impact on the student.

2. Possible Sanctions

Multiple sanctions may be imposed, including but not limited to one or more of the following:

Expulsion
Expel a student from the College, a program, course, or activity on a permanent basis.

Suspension
Suspend a student from the College, a program, course or activity for a specified period of time.

Prohibition on Re-enrollment
Bar a student from re-enrolling in the College, a program, course or activity for a specified or unlimited period of time, if a student withdraws prior to being suspended or expelled.

Conditional Enrollment or Re-enrollment
Condition a student's enrollment or re-enrollment on his or her taking or refraining from specific actions.

Disciplinary Probation Status
Place a written reprimand in the student's file admonishing him/her about the conduct and warning that further conduct in violation of the Student Code of Conduct may result in additional sanctions.

Community and/or College Service
A student may be offered an opportunity to complete a specified number of hours of community and/or College service.

Educational Requirements
A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

Remedial Action
An agreement between the student and the Vice President of Student Services and Enrollment Management that the student shall pursue specific remedial action.

Probation and/or Restrictions
The withdrawal of specified privileges or restrictions on action for a definite period of time (i.e., restriction from entering specific College areas and/or all forms of contact with certain person(s).

Restitution
A payment to compensate an injured party for financial harm, in cases involving misconduct such as theft, destruction of property or deception.

Reprimand
A formal letter of warning or final warning shall be placed in the student's file.

A. Filing of Conduct Complaint

Any faculty, staff member or student at Cecil College may allege a violation of the Student Code of Conduct by completing a "Student Code of Conduct Referral Form" and submitting it to the Coordinator of Student Support and Conduct. The College reserves the right to initiate a student conduct process based on available information, even if a formal complaint has not been received. The complaint shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. The filing of a complaint assumes that the complainant desires to initiate the inquiry that may result in official disciplinary action against the alleged violator.

B. Notification of Charges and Preliminary Investigation

The Coordinator of Student Support and Conduct serves as the primary hearing officer for complaints of student misconduct. The Vice President for Student Services and Enrollment Management or his/her designee may appoint additional faculty or staff as investigators, or hearing officers as needed. The Coordinator of Student Support and Conduct will conduct a preliminary investigation of the complaint, inform the student in writing of the charge(s) against him or her (including the specific provision(s) of the Student Code of Conduct alleged to have been violated), and request that the student participate in a mandatory meeting with him/her. The purposes of the mandatory meeting are to review the charge(s) and possible sanctions in the event that the student is found to have committed the violation(s) in question; to provide the student with an opportunity to respond to the charge(s); and to review discipline and dispute resolution procedures and the student's rights in connection with those procedures. The complainant will also be provided with a comparable meeting opportunity. In any investigation or conduct meeting, a student may request to bring an advisor, whose function is to support and advise the student, NOT to represent him/her.

C. Interim Action

The Vice President for Students Services and Enrollment Management and/or the Coordinator of Student Support and Conduct may impose interim action prior to a hearing and/or while an investigation or conduct process is occurring. Such action is reserved for those cases when it is necessary to protect the health, welfare, or safety of a student or of the community, if the student poses a threat of significant disruption to the educational process and/or the normal operations of the College, or if the student cannot be located and/or does not participate in the conduct process.

In that event, the Coordinator of Student Support and Conduct shall send written notice of such measures to the student at his or her last known address by certified mail, return receipt requested. The notice shall state the specific action imposed and the reason for the action, as well as the instructions to request a hearing on the decision. If a student would like to request a hearing on interim action(s), he/she must submit a request in writing no later than five school days from the date of the letter. A timely hearing will be scheduled with an appropriate hearing body. This proceeding will be limited to determining 1) the reliability of the information regarding the student's alleged behavior and 2) whether the alleged behavior meets the above described criteria for interim action. Failure to request a hearing by the deadline provided constitutes a waiver of a hearing on the interim action, but is not an indication of responsibility.

D. Possible Outcomes of the Preliminary Investigation

The Coordinator of Student Support and Conduct will determine the most appropriate resolution and/or adjudication format, which include:

1. Insufficient Cause

   If the Coordinator of Student Support and Conduct finds insufficient cause to charge a student with violating the Student Code of Conduct, and/or if the investigation indicates that the student is not responsible for the violations, he/she will be informed of that in writing by the Coordinator of Student Support and Conduct.

2. Mediation

   In appropriate cases, the Coordinator of Student Support and Conduct may coordinate a mediation process with the complainant and the accused student. Mediation is a voluntary process in which the parties involved meet with a trained, neutral third party to discuss and design a resolution of the issues in concern. Mediation often results in a written agreement that is drafted and signed by both parties. Mediation will not ordinarily be used to resolve sexual assault complaints.

3. Informal Resolution

   The student and the Coordinator of Student Support and Conduct may agree to resolve the matter informally. In that event, the student and the Coordinator of Student Support and Conduct shall review the charges and the student shall accept responsibility for the charged violations of the Student Code of Conduct. The student and the Coordinator of Student Support and Conduct may then discuss a plan for resolving the issues involved in the misconduct, which may include agreed-upon sanctions. A student who elects to resolve the charge(s) with the Coordinator of Student Support and Conduct shall, after being informed of his/her rights, sign a written waiver of a formal hearing and a written acceptance of the responsibility and the specified sanction(s) imposed.

4. Formal Hearing

   The student may proceed to a formal hearing. A campus Resolution Board hearing consists of a hearing before a three-person panel, and is held in accordance with the procedures described below. An administrative hearing consists of a hearing with one or more College staff or faculty designated as hearing officers by the Vice President for Student Services and Enrollment Management. Examples of situations where administrative hearings may be used include:

   - When a student chooses not to participate in a conduct process; or
   - When a student and the Coordinator of Student Support and Conduct agree on the finding of responsibility, but do not agree on the sanction(s), and the recommended sanction(s) does not include suspension or expulsion; or
   - When the complainant and the accused student in a sexual misconduct case (or other case of a similarly sensitive nature) both prefer to have the hearing conducted by a smaller hearing body; or
   - When a Resolution Board cannot be convened in a timely fashion.

E. Hearing Procedures

The following outlines the general procedures for hearings. The hearing body/officer reserves the right to adjust procedures as appropriate, depending on the nature of the case. For example, the hearing body or hearing officer may direct that witnesses, other than the complainant and the accused student, be excluded from the hearing room except when they are providing testimony. Likewise, the hearing officer may require the opposing parties to submit cross-examination questions in writing in sensitive cases, to be reviewed and propounded to the witness by the hearing officer.

1. Composition of Board; Votes Required for Action

   Hearing Board
   The Hearing Board will consist of two faculty members and one student designated by Vice President for Student Services and Enrollment Management. The affirmative vote of two members of the Hearing Board shall be required to take action.

   Administrative
   Administrative hearings may be conducted by one or more faculty/staff members appointed by the Vice President for Student Services and Enrollment Management. In most cases, the Coordinator of Student Support and Conduct serves as the hearing officer for administrative hearings unless he/she has been involved in the investigation of the complaint. In cases involving more than one hearing officer, a simple majority vote of the hearing officer(s) shall be required to determine responsibility and sanction(s).

2. Notice of Hearing

   The Coordinator of Student Support and Conduct will inform the student of the hearing date and time by certified mail, return receipt requested, sent at least five school days prior to the hearing date. The notice will enclose a description of the procedures to be followed at the hearing.

3. Conduct of Hearing

   All hearings shall be held in closed session.

   The Coordinator of Student Support and Conduct will ensure that all Hearing Officers and Hearing Board members have been trained adequately. Prior to the hearing, members of the Hearing Board shall agree to and sign the "Hearing Board Member Responsibilities" form, and shall designate one member as Chair to facilitate the proceedings.

   Hearing Board hearings (excluding deliberations) may be recorded and the audio or a transcription will become part of the appropriate student record(s) and will be subject to campus records policies.

   An accused or complaining student may at his or her expense have an attorney or other support person present to advise the student, but the advisor may not otherwise participate in the hearing. If the student does not attend, but the Coordinator of Student Support and Conduct has proof of notice to the student of the hearing, the hearing body may choose either to proceed with the hearing, or to reschedule the hearing to another date. No later than the commencement of the hearing, the charged student shall be provided with a copy of any document which the complainant intends to present as evidence during the complainant's case.

   The complainant(s) and the charged student may make brief opening statements to the hearing body.

   The complainant(s) shall first present evidence. The charged student may cross examine any of the complainant's witnesses in attendance and may review any written evidence presented by the complainant(s).

   The charged student may then present evidence to refute or otherwise to defend against the charges. The complainant(s) may cross-examine any of the student's witnesses in attendance and may review any written evidence presented by the student. At the close of the charged student's case, the complainant shall have an opportunity to present evidence in rebuttal of the student's presentation.

   The hearing body may, at any time, direct questions to the parties or their witnesses. The hearing body may receive all relevant oral or written evidence without regard to the legal rules of evidence, provided such evidence is relevant to a determination of whether the student committed the violation(s) of the Student Code of Conduct with which he or she has been charged, and would be relied upon by reasonably prudent persons in the conduct of their affairs.

   If during its preliminary investigation of the complaint, the Coordinator of Student Support and Conduct has reasonably determined that a witness to or having knowledge of the alleged violation would be subject to physical or mental harassment or reprisal if requested to testify in person or be identified by name at a hearing before the hearing body, the witness may be asked to prepare a written summary of his or her testimony, including a statement of the reason for the witness' absence from the hearing and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the Coordinator of Student Support and Conduct may also present a written statement in which the witness' identity has been concealed.

   The complainant(s) and the student may make closing statements at the conclusion of the hearing concerning the issues of whether the student has committed the charged violation(s) of the Student Code of Conduct, and if so, what sanctions should be imposed for the misconduct involved.

   At the conclusion of the parties' presentations, the hearing body shall declare the hearing closed, shall excuse the parties and their representatives, and shall then deliberate and determine:

   - Whether or not it has been shown, by a preponderance of the evidence, that the student committed the charged violation(s) of the Student Code of Conduct; and
   - If so, what sanctions are appropriate.

   After the hearing body determines whether the student has committed the violation(s) charged, it may review the student's academic and disciplinary records only for the limited purpose of determining the appropriate sanction(s).

   The hearing body shall render and forward its written findings and decision to the Coordinator of Student Support and Conduct within 10 school days after the end of the hearing.

F. Notice of Decision

The Coordinator of Student Support and Conduct shall provide to the student written notice of the final resolution of charged violation(s). The written notice shall be sent to the student by certified mail, return receipt requested, or by receipted-for personal delivery, within 10 school days of the student's signature of a written waiver of formal hearing and a meeting with the Coordinator of Student Support and Conduct, or within 10 school days of the Coordinator of Student Support and Conduct's receipt of the written findings and decision of the hearing body. In cases alleging violations under II.A.7: Gender based or sexual misconduct, the complainant will also receive comparable notice of the relevant finding(s) and related sanction(s).

The written notice to the student shall include:

1. The specific provision of the Student Code of Conduct that was violated;
2. The sanction(s) imposed and the date(s) on or periods for which they are in effect;
3. A statement of the student's right to appeal in writing to the Vice President for Student Services and Enrollment Management; and
4. A statement that failure to file a request for such an appeal within the time provided in Part III.G below shall be deemed a waiver of the right to an appeal.

G. Appeals

An appeal of the result of an administrative or Resolution Board hearing may be filed based on the following grounds:

1. Proper procedures were not followed.
2. There is new relevant evidence not reasonably available at the time of the hearing or the imposition of the sanction(s).
3. The evidence does not clearly support the finding(s).
4. The sanctions are inappropriate relative to the violation.

In cases alleging a violation of policy 1.20: Gender-based or sexual misconduct, both the accused student and the complainant have the right to appeal the finding(s) of responsibility and/or sanctions based on the above criteria. An appeal must be submitted in writing to the Vice President for Student Services and Enrollment Management within 10 school days of the student's receipt of notice of the decision from the Coordinator of Student Support and Conduct. The Vice President for Student Services and Enrollment Management will render and cause a decision to be sent to the student within10 school days after receipt of the appeal. If the results of the review by the Vice President for Student Services and Enrollment Management (if applicable) are unsatisfactory to the student, the student may appeal in writing to the President within 10 school days after receipt of the Vice President for Student Services and Enrollment Management response. The President or designee will cause a written response to be sent to the student within 10 school days after the receipt of the appeal. The decision of the President or designee is final.

Disciplinary Records

The College will maintain disciplinary records as part of the student's education record in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C.S. §1232g ("FERPA"). No earlier than seven years following the resolution of any conduct complaints (including fulfillment of any relevant sanctions), a student's conduct record may be purged in accordance with campus procedures if there is no longer an administrative value to the record and the individual's relationship to the campus has ended.

A student's education record, including disciplinary records, will be disclosed only with written consent of the student's parents or the eligible student (in the case of a student 18 years of age or older), except as otherwise allowed pursuant to FERPA and its implementing regulations. Examples of appropriate disclosures of disciplinary records without consent include disclosure of information:

- To other school officials within the institution when there is a legitimate educational interest in the information in order to exercise or complete their responsibilities on behalf of the institution;
- Concerning disciplinary action taken against the student for conduct that poses a significant risk to the safety or well-being of that student, other students, or other members of the school community to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student;
- Regarding any violation of any federal, state, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession; and
- To complainants in cases alleging violations of 1.19: Gender-based or sexual misconduct. The complainant has a right to be informed of the outcome, essential findings, and relevant sanctions, in writing;
- The name, nature of the violation and the sanction, for any student who is found in violation of a College policy that is also a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The College may release this information publicly, and will release this information to the complainant in any of these offenses, regardless of outcome.

Final results of any disciplinary proceeding include only the name of the student, the violation committed, and any sanction imposed by the College on that student and may include the name of any other student, such as a victim or witness, only with the consent of that other student. The sanction imposed means a description of the disciplinary action, the date of its imposition, and its duration. The violation committed means the institutional rules or codes of conduct sections that were violated and any essential findings supporting the institution's conclusion that the violation was committed.

Student Right-to-Know Policy

In compliance with the Student Right-to-Know and Campus Security Act, it is the policy of Cecil College 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 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

In this chapter, the following terms have the meanings indicated.

A.A. Degree
The Associate of Arts degree.

A.A.S. Degree
The Associate of Applied Sciences degree.

Arts
Courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.

A.S. Degree
The Associate of Sciences degree.

Biological and Physical Sciences
Courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

English Composition Courses
Courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

General Education
The foundation of the higher education curriculum providing a coherent intellectual experience for all students.

General Education Program
A program that is designed to: (1) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines; (2) Encourage the pursuit of lifelong learning; and (3) Foster the development of educated members of the community and the world.

Humanities
Courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

Mathematics
Courses that provide students with numerical, analytical, statistical, and problem-solving skills.

Native Student
A student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

Parallel Program
The program of study or courses at one institution of higher education, which has comparable objectives as those at another higher education institution; for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

Receiving Institution
The institution of higher education at which a transfer student currently desires to enroll.

Recommended Transfer Program
A planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

Sending Institution
The institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

Social and Behavioral Sciences
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: (1) History and cultural diversity; (2) Concepts of groups, work, and political systems; (3) Applications of qualitative and quantitative data to social issues; and (4) Interdependence of individuals, society, and the physical environment.

Transfer Student
Means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution, which is applicable for credit at the institution the student is entering.

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 28 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 38 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
      a. Arts and humanities,
      b. Social and behavioral sciences,
      c. Biological and physical sciences,
      d. Mathematics, and
      e. English composition; or
   2. Conforming with COMAR 13B.02.02.16D(2)(b)-(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. Two courses in arts and humanities;
   2. Two courses in social and behavioral sciences;
   3. Two science courses, at least one of which shall be a laboratory course;
   4. One course in mathematics 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 9A (1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 18 semester hours from the same course list designated for 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 9A(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 literacy, and information literacy when possible in the general education program.

M. Notwithstanding 9A(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 .05B 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.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 sending 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 .05M 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 prerequisites shall be stated explicitly in institutional publications.

2. A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

3. A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses 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 9A(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 9B 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 9C(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.

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B.S.N., University of Maryland Baltimore County
M.S., University of Maryland at Baltimore
Ed.D., Widener University

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Attended University of Delaware,
Johns Hopkins University,
Cecil Community College

S. Dell Foxx (1990-2015)
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Virginia-Maryland Banking School

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Ph.D., The American University

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Philosophy and Sociology
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M.A., Miami University
M.Ed., The Johns Hopkins University
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Th.D., The Iliff School of Theology

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M.Ed., The Johns Hopkins University
Ph.D., University of Maryland, College Park
Post doctoral studies, University of Delaware

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M.A., Teacher's College of Columbia University
C.A.S.E., The Johns Hopkins University
Additional graduate studies, The Johns Hopkins University

Robert C. Brush
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M.A., Indiana University of Pennsylvania
Additional graduate studies, University of Delaware

Nancy Cannon
Reading and Study Skills
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M.A., Marshall University
Certified Developmental Education Specialist, Kellogg Institute

William Charlton (Deceased)
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M.S., Syracuse University
Hopkins Fellow in Community and Organizational Systems

Kristi A. Eisenberg
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M.A., University of Delaware
M.F.A., University of Delaware

Dennis W. Fabella
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M.A.T., University of Florida

Bonnie Giraldi
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M.S., Morgan State University
C.A.S.E., Loyola College

James P. Herman
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M.S., State University of New York at Fredonia
Additional graduate studies, University of Delaware

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M.S., University of Delaware
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Doctoral studies, Nova Southeastern University

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M.A., University of Massachusetts-Amherst

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This addendum lists programs of study and college policies that are new or have been updated after August 25, 2017.

Programs of Study

Degrees

Addiction and Chemical Dependency

Art and Design with Areas of Concentration (Associate of Arts)

Art and Design with Areas of Concentration (Associate of Fine Arts)

Biological Sciences with Areas of Concentration

Business Administration

Criminal Justice

Equine Studies

Health Navigator – Public Health Generalist

Leadership and Management

Mechanical Engineering

Music with Areas of Concentration

Performing Arts with Areas of Concentration

Nursing

Physics

Certificates

Accounting

Addictions and Chemical Dependency

Management

Music Performance

Public Health – Health Care Professionals

Public Relations

Policies

Student Code of Conduct (PDF)

Addictions and Chemical Dependency (Associate of Arts)

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Award: Associate of Arts
Degree Code: ACHD
Number of Credits: 60

Program Description

The Addictions and Chemical Dependency Associate of Arts Degree is designed for students who wish to transfer and pursue a Bachelor's Degree in a health or human services counseling field. This degree option provides students with the foundational knowledge regarding clients with substance abuse issues.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART/HUM	Arts and Humanities Elective [H]	3
BIO 208 and BIO 218 and	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219 and	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
MAT 127	Introduction to Statistics [M]	4
PHI 270	Ethical Issues in Healthcare [H]	3
PSY 101	Introduction to Psychology [SS]	3
PSY 201	Human Growth and Development [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
COU 104	Medical Aspects of Chemical Dependency	3
COU 106	Theories of Counseling	3
COU 107	Fundamental Counseling Techniques	3
COU 108	Addictions Treatment and Counseling	3
COU 111	Internship I: Alcohol and Drug Counseling	3
COU 201	Treatment of Co-Occurring Disorders	3
COU 202	Group Counseling Techniques	3
COU 211	Internship II: Alcohol and Drug Counseling	3
EGL 211	Technical Writing	3
PSY 227	Introduction to Abnormal Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (12 credits)	
COU 104	Medical Aspects of Chemical Dependency
EGL 101	Freshman Composition
PSY 101	Introduction to Psychology
SPH 101 or SPH 141	Interpersonal Communication or Public Speaking
Spring I (17 credits)	
COU 106	Theories of Counseling
ART/HUM	Arts and Humanities Elective
MAT 127	Introduction to Statistics
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
EGL 211	Technical Writing
Fall II (16 credits)	
COU 107	Fundamental Counseling Techniques
COU 108	Addictions Treatment and Counseling
COU 111	Internship I: Chemical Dependency Counseling
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
PSY 201	Human Growth and Development
Spring II (15 credits)	
COU 201	Counseling Clients with Co-Occurring Disorders
COU 202	Group Counseling Techniques
COU 211	Internship II: Chemical Dependency Counseling
PHI 270	Ethics in Counseling
PSY 227	Abnormal Psychology

Program Outcomes

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

- Identify and describe the medical aspects of chemical dependency and treatment.
- Explain and practice the theories and techniques of counseling and therapy (individual, group and family).
- Apply addiction treatment delivery practices through participation in authentic field experiences.
- Identify basic psychological concepts, theories and developments related to human and abnormal behavior.
- Describe and demonstrate adherence to the ethical standards of client welfare.

Career Opportunities

Counseling fields in health and human services.

Art and Design with Areas of Concentration (Associate of Arts)

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Award: Associate of Arts
Degree Code: CNDP (Drawing and Painting Concentration) - 60 Credits
Degree Code: CNCM (Ceramics Concentration) - 60 Credits
Degree Code: CNGD (Graphic Design Concentration) - 60 Credits

Program Description

The Associate of Arts in Art and Design provides the foundation for transfer into a Bachelor of Arts (BA) program at a four-year college or university. It prepares students for initial employment or career advancement in the following areas: fine arts, illustration, commercial arts, K-12 art education, curatorial and museum studies, model making and special effects, 3-D digital arts, decorative arts, art therapy, advertising, graphic arts, animation, clay animation, art direction, arts administration, fashion design, interior design, or photography. Students should consult with the fine arts program coordinator and art faculty early in their academic program to determine which electives will best meet their needs.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [H]	3
ART 141	Survey of Art History [H]	3
ART 130	Drawing I [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3
SCI	Science Elective [S/SL]	3
SCI	Science Elective with Lab [SL]	4
SOC SCI	Social Science Electives [SS] [1]	6
	Concentration Requirements and Electives	29

Areas of Concentration

Students may declare one or more areas of concentration in Drawing and Painting, Ceramics, and Graphic Design. It is recommended that students contact the fine arts program coordinator and art faculty to identify transfer institutions and art concentrations before selecting electives. Requirements for each concentration appear on the pages that follow.

Ceramics Concentration Requirements

Course Number	Course Title	Credits
ART 160	Beginning Ceramics [H]	3
ART 179	Surface Design for Ceramics	3
ART 194	Wheel-Thrown Ceramics I [H]	3
ART 196	Wheel-Thrown Ceramics II	3
ART 260	Intermediate Ceramics [H]	3
ART 261	Advanced Ceramics	3
ART 293	Professional Portfolio Production	3
Concentration Electives – Select 8 Credits		
ART 152	Sculpture [H]	3
ART 163	Ceramics/Masks and Self Portraits	1
ART 164	Ceramics/Small Sculpture	1
ART 167	Ceramics/Japanese Raku	3
ART 201	Three-Dimensional Design [H]	3
ART 291	Portfolio Production	1
ART 292	Portfolio Production	2
ART 296	Wheel-Thrown Ceramics III	3
ART	Art Elective	1–4

Drawing and Painting Concentration Requirements

Course Number	Course Title	Credits
ART 110	Color [H]	3
ART 140	Painting I [H]	3
ART 152 or ART 160 or ART 201	Sculpture [H] or Beginning Ceramics [H] or Three-Dimensional Design [H]	3
ART 230 or ART 240	Drawing II [H] or Painting II [H]	3
ART 231 or ART 232	Portrait Drawing or Figure Drawing	3
ART 293	Professional Portfolio Production	3
Concentration Electives – Select 11 Credits [2]		
ART 105	Illustration, Materials and Techniques	3
ART 150	Art Appreciation and Museum Studies [H]	3
ART 152	Sculpture [H]	3
ART 160	Beginning Ceramics [H]	3
ART 179	Surface Design for Ceramics	3
ART 183	Digital Illustration I	4
ART 201	Three-Dimensional Design [H]	3
ART 230	Drawing II [H]	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
ART 240	Painting II [H]	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1–4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 101	Photography I	4

Graphic Design Concentration Requirements

Course Number	Course Title	Credits
ART 110	Color [H]	3
ART 152 or ART 160 or ART 201	Sculpture [H] or Beginning Ceramics [H] or Three-Dimensional Design [H]	3
ART 293	Professional Portfolio Production	3
VCP 101	Photography I	4
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
VCP 117	Digital Imaging III	4
Concentration Electives – Select 8 Credits [2]		
ART 105	Illustration, Materials and Techniques	3
ART 140	Painting I [H]	3
ART 152	Sculpture [H]	3
ART 160	Beginning Ceramics [H]	3
ART 183	Digital Illustration I	4
ART 201	Three-Dimensional Design [H]	3
ART 230	Drawing II [H]	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1–4
VCP 119	Digital Imaging IV	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
ART 101	Fundamentals of Design
EGL 101	Freshman Composition
MAT	Math Elective
SCI	Science Elective
SOC SCI	Social Science Elective
Spring I (15 credits)	
ART 130	Drawing I
ART 141	Survey of Art History
EGL 102	Composition and Literature
SCI	Science Elective
SOC SCI	Social Science Elective
Fall II (14 credits)	
	Concentration Requirements and Electives
Spring II (15 credits)	
	Concentration Requirements and Electives

Program Outcomes

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

- Demonstrate visual problem solving and creative thinking skills.
- Demonstrate proficiency working with a range of art media and techniques.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept development, and technical skill.
- Demonstrate an understanding and appreciation of the arts and the importance of interdisciplinary research.
- Demonstrate an understanding of visual art in its cultural context.

Career Opportunities

Fine arts, illustration, commercial arts, K-12 art education, curatorial and museum studies, model making and special effects, 3-D digital arts, decorative arts, art therapy, advertising, graphic arts, animation, clay animation, art direction, arts administration, fashion design, interior design, or photography.

[1] Courses must be from two different disciplines.
[2] Art electives are chosen to tailor the program of study to specific transfer goals. It is recommended that students contact the fine arts program coordinator and art faculty before selecting art elective courses.

Art and Design with Areas of Concentration (Associate of Fine Arts)

Award: Associate of Fine Arts
Degree Code: AFAH (Art History Concentration) - 60 Credits
Degree Code: AFCS (Ceramics and Sculpture Concentration) - 60 Credits
Degree Code: AFDP (Drawing and Painting Concentration) - 60 Credits
Degree Code: AFGD (Graphic Design Concentration) - 60 Credits
Degree Code: AFIM (Interactive and Motion Arts Concentration) - 60 Credits
Degree Code: AFPD (Photography and Digital Arts Concentration) - 60 Credits
Degree Code: AFSA (Studio Arts Concentration) - 60 Credits

Program Description

The Associate of Fine Arts degree in Art and Design provides the foundation coursework and studio expertise that parallels the first two years of a Bachelor of Fine Arts degree (BFA) in Art and Design, the profession degree in the Art and Design field. Upon completion of the AFA, students will have created an artistic portfolio of work to transfer to a college, university or art school. The program prepares students with an intensive studio-based curriculum stressing the development of artistic techniques and critical thinking skills. Students study a variety of art disciplines preparing them for continued study in Art and Design leading to careers in the following fields: fine art, art education, art therapy, graphic design, curatorial studies, advertising, fashion design, and interior design. Students may concentrate their studies in subjects including animation, ceramics, digital art, drawing, graphic design, illustration, painting, photography, printmaking or sculpture. Students should consult with art faculty early in their academic program to determine which electives will best meet their needs.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ART 101	Fundamentals of Design [H]	3
ART 141	Survey of Art History [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M]	3
PSY 101 or SOC 101	Introduction to Psychology [SS] or Introduction to Sociology [SS]	3
SCI	Science Elective with Lab [SL]	4

Program Requirements

Course Number	Course Title	Credits
ART 130	Drawing I [H]	3
ART 140	Painting I [H]	3
ART 160	Beginning Ceramics [H]	3
ART 201	Three-Dimensional Design [H]	3
ART 293	Professional Portfolio Production	3
VCP 116	Digital Imaging I	2
VCP 117	Digital Imaging II	2
	Associate of Fine Arts Concentration Requirements and Electives [1]	19

Areas of Concentration

Students may declare one or more areas of concentration in Drawing and Painting, Ceramics and Sculpture, Graphic Design, Photography and Digital Arts, Art History, Interactive and Motion Arts, and Studio Arts. It is recommended that students contact the fine arts program coordinator and art faculty to identify transfer institutions and art concentrations before selecting electives.

Art History Concentration Requirements (19 Credits)

The Art History concentration is designed for students who want to pursue careers in art history, art conservation, and museum studies.

Course Number	Course Title	Credits
ART 242	Survey of Modern Art History [H]	3
Concentration Electives – Select 16 Credits		
ART 105	Illustration, Materials and Techniques	3
ART 150	Art Appreciation and Museum Studies [H]	3
ART 152	Sculpture [H]	3
ART 179	Surface Design for Ceramics	3
ART 194	Wheel-Thrown Ceramics [H]	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
ART 240	Painting II [H]	3
ART 260	Intermediate Ceramics [H]	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1-4

Ceramics and Sculpture Concentration Requirements (19 Credits)

The Ceramics concentration is designed for students who want to pursue careers as visual artists in ceramics and sculpture.

Course Number	Course Title	Credits
ART 152	Sculpture [H]	3
ART 167	Ceramics/Japanese Raku	3
ART 179	Surface Design for Ceramics	3
ART 182	Sculpture II	3
ART 194	Wheel-Thrown Ceramics [H]	3
ART 196	Wheel-Thrown Ceramics II	3
ART 260	Intermediate Ceramics [H]	3
ART 261	Advanced Ceramics	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART 296	Wheel-Thrown Ceramics III	3
ART	Art Elective	1-4

Drawing and Painting Concentration Requirements (19 Credits)

The Drawing and Painting concentration is designed for students who want to pursue careers as visual artists in fine arts related fields including drawing, painting, and illustration.

Course Number	Course Title	Credits
ART 105	Illustration, Materials and Techniques	3
ART 110	Color [H]	3
ART 179	Surface Design for Ceramics	3
ART 183	Digital Illustration I	4
ART 230	Drawing II [H]	3
ART 231	Portrait Drawing	3
ART 232	Figure Drawing	3
ART 240	Painting II [H]	3
ART 260	Intermediate Ceramics [H]	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1-4

Interactive Motion Arts Concentration Requirements (19 Credits)

The Interactive and Motion Arts concentration is designed for students who want to pursue careers as visual artists in the fields of animation, film and video, game art and mobile media design.

Course Number	Course Title	Credits
ART 232	Figure Drawing	3
VCP 210	Video Production I	4
VCP 218	Introduction to 3D Modeling and Animation	4
Concentration Electives – Select 8 Credits		
ART 105	Illustration, Materials and Techniques	3
ART 110	Color [H]	3
ART 183	Digital Illustration I	4
ART 230	Drawing II [H]	3
ART 260	Intermediate Ceramics [H]	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1-4
VCP 101	Photography I	4
VCP 118	Digital Imaging III	4
VCP 119	Digital Imaging IV	4
VCP 151	Introduction to Game Design	4
VCP 212	Video Production II	4
VCP 219	3D Modeling for Real-Time Environments	4

Graphic Design Concentration Requirements (19 Credits)

The Graphic Design concentration is designed for students who want to pursue careers as visual artists in graphic design and related fields.

Course Number	Course Title	Credits
ART 110	Color [H]	3
VCP 118	Digital Imaging III	4
Concentration Electives – Select 12 Credits		
ART 105	Illustration, Materials and Techniques	3
ART 152	Sculpture [H]	3
ART 183	Digital Illustration I	4
ART 230	Drawing II [H]	3
ART 232	Figure Drawing	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1-4
VCP 101	Photography I	4
VCP 119	Digital Imaging IV	4
VCP 136	Multimedia Production I	4

Photography and Digital Arts Concentration Requirements (19 Credits)

The Photography and Digital Arts concentration is designed for students who want to pursue careers across multiple image-based disciplines.

Course Number	Course Title	Credits
VCP 101	Photography I	4
VCP 111	Studio Photography	4
Concentration Electives – Select 11 Credits		
ART 105	Illustration, Materials and Techniques	3
ART 110	Color [H]	3
ART 183	Digital Illustration I	4
ART 232	Figure Drawing	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1-4
VCP 118	Digital Imaging III	4
VCP 211	Studio Photography II	4
VCP	Photography or Digital Imaging Elective	1-4

Studio Arts Concentration Requirements (19 Credits)

The Studio Arts concentration is designed for students who want to pursue careers as visual artists and art educators.

Course Number	Course Title	Credits
ART 105	Illustration, Materials and Techniques	3
ART 152	Sculpture [H]	3
ART 179	Surface Design for Ceramics	3
ART 194	Wheel-Thrown Ceramics [H]	3
ART 230	Drawing II [H]	3
ART 240	Painting II [H]	3
ART 260	Intermediate Ceramics [H]	3
ART 291	Portfolio Production I	1
ART 292	Portfolio Production II	2
ART	Art Elective	1-4
VCP 101	Photography I	4

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
ART 101	Fundamentals of Design
ART 130	Drawing I
MAT	Math Elective
ART/VCP	Studio Elective
Spring I (17 credits)	
EGL 102	Composition and Literature
ART 140	Painting I
ART 160	Beginning Ceramics
SCI	Science Elective with Lab
ART/VCP	Studio Electives
Fall II (15 credits)	
ART 141	Survey of Art History
PSY 101 or SOC 101	Introduction to Psychology or Introduction to Sociology
ART 201	Three-Dimensional Design
ART/VCP	Studio Electives
Spring II (13 credits)	
VCP 116	Digital Imaging I
VCP 117	Digital Imaging II
ART 293	Professional Portfolio Production
ART/VCP	Studio Electives

Program Outcomes

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

- Describe visual concepts and express them using appropriate artistic vocabulary in written and oral presentations.
- Demonstrate creativity in visual, technical, and conceptual problem-solving.
- Apply technical skills and competency in a wide range of art media and techniques.
- Solve visual problems in a manner that reflects individual creativity, technical expertise, and an understanding of historical and contemporary art.
- Demonstrate a work ethic that reflects a dedication to process and the intelligent development of a personal aesthetic.
- Write and speak with clarity, think critically and analytically, and express one's ideas about a personal artistic vision and the vision of others.
- Use the critique process and self-reflection to develop a fine art professional portfolio for transfer or career development.

Additional Outcomes – Area of Concentration in Art History

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

- Demonstrate a broad understanding of artists, themes, theories and artwork crucial to various cultures and art historical time periods.
- Demonstrate analytical skills such as observation and inductive reasoning in interpreting works of art such as formal structures and in relation to social and cultural contexts.
- Respond verbally and in written format to art historical and theoretical material.

Additional Outcomes – Area of Concentration in Ceramics and Sculpture

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

- Demonstrate proficiency working with a wide range of materials, tools, techniques, and processes pertaining to ceramics and sculpture to create work from concept to finished product.
- Demonstrate an understanding of design principles with an emphasis on three-dimensional design, and the ability to apply these principles to a specific aesthetic intent.
- Demonstrate an understanding of the history of ceramics and sculpture. This includes the history of art, craft, the relationship of ceramics to other art disciplines, and its influence on culture.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in ceramics or sculpture.

Additional Outcomes – Area of Concentration in Drawing and Painting

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

- Demonstrate proficiency working with a wide range of materials and tools, techniques, and processes pertaining to drawing and painting to create work from concept to finished product. This includes knowledge of dry media, paint and surfaces.
- Demonstrate an understanding of the principles of design, color concepts, media and formats, and the ability to apply them to a specific aesthetic intent.
- Demonstrate comprehension of art with a historical and contemporary context.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in drawing and painting.

Additional Outcomes – Area of Concentration in Graphic Design

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

- Demonstrate an understanding of tools and technology, including their roles in the creation, reproduction, and distribution of visual messages. Relevant tools and technologies include drawing, printing, photography, and interactive media (film, video, computer multimedia).
- Demonstrate the use of 2D and 3D software programs including applications such as modeling, animation, illustration, video, sound, photography, print and web authoring.
- Demonstrate the ability to solve communication problems, including the skills of problem identification, research and information gathering, analysis, generation of alternative solutions, prototyping and user testing, and evaluation of outcomes.
- Demonstrate an understanding of design history, theory, and criticism.

Additional Outcomes – Area of Concentration in Interactive and Motion Arts

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

- Demonstrate hand and digital drawing, animation, video, storyboarding with imagery and narrative, and the development of 2D character design and 3D environments.
- Use 2D and 3D software programs including applications such as modeling, animation, illustration, video, sound, photography, and print to express ideas and solve design problems.
- Identify and explain the influence of major historical and contemporary theories, works and ideas on social, interactive and mobile media.
- Recognize the functions, methods, vocabulary and roles that are unique to the programmer, the designer, and the artist within the individual and collaborative design process.

Additional Outcomes – Area of Concentration in Photography and Digital Arts

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

- Use tools, materials, equipment, techniques, technologies, and processes to work from concept to finished product in photography and digital arts. This includes the use of digital technologies, cameras, film, lighting, digital imaging software, and printing.
- Demonstrate the use of 2D and 3D software programs including applications such as modeling, animation, illustration, video, sound, photography, print and web authoring.
- Demonstrate an understanding of design principles with emphasis on composition, color, and lighting.
- Demonstrate an understanding of photographic history and theory, the relationship of photography to the visual art disciplines, and its influence on culture.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills in photography and digital arts.

Additional Outcomes – Area of Concentration in Studio Arts

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

- Demonstrate proficiency working with a wide range of art materials, tools, and techniques to create work from concept to finished product.
- Use design principles to realize a specific aesthetic and conceptual intent.
- Demonstrate comprehension of art with a historical and contemporary context.
- Professionally document and exhibit a body of work that demonstrates artistic voice, concept, and technical skills.

Career Opportunities

Art teacher, fine artist, illustrator, graphic designer, animator, art director, architectural designer, art historian, curator, art critic, art therapist, fashion designer, gallery director, industrial designer, interior designer, creative director, commercial artist, multimedia artist, museum archivist, layout artist, photographer, photojournalist, videographer, web designer, and other art related careers.

[1] Art electives are chosen to tailor the program of study to specific transfer goals. It is recommended that students contact the fine arts program coordinator and art faculty to identify transfer institutions and art concentrations before selecting electives.

Biological Sciences with Areas of Concentration (Associate of Science)

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Award: Associate of Science
Degree Code: CNBB (Biology Concentration) - 60 Credits
Degree Code: CNBE (Environmental Science Concentration) - 60 Credits

Program Description

The Associate of Science in Biological Sciences provides a course of study for students with concentrations in either Biology, (including Medical, Dental, Pharmaceutical, and Allied Health) or Environmental Science. The curriculum is designed to meet the needs of students who plan to transfer to a college or a university that grants a Baccalaureate Degree in various areas of Biological or Environmental Science.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [H]	6
BIO 130 and BIO 131	Principles of Biology I [S] and Principles of Biology I Lab	4
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT	Math Elective [M] (Select from MAT 121 or higher level math course)	4
SOC SCI	Social Science Electives [2] [SS]	6
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
BIO 132 and BIO 133	Principles of Biology II [S] and Principles of Biology II Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4

Biology Concentration Requirements (19 Credits)

Course Number	Course Title	Credits
CHM 203	Organic Chemistry I with Lab	4
CHM 204	Organic Chemistry II with Lab	4
MAT	Math Elective [M] (Select from MAT 127, MAT 128, 201, 202, or MAT 203,) [3]	8
BIO or ENV	Biology or Environmental Science Electives	3

Environmental Science Concentration Requirements (19 Credits)

Course Number	Course Title	Credits
ECO 222	Economics – Macro [SS]	3
ENV 106 and ENV 106	Introduction to Environmental Science [S] and Introduction to Environmental Science Lab	4
GEO 101	Physical Geography [SS]	3
BIO or CHM or PHY or PSC	Biology, Chemistry, Physics, or Physical Science Electives	9

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
BIO 130 and BIO 131	Principles of Biology I and Principles of Biology I Lab
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
ELECT	Concentration Electives
Spring I (15 credits)	
EGL 102	Composition and Literature
MAT	Math Elective (Select from MAT 121 or higher)
BIO 132 and BIO 133	Principles of Biology II and Principles of Biology II Lab
CHM 104 and CHM 114	General Chemistry II and General Chemistry II Lab
Fall II (15 credits)	
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
SOC SCI	Social Science Elective
ELECT	Concentration Electives
Spring II (15 credits)	
SOC SCI	Social Science Elective
ARTS/HUM	Arts and Humanities Elective
ARTS/HUM	Arts and Humanities Elective
ELECT	Concentration Electives

Program Outcomes

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

- Apply principles and theories of Biology and Chemistry.
- Collect, describe, and analyze data.
- Communicate scientific information in a written and/or verbal format.
- Utilize critical thinking whole problem solving.
- Describe and utilize the techniques involved in conducting research.
- Use basic laboratory instrumentation.

Additional Outcomes – Area of Concentration in Environmental Science

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

- Demonstrate a general understanding of the breadth and interdisciplinary nature of environmental issues.
- Understand the natural environment and its relationships with human activities.
- Characterize and analyze human impacts on the environment.
- Integrate facts, concepts, and methods from multiple disciplines and apply to environmental problems.
- Acquire practical skills for scientific problem-solving, including familiarity with laboratory and field instrumentation, computer applications, statistical, and modeling techniques.
- Understand and implement scientific research strategies, including collection, management, evaluation, and interpretation of environmental data.

Career Opportunities

Biologist, dentistry, communication outreach with government agencies, educator, field consultant, laboratory research technician, medicine, pharmacy, research and development, teaching, testing, and universities and non-profit organizations.

[1] Selection must be from two different disciplines.
[2] PSY 101 and SOC 101 recommended.
[3] Student should work with an advisor and consider their transfer choices when selecting the appropriate math courses.

Business Administration (Associate of Arts) – Update

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Award: Associate of Arts
Degree Code: BAAR
Number of Credits: 60

Program Description

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 selecting this program should consult early in the program with an academic advisor. Articulated transfer agreements exist between Cecil College and the majority of four-year colleges and universities in the state and region.

Transfer Information

Cecil College has articulation agreements with Goldey-Beacom College as well as other Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
HST	History Electives [H]	6
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
SCI	Science Electives [1] [S/SL]	7-8
SOC SCI	Social Science Elective [SS]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
BUS 103	Introduction to Business	3
BUS 187	Business Ethics	3
CIS 101	Introduction to Computer Concepts [I]	3
ECO 221	Economics - Micro [SS]	3
ECO 222	Economics - Macro [SS]	3
MAT 125 **or** MAT 128	Applied Calculus [M] **or** Introduction to Statistics II [M]	4
SPH 121 **or** SPH 141	Interpersonal Communications [H] **or** Public Speaking [H]	3

Program Electives

Select 3 credits from the following:

Course Number	Course Title	Credits
BUS 191	Introduction to Finance	3
BUS 210	Business Law	3
EGL 211	Technical Writing	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
EGL 101	Freshman Composition
BUS 103	Introduction to Business
ACC 101	Accounting I
CIS 101	Introduction to Computer Concepts
PSY 101	Introduction to Psychology
Spring I (16 credits)	
SPH 121 **or** SPH 141	Interpersonal Communications **or** Public Speaking
MAT 127	Introduction to Statistics
ECO 222	Economics - Macro
ACC 102	Accounting II
EGL 102	Composition and Literature
Fall II (16-17 credits)	
ECO 221	Economics - Micro
SCI	Science Elective
ARTS/HUM	Arts and Humanities Elective
MAT 125 **or** MAT 128	Applied Calculus **or** Introduction to Statistics II
SOC SCI	Social Science Elective
Spring II (12-13 credits)	
SCI	Science Elective
HST	History Elective
BUS 187	Business Ethics
BUS 191 **or** BUS 210 **or** EGL 211	Introduction to Finance **or** Business Law **or** Technical Writing

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.

Career Opportunities

Accountant, banking, consultant, human resources, all areas of education, government, private business, and retail.

[1] One course must have a BIO designation; the other course must have a designation of AST, CHM, ENV, PSC, or PHY. At least one course must include a corresponding lab.

Criminal Justice (Associate of Applied Science) – Update

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Award: Associate of Applied Science
Degree Code: CJRR
Number of Credits: 60

Program Description

The Criminal Justice program is focused toward the professional and educational needs of students interested in careers in criminal justice and toward current criminal justice personnel who desire to increase their proficiency or to improve their professional career opportunities.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO or CHM or PHY	Biology Science Elective with Lab [S/SL] or Chemistry Science Elective with Lab [S/SL] or Physics Science Elective with Lab [S/SL]	4
EGL 101	Freshman Composition [E]	3
HST 202	United States History II [H]	3
MAT 127	Introduction to Statistics [M]	4
PSY 101	Introduction to Psychology [SS]	3
SPH 141	Public Speaking [H]	3
SPN 101	Introductory Spanish I [H]	3

Program Requirements

Course Number	Course Title	Credits
CRJ 101	Introduction to the Criminal Justice System	3
CRJ 110	Police Community Relations	3
CRJ 133	Forensic Techniques in Crime Scene Investigations	3
CRJ 201	Criminal Investigation	3
CRJ 205	Criminal Law	3
CRJ 208	Ethics in the Criminal Justice System	3
CRJ 211	Probation, Parole, and Community Corrections	3
CRJ 214	Delinquency and Juvenile Justice	3
CRJ 221	Criminology	3
CRJ 225	Police Organization and Administration	3
CRJ 275	Physical Fitness	1
CRJ 299	Cooperative Education Experience in Criminal Justice	3
EGL 211	Technical Writing	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (13 credits)	
EGL 101	Freshman Composition
CRJ 101	Introduction to the Criminal Justice System
CRJ 225	Police Organization and Administration
CRJ 275	Physical Fitness
PSY 101	Introduction to Psychology
Spring I (15 credits)	
EGL 211	Technical Writing
CRJ 133	Forensic Techniques in Crime Scene Investigations
CRJ 205	Criminal Law
CRJ 221	Criminology
SPH 141	Public Speaking
Fall II (16 credits)	
MAT 127	Introduction to Statistics
CRJ 110	Police Community Relations
CRJ 201	Criminal Investigation
CRJ 214	Delinquency and Juvenile Justice
SPN 101	Introductory Spanish I
Spring II (16 credits)	
BIO or CHM or PHY	Biology Science Elective with Lab or Chemistry Science Elective with Lab or Physics Science Elective with Lab
CRJ 208	Ethics in the Criminal Justice System
CRJ 211	Probation, Parole, and Community Corrections
CRJ 299	Cooperative Education Experience in Criminal Justice
HST 202	United States History II

Program Outcomes

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

- Critically evaluate theories about crime and criminal behavior.
- Critically evaluate laws and court decisions about crime and criminal behavior.
- Explain the organization and administration of the criminal justice system.
- Explain the role of research in criminal justice.
- Analyze how personal values may conflict with the ethical standards for criminal justice professionals.
- Analyze how ethical principles and ethical codes of conduct apply to criminal justice professionals.

Career Opportunities

Career opportunities in Criminal Justice may include law enforcement, court systems, corrections, criminal investigation, detective services, forensics, and security services.

Equine Studies (Associate of Applied Science) – Update

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Award: Associate of Applied Science
Degree Code: AEQS
Number of Credits: 67-68

Program Description

This degree is designed for immediate employment or career mobility. Equine studies provides a foundation in stable management and health management with hands-on, experience-based learning.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
BIO	Biology Elective with Lab[S/SL]	4
CIS 101	Introduction to Computer Concepts [I]	3
EGL 101	Freshman Composition [E]	3
MAT	Math Elective [M]	3
SOC SCI	Social Science Elective [SS]	3
SPH 121 or SPH 141	Interpersonal Communications [H] or Public Speaking [H]	3
SPN 101	Beginning Spanish I [H]	3

Program Requirements

Course Number	Course Title	Credits
ELECT	Electives	2
EGL 102 or EGL 211	Composition and Literature [H] or Technical Writing	3
EQS 139	Basic Horse Handling	2
EQS 142	Introduction to Equine Care and Maintenance	3
EQS 144	Equine Nutrition and Feeding	3
EQS 145	Equine Health and Maintenance	3
EQS 146	Introductory Equine Field Study	2
EQS 148	Equine Anatomy and Physiology	3
EQS 241	Equine Facilities Management	3
EQS 242	Equine Reproduction, Evaluation and Selection	3
EQS 243	Business Management in the Horse Industry	3
EQS 245	Equine Pasture and Land Management	3
EQS 246	Advanced Equine Field Study	2
EQS 248	Equine Pathology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (13 credits)	
EGL 101	Freshman Composition
CIS 101	Introduction to Computer Concepts
EQS 139	Basic Horse Handling
EQS 142	Introduction to Equine Care and Maintenance
ELECT	Electives
Spring I (18 credits)	
EGL 102 or EGL 211	Composition & Literature or Technical Writing
BIO	Biology Elective
EQS 144	Equine Nutrition and Feeling
EQS 145	Equine Health Maintenance
EQS 146	Introductory Equine Field Study
EQS 148	Equine Anatomy and Physiology
Fall II (17 credits)	
MAT	Math Elective
SPN 101	Beginning Spanish I
EQS 243	Business Management in the Horse Industry
EQS 246	Advanced Equine Field Study
EQS 248	Equine Pathology
SOC SCI	Social Science Elective
Spring II (12 credits)	
SPH 121 or SPH 141	Interpersonal Communications or Public Speaking
EQS 241	Equine Facilities Management
EQS 242	Equine Reproduction, Evaluation and Selection
EQS 245	Equine Pasture and Land Management

Program Outcomes

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

- Demonstrate competence, certainty, and self-assurance when working with horses.
- Apply safe handling techniques, basic care and maintenance techniques, and basic first aid in working with horses.
- Understand the skeletal, muscular, circulatory, respiratory, digestive, urinary, nervous, and endocrine systems of the horse.
- Evaluate a horse's body condition, surroundings, work load, and other factors to develop a proper diet regimen for the best care of the horse.
- Take equine vital signs and recognize symptoms of poor health, disease, and infection.
- Demonstrate the skills necessary for basic horse care and the treatment and prevention of common horse ailments.
- Understand conformation and selection of horses.
- Apply pasture management techniques such as seeding, poisonous weed control, safe fertilization, and determining pasture rotation schedules.
- Apply equine facilities management techniques for stable design, proper hay and grain storage, pasture and turn out options, and indoor/outdoor riding rings.
- Apply skills learned regarding communication, regulation, marketing, staff management, and sales and service in running an equine business.

Career Opportunities

Racing industry, veterinary technician, trainer, stable management, breeder, buyer, farrier, and horse show manager.

Leadership and Management (Associate of Applied Science) – Update

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Award: Associate of Applied Science
Degree Code: BLMR
Number of Credits: 60

Program Description

This program is designed for the student who wants to earn an undergraduate degree in an accelerated or standard format. This degree prepares students in the field of leadership and management for leadership or supervisory positions in small businesses as well as medium- and/or large-sized businesses. The accelerated and standard program combines theory and practice through classroom, on-line, and hybrid courses.

Transfer Information

Cecil College has an articulation agreement with Wilmington University. Students satisfactorily completing the Associate of Applied Science – Leadership and Management Option degree at Cecil College are guaranteed admission to Wilmington University's Leadership and Management program and will receive a $3000 scholarship.

Cecil College has articulation agreements with Maryland and other regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
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
MAT 127	Introduction to Statistics [M]	4
MAT 125 **or** MAT 128	Applied Calculus [M] **or** Introduction to Statistics II [M]	4
SCI	Science Elective with Lab [S/SL]	4
SPH 121 **or** SPH 141	Interpersonal Communications [H] **or** Public Speaking [H]	3

Program Requirements

Course Number	Course Title	Credits
ACC 101 **or** BUS 191	Accounting I **or** Introduction to Finance	3
BUS 103	Introduction to Business	3
BUS 131	Principles of Management	3
BUS 187	Business Ethics	3
BUS 210	Business Law	3
BUS 216	Organizational Leadership	3
BUS 231	Management of Human Resources	3
BUS 241	Effective Teams and Work Groups	3
BUS 280	Strategic Planning Concepts	3
EGL 211	Technical Writing	3
PSY 222	Organizational Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Session I (9 credits)	
ECO 221	Economics - Micro
EGL 101	Freshman Composition
BUS 103	Introduction to Business
Session II (9 credits)	
SPH 121 **or** SPH 141	Interpersonal Communications Public Speaking
CIS 101	Introduction to Computer Concepts
BUS 210	Business Law
Session III (9 credits)	
BUS 131	Principles of Management
BUS 231	Management of Human Resources
BUS 241	Effective Teams and Work Groups
Session IV (7 credits)	
MAT 127	Introduction to Statistics
BUS 187	Business Ethics
Session V (10 credits)	
MAT 125 **or** MAT 128	Applied Calculus **or** Introduction to Statistics II
ECO 222	Economics - Macro
BUS 216	Organizational Leadership
Session VI (9 credits)	
ACC 101 **or** BUS 191	Accounting I **or** Introduction to Finance
EGL 211	Technical Writing
BUS 280	Strategic Planning Concepts
Session VII (7 credits)	
PSY 222	Organizational Psychology
SCI	Lab Science Elective

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical, and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Be able to work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.
- Demonstrate basic knowledge of the principles and concepts of entrepreneurship and management.
- Demonstrate an understanding of the differences between leadership and management.
- Apply functional area concepts and theories.
- Describe various situational approaches to leadership and understand varying perspectives on leadership.
- Analyze and apply skills of interpersonal effectiveness to everyday interaction by using observation, active listening, and questions.
- Apply critical and strategic thinking to produce sound managerial decisions while taking into account relevant perspectives, research, and the impact on the communities served.
- Describe strategic, ethical, and virtual forms of leadership in today's world.

Career Opportunities

Production management, human resources, office management, entrepreneur, and office systems.

Mechanical Engineering (Associate of Science) – Update

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Award: Associate of Science
Degree Code: ASME
Number of Credits: 65

Program Description

This program prepares students to transfer to a four-year institution for continued study in mechanical engineering. Mechanical engineering is one of the core engineering disciplines offering students a wide range of career choices in engineering practice and scientific research as well as non-engineering fields such as business, law, or medicine. Students with a bachelor's degree in mechanical engineering may continue their education in graduate school or may enter industry.

The computer literacy requirement will be met throughout the course work in the degree program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [2] [M]	4
MAT 201	Calculus I with Analytic Geometry [M]	4
PHY 217	General Physics I with Lab [SL]	5
PHY 218	General Physics II with Lab [SL]	5
SOC SCI	Social Science Electives [3] [SS]	6

Program Requirements

Course Number	Course Title	Credits
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CHM 104 and CHM 114	General Chemistry II [S] and General Chemistry II Lab	4
MAT 202	Calculus II with Analytic Geometry [M]	3
MAT 203	Multivariable Calculus [M]	3
MAT 246	Introduction to Differential Equations [M]	3
PHE 101	Introduction to Engineering Design	3
PHE 211	Statics	3
PHE 212	Dynamics	3
PHE 213	Mechanics of Materials	3
PHE 221	Thermodynamics	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (13 credits)	
ARTS/HUM	Arts and Humanities Elective
EGL 101	Freshman Composition
MAT 121	Precalculus
SOC SCI	Social Science Elective
Spring I (17 credits)	
EGL 102	Composition and Literature
MAT 201	Calculus I with Analytic Geometry
PHE 101	Introduction to Engineering Design
PHY 217	General Calculus Physics I with Lab
SOC SCI	Social Science Elective
Summer I or II (4 credits)	
MAT 202	Calculus II with Analytic Geometry
Fall II (18 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
MAT 203	Multivariable Calculus
MAT 246	Introduction to Differential Equations
PHE 211	Statics
PHY 218	General Calculus Physics II with Lab
Spring II (13 credits)	
CHM 104 and CHM 114	General Chemistry I and General Chemistry I Lab
PHE 212	Dynamics
PHE 213	Mechanics of Materials
PHE 221	Thermodynamics

Program Outcomes

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

- Demonstrate an understanding of kinematics of a particle and a rigid body.
- Demonstrate an understanding of kinetics concerning force and acceleration, work and energy, impulse and momentum for a particle and a rigid body.
- Demonstrate an understanding of, and application for, force vectors.
- Demonstrate an understanding of equilibrium of a particle and a rigid body.
- Demonstrate an understanding of the basic concepts of thermodynamics.
- Demonstrate an understanding of mass and energy balance analysis for closed and open systems.
- Demonstrate an understanding of gas power cycles, vapor cycles, and combined power cycles.
- Demonstrate an understanding of mechanical properties of materials.
- Demonstrate an understanding of axial loading, torsion, bending and transverse shear.
- Demonstrate an understanding of stress and strain transformations.

Career Opportunities

Manufacturing engineer, production supervisor, and field service engineer in the aerospace, pharmaceutical and consulting industries.

[1] Selection may not include EGL designation.
[2] Students placed in MAT 201 or higher Math may replace MAT 121 with MAT, PHY, PHE, CSC or CHM elective(s); students *must* satisfy the four credit requirement.
[3] Courses must be from two different disciplines.

Music with Areas of Concentration (Associate of Applied Science)

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Award: Associate of Applied Science
Degree Code: CNMR (Music Concentration) - 60 Credits
Degree Code: CNVR (Voice Concentration) - 60 Credits
Degree Code: CNAR (Audio Technology Concentration) - 60 Credits
Degree Code: CNMR (Music Education Concentration) - 60 Credits

Program Description

The Music Program provides students with performing experience, practical career skills, and applied technique as a foundation for advancement in music. Solid training in classical and/or contemporary techniques is given in individual lessons with participation in music ensemble performances every semester. This program helps students to prepare for transfer to a four-year institution, internships, and employment or career advancement in the areas of performance, education, administration, and production.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
EGL 101	Freshman Composition [E]	3
MAT	Math Elective [M] [1]	4
MUC 128	Introduction to Audio Technology [I]	3
MUC 122 or MUC 135 or MUC 104 or MUC 143	Music Appreciation [H] or History of Rock [H] or Guitar Fundamentals [H] or Music Fundamentals [H]	3
SCI	Science Elective with Lab [S/SL] [1]	4
SOC SCI	Social Science Elective [SS]	3

Program Requirements

Course Number	Course Title	Credits
MUC 102	Piano Class I	1
MUC 114	Piano Class II	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

Music Concentration Requirements (22 Credits)

Course Number	Course Title	Credits
MUC	Ensemble Electives [2]	8
MUL	Music Lesson Electives [2]	8
MUC or MUL or EDU or	Music or Education Electives	6

Voice Concentration Requirements (22 Credits)

Course Number	Course Title	Credits
MUC 124	Chamber Choir I	2
MUC 125	Chamber Choir II	2
MUC 224	Chamber Choir III	2
MUC 225	Chamber Choir IV	2
MUL 113	Voice Lessons I	1
MUL 114	Voice Lessons II	1
MUL 115	Voice Lessons III	1
MUL 116	Voice Lessons IV	1
MUL 213	Voice Lessons V	1
MUL 214	Voice Lessons VI	1
MUL 215	Voice Lessons VII	1
MUL 216	Voice Lessons VIII	1
MUC 263	Dictation for Singers I	2
MUC 264	Dictation for Singers II	2
MUC or MUL	Music Electives	2

Audio Technology Concentration Requirements (22 Credits)

Course Number	Course Title	Credits
MUC	Ensemble Electives [2]	8
MUC 228	Recording Techniques	3
MUC 229	Introduction to Digital Workstations	3
MUL	Music Lesson Electives [3]	8

Music Education Concentration Requirements (22 Credits)

Course Number	Course Title	Credits
EDU 101	Foundations of Education	3
EDU 102	Foundations of Education Field Exp.	1
EDU 251	Introduction to Exceptional Children and Youth	3
MUC	Ensemble Electives [2]	8
MUL	Music Lesson Electives [3]	4
PSY 207	Educational Psychology	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (14 credits)	
EGL 101	Freshman Composition
MUC 122 or MUC 135 or MUC 104 or MUC 143	Music Appreciation or History of Rock or Guitar Fundamentals or Music Fundamentals
MUC 102	Piano Class I
MUC 110	Music Theory and Musicianship I
Spring I (12 credits)	
MAT	Math Elective
MUC 128	Introduction to Audio Technology
MUC 114	Piano Class II
MUC 111	Music Theory & Musicianship II
Fall II (17 credits)	
MUC 210	Music Theory & Musicianship III
SCI	Science Elective with Lab
ELECT	Concentration Electives
Spring II (17 credits)	
SOC SCI	Social Science Elective
MUC 211	Music Theory & Musicianship IV
ELECT	Concentration Electives

Program Outcomes

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

- Demonstrate proficiency at the intermediate level on their main instrument or vocal part.
- Demonstrate an understanding of the basic principles of tonal harmony.
- Demonstrate functional proficiency in aural theory (ear training) and sight singing.
- Demonstrate proper use of basic hardware and software tools of music technology.

Additional Outcomes – Area of Concentration in Voice

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

- Demonstrate knowledge of vocal repertoire.

Additional Outcomes – Area of Concentration in Audio Technology

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

- Demonstrate proficiency with recording techniques.

Additional Outcomes – Area of Concentration in Music Education

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

- Demonstrate an understanding of classroom teaching in the music field.

Career Opportunities

Education, performance, composing and arranging, conducting, music therapy, recording industry, and communications.

[1] It is recommended that Music Education majors take Intro to Statistics, and Biology with Lab or Physical Science with Lab.
[2] Electives include Chamber Choir, Chamber Ensemble, or other approved elective. Please see current Cecil College course schedule for available ensembles or contact the music faculty for more information.
[3] Electives include individual lessons in Voice, Piano, String Instruments, Woodwind Instruments, Brass Instruments, Percussion/Drums, Guitar, Classical Guitar, or other approved elective. Please see current Cecil College course schedule for available courses or contact the music faculty for more information.

Nursing (Associate of Science) – Update

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Award: Associate of Science
Degree Code: NURR
Number of Credits: 68

Program Description

The Associate of Science in Nursing 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 and is accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 www.acenursing.org).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 are located here.

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

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education and Program Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Elective [1] [H]	3
BIO 200 and BIO 210	Microbiology [S] and Microbiology Lab	4
BIO 208 and BIO 218	Human Anatomy and Physiology I [S] and Human Anatomy and Physiology I Lab	4
BIO 209 and BIO 219	Human Anatomy and Physiology II [S] and Human Anatomy and Physiology II Lab	4
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 127	Introduction to Statistics [M]	4
NUR 101	Concepts and Processes in Nursing	2
NUR 104	Nursing Fundamentals Theory	5
NUR 105	Care of Adult and Aging Clients	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 208	Professional Issues in Nursing	3
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 and Development [SS]	3
SOC 101	Introduction to Sociology [SS]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Full-time Status

Course Number	Course Title
Summer I (7 credits)	
EGL 101	Freshman Composition
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
Fall I (16 credits)	
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
PSY 101	Introduction to Psychology
NUR 101	Concepts and Processes in Nursing
NUR 104	Nursing Fundamentals Theory
NUR 114	Clinical Lab I: Nursing Fundamentals
Spring I (16 credits)	
BIO 200 and BIO 210	Microbiology and Microbiology Lab
NUR 105	Care of Adult and Aging Clients
NUR 115	Clinical Lab II: Medical/Surgical Settings
MAT 127	Introduction to Statistics
Fall II (14 credits)	
NUR 201	Care of Childbearing/Childrearing Families
NUR 211	Clinical Lab III: Care of Childbearing/Childrearing
PSY 201	Human Growth and Development
EGL 102	Composition and Literature
Spring II (17 credits)	
ARTS/HUM	Arts and Humanities Elective
NUR 204	Care of Clients Affected by Complex Stressors
NUR 208	Professional Issues in Nursing
NUR 214	Clinical Lab IV: Medical/Surgical/Psychiatric
SOC 101	Introduction to Sociology

Part-time Status

Course Number	Course Title
Summer I (3 credits)	
EGL 101	Freshman Composition
Fall I (14 credits)	
BIO 208 and BIO 218	Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab
EGL 102	Composition and Literature
MAT 127	Introduction to Statistics
PSY 101	Introduction to Psychology
Spring I (14 credits)	
BIO 209 and BIO 219	Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab
BIO 200 and BIO 210	Microbiology and Microbiology Lab
PSY 201	Human Growth and Development
SOC 101	Introduction to Psychology
Fall II (9 credits)	
NUR 101	Concepts and Processes in Nursing
NUR 104	Nursing Fundamentals Theory
NUR 114	Clinical Lab I: Nursing Fundamentals
Spring II (11 credits)	
NUR 105	Care of Adult and Aging Clients
NUR 115	Clinical Lab II: Medical/Surgical Settings
ARTS/HUM	Arts and Humanities Elective
Fall III (8 credits)	
NUR 201	Care of Childbearing/Childrearing Families
NUR 211	Clinical Lab III: Care of Childbearing/Childrearing
Spring III (11 credits)	
NUR 204	Care of Clients Affected by Complex Stressors
NUR 208	Professional Issues in Nursing
NUR 214	Clinical Lab IV: Medical/Surgical/Psychiatric

Program Outcomes

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

- Provide safe and competent nursing care that acknowledges and encompasses the uniqueness, dignity, diversity, freedom and holistic well-being of each individual within their community and within the context of the Neuman Systems Model.
- Communicate professionally, effectively, and appropriately with clients, families, health care team members and peers, while promoting human dignity, patient advocacy and a spirit of inquiry.
- Demonstrate the appropriate application and integration of evidence, critical thinking, nursing concepts, and clinical judgment, in the clinical decision making process, as they practice as a nurse within the conceptual framework of nursing practice.
- Embrace the fundamental core values of nursing identified by NLN: caring; diversity; ethics; excellence; holism; integrity; and patient-centeredness.
- Take the NCLEX-RN.

Career Opportunities

Nursing care in doctors' offices, hospital settings, private nursing/home health care, and administrative industries such as insurance companies and state agencies.

[1] Selection may not include EGL designation.

Performing Arts with Areas of Concentration (Associate of Fine Arts)

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Award: Associate of Fine Arts
Degree Code: CNTC (Theatre Concentration) - 60 Credits
Degree Code: CNMC (Music Concentration) - 60 Credits
Degree Code: CNLA (Live Arts Concentration) - 60 Credits

Program Description

The Associate of Fine Arts degree in Performing Arts provides students with performing experience, practical career skills, and applied technique as a foundation for advancement in the performing arts. Solid training in classical and/or contemporary techniques is given in individual lessons with participation in music ensemble performances every semester. This program helps students to prepare for transfer to a four-year institution, internships, and 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.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
EGL 101	Freshman Composition [E]	3
MAT	Math Elective [M]	4
MUC 128	Introduction to Audio Technology [I]	3
SCI	Science Elective with Lab [S/SL]	4
SOC SCI	Social Science Elective [SS]	3
MUC 104 or MUC 122 MUC 135 MUC 143 THE 161 THE 171 THE 184	Guitar Fundamentals [H] or Music Appreciation [H] or History of Rock [H] or Music Fundamentals [H] or Introduction to Theatre [H] or Acting Fundamentals [H] or Introduction to Acting for Screen and Stage [H]	3

Program Requirements

Course Number	Course Title	Credits
ELECT	Art / Education / Humanities / Music / Theatre / Visual Communications Electives	10
	Associate of Fine Arts Concentration Requirements and Electives [1]	19

Areas of Concentration

Choose 30 credits from the following concentration areas. Courses may be selected from any of the concentration areas in order to meet the needs of your area(s) of concentration. The courses listed within each category are recommended for that particular course of study. It is recommended that you work with performing arts faculty to identify a transfer institution and focus that best suits your needs before selecting electives.

Theatre Concentration Requirements (30 Credits)

The Theatre concentration is designed for students who want to pursue careers as performing artists in theatre-related fields such as acting, directing, and script writing.

Course Number	Course Title	Credits
THE 104	Script Analysis	3
THE 106	Voice for Actors	3
THE 108	Movement for Actors	3
THE 121	Introduction to Theatre Design	3
THE 160	Acting I	3
THE 164	Applied Theatre I	1
THE 261	Acting II	3
THE 262	Theatre History I	3
THE 263	Directing	3
THE 264	Applied Theatre II	1
THE 275	Theatre History II	3
MUC or MUL or THE	Music or Theatre Elective	1

Music Concentration Requirements (30 Credits)

The Music concentration is designed for students who want to pursue careers as performing artists in music-related careers such as performing, composing, conducting, and recording.

Course Number	Course Title	Credits
MUC	Ensemble Electives [2]	3
MUC 102	Piano Class I	1
MUC 114	Piano Class II	1
MUC 110	Music Theory & Musicianship I	4
MUC 111	Music Theory & Musicianship II	4
MUC 210	Music Theory & Musicianship II	4
MUC 211	Music Theory & Musicianship IV	4
MUL	Music Lesson Electives [3]	4

Live Arts Concentration Requirements (30 Credits)

The Live Arts concentration is designed for students who want to pursue careers as performing artists in a variety of fields.

Course Number	Course Title	Credits
ELECT	Humanities and Performing Arts Electives	30

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (16 credits)	
EGL 101	Freshman Composition
MUC 104 or MUC 122 or MUC 135 or MUC 143 or THE 161 or THE 171 or THE 184	Guitar Fundamentals or Music Appreciation or History of Rock or Music Fundamentals or Introduction to Theatre or Acting Fundamentals or Introduction to Acting for Screen and Stage
ELECT	Art / Education / Humanities / Music / Theatre / Visual Communications Electives
Spring I (15 credits)	
MAT	Math Elective
MUC 128	Introduction to Audio Technology
ELECT	Performing Arts Electives
Fall II (15 credits)	
SCI	Science Elective with Lab
SOC SCI	Social Science Elective
ELECT	Performing Arts Elective
Spring II (14 credits)	
ELECT	Performing Arts Elective

Program Outcomes

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

- Demonstrate an understanding of performing arts styles.
- Demonstrate performance proficiency at an intermediate level.
- Demonstrate a knowledge of historical time periods as they relate to the performing arts.
- Demonstrate an ability to analyze and interpret major performance works.

Additional Outcomes – Area of Concentration in Theatre

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

- Demonstrate proficiency at the intermediate level on their main instrument or vocal part.
- Demonstrate an understanding of the basic principles of tonal harmony.
- Demonstrate functional proficiency in aural theory (ear training).
- Demonstrate knowledge of repertoire for their instrument.

Additional Outcomes – Area of Concentration in Music

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

- Demonstrate an understanding of the genres of theatre.
- Demonstrate a knowledge of plays and playwrights throughout history.
- Demonstrate an ability to portray various characters.
- Demonstrate an ability to analyze and interpret major theatre works for the stage.

Additional Outcomes – Area of Concentration in Live Arts

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

- Demonstrate an understanding of the genres of theatre and music.
- Demonstrate a knowledge of playwrights and composers.
- Demonstrate a knowledge of historical time periods as they relate to music and theatre.
- Demonstrate intermediate level performance proficiency of music and theatre.

Career Opportunities

Performance, education, administration, and production.

[1] Performing arts electives are chosen to tailor the program of study to specific transfer goals. It is recommended that students contact the performing arts program coordinator and faculty to identify transfer institutions and performing art concentrations before selecting electives.

Physics (Associate of Science) – Update

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Award: Associate of Science
Degree Code: ASPH
Number of Credits: 60

Program Description

This program prepares students to transfer to a four-year institution for continued study in physics. A physicist's work ranges from basic research into the subatomic realm to the dynamics of galaxies as well as the practical development of devices and instruments. Physics graduates have skills that are in high demand: problem solving, data analysis, ability to communicate complex ideas and an understanding of how the world works. Students with a bachelor's degree in physics may continue their education, or enter the workforce.

The computer literacy requirement will be met throughout the coursework in the program.

Transfer Information

Cecil College has articulation agreements with Maryland and regional institutions. Click on "Transfer Opportunities" in MyCecil under the Advising tab for a list of transfer pathways. In addition, transfer information is available through ARTSYS (The Articulation System of Maryland). Contact your advisor for detailed information.

Required Courses

General Education Requirements

Course Number	Course Title	Credits
ARTS/HUM	Arts and Humanities Electives [1] [H]	3
EGL 101	Freshman Composition [E]	3
EGL 102	Composition and Literature [H]	3
MAT 121	Precalculus [2] [M]	4
MAT 201	Calculus I with Analytic Geometry [M]	4
MAT 202	Calculus II with Analytic Geometry [M]	4
PHY 217	General Calculus Physics I with Lab [SL]	4
PHY 218	General Calculus Physics II with Lab [SL]	4
SOC SCI	Social Science Electives [3] [SS]	6

Program Requirements

Course Number	Course Title	Credits
CHM 103 and CHM 113	General Chemistry I [S] and General Chemistry I Lab	4
CSC or PHE	Computer Science or Engineering Elective [4]	3
MAT 203	Multivariable Calculus [M]	4
MAT 240	Introduction to Linear Algebra [M]	4
MAT 246	Introduction to Differential Equations [M]	3
PHY 219	General Physics III with Lab [SL]	4
ELECT	Elective [5]	3

Recommended Sequence

The following is a recommended sequence of courses for completing this program as a full-time student. Developmental and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Students should consult their degree audit at MyCecil or an academic advisor for individual degree planning.

Course Number	Course Title
Fall I (15 credits)	
CHM 103 and CHM 113	General Chemistry I and General Chemistry I Lab
EGL 101	Freshman Composition
MAT 121	Precalculus
PHY 217	General Calculus Physics I with Lab
Spring I (17 credits)	
ARTS/HUM	Arts and Humanities Elective
EGL 102	Composition and Literature
MAT 201	Calculus I with Analytic Geometry
PHY 218	General Calculus Physics II with Lab
SOC SCI	Social Science Elective
Fall II (14 credits)	
MAT 202	Calculus II with Analytic Geometry
MAT 246	Introduction to Differential Equations
PHY 219	General Calculus Physics III with Lab
CSC or PHE	Computer Science or Engineering Elective
Spring II (14 credits)	
MAT 203	Multivariable Calculus
MAT 240	Introduction to Linear Algebra
SOC SCI	Social Science Elective
ELECT	Elective

Program Outcomes

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

- Demonstrate a firm understanding of the principles of physics and the ability to apply these principles to problems of both fundamental and practical interest.
- Utilize knowledge of mathematics to solve applied problems.
- Recognize basic connections of all of the scientific disciplines.
- Design and conduct experiments.
- Analyze and interpret data.
- Identify, formulate, and solve technical problems.

Career Opportunities

Astronomer, computer programmer, physicist, teaching, research and development, and engineering.

[1] Selection may not include EGL designation.
[2] Students placed in MAT 201 or higher may replace MAT 121 with CSC, MAT, PHE, SCI elective(s).
[3] Courses must be from two different disciplines.
[4] Depending on transfer institution suggested Computer Science or Engineering elective may include the following: CSC 109, CSC 170, CSC 205, CSC 218, CSC 230, PHE 120, PHE125, PHE 130, PHE 160, PHE 170, PHE 180, PHE 211, PHE 212, PHE 213, PHE 221, PHE 225, PHE285.
[5] Depending on transfer institution, and in consultation with an academic advisor, a Computer Science, Engineering, Math, or Science elective will be recommended.

Accounting (Certificate) – Update

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Award: Certificate
Degree Code: ACCL
Number of Credits: 18

Program Description

The goal of this 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.

Required Courses

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
ACC 205	Business Spreadsheet Applications	3
ACC	Accounting Electives	9

Program Outcomes

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

- Identify and perform the major steps in the accounting cycle including recording transactions, adjusting entries, and preparing financial statements.
- Explain, prepare, and analyze the income statement, statements of equity, balance sheet, and cash flow statement.
- Explain Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) and use the FASB Accounting Standards Codification system.
- Apply the major principles and assumptions of financial reporting and US generally accepted accounting principles (GAAP).
- Use financial analysis to assess the profitability of a business.
- Identify the costs in managerial accounting and their usage in cost-volume-profit (CVP) analysis and the manufacturing process.

Addictions and Chemical Dependency (Certificate)

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Award: Certificate
Degree Code: ACHC
Number of Credits: 30

Program Description

The Addictions and Chemical Dependency Certificate is designed for students who possess a degree in a health or human services counseling field and are pursuing greater knowledge regarding clients with substance abuse issues. Students who already possess their license in the state of Maryland may use these courses to fulfill continuing education requirements for periodic certification or licensure renewal. Students may verify this coursework with the Maryland Board of Professional Counselors and Therapists at www.dhmh.maryland.gov/bopc.

The courses in the certificate program will fulfill the specific chemical dependency counseling coursework required for students who wish to pursue the Associate of Arts Addictions and Chemical Dependency program.

Required Courses

Course Number	Course Title	Credits
COU 104	Medical Aspects of Chemical Dependency	3
COU 106	Theories of Counseling	3
COU 107	Fundamental Counseling Techniques	3
COU 108	Addictions Treatment and Counseling	3
COU 201	Treatment of Co-Occurring Disorders	3
COU 202	Group Counseling Techniques	3
PHI 270	Ethical Issues in Health Care	3
PSY 101	Introduction to Psychology	3
PSY 201	Human Growth and Development	3
PSY 227	Abnormal Psychology	3

Program Outcomes

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

- Identify and describe the medical aspects of chemical dependency and treatment.
- Explain and practice the theories and techniques of counseling and therapy (individual, group and family).
- Identify basic psychological concepts, theories and developments related to human and abnormal behavior.
- Describe and demonstrate adherence to the ethical standards of client welfare.

Health Navigator – Public Health Generalist (Certificate)

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Award: Certificate
Degree Code: HENC
Number of Credits: 27

Program Description

The Health Navigator Certificate program will offer students, who are currently working in the healthcare industry, the opportunity to prepare for work in the field of healthcare advocacy, as a health navigator, working with patients and their families in various settings (hospital systems, physician groups, patient advocacy organizations, insurance companies). Students have the option to continue their studies to earn the Associate of Science in Public Health.

Required Courses [1]

Course Number	Course Title	Credits
EGL 101	Freshman Composition	3
HCD 120	Medical Terminology	3
HCD 124	Health Information Technology	3
HCD 270	Ethical Issues in Healthcare	3
HEA 130	Healthful Living	3
PBH 104	Introduction to Public Health	3
PBH 120	The US Healthcare System	3
SOC 105	Perspectives in Human Diversity	3
SPH 121	Interpersonal Communications	3

Program Outcomes

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

- Demonstrate the entry level knowledge applicable to the concept of health care advocacy, necessary to assist patients and families.
- Demonstrate the written and verbal communication skills and abilities associated with health care advocacy.

[1] Students must test higher than Math 093 in order to register for this certificate program.

Important note: There is currently no nationally or internationally recognized certification as a health navigator or a patient advocate. Obtaining this Health Navigator Certificate indicates that the student has met the requirements for the completion of the certificate program. It does not provide the student with any certification or credentialing.

Management (Certificate) – Update

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Award: Certificate
Degree Code: BMLC
Number of Credits: 18

Program Description

The goal of this certificate is to provide a defined course of study for those working in the field that does 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 this certificate.

Required Courses

Program Requirements

Course Number	Course Title	Credits
ACC 101	Accounting I	3
ACC 102	Accounting II	3
BUS 131	Principles of Management	3
BUS 212	Principles of Marketing	3
BUS 216	Organizational Leadership	3
BUS 231	Management of Human Resources	3

Program Outcomes

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

- Critically examine, analyze, and recommend logical actions based on a variety of business concepts, models, and principles.
- Apply written and oral communication skills.
- Apply basic computational, statistical, and quantitative reasoning skills in collecting, analyzing, and interpreting numerical information.
- Utilize verbal communication skills to engage an audience.
- Utilize and apply computer hardware, software, the Internet, and other technological tools to enhance reasoning skills in making business decisions.
- Be able to work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business-related tasks.
- Apply a basic understanding of economic and accounting principles to complex business issues.
- Consistently act in a professional, respectful, honest, and ethical manner and to apply ethical principles and logical reasoning to make business decisions.
- Demonstrate an understanding of a global environment.
- Recognize and understand trends in business (through successes and failures).
- Understand how to organize and start a business.

Music Performance (Certificate)

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Award: Certificate
Degree Code: MUPC
Number of Credits: 15

Program Description

The Music Program provides students with performing experience, practical career skills, and applied technique as a foundation for advancement in music. Solid training in classical and/or contemporary techniques is given in individual lessons with participation in music ensemble performances every semester. This program helps students to prepare for internships, employment, or careers in performance, education, administration, and production. The certificate program courses may be used in satisfying degree requirements.

Required Courses

Course Number	Course Title	Credits
MUC 110	Music Theory & Musicianship I	4
MUC 111	Music Theory & Musicianship II	4
MUC 102	Piano Class I	1
MUL	Music Lesson Electives [1]	2
MUC	Ensemble Electives [2]	4

Program Outcomes

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

- Demonstrate proficiency on their main instrument or vocal part at a beginner level.
- Demonstrate knowledge of music repertoire at a beginner level.
- Demonstrate an understanding of the principles of tonal harmony on a beginner level.
- Demonstrate functional proficiency in aural theory (ear training) and sight singing at a beginner level.

[1] Electives include individual lessons in Voice, Piano, String Instruments, Woodwind Instruments, Brass Instruments, Percussion/Drums, Guitar, Classical Guitar, or other approved elective. Please see current Cecil College course schedule for available courses or contact the music faculty for more information.
[2] Electives include Chamber Choir, Chamber Ensemble, or other approved elective. Please see current Cecil College course schedule for available ensembles or contact the music faculty for more information.

Public Health – Health Care Professionals (Certificate)

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Award: Certificate
Degree Code: PHPC
Number of Credits: 28

Program Description

The Public Health Certificate program will offer students, who are currently working as healthcare professionals, the opportunity to gain a comprehensive overview of population health and its application in various settings. This certificate program will provide students with the background and knowledge needed to pursue future work in the public health sector.

Required Courses

Program Requirements

Course Number	Course Title	Credits
BIO 101 and BIO 111	General Biology and General Biology Lab	4
EGL 101	Freshman Composition	3
HCD 124	Health Information Technology	3
HCD 270	Ethical Issues in Healthcare	3
PBH 104	Introduction to Public Health	3
PBH 110	Introduction to Epidemiology	3
PBH 120	The US Healthcare System	3
PBH 218	Health Administration	3
PBH 220	Environmental Health	3

Important Note: Completion of this certificate program alone does not provide the education required for eligibility to take the National Board of Public Health Examiners exam to become Certified in Public Health (CPH). Specific information regarding eligibility requirements for the CPH are available at www.nbphe.org/eligibility.

Program Outcomes

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

- Demonstrate the knowledge, and written and verbal communication skills and abilities associated with public health.
- Demonstrate knowledge and skills necessary for seamless transfer to an Associate Degree or Baccalaureate program of study for public health generalist or specialized Bachelor's degree programs including health education, health administration, and/or environmental health.

Public Relations (Certificate)

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Award: Certificate
Degree Code: PREC
Number of Credits: 15

Program Description

The goal of this 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 this certificate.

Required Courses

Course Number	Course Title	Credits
BUS 207	Introduction to Public Relations	3
BUS 212	Principles of Marketing	3
EGL 101	Freshman Composition	3
VCP 144	Web Design I – Design Fundamentals	3

Program Electives

Select 3 credits from the following:

Course Number	Course Title	Credits
EGL 211	Technical Writing	3
EGL 214	Introduction to Journalism	3

Program Outcomes

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

- Identify, explain and apply conceptual and historical foundations of public communication disciplines as they relate to information and persuasion theories, concepts and models.
- Construct and analyze audience research and environmental scanning.
- Articulate the ethical, legal, and social responsibilities of public communications professionals.
- Demonstrate facility with writing, speaking, and production of media materials to inform, persuade, and problem solve.
- Apply appropriate theories to analyze and modify communication.

STUDENT CODE OF CONDUCT

I. POLICY STATEMENT

A student's continuance at Cecil College depends not only upon his or her academic performance but also on his or her conduct. The College's jurisdiction and discipline shall be limited to conduct which adversely affects the Cecil College community and/or the pursuit of its objectives, whether on or off the college premises. The goals of Cecil Colleges Student Code of Conduct are to:

A. Protect the relative rights of all students;

B. Adjudicate student behavioral problems in an effective, equitable, and educational manner;

C. Facilitate and encourage respect for campus governance; and

D. Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

II. RATIONALE

These Student Code of Conduct Procedures are designed to protect the college community through the imposition of discipline within the college setting. Reasonable efforts will be made to foster the personal and social development of students who have been found responsible for violations of college policies or regulations.

III. INHERENT AUTHORITY

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Vice President for Student Services and Enrollment Management, has authority for all matters related to student discipline at the college. The Director of Student Life is the Vice President for Student Services and Enrollment Management's primary designee in all matters related to student discipline and this code. A substitute designee may be appointed in appropriate circumstances.

IV. INTERPRETATION OF PROCEDURES

Disciplinary procedures are written to provide students with notice of prohibited conduct. However, this code should be interpreted broadly and does not contain an exhaustive list of prohibited conduct. The Director of Student Life is responsible for interpreting and answering questions related to this code. To the extent this policy conflicts with the college's Sexual Misconduct policy, the Sexual Misconduct policy governs.

V. STANDARDS OF DUE PROCESS

Students subject to disciplinary action will be entitled to an administrative conference as set forth in section XIII. The focus of inquiry in disciplinary proceedings is to determine the level of involvement and culpability of those accused of engaging in prohibited conduct. Deviations from prescribed procedures do not invalidate a decision or proceeding, unless significant prejudice to a respondent or the college is established. The College has discretion to modify these procedures.

VI. VIOLATIONS OF LAW

Students may be accountable under civil and criminal law – as well as to the college – for conduct that violates federal, state, and/or local laws. Ordinarily, disciplinary action at the college will advance while external proceedings are pending. Results of external proceedings do not control proceedings under this code.

VII. JURISDICTION

This code covers prohibited conduct that occurs: (a) on college-owned, leased, or operated property; (b) at college-sponsored activities, whether on- or off- campus; and (c) while a student is doing business on behalf of the college. Where the college's interest is implicated, the Director of Student Life, or designee, will determine whether such conduct should be addressed pursuant to this code.

VIII. SCOPE

The Student Code of Conduct applies to any person registered, accepted or enrolled in any course or program offered by any Cecil college including those who are not officially enrolled for a particular term but who have a continuing relationship with the College. The Colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

IX. TERMS AND DEFINITIONS

A. Administrative conference: Meeting(s) between the Director of Student Life, or designee, and a student, or a representative of a student club/organization, accused of conduct prohibited under section IX.

B. Advisor: An individual designated by a student or student club/organization charged with prohibited conduct (a "respondent") to assist the student or student club/organization with the disciplinary process. The advisor may confer with the respondent before or during disciplinary proceedings, but may not speak on the respondent's behalf before or during the disciplinary proceeding, and may not delay or disrupt the proceeding.

C. Business day: Monday through Friday during administrative office hours of 8:00 a.m. to 4:30 p.m. unless the college is closed.

D. College: Cecil College.

E. College property: All real or personal property, electronics, land, buildings, or facilities that are owned, leased, used or operated by the college.

F. College official: Any person employed by the college, performing assigned administrative or professional responsibilities.

G. College-sponsored activity: Any activity on- or off- campus which is initiated, aided, authorized, or supervised by the college.

H. Complainant: A person who submits a report alleging that a student committed prohibited conduct.

I. May: Used in the permissive sense.

J. Member of the college community: Any person who is a student or employee of the college, or a visitor on college property.

K. Preponderance of the evidence: It is "more probable than not" that the prohibited conduct occurred.

L. Policies: Includes all written board of trustees and college policies, procedures, rules and/or regulations.

M. Respondent: A student or recognized student club/organization accused of conduct prohibited by this code.

N. Student: An individual who is registered for any credit, noncredit, or continuing education course offered by the college for the current or a future term.

O. Student club/organization: A group that has completed the process to be an official, recognized club/organization through the Student Life Office.

X. PROHIBITED CONDUCT

A. Knowingly or recklessly causing harm or threatening to cause harm to any person.

B. Sexual misconduct or sexual harassment, including any sexual act or sexual contact, without consent (e.g., intercourse, oral sex, unwanted touching of an intimate part of another person, or an attempt of any of the above). For purposes of this policy, consent means an affirmative indication of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent cannot be obtained through the use of force, threat, or intimidation. Consent cannot be given by someone who is intoxicated and/or incapacitated by drugs or alcohol or for any other reason so as to be unable to effectively communicate an unwillingness to consent or understand the nature of the conduct being engaged in. Silence on the part of the victim does not necessarily constitute consent. Each case will be judged on its particular facts.

C. Harassment or intimidation such as physical or psychological harassment or abuse of any member of the college community or of any guest. Harassment is behavior that either is intended to, or actually does, inflict harm or emotional distress or provoke a violent reaction. Harassment may include use of racial, ethnic, sexual, religious, or personal slurs or epithets, or other threatening, intimidating, hostile, or abusive treatment of any person or group of persons in the college community.

D. Misappropriating or misusing college funds or college property.

E. Disrupting or obstructing the learning environment or any college activity.

F. Abusing a person in any manner, including but not limited to, physical, verbal, sexual, threats, intimidation, bullying, and/or any conduct which threatens or endangers the health or safety of any person.

G. Attempting theft or actual theft of college property, college services, or property of another person.

H. Unauthorized recording of classroom discussions, presentations or images, including pictures of individuals or instructional materials, or unauthorized reproduction or uploading of such recordings to any web or online environment.

I. Knowingly or recklessly causing damage to or destructing college property or the property of another, or threatening to cause damage or destruction to college property or the property of another person.

J. Possessing stolen property on college property.

K. Misusing or damaging fire safety equipment.

L. Initiating, or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency.

M. Committing an act which potentially endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization

(hazing). The express or implied consent of the victim to such an act(s) shall not be a defense to a charge of misconduct. Inaction or no reporting by those in the presence of such an act(s) shall be considered an act of misconduct.

N. Committing a serious criminal offense, which is an action that Maryland state law identifies as a felony and which indicates that the student constitutes a substantial and continuing danger to the safety or property of the college or members of the campus community.

O. Failing to comply with a directive of a college official or law enforcement officer acting in performance of their duties.

P. Unauthorized possession, duplication or use of keys or access devices to any college property, or unauthorized entry to, or use of, college property.

Q. Illegally using, possessing, manufacturing, or distributing any drug or controlled substance or paraphernalia used for taking drugs.

R. Using, possessing, manufacturing, or distributing alcoholic beverages, except as expressly permitted and authorized by the college in writing. Alcoholic beverages may not, in any circumstance, be possessed, used or distributed to or by any person under 21 years of age.

S. Unlawfully being under the influence of alcohol or other drugs while on College property.

T. Possessing a firearm (unless a government or college police officer authorized and required to carry a firearm), other weapons or explosives, or dangerous chemicals on college property.

U. Intentionally furnishing false information to the college including soliciting, making, possessing, or using any forged, altered, or falsified identification on college premises, or at college-sponsored activities; soliciting, making, possessing, or using any forged, altered, or falsified college document, on or off-campus.

V. Abusing or interfering with the student conduct system.

W. Participating in an unauthorized activity that disrupts the operations of the college and/or infringes on the rights of others.

X. Obstructing the free flow of pedestrian or vehicular traffic on college property or at college-sponsored or -supervised functions.

Y. Committing conduct that is disorderly, lewd or indecent; committing a breach of peace; or aiding, abetting or procuring another person to act in a disorderly, lewd or indecent manner, or to commit a breach of peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.

Z. Violating of any college policies, procedures, rules and/or regulations.

AA. Violating of any federal, state or local law on college property or property used by the college.

BB. Failing to comply with a disciplinary sanction imposed pursuant to this code.

CC. Abusing a position of trust.

DD. Leaving any child/children unattended on Cecil College property. (Child is defined as under the age of eighteen, who is not registered as a credit or continuing education student at the College.)

EE. Unauthorized entry or attempted entry to any college facility without authority or against the will of the occupant or the individual in charge of the facility. Includes, but is not limited to, unauthorized use or occupation of any part of college property (e.g., gaining access to roofs or balconies or using a window as a means of entrance or exit) and unauthorized possession, duplication, or use of ID Card or keys to any college premises.

FF. Soliciting another person to commit any offense(s), and/or attempting to commit any offense(s) mentioned in this code.

XI. INTERIM SUSPENSION

The Director of Student Life, or designee, may suspend a student for an interim period when there is reason to believe that the student's continued presence on college property poses a threat to the health and safety of the student or others, or impedes the normal operations of the college.

When the Director of Student Life, or designee, places a student on interim suspension, the student shall have the right to file an appeal with the Vice President for Student Services and Enrollment Management, or designee, challenging the appropriateness of the suspension. The appeal must be submitted in writing to the Vice President for Student Services and Enrollment Management within five (5) business days after the student learns of the suspension, and should explain why the suspension is inappropriate. The Vice President for Student Services and Enrollment Management, or designee, shall review the appeal and provide a written decision to the student who filed the appeal within five (5) business days. The Vice President for Student Services and Enrollment Management's decision is final on the issue of the interim suspension.

XII. DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon any respondent found to have committed conduct prohibited under this code. More than one sanction may be imposed for a single violation.

A. Verbal reprimand: The student is informed of the inappropriateness of the behavior; further violations will result in the creation of a disciplinary record pursuant to this code.

B. Written warning: The student is placed on notice that further prohibited conduct may result in more severe disciplinary action

C. Disciplinary probation: A designated period of time, stated in writing, during which, if the respondent is found to commit additional prohibited act(s) of misconduct, more severe disciplinary sanctions may be imposed.

D. Loss of privileges: Documented denial of any privilege for a designated period of time.

E. Restitution: Compensation to the victim for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

F. Assignments/services: Including, but not limited to, essays, service to the college, letters of apology, conferences, mediation, or other reasonable assignments or services.

G. Order of no contact/access: A written order specifying the forms of contact that are prohibited, with whom, the areas where access is limited and the period of time the order shall be effective.

H. Withholding academic credentials: The College may withhold academic credentials or transcripts otherwise earned until the completion of any matter initiated against a respondent under these procedures.

I. No-Trespass Order: Prohibits an individual from all property owned, leased or operated by the college as well as college-sponsored activities.

J. Disciplinary suspension: Separation from the college for a definite or indefinite period of time, after which the respondent is eligible to re-enroll. The suspension will be communicated in writing and conditions for re-enrollment specified. Students serving disciplinary suspension are barred from all college property for the duration of the suspension.

K. Expulsion: Permanent separation from the college. During an expulsion, the respondent shall be prohibited from coming onto any college property.

L. Revocation of admission and/or degree or certificate: Admission to, or a degree awarded from the college may be revoked and rescinded for fraud, misrepresentation or other act(s) of misconduct in obtaining admission and/or a degree or certificate.

M. Other appropriate action: Where applicable, the adjudicating body may impose any sanction deemed necessary to remedy the effects of the prohibited conduct.

XIII. DISCIPLINARY PROCEDURES

Complaints of Prohibited Conduct

A. Any member of the college community may file a complaint concerning conduct proscribed by this code. Complaints must be filed within 15 business days after the individual learns or should have reasonably learned of the alleged misconduct. If a complaint is not filed within the prescribed time, it will be deemed waived. However, similar misconduct may be considered pursuant to this code even if a complaint pertaining to those similar acts was not timely filed.

B. No later than five (5) business days after receipt of a complaint, the Director of Student Life, or designee, shall initiate an investigation. The accused student must receive notice of the investigation and be advised of the need to schedule a preliminary interview. The accused will also be informed of the charge and the identity of the complainant. For purposes of this code, written communication must be delivered by regular, certified mail, college-issued electronic mail, or such other method as may be reasonable to provide the student with timely communications. This investigation must include communication with the complainant, respondent and material witness(es), if any, and a review of any relevant documents.

C. If there is not a sufficient factual basis to substantiate the alleged misconduct, in the sole discretion of the Director of Student Life, or designee, no further action pursuant to this code will take place, the case shall be closed, and all parties notified.

D. If a sufficient factual basis exists to substantiate the allegations of prohibited conduct, in the sole discretion of the Director of Student Life, or designee, then the accused student must be notified in writing of the intention to take action under the Code, and the charges to be pursued.

XIV. DEFERRAL OF PROCEEDINGS

The Director of Student Life, or designee may, at their sole discretion, defer an investigation and the disciplinary proceedings for alleged violations of this code for a period not to exceed 60 calendar days. Pending charges may be dismissed during or upon completion of the deferral period, in the Director of Student Life's, or designee's, sole discretion, depending upon the respondent's behavior and compliance with measures that may be required during the deferral period.

XV. ADMINISTRATIVE CONFERENCE

A. Notice of Administrative Conference

1. Within five (5) business days of the determination of sufficient cause to substantiate an allegation of misconduct, the Director of Student Life, or designee, will schedule a date for an administrative conference and notify the respondent of the conference date, time and location. For purposes of this section, delivery means hand-delivery, U.S. mail, certified, or electronic mail.

2. The notice will inform the respondent of the specific provisions of the code he/she has been alleged to have violated, the date, time and location of the conference, and the procedures that are applicable throughout the process.

3. The date and time of the conference will take into consideration the respondent's academic schedule. However, the seriousness of the allegations will take precedence concerning the conference scheduling. Any request to reschedule the conference by the respondent will be made to the Director of Student Life, or designee, 24 hours prior to the scheduled date of the conference. Requests not made in a timely manner will not be considered.

4. Failure to attend a scheduled administrative conference (unless the respondent has previously notified the Director of Student Life or designee) will result in a decision being made in the absence of the respondent.

B. Administrative Conference Procedures

1. The administrative conference will provide the opportunity for the Director of Student Life, or designee, to outline the allegations to the respondent, and share all relevant information (charging party, witnesses and documents) he/she presently has regarding the allegations. Respondent will have an opportunity to address the allegations and provide information relevant to the allegations or defense of same.

2. At the conclusion of the administrative conference, based on the investigation conducted and information gathered, the Director of Student Life, or designee, will determine, using a preponderance of the evidence standard, whether the respondent engaged in conduct prohibited under section IX.

3. If there is not a sufficient factual basis to substantiate that the student engaged in prohibited act(s), in the sole discretion of the Director of Student Life, or designee, no further action under these procedures will occur, the case will be closed, and the complainant and respondent will be notified of this determination.

4. If there is a sufficient basis to substantiate that the student committed the prohibited act(s), in the sole discretion of the Director of Student Life, or designee, the student will be found responsible for the corresponding charge(s) outlined in the section X and determine the sanction to be imposed. The student will be notified, in writing, of the findings and sanction as soon as reasonable possible.

XVI. APPEALS

A. Right of Appeal: In cases in which either suspension or expulsion is deemed an appropriate sanction, the Respondent shall be informed of the right to petition the Vice President for Service Services and Enrollment Management for relief from a determination made during an Administrative Conference.

B. Grounds for Appeal: An appeal of a judgment rendered under these procedures may be based on the insufficiency of evidence, or severity of sanctions. There may be no other basis for an appeal.

C. Appeal Petition: An appeal petition must be filed in writing to the Vice President of Student Services and Enrollment Management, within five (5) business days after the Respondent received notice of sanctions imposed by the Director of Student Life, or designee. Email is presumed received the date on which it was sent. If the request is not received within that time, the sanction of suspension or expulsion shall stand. The petition must consist of a detailed written statement specifying the precise grounds for appealing and detail the supporting facts. The petition must be signed by the responding student or sent using the respondent's college issued email account.

1. For the purpose of evaluating the severity of sanctions, the Vice President of Student Services and Enrollment Management, or designee, will consider only the evidence contained in the record made during the administrative conference. The Vice President

must uphold the determination if there is a reasonable basis for the sanction imposed, and if not, will impose a more appropriate sanction.

2. For purposes of evaluating the sufficiency of evidence, the Vice President of Student Services and Enrollment Management, or designee, will consider only the evidence contained in the record made during the administrative conference, and will uphold the determination provided there is a reasonable basis for a finding of responsible based on a preponderance of the evidence as defined in section VIII.

D. Appellate Procedures: The hearing on appeal is closed to the public. Only persons providing relevant information will be permitted to participate. In the course of the proceedings, the Vice President of Student Services and Enrollment Management, or designee, will ask questions, and will permit the respondent to outline the grounds for appeal. The Director of Student Life, or designee, will address the merits of the appeal on behalf of the college and respond to any questions. At the conclusion of the proceeding, the Vice President will make a decision and, within a reasonable amount of time, communicate that decision to the student.

XVII. DISCIPLINARY FILES AND RECORDS

Access to any student's disciplinary or other records is governed by the provisions of the Family Educational Rights and Privacy Act of 1974. Authorized, identified college officers, faculty members or the student will have access to disciplinary records. Results of disciplinary proceedings for alleged violations of this code will be disclosed to the charging party if the prohibited conduct involves the use, or attempted use, or threatened use of physical force or harm against the person or property of another. Student disciplinary records maintained in the office of the Director of Student Life will be accorded the same protection and guaranteed confidentiality as those in college administrative offices.

Referrals to the Director of Student Life may result in a disciplinary file being created in the name of the Respondent. The file of a student found responsible of a violation will be retained as a disciplinary record for six years from the date of the letter providing notice of final disciplinary action. In cases of expulsion, revocation or withholding of degree, the record will be retained in perpetuity. In cases where the accused student withdraws from the college, the record will be maintained permanently.

XVIII. STUDENT RIGHTS AND RESPONSIBILITIES

A. Unlawful Discrimination.

Right: No student shall be subject to unlawful discrimination on the grounds of age, ethnicity, national origin, gender, sexual orientation, or disability in any activity sponsored by the college on or off the college grounds

Responsibility: Students shall not engage in unlawful discrimination against other students or faculty members. Every student shall treat all members of the college community with respect and courtesy.

B. Freedom of Expression and Inquiry.

Right: Students have First Amendment rights to freedom of expression and inquiry. Such freedom is protected in order to build a community dedicated to the pursuit of truth, grounded in respect for diversity and civil discourse.

Responsibility: Students must express themselves in a civil and lawful manner that does not materially or substantially disrupt the operation of the college, or interfere with the rights of others.

C. Academic Integrity.

Right: Students have the right to expect a learning environment where academic integrity is valued and respected.

Responsibility: Students are responsible for demonstrating academic integrity and shall not engage in or condone acts of academic dishonesty

D. Freedom of Association.

Right: Students have the right to freedom of association.

Responsibility: Students are responsible for respecting the rights of others to freedom of association. When assembling and expressing their views, students must do so in a manner which does not materially or substantially disrupt the educational process or the operations of the college.

E. Freedom from Arbitrary and Capricious Grading.

Right: Students have the right to be free from arbitrary or capricious grading, and to seek appropriate review of legitimate grievances, as specified in college regulations.

Responsibility: Students are responsible for achieving reasonable standards of performance and behavior established for each course.

F. Right to Privacy.

Right: Students have rights to privacy, inspection and challenge of their educational records, as provided by the Family Educational Rights and Privacy Act of 1974.

Responsibility: Students have responsibility to respect the established privacy rights of others, including the privacy of educational records belonging to other students.

G. Freedom of the Press.

Right: Students may publish news and commentary in accordance with established First Amendment standards.

Responsibility: Students may not misuse college property (including computer resources) or the college name for unauthorized purposes. Students are responsible for adhering to pertinent state and federal law, including laws regarding defamation, obscenity, copyright infringement, invasion of privacy, prohibited harassment, ethnic intimidation, and threats of violence. Students shall adhere to established standards of journalistic ethics, including a commitment to honest reporting, and a responsibility to allow diverse views to be heard.

H. Freedom of Speech.

Right: Students have the right to express their views on matters affecting college life, in accordance with established procedures for campus governance.

Responsibility: Students have the responsibility to encourage a diversity of views, and to follow democratic procedures designed to create a climate of reasoned discourse and action.

I. Freedom from Harassment.

Right: Students have the right to be free from unlawful intimidation or coercion, including sexual harassment.

Responsibility: Students are responsible for respecting the rights of others to be free from unlawful intimidation or coercion, including sexual harassment.

Disclaimer

The information in this catalog applies to the current academic year. 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 Web site and updated program brochures. Students are encouraged to talk to an academic advisor to verify curriculum information before registering each semester.

Non-discrimination Statement

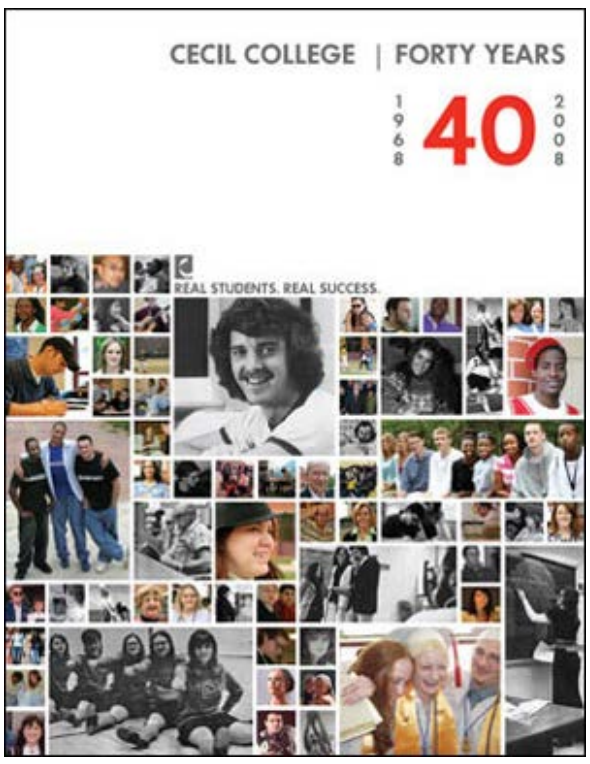
It is the policy of Cecil College not to discriminate against any individual by reason of race, color, sex, marital status, citizenship, national or ethnic origin, age, religion, sexual orientation or disability (which can be reasonably accommodated without undue hardship) in the admission and treatment 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.

Catalog Archive

- Welcome to Cecil College's Online Catalog
- About Cecil College
- College Calendar
- Admissions & Enrollment
- Tuition & Fees
- Financial Aid
- Academic Information & Standards
- Degree, Certificate & General Education Information
- Programs of Study
- Course Descriptions
- General Information & Services to Students
- Career & Community Education
- Community Resources
- Policies & Procedures
- Public Safety
- Board of Trustees
- Leadership
- Staff & Faculty (Full-time)
- Locations & Directions
- Telephone Numbers
- Catalog Addendum
- Disclaimer
- Non-discrimination Statement
- Catalog Archive

Print Archive

2005–2007
PDF, 4 MB



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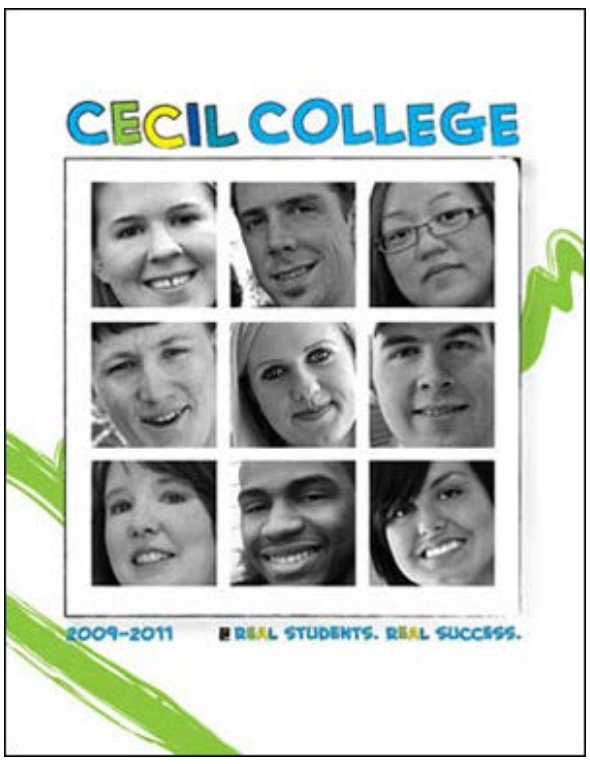

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