

FIRE SCIENCE TECHNOLOGY

Fire Science Technology

Award: associate in applied science degree

No. of credits required: 60

Locations: LAPL

Offered: days and evenings

Contact: S. J. Genrich, *Chair*

Description:

Firefighters respond to a variety of emergency situations where life, property, or the environment are at risk. The fire science technology program prepares graduates to function as entry-level fire service personnel and provides the degree associated with advancement within the fire service for career personnel currently employed as fire fighters.

This program is a partnership between the College of Southern Maryland (which provides the general education courses) and Maryland Fire and Rescue Institute (MFRI) which provides the technical courses at sites in Southern Maryland. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education as published in the current edition of the *National Guide to Educational Credit for Training Programs*.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES OFFERED AT COLLEGE OF SOUTHERN MARYLAND:

Number	Title	Credits
EMS 1100*	Emergency Medical Technician-Basic (lecture and lab)	6
ENG 1010*	Composition and Rhetoric	3
ITS 1015*	The Information Age	3
Arts and humanities		
Acceptable: <i>See General Education Courses listing</i>		3
Biological and physical sciences		
Acceptable: <i>See General Education Courses listing</i>		4
General education elective		
Acceptable: <i>See General Education Courses listing</i>		6
Mathematics		
Acceptable: <i>See General Education Courses listing</i>		3
Social and behavioral sciences		
Acceptable: <i>See General Education Courses listing</i>		3

REQUIRED OCCUPATIONAL COURSES OFFERED THROUGH MARYLAND FIRE AND RESCUE INSTITUTE:

Number	Title	Credits
FST 1110	Firefighter I	3
FST 1120	Firefighter II	2
FST 1130	Building Construction: Non Combustible Fire Resistance	1
FST 1140	Building Construction: Principles of Wood/Ordinary Construction	1
FST 1150	Hazardous Materials Operations	1
FST 1160	Pump Operator	1
FST 1170	Engine Company Fireground Operations	1
FST 1180	Aerial Apparatus Operator	1
FST 2000	Firefighter Safety and Survival	1
FST 2010	Incident Management Systems	1
FST 2020	Rescue Technician	3
FST 2120	Fire Officer I	4

Occupational electives

Acceptable: See General Education courses listing or 9 credits from any course from CJS, EMS, or HTH 9

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
EMS 1100	ENG 1020 or 2050 - Gen Ed
ENG 1010 - Gen Ed	FST courses in accordance with MFRI articulation agreement
FST courses in accordance with MFRI articulation agreement	
Third Sequence	Fourth Sequence
Arts - Gen Ed	ITS 1015
COM 1010 or 1250 - Gen Ed	MTH - Gen Ed
Elective - Gen Ed	Science - Gen Ed
Humanities - Gen Ed	Social Science - Gen Ed

CAREER OPPORTUNITIES:

fire fighters, fire officers, fire prevention officers, code enforcement officers, fire rangers, and crash and rescue technicians

GENERAL STUDIES

General Studies

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: W. E. Montgomery, *Chair*

Description:

This program serves part-time and full-time students who have a variety of short- and long-term goals:

1. those who need a flexible course of study suitable to their unique occupational or personal needs;
2. those whose career plans are undecided and who wish to sample courses from several disciplines in preparation for making career decisions;
3. those who wish to broaden the base of their general knowledge in the range of disciplines traditional to college-level liberal arts education.

Students are asked to confront significant and complex scientific, historical, cultural, philosophical ideas; manipulate information; reason analytically; and demonstrate in writing or orally a mastery of the fundamental ways in which reality is perceived in the disciplines of arts, sciences, social sciences, and humanities. Transfer institutions expect general studies students to build on these competencies in upper-level major courses. Employers find these competencies compatible with business and industry needs. It is strongly advised that those who choose this program because their educational or career goals are unclear take STU 1010, a career exploration course, within the first 24 credits of the program.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
ITS 1015*	The Information Age	3

Arts

Acceptable: *See General Education Courses listing* 3

Communications

Acceptable: COM 1010*, COM 1250*, COM 1350*
COM 1450* 3

Interdisciplinary and Emerging Issues

Acceptable: *See General Education Courses listing* 3

English literature

Acceptable: *See General Education Courses listing* 3

Humanities

Acceptable: *See General Education Courses listing* 3

Mathematics

Acceptable: *See General Education Courses listing* 3

Biological and physical sciences

Acceptable: *See General Education Courses listing* 7

Social and behavioral sciences

(two courses from two different disciplines)
Acceptable: *See General Education Courses listing* 6

Take 21 credits from any courses numbered 1001 and above except MTH 1040

21

RECOMMENDED SEQUENCE:

First Sequence

ITS 1015 - Gen Ed
Math - Gen Ed
Arts - Gen Ed
ENG 1010 - Gen Ed
Science - Gen Ed

Second Sequence

ENG 1020 - Gen Ed
Social Science - Gen Ed
Communications - Gen Ed
Science/lab - Gen Ed
Elective

Third Sequence

Humanities - Gen Ed
Social Science - Gen Ed
Elective
Elective
Elective

Fourth Sequence

English Literature
Emerging Issues
Elective
Elective
Elective

HISTORY

Arts and Sciences: History**

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: J. W. Maerhofer, *Chair*

Description:

This associate of arts program option is designed for part- and full-time students with a specific academic interest in history. This option prepares students for a specific concentration at a four-year Maryland state college or university.

The maximum number of credits accepted in transfer from other institutions to this program is 42.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
SOC 2010	Technology and Society	3
Arts		
Acceptable: ART 1010, ART 1020, ART 1030, ART 1200, ART 1210, ART 2200, MUS 1020, MUS 1201, MUS 1202, MUS 1203, THE 1010		6
Biological and physical science		
Acceptable: <i>See General Education Courses listing</i>		7
English literature		
Acceptable: <i>See General Education Courses listing</i>		3
History		
Acceptable: HST 1010, HST 1020, HST 1030, HST 1040, HST 1050, HST 1060, HST 1900, HST 2010, HST 2020, HST 2030, HST 2040		24
Interdisciplinary and emerging issues		
Acceptable: FRE 1050*, HST 1030, LAN 1050, SPA 1050*, WFS 1700 and WFS 1700L*		3
Mathematics		
Acceptable: <i>See General Education Courses listing</i>		3
Social and behavioral science		
Acceptable: COM 1020*, ECN, GRY, POL, PSY		3

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ENG 1010	ENG 1020
COM 1010	SOC 2010
Math - Gen Ed	Arts - Gen Ed
HST 1010	HST 1020
HST 1040	HST 1050
Third Sequence	Fourth Sequence
Emerging Issues - Gen Ed	Arts - Gen Ed
Science - Gen Ed	Science with lab - Gen Ed
English Literature - Gen Ed	Social Science - Gen Ed
HST 2010	HST 2020
HST 2030 or 1060	HST 2040 or 1900 or 2901

CAREER OPPORTUNITIES:

actor, artist, theatre director, journalist, editor, teacher, civil service employee, lawyer, architect, librarian, historian, public relations, and museum/art gallery curator

**Program option

HUMAN SERVICES

Human Services: Alcohol and Drug Counseling

Award: certificate
No. of credits required: 18
Locations: LAPL
Offered: evenings only
Contact: P. L. Allen, *Chair*
Description:

This certificate option provides pre-service and in-service education for individuals choosing careers and/or seeking Maryland state certification in alcohol and drug counseling. The certificate courses provide information on alcohol and drug addictions, rehabilitation procedures, and counseling strategies for addicted individuals and their co-dependents.

The maximum number of credits accepted in transfer from other institutions to this program is 12.

REQUIRED COURSES:

Number	Title	Credits
HMS 1021	Alcohol and Drug Effects	3
HMS 1022	Alcoholism and Drug Addiction	3
HMS 1032	Interpersonal and Counseling Skills	3
HMS 1042	Group Counseling I	3
HMS 1100	Caseload Management	3

Human services

Acceptable: HMS 2042*, HMS 2043* 3

Human Services: Mental Health Technician

Award: certificate
No. of credits required: 18
Locations: LAPL
Offered: days and evenings
Contact: P. L. Allen, *Chair*
Description:

This certificate is an option of the Human Services program for individuals who work in a variety of mental health and human services agencies. Students are trained to work as members of a service delivery team to render services to clients who need counseling, education, or help regarding social problems. This certificate is part of the Associate of Science Degree in Human Services. Graduates of the program are employed in social service agencies, community mental health centers, substance abuse programs, and other agencies responsible for human and mental health services.

The maximum number of credits accepted in transfer from other institutions to this program is 12.

REQUIRED COURSES:

Number	Title	Credits
HMS 1021	Alcohol and Drug Effects	3
HMS 1022	Alcoholism and Drug Addiction	3
HMS 1032	Interpersonal and Counseling Skills	3
HMS 1100	Caseload Management	3
PSY 1010	General Psychology	3
PSY 2310*	Abnormal Psychology	3

Human Services

Award: associate of applied science degree
No. of credits required: 60
Locations: LAPL
Offered: days and evenings
Contact: P. L. Allen, *Chair*
Description:

The Human Services degree curriculum provides pre-service and in-service education for individuals choosing careers in community and social services. Upon completion of the program, graduates will be able to apply principles of behavior, communication, and social welfare in their practice with a variety of clients including the elderly, children, the disadvantaged, and other special populations. Specialized courses in public assistance integrate knowledge and skills that are particularly applicable to the role and responsibilities of income maintenance personnel.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
ENG 1010*	Composition and Rhetoric	3
HMS 1032*	Interpersonal and Counseling Skills	3
HMS 1070*	Legal Aspects of Public Assistance	3
HMS 1100*	Caseload Management	3
ITS 1015*	The Information Age	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
SOC 1040	Introduction to Human Resource Services	3
SOC 2100*	Social Problems	3

ArtsAcceptable: *See General Education Courses listing* 3**Biological and physical sciences**Acceptable: *See General Education Courses listing* 3**Communications**

Acceptable: COM 1250*, COM 1350* 3

English

Acceptable: ENG 2050*, ENG 2090* 3

Human Services

Acceptable: HMS 2210*, HMS 2910* 4

MathematicsAcceptable: *See General Education Courses listing* 3**Take fourteen credits from the following:**

ART, BAD 1210*, BAD 1680, BAD 1780, BAD 2700*, COM, DAN, DMD, ECN 1015, ECN 2010, ECN 2020*, ENG, FRE, GRY, HMS, HST, HTH, LAN, MUS, PHL, POL, PSY, SOC, SPA, WFS 14

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ENG 1010 - Gen Ed	SOC 1010 - Gen Ed
Math - Gen Ed	COM 1250 or COM 1350 - Gen Ed
PSY 1010 - Gen Ed	ITS 1015
Arts - Gen Ed	HMS 1070
SOC 1040	Elective
Third Sequence	Fourth Sequence
ENG 2050 or ENG 2090	HMS 1100
Science - Gen Ed	HMS 2210 or HMS 2910
SOC 2100	Elective
HMS 1032	Elective
Elective	Elective

CAREER OPPORTUNITIES:

social work, human services caseworker, probation worker, mental health associate, mental retardation worker

INFORMATION TECHNOLOGY**Information Services Technology****Award:** certificate**No. of credits required:** 36**Locations:** LAPL, LEON, PRIN**Offered:** days and evenings**Contact:** J. F. Thomason, *Chair***Description:**

This certificate program provides foundation skills for personnel preparing to advance in the rapidly expanding information services field. As the use of computers extends to most workplaces, the demand is great for specialists who can assist non-technical users to manage, operate, maintain, and support the technology. Students develop strong communication skills and gain technical proficiency in a variety of computer applications. Most courses in this certificate are applicable to the associate's degree in Information Services Technology.

The maximum number of credits accepted in transfer from other institutions to this program is 27.

REQUIRED COURSES:

Number	Title	Credits
COM 1250*	Introduction to Interpersonal Communication	3
ENG 1010*	Composition and Rhetoric	3
ITS 1015*	The Information Age: Emerging Technologies	3
ITS 1020*	Operating Systems Concepts	3
ITS 1110*	Program Design and Development	3
ITS 2120*	LAN Administration	3
ITS 2430*	Information Technology Center Support	3

Mathematics

Acceptable: take three credits from the following: BAD 1300*, EGT 1200*, MTH 1100*, MTH 2300*, MTH 2500* 3

Electives

Acceptable: take twelve credits from the following: ENG 2050*, ITS 1040*, ITS 1120*, ITS 2710*, ITS 2250*, ITS 2440*, ITS 2450*, ITS 2910* 12

Technical Support

Award: certificate

No. of credits required: 21

Locations: LAPL, LEON

Offered: weekends

Contact: J. F. Thomason, *Chair*

Description:

This certificate prepares students for entry-level positions in the information technology field such as customer service representative, technical support representative, help desk technician, and PC support specialist. Graduates will be able to: analyze end user computing problems and determine appropriate action; communicate effectively with end users; provide support to end users of standard and customized application software; record and report information significant to the job and end user problem resolution; and identify required resources to maintain and advance technical skills as information technology changes. The courses in this certificate are applicable to the Information Services Technology certificate and A.A.S. degree.

The maximum number of credits accepted in transfer from other institutions to this program is 15.

REQUIRED COURSES:

Number	Title	Credits
ITS 1015*	The Information Age: Emerging Technologies	3
ITS 1020*	Operating Systems Concepts	3
ITS 2120*	Local Area Network Administration	3
ITS 2430*	Information Technology Center Support	3
ITS 2470*	PC Service and Support	3
ITS 2910*	Cooperative Education	3

Information technology

Acceptable: ITS 1930*, ITS 2920* 3

Web Developer

Award: certificate

No. of credits required: 21

Locations: LAPL, LEON

Offered: days, evenings, and weekends

Contact: J. F. Thomason, *Chair*

Description:

Graduates of this program will be prepared to enter the emerging field of Web site development. Through course work in Web applications and authoring, OOP, JavaScript, Java, Web Graphics, and writing, students will master the knowledge and skills necessary to assume responsibility in the workplace for the construction and maintenance of Internet and Intranet Web sites. It is anticipated that, in the future, courses such as these may be applicable toward nationally recognized certification in the industry. While it is essential that entering students have a familiarity with the use of a personal computer, no previous technical experience is required. Students choosing to continue their studies for the associate in applied science degree may utilize all the credits in this certificate toward the Information Services Technology A.A.S. degree.

The maximum number of credits accepted in transfer from other institutions to this program is 15.

REQUIRED COURSES:

Number	Title	Credits
ENG 1010*	Composition and Rhetoric	3
ITS 1015*	The Information Age: Emerging Technologies	3
ITS 1200*	The Internet and Web Application Essentials	2
ITS 1220*	Introduction to Principles of OOP and JavaScript	2
ITS 2600*	Advanced Web Authoring	3
ITS 2620*	Web Graphics and Multimedia	3
ITS 2640*	Basic Web Server Setup and Security	1
ITS 2690*	Introduction to the Java Programming Language	3
ITS 2930*	Web Project-Based Learning Application	1

Computer Skills for Managers**

Award: certificate

No. of credits required: 15

Locations: LAPL, LEON, PRIN

Offered: days, evenings, and weekends

Contact: J. F. Thomason, *Chair*

Description:

This certificate option assists experienced administrators and managers with the use of microcomputers. Students develop skill in the operation of microcomputers, learn introductory information technology concepts, and gain proficiency in the use of some popular software application packages. The selection of elective credits allows students to tailor the program to their particular environment.

The maximum number of credits accepted in transfer from other institutions to this program is 11.

REQUIRED COURSES:

Number	Title	Credits
ITS 1015*	The Information Age: Emerging Technologies	3
BAD 1330	Microcomputer Software Applications for Business	3

Take nine credits from the following:

BAD 1210*, BAD 2710, DFT 1320, DFT 1340*, ECN 1015, ITS 1020*, ITS 1040*, ITS 1110*, ITS 1810*, ITS 1820*, ITS 2120*, ITS 2430*, ITS 2470*, ITS 2710*	9
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**Program option

Computer Programming

Award: associate of applied science degree

No. of credits required: 60

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: J. F. Thomason, *Chair*

Description:

Graduates with this degree are qualified to seek positions as end users or application developers in organizations utilizing computer systems. Job titles might include programmer, software support specialist, and application developer. Using a programming language, depending upon the selected specialty area, students learn to write programs and design software applications. Students may select from ITS 2490, ITS 2492, ITS 2591, ITS 2592, or ITS 2690. In addition to the technical computer courses, students complete general education requirements designed to develop skills in writing, computing, and communicating. Elective courses allow students to enhance their computer skills, develop skill in computer-aided drafting, or participate in cooperative education experiences.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
ACC 2010	Principles of Accounting I	3
ENG 1010*	Composition and Rhetoric	3
ENG 2050*	Business/Technical Writing	3
ITS 1015*	The Information Age	3
ITS 1020*	Operating Systems Concepts	3
ITS 1040*	Systems Analysis and Design	3
ITS 1110*	Program Design and Development	3
ITS 1120*	Introduction to Data Base	3
ITS 2120*	Local Area Network Administration	3
ITS 2250*	Data Communications	3

Humanities/communications

Acceptable: *See General Education Courses listing* 3

Mathematics

Acceptable: *See General Education Courses listing* 6

Biological/physical sciences

Acceptable: *See General Education Courses listing* 3

Social and behavior science

Acceptable: *See General Education Courses listing* 3

Specialization area

Acceptable: ITS 2490*, ITS 2492*, ITS 2591*,
ITS 2592*, ITS 2690* 9

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Take six credits from the following:

BAD 1330, DFT 1320, ITS 2090*, ITS 2430*, ITS 2490*, ITS 2492*, ITS 2591*, ITS 2592*, ITS 2690*, ITS 2710*, ITS 2910*, ITS 2920*

or take six credits from the Biological and Physical Sciences General Education Courses listing 6

RECOMMENDED SEQUENCE:

First Sequence

ITS 1015 -Gen Ed
ITS 1110
ITS 1020
ENG 1010 - Gen Ed
Math - Gen Ed

Second Sequence

ITS 1040
Programming language
Math - Gen Ed
ACC 2010
Com - Gen Ed

Third Sequence

Programming language
ITS 1120
ITS 2250
Social Science - Gen Ed
ENG 2050

Fourth Sequence

Programming language
ITS 2120
ITS 2710
Science - Gen Ed
Elective

CAREER OPPORTUNITIES:

computer programmer, computer systems analyst, computer specialist/analyst, computer network specialist

LOCAL TRANSFER OPTIONS:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete either their **Bachelor of Science in Computer and Information Science** or their **Bachelor of Science in Information Systems Management** or their **Bachelor of Science in Computer Studies** through courses offered in Southern Maryland and online.

Information Services Technology

Award: associate of applied science degree

No. of credits required: 60

Locations: LAPL, LEON

Offered: days and evenings

Contact: J. F. Thomason, *Chair*

Description:

The rapid expansion of information technology into the workplace has created the need for specialists who are both technically proficient and supportive of nontechnical end users. Such specialists provide hardware and software support which facilitates increased end user control of the computing power, often by interconnecting multiple computer systems to create an organization-wide network. Training and problem solving are critical support functions which involve human resource development skills.

This Information Services Technology degree program is as "people oriented" as it is "machine oriented." Students will develop strong written, oral, and interpersonal skills which will enable them to support and train computer users in a variety of employment settings. Technical proficiency and problem solving skills will be developed through the study of integrated systems, telecommunications administration, system analysis, PC troubleshooting, and specific computer applications. Students will select one elective from a professional area of interest and will participate in at least one cooperative education experience. **Students wishing to specialize within this field may choose to substitute 15 credits of current industry-approved MCSE program option courses towards national certification or 15 credits of Web Developer program option courses. Substitutions apply to those courses in the screened box in the course listing. Due to frequent industry changes, current MCSE courses are listed on the college's Web site. Web Developer program option courses are listed in the catalog and on the college's Web site.**

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
COM 1250*	Introduction to Interpersonal Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 2050*	Business/Technical Writing	3
ITS 1015*	The Information Age: Emerging Technologies	3
ITS 1020*	Operating Systems Concepts	3
ITS 1040*	System Analysis and Design	3
ITS 1110*	Program Design and Development	3
ITS 1120*	Introduction to Database	3
ITS 2120*	Local Area Network Administration	3
ITS 2430*	Information Technology Center Support	3
ITS 2910*	Cooperation Education I: Computer	3
ITS 2250*	Data Communications	3
ITS 2440*	Computer Graphics/ Desktop Publishing	3
ITS 2450*	Decision Support Systems	3
EDU 2650	Adult Education: A Practioner's View	3

Professional elective

Acceptable: ACC 2010, BAD 1300*, BAD 1330*, BAD 1520, BAD 1680, BAD 1780, BAD 1810, BAD 2070, BAD 2710, ITS, MTH 2300*, PSY 1070 3

Arts and humanities/biological and physical sciences

Acceptable: *Take three credits from the Arts and Humanities or Biological and Physical Sciences General Education Courses listing* 3

Mathematics

Acceptable: *See General Education Courses listing* 3

Biological and physical sciences

Acceptable: *See General Education Courses listing* 3

Social science

Acceptable: *See General Education Courses listing* 3

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ITS 1015 - Gen Ed	ITS 1040
ITS 1110	ITS 1120
ITS 1020	ENG 2050
ENG 1010 - Gen Ed	COM 1250 - Gen Ed
Math - Gen Ed	Science - Gen Ed
Third Sequence	Fourth Sequence
ITS 2120	ITS 2430
ITS 2250	ITS 2440
ITS 2910	ITS 2450
Social Science - Gen Ed	EDU 2650
Arts/Humanities - Gen Ed	Professional elective

CAREER OPPORTUNITIES:

information center specialist/manager, PC software troubleshooter, LAN administrator, workstation technology specialist, computer specialist/manager

LOCAL TRANSFER OPTIONS:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete their **Bachelor of Science in Information Systems Management or their Bachelor of Science in Computer Studies** through courses offered in Southern Maryland.

Information Services Technology: MCSE**

Award: associate of applied science degree

No. of credits required: 60

Locations: LAPL, LEON

Offered: days, evenings, weekends

Contact: J. F. Thomason, *Chair*

Description:

Students may tailor the Information Services Technology program to meet their individual needs by choosing this career program option. Today's workplace requires specialists who are technically proficient in providing hardware and software support to facilitate increased user control of the computing power by interconnecting multiple computer systems to create an organization-wide network. Graduates will be prepared to take the industry-recognized national exams to become a Microsoft Certified System Engineer (MCSE). **Students should complete the required courses for the Information Services Technology degree, substituting the courses listed below for those in the screened box of the Information Services Technology degree.**

The maximum number of credits accepted in transfer from other institutions to this program is 45.

PROGRAM OPTION COURSE OPTIONS:

Number	Title	Credits
ITS 2800*	Preparation for Network+ Certification	3
ITS 2810*	Installing, Configuring, and Administering Windows 2000 Professional	3
ITS 2820*	Installing, Configuring, and Administering Windows 2000 Server	3
ITS 2830*	Implementing and Administering a Microsoft Windows 2000 Network Infrastructure	3
ITS 2840*	Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure	3

LOCAL TRANSFER OPTIONS:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete their **Bachelor of Science in Information Systems Management or their Bachelor of Science in Computer and Information Technology** through courses offered in Southern Maryland.

***Program option*

Information Services Technology: Web Developer**

Award: associate of applied science degree

No. of credits required: 60

Locations: LAPL, LEON

Offered: days, evenings, weekends

Contact: J. F. Thomason, *Chair*

Description:

Students may tailor the Information Services Technology program to meet individual needs by choosing this career program option. Through course work in Web applications and authoring, OOP, JavaScript, Java, Web Graphics, and writing, students will master the knowledge and skills necessary to assume responsibility in the workplace for the construction and maintenance of Internet and Intranet Web sites. It is anticipated that, in the future, courses such as these may be applicable toward nationally recognized certification in the industry. Graduates will be prepared to enter the emerging field of Web site development. **Students should complete the required courses for the Information Services Technology degree, substituting the courses listed below for those in the screened box of the Information Services Technology degree.**

The maximum number of credits accepted in transfer from other institutions to this program is 45.

PROGRAM OPTION COURSE OPTIONS:

Number	Title	Credits
ITS 1200*	The Internet and Web Application Essentials	2
ITS 1220*	Introduction to Principles of OOP and JavaScript	2
ITS 2600*	Advanced Web Authoring	3
ITS 2620*	Web Graphics and Multimedia	3
ITS 2640*	Basic Web Server Setup and Security	1
ITS 2690*	Introduction to the Java Programming Language	3
ITS 2930*	Web Project-Based Learning Application	1

Information Services Technology: Wireless Communications**

Award: associate of applied science degree

No. of credits required: 60

Locations: LEON

Offered: days and evenings

Contact: J. F. Thomason, *Chair*

Description:

Students may tailor the Information Services Technology program to meet their individual needs by choosing this career program option. The field of wireless communications is rapidly growing on a global scale. Because of this growth, the communications industry is experiencing high demand for specialists who are technically proficient in wireless technologies. Through lectures, hands-on labs, and field exercises, students are introduced to the theory, principles and applications of wireless fundamentals, and Radio Frequency (RF). Course work explores networking equipment, technology of cellular and wireless local area networks (WLANs). The two major areas covered in this program are RF communications and WLANs. Graduates prepare to enter the rapidly growing field of wireless communications.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

PROGRAM OPTION COURSE OPTIONS:

Number	Title	Credits
COM 1250*	Introduction to Interpersonal Communication	3
DFT 1320	Computer-Aided Drafting I	3
ENG 1010*	Composition and Rhetoric	3
ENG 2050*	Business and Technical Writing	3
ITS 1015*	The Information Age: Emerging Technologies	3
ITS 1020*	Operating Systems Concepts	3
ITS 1045	Fundamentals of Electronics	3
ITS 2090*	Computer Security	3
ITS 2120*	Local Area Network Administration	3
ITS 2250*	Data Communications	3
ITS 2750*	Computer Architecture	4
ITS 2760*	RF/Wireless Fundamentals	4
ITS 2770*	Wireless LANs	4
ITS 2910*	Cooperative Education I: Computer	3

**Program option

Professional elective

Acceptable: ACC 2010, BAD 1300*, BAD 1680, BAD 2070, BAD 2710, ITS, MTH 2300*, PSY 1070 3

Arts and humanities/biological and physical sciences

Acceptable: *Take three credits from the Arts and Humanities General Education Courses listing* 3

Mathematics

Acceptable: *See General Education Courses listing* 3

Biological and physical sciences

Acceptable: *See General Education Courses listing* 3

Social science

Acceptable: *See General Education Courses listing* 3

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ITS 1015	ENG 2050
ENG 1010	COM 1250
Math - Gen Ed	BIO/PHY - Gen Ed
ITS 1020	ITS 2120
ITS 1045	ITS 2760

Third Sequence

ITS 2090
ITS 2250
ITS 2750
SOC - Gen Ed
Arts/Humanities - Gen Ed

Fourth Sequence

DFT 1320
ITS 2910
ITS 2770
Elective

CAREER OPPORTUNITIES:

wireless field engineer, cell technician, switch technician, networking technician

JOURNALISM

General Studies: Journalism**

Award: associate of arts degree

No. of credits required: 60

Locations: LAPL

Offered: days and evenings

Contact: E. M. Troiano, *Chair*

Description:

This program option is designed for part- and full-time students with an academic and/or professional interest in a degree in journalism. Students who complete this option of the General Studies degree can complete their B.A. in Journalism or their B.A. in Communication Studies: General at the University of Maryland University College.

Note: Four semesters of a foreign language are recommended for students who intend to pursue a B.A. degree at the University of Maryland, College Park.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
COM 1020*	Introduction to Mass Communication	3
COM 2950*	Issues in Contemporary Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 2300*	Journalism	3
ITS 1015*	The Information Age: Emerging Technologies	3

Arts

Acceptable: ART 1140*, ART 1200, ART 1500, ART 1540*, ART 1550*, ART 1560* 6

Biological/physical sciences

Acceptable: *See General Education Courses listing* 7

Communications

Acceptable: *See General Education Courses listing* 3

Emerging Issues

Acceptable: *See General Education Courses listing* 3

English

Acceptable: ENG 1030*, ENG 2050*, ENG 2090*, ENG 2305* 3

Humanities

Acceptable: *See General Education Courses listing* 3

Mathematics

Acceptable: *See General Education Courses listing* 3

Social sciences

Acceptable: *SOC 1010 or SOC 2010; and 3 credits from General Education Courses listing (except SOC)* 6

Take 8 credits from any courses numbered 1001 and above except MTH 1040 8

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ENG 1010 - Gen Ed	ENG 2300 - Gen Ed
COM 1010 - Gen Ed	COM 1020 - Gen Ed
Math - Gen Ed	Arts
SOC 1010 or 2010 - Gen Ed	Laboratory Science - Gen Ed
ITS 1015	Emerging Issues - Gen Ed
Third Sequence	Fourth Sequence
English	COM 2950
Arts	Science - Gen Ed
Humanities - Gen Ed	Social Science - Gen Ed
Art - Gen Ed	Elective
Elective	Elective

CAREER OPPORTUNITIES:

print or media journalist, technical writer, print or mass media editor, public relations specialist, editor, copy editor

LOCAL TRANSFER OPTIONS:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete their **Bachelor of Arts in Communication Studies: Journalism or their Bachelor of Arts in Communication Studies: General** through courses offered in Southern Maryland and online.

**Program option

MANAGEMENT DEVELOPMENT

Management Development**

Award: certificate

No. of credits required: 30

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: R. L. Bishop, *Chair*

Description:

This certificate option will develop the management skills required of supervisory and support personnel in a variety of business settings. Required courses will assist students in developing an understanding of business fundamentals, computational and writing skills, and computer literacy. A broad choice of course electives allows students to select an area of specialization consistent with their career goals. Graduates of the program will be prepared to assume positions such as program assistants, office managers, account supervisors, sales representatives, junior budget analysts, assistant managers, or first-line supervisors. Cooperative education is available in this program.

The maximum number of credits accepted in transfer from other institutions to this program is 22.

REQUIRED COURSES:

Number	Title	Credits
BAD 2710	Human Relations and Leadership	3
ECN 1015	Business in a Market Economy	3
ENG 1010*	Composition and Rhetoric	3
Business-related		
Acceptable: ACC, BAD, ECN, ITS 1040*, ITS 2450*		3
Computer applications		
Acceptable: ACC 2015*, BAD 1330, ITS 1015*		3
Supervision/management		
Acceptable: BAD 1210*, BAD 1780		3
Mathematics related		
Acceptable: ACC 2681*, BAD 1300*, MTH 2300*		3
Social science or humanities		
Acceptable: <i>See General Education Courses listing</i>		3
Take six credits from any courses numbered 1001 and above except MTH 1040		6

**Program option

Management Development

Award: associate of applied science degree

No. of credits required: 60

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: R. L. Bishop, *Chair*

Description:

This degree program prepares students who are currently employed as well as those without prior work experience to develop skills required of managers in a variety of settings. Beginning courses expand the students' skills in a number of disciplines, while upper-level courses and electives allow students to specialize to suit their career plans.

Students may transfer this degree to University of Maryland, University College. Students desiring to transfer to other four-year colleges should consider the business administration transfer degree. Discussions of this choice with a counselor are highly recommended. These discussions should begin early in the student's program of study. Cooperative Education is available in this program.

The Management Development Associate of Applied Science degree program is accredited by the Association of Collegiate Business Schools and Programs. Accreditation information may be obtained from the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland, KS 66211; 913-339-9356; www.acbsp.org.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
ACC 2010	Principles of Accounting I	3
ACC 2015*	Automated Accounting Systems	3
ACC 2020*	Principles of Accounting II	3
BAD 1210*	Principles of Management	3
BAD 2070	Business Law I	3
BAD 2610*	Principles of Marketing	3
BAD 2700*	Human Resource Management	3
ECN 1015	Business in a Market Economy	3
ECN 2010*	Principles of Economics I	3
ECN 2020*	Principles of Economics II	3
ENG 1010*	Composition and Rhetoric	3

Business related

Acceptable: ACC 2340*, ACC 2681*, BAD, ECN, ITS 1040*, ITS 2450* 3

Communications

Acceptable: COM 1010*, COM 1250*, COM 1350*, COM 1450* 3

(continued on next page)

Computer applications
Acceptable: BAD 1330, ITS 1015* 3

English
Acceptable: ENG 2050*, ENG 2090* 3

Mathematics
Acceptable: *See General Education Courses listing* 3

Other mathematics
Acceptable: ACC 2681*, BAD 1300*, MTH 2300* 3

Biological and physical sciences
Acceptable: *See General Education Courses listing* 3

Take six credits from any courses numbered 1001 and above except MTH 1040 6

Note: Cooperative education courses may be used to satisfy up to six elective credits.

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ECN 1015 - Gen Ed	BAD 1210
ENG 1010 - Gen Ed	ENG 2050 or ENG 2090
BAD 1300	MTH 1120 - Gen Ed
BAD 1330 or ITS 1015	BAD 2070
ECN 2010 - Gen Ed	ECN 2020 - Gen Ed

Third Sequence	Fourth Sequence
ACC 2010	ACC 2020
BAD 2700	ACC 2015
Elective	Business Elective
BAD 2610	Elective
Science - Gen Ed	COM 1010 - Gen Ed

CAREER OPPORTUNITIES:

program supervisors, office managers, account supervisors, sales representatives, junior budget analysts, first-line supervisors, purchasing agents, program analysts, lending officers, or human resource managers

LOCAL TRANSFER OPTION:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete their **Bachelor of Science in Business Administration or a Bachelor of Science in Management Studies** through courses offered in Southern Maryland. This program also articulates to a **Bachelor of Business Administration** at the **University of Baltimore**. Contact an advisor for recommended course selection.

Management Development: Marketing**

Award: certificate
No. of credits required: 30
Locations: LAPL
Offered: days and evenings
Contact: R. L. Bishop, *Chair*
Description:

This certificate option prepares students for entry-level marketing positions in private, governmental, and non-profit organizations. With experience, graduates can expect to advance to such positions as marketing specialists, assistant marketing directors, buyers, sales associate supervisors, and management trainees.

Course work includes the development of strong written and computational skills as well as principles of marketing and management. Major areas of emphasis are decision making, planning, organizing, and communication in a business environment.

Courses in this certificate may be applied to the Management Development associate in applied science degree. Cooperative education is available in this program.

The maximum number of credits accepted in transfer from other institutions to this program is 20.

REQUIRED COURSES:

Number	Title	Credits
BAD 1210*	Principles of Management	3
BAD 1520	Starting and Operating a Small Business	3
BAD 2610*	Principles of Marketing	3
ECN 1015	Business in a Market Economy	3
ENG 1010*	Composition and Rhetoric	3

Business applications
Acceptable: ACC 2681*, BAD, ECN 6

Marketing-related electives
Acceptable: BAD 1680, BAD 2620*, BAD 2640* 3

Take six credits from any courses numbered 1001 and above except MTH 1040 6

**Program option

MANUFACTURING TECHNOLOGY

Manufacturing Technology

Award: certificate

No. of credits required: 24

Locations: LAPL

Offered: days, evenings, and weekends

Contact: A. Kirby, *Director*

Description:

This certificate blends theoretical knowledge and practical application providing graduates with the entry-level skills needed to work on local manufacturing businesses. New technologies requiring a higher level of technical skills are regularly being introduced in the manufacturing industry. Today's workforce needs to understand the "system" of manufacturing as opposed to a function of a single aspect of production.

Students demonstrate competency product assembly, automation, and quality control. Required courses introduce students to the manufacturing processes, computer integrated manufacturing, and quality control. Through demonstrations, case studies, and lab exercises, students also gain experience in effectively planning sequential work operations.

Graduate job opportunities exist in many areas of the industry, including lathe operator/production, milling machine operators, drill press operators, grinding machine operators, miscellaneous metal-working machine operators, or technician assistants.

The maximum number of credits accepted in transfer from other institutions to this program is 18.

REQUIRED COURSES:

Number	Title	Credits
ENG 1010*	Composition and Rhetoric	3
ITS 1015*	The Information Age: Emerging Technologies	3
MFT 1010	Manufacturing Technology I	3
MFT 1020*	Quality Assurance and Inspection I	3
MFT 1120*	CAD/CAM: Drawing Designs in Manufacturing	3
MFT 1160*	Computer Numerical Controls	3
MFT 2010*	Manufacturing Technology II	3

Take three credits from the following:

Acceptable: ECN 1015 or SOC 2010; or take three credits from COM, DFT, ECN, EGT, ELT, ENV, MTH, MFT 3

Manufacturing Technology

Award: associate of applied science

No. of credits required: 61

Locations: LAPL

Offered: (see below)

Contact: A. Kirby, *Director*

The Manufacturing Technology degree program was suspended October 2003 for a period not to exceed two years. No new students will be admitted at this time.

MUSIC

Arts and Sciences: Music**

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL

Offered: days and evenings

Contact: J. W. Maerhofer, *Chair*

Description:

This associate of arts music program option is designed for part- and full-time students with a specific interest in music performance, music education, or studio recording technology. This option prepares students for a specific concentration at a four-year college or university. Students are encouraged to consult with the department chair for the appropriate level of ensemble and instrumental instruction recommended for transfer.

The maximum number of credits accepted in transfer from other institutions to this program is 42.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
SOC 2010	Technology and Society	3

Biological/physical sciences

Acceptable: *See General Education Courses listing* 7

English literature

Acceptable: *See General Education Courses listing* 3

Humanities

Acceptable: HST 1010, HST 1020, HST 1030, HST 1040, HST 1050, HST 1060, HST 2010, HST 2020, HST 2030, HST 2040 6

Emerging Issues

Acceptable: FRE 1050*, HST 1030, LAN 1050, LAN 1080, SPA 1050*, WFS 1700*, WFS 1700L* 3

Mathematics

Acceptable: *See General Education Courses listing* 3

Music

Acceptable: MUS 1010, MUS 1020, MUS 1120, MUS 1130, MUS 1140, MUS 1150, MUS 1201, MUS 1202, MUS 1203, MUS 1410*, MUS 1420*, MUS 1501*, MUS 1501L*, MUS 1511*, MUS 1511L*, MUS 2010*, MUS 2020*, MUS 2011*, MUS 2011L*, MUS 2021*, MUS 2021L* 24

Social/behavior sciences

Acceptable: COM 1020*, ECN, GRY, POL, PSY 3

It is strongly recommended that each student in the music program option register for private instruction and music ensemble each semester:

Please select from the following:

Private Instruction

Piano	MUS 1181-2191
Voice	MUS 1182-2192
Guitar	MUS 1183-2193
Strings	MUS 1184-2194
Brass	MUS 1185-2195
Woodwinds	MUS 1186-2196
Percussion	MUS 1187-2197

College Ensembles

Concert Winds	MUS 1030-1033
Concert Choir	MUS 1040-1043
Jazz Ensemble	MUS 1060-1063
Chamber Choir	MUS 1070-1073

**Program option

RECOMMENDED MUSIC SEQUENCE:

First Sequence

ENG 1010 - Gen Ed
COM 1010 - Gen Ed
Math - Gen Ed
MUS 1501/1501L
MUS 1020 or 1201

Second Sequence

ENG 1020 - Gen Ed
SOC 2010 - Gen Ed
Humanities - Gen Ed
MUS 1511/1511L
MUS 1202 or 1203

Third Sequence

Emerging Issues - Gen Ed
Science - Gen Ed
English Literature
MUS 2011/2011L
MUS 1410

Fourth Sequence

Humanities - Gen Ed
Science with lab - Gen Ed
Social Science - Gen Ed
MUS 2021/2021L
MUS 1420

CAREER OPPORTUNITIES:

actor, theatre director, journalist, editor, musician, teacher, civil service employee, lawyer, architect, librarian, historian, public relations, composer, musical theatre producer

RECOMMENDED STUDIO RECORDING TECHNOLOGY SEQUENCE:

First Sequence

ENG 1010 - Gen Ed
COM 1010 - Gen Ed
Math - Gen Ed
MUS 1120
MUS 1501/1501L or MUS 1400

Second Sequence

ENG 1020 - Gen Ed
SOC 2010 - Gen Ed
Humanities - Gen Ed
MUS 1130
MUS 1511/1511L or MUS 1202

Third Sequence

Emerging Issues - Gen Ed
Science - Gen Ed
English Literature - Gen Ed
MUS 1140

Fourth Sequence

Humanities - Gen Ed
Science with lab - Gen Ed
Social Science - Gen Ed
MUS 1150

CAREER OPPORTUNITIES:

assistant recording engineer, radio board operator, Pro Tools certification operator, live sound engineer, audio systems installer, music producer, music editor, theatre sound designer or technician

NURSING

The college offers two clinical career programs for students who wish to enter the field of nursing. The certificate program prepares graduates to take the National Council Licensure Examination (NCLEX-PN) for licensure as practical nurses. Graduates of the degree program are eligible to take the National Council Licensure Examination (NCLEX-RN) for licensure as registered nurses. Licensed practical nurses who meet specific criteria will receive advanced standing in the degree program through transfer of credit, coursework, or articulation agreements. Applicants must meet the following requirements to be eligible for admission to the clinical nursing courses.

Clinical eligibility criteria:

- High school diploma or GED
- Minimum 2.0 GPA in high school or in college (with at least 12 earned college credits)
- College skills survey scores at the ENG 1010 and MTH 1100 levels and placement out of Reading, or completion of the appropriate developmental courses to achieve these levels
- Completion of BIO 2070 and 2070L or equivalent, with grades of "C" or better
- ACT (American College Test) composite raw score of 20 or above (ACT scores are considered current for five years)
- Students with a previously earned college degree or an active PN license are not required to take the ACT (American College Test).

All petitioners who have met the admission criteria will be ranked and admitted according to their program grade point averages. Preference is given to petitioners from the college's service area. A minimum grade of C in each required course is necessary to advance in the program.

Applicants may obtain the *Nursing Programs' Admission Information* booklet from the Nursing and Health Technology Department. After reviewing the program requirements and procedures, applicants are advised to make an appointment with the nursing advisor in the Nursing and Health Technology Department. Students who are fulfilling clinical eligibility requirements will be enrolled as pre-clinical nursing students. No students may register for clinical nursing courses until they have been admitted to either the practical nursing or the associate degree nursing program.

All clinical nursing students must meet the standard of good physical and mental health required by the Maryland Board of Nursing and must submit a Health Requirements Record prior to entering the nursing program. Students are also required to take and pass either the American Heart Association Basic Life Support for Health Care Providers course or the American Red Cross CPR for Professional Rescuers course.

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A statewide articulation agreement is in effect in Maryland. This agreement facilitates ease in progression from the Practical Nursing to the Associate Degree Nursing program and from the Associate Degree Nursing program to a baccalaureate nursing program.

Students who plan to earn a baccalaureate degree in nursing prior to taking the licensing exam should enroll in the program entitled *Arts and Sciences: Pre-Nursing* and plan to transfer to a college or university for upper division coursework in nursing.

Practical Nursing

Award: certificate

No. of credits required: 42

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: S. J. Genrich, *Chair*

Description:

The practical nurse (PN) is prepared to function as a direct care-giver under the supervision of a licensed health care professional.

In an 11-month period following program admission, students learn practical nursing skills through independent and Web-enhanced study, lectures, demonstrations, and skills practice in a nursing lab. They participate in clinical practica off campus in a variety of health care settings under the supervision of nursing instructors.

Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Employment opportunities exist in hospitals, nursing homes, and a variety of community-based health care agencies.

The Practical Nursing program is approved by the Maryland Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Accreditation information regarding the nursing program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006; (212) 363-5555.

The maximum number of credits accepted in transfer from other institutions to this program is 31.

REQUIRED COURSES:

Number	Title	Credits
BIO 1600	Microbiology Survey for Practical Nurses	1
BIO 2070*	Integrated Human Anatomy and Physiology I (lecture and lab)	4
BIO 2080*	Integrated Human Anatomy and Physiology II (lecture and lab)	4
ENG 1010*	Composition and Rhetoric	3
NUR 1010*	Nursing in Society	1
NUR 1071*	Introduction to the Principles and Practices of Nursing (lecture and lab)	4
NUR 1075*	Principles and Practices of Nursing I (lecture and lab)	5
NUR 1080*	Principles and Practices of Nursing II (lecture and lab)	8
NUR 1090*	Principles and Practices of Nursing III (lecture and lab)	9

Communications

Acceptable: *See General Education Courses listing* 3

Note: *Prerequisite to program entry—BIO 2070 and BIO 2070L.*

Associate Degree Nursing

Award: associate of science degree

No. of credits required: 70

Locations: LAPL, PRIN (first-year only), LEON (first-year only)

Offered: days and evenings

Contact: S. J. Genrich, *Chair*

Description:

The associate degree nurse (ADN-RN) is prepared to function as a direct caregiver, planning and implementing comprehensive care as part of the health care team.

Students learn the principles and practices of registered nursing through independent and Web-enhanced study, lectures, demonstrations, and skill practice in the nursing lab. They participate in clinical practica off campus in a variety of health-care settings under the supervision of nursing instructors.

Graduates of this program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Employment opportunities exist in hospitals, nursing homes, and a variety of community-based health care agencies.

The Associate Degree Nursing program is approved by the Maryland Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Accreditation information regarding the nursing program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006; (212) 363-5555.

The maximum number of credits accepted in transfer from other institutions to this program is 52.

REQUIRED COURSES:

Number	Title	Credits
BIO 2010*	Microbiology (lecture and lab)	4
BIO 2070*	Integrated Human Anatomy and Physiology I (lecture and lab)	4
BIO 2080*	Integrated Human Anatomy and Physiology II (lecture and lab)	4
ENG 1010*	Composition and Rhetoric	3
NUR 1071*	Introduction to the Principles and Practices of Nursing (lecture and lab)	4
NUR 1075*	Principles and Practices of Nursing I (lecture and lab)	5
NUR 1080*	Principles and Practices of Nursing II (lecture and lab)	8
NUR 2010*	Principles and Practices of Nursing IV (lecture and lab)	9
NUR 2020*	Principles and Practices of Nursing V (lecture and lab)	9
NUR 2030*	Trends in Nursing	2
PSY 1010	General Psychology	3
PSY 2050*	Human Development Through the Life Span	3
SOC 1010	Introduction to Sociology	3

Arts/humanities

Acceptable: *See General Education Courses listing* 3

Communications

Acceptable: *See General Education Courses listing* 3

Mathematics

Acceptable: *See General Education Course listing* 3

Note: Prerequisite to program entry—BIO 2070 and BIO 2070L.

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
NUR 1071/1071L	NUR 1080/1080L
NUR 1075/1075L	COM - Gen Ed
BIO 2080/2080L - Gen Ed	MTH - Gen Ed
ENG 1010 - Gen Ed	PSY 1010 - Gen Ed

Third Sequence	Fourth Sequence
NUR 2010/2010L	NUR 2020/2020L
BIO 2010/2010L - Gen Ed	NUR 2030
PSY 2050 - Gen Ed	SOC 1010 - Gen Ed
	Arts/Humanities - Gen Ed

CAREER OPPORTUNITY:

registered nurse

OFFICE TECHNOLOGIES

Information Processing**

Award: certificate

No. of credits required: 21

Locations: LAPL

Offered: days, evenings, and weekends

Contact: J. F. Thomason, *Chair*

Description:

Students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the microcomputer in modern business and is designed to assist students develop skills in the use of microcomputer applications for word/information processing, record keeping, and database development. It is expected that students entering the program will be able to type 35 words per minute or will complete OFT 1010, Keyboarding and Document Processing, in addition to the other required courses. Instruction in selected OFT courses is individualized. In addition to scheduled class hours, students develop skills in a supervised laboratory. Cooperative education is available in this program.

The maximum number of credits accepted in transfer from other institutions to this program is 15.

REQUIRED COURSES:

Number	Title	Credits
BAD 1330	Microcomputer Software Applications for Business	3
ENG 1010*	Composition and Rhetoric	3
ENG 2050*	Business/Technical Writing	3
OFT 1302*	Beginning Excel	1
OFT 1303*	Beginning Access	1
OFT 1305*	Beginning Word	1
OFT 1402*	Intermediate Excel	1
OFT 1405*	Intermediate Word	1
OFT 1505*	Advanced Word	1

Take six credits from the following:

ACC, ITS 1015*, OFT, PGL	6
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**Program option

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PROGRAMS OF STUDY

Office Technology

Award: certificate

No. of credits required: 24

Locations: LAPL

Offered: days, evenings, and weekends

Contact: J. F. Thomason, *Chair*

Description:

This certificate program prepares students for positions as administrative assistants and administrative support personnel. Students develop the skills needed to function in today's automated office setting and select electives appropriate to their area of specialization.

In addition to this certificate, students may also earn letters of recognition in the areas of clerical assistant, legal transcription, medical administrative assistant, medical transcription, computer office skills, and financial office assistant.

The maximum number of credits accepted in transfer from other institutions to this program is 18.

REQUIRED COURSES:

Number	Title	Credits
ENG 1010*	Composition and Rhetoric	3
OFT 1015*	Keyboard Speedbuilding	1
OFT 1051	Information/Records Management	1
OFT 1091	Launching Your Office Career	1
OFT 1092	Business Communications for the Office	1
OFT 1093	Leadership and Workplace Ethics	1
OFT 1202	Windows and the Internet	1
OFT 1302*	Beginning Excel	1
OFT 1303*	Beginning Access	1
OFT 1304*	Beginning PowerPoint	1
OFT 1305	Beginning Word	1
OFT 1402*	Intermediate Excel	1
OFT 1403*	Intermediate Access	1
OFT 1404*	Intermediate PowerPoint	1
OFT 1405*	Intermediate Word	1

Keyboarding

Acceptable: OFT 1001 and OFT 1002*, or OFT 1010 3

Take four credits from any courses numbered 1001 and above from the following :

Acceptable: ACC 2010, ACC 2015*, BAD, BIO 1040*, COM, ECN 1015, HTH 1100, HTH 1150*, HTH 1160*, OFT, PGL 1011, PGL 1041 4

PARALEGAL STUDIES

Paralegal Studies

Award: associate of applied science degree

No. of credits required: 60

Locations: LAPL

Offered: days and evenings

Contact: R. L. Bishop, *Chair*

Description:

Paralegals apply their knowledge of the judicial system, legal writing and resources, and legal documents in a variety of settings such as attorneys' offices, governmental agencies, real estate offices, and insurance firms. They generally function under the direct or indirect supervision of an attorney. This program provides entry level skills which allow the student to secure employment in a law-related position. Graduates are urged to continue their studies at the University of Maryland, University College to earn the bachelor's degree in Legal Studies. Cooperative education and internships are available in this program.

Students who declare Paralegal Studies as their program of study must have a high school diploma or the equivalent.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
BAD 1330	Microcomputer Software Applications for Business	3
BAD 2070	Business Law I	3
BAD 2080*	Business Law II	3
COM 1250*	Introduction to Interpersonal Communication	3
ENG 1010*	Composition and Rhetoric	3
PGL 1011	Introduction to Paralegal Studies I	3
PGL 1012*	Introduction to Paralegal Studies II	3
PGL 1041	Legal Ethics/Law Office Management	3
PGL 1210*	Legal Research	3
PGL 2180*	Torts	3
PGL 1220*	Legal Writing	3
PGL 2410*	Litigation and Discovery	3

Other English:
Acceptable: ENG 1020*, ENG 1030* 3

Humanities:
Acceptable: HST, PHL 3

Mathematics
Acceptable: *See General Education Courses listing* 3

Paralegal
Acceptable: CJS 2030, PGL 6

Biological and physical sciences
Acceptable: *See General Education Courses listing* 3

Social and behavioral science
Acceptable: *See General Education Courses listing* 3

Take three credits from any courses numbered 1001 and above except MTH 1040 3

Note: Cooperative education courses or internships may be used to satisfy up to six elective credits.

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
PGL 1011	PGL 1012
ENG 1010 - Gen Ed	PGL 1210
BAD 2070	ENG 1020 - Gen Ed
COM 1250 - Gen Ed	BAD 2080
BAD 1330	PGL 1041
Third Sequence	Fourth Sequence
PGL 2220	PGL 2410
PGL 2180	Science Elective - Gen Ed
PGL Elective	PGL Elective
MTH 1100 or 2300 - Gen Ed	Social Science Elective - Gen Ed
Humanities Elective - Gen Ed	Elective

CAREER OPPORTUNITIES:

Paralegals apply their knowledge of the judicial system, legal writing and resources, and legal documents in a variety of settings such as attorney’s offices, governmental agencies, real estate offices, and insurance firms.

LIMITATIONS IN EMPLOYMENT:

Paralegals must work under the supervision of a lawyer. They cannot represent a client in court, accept a case on behalf of themselves or their supervising attorneys, set a legal fee, or give legal advice to anyone.

PHILOSOPHY

Arts and Sciences: Philosophy**

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL, LEON, PRIN

Offered: days and evenings

Contact: J. W. Maerhofer, *Chair*

Description:

This associate of arts program option is designed for part- and full-time students with a specific academic interest in philosophy. This option prepares students for a specific concentration at a four-year Maryland state college or university.

The maximum number of credits accepted in transfer from other institutions to this program is 42.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
SOC 2010	Technology and Society	3

Biological and physical science

Acceptable: *See General Education Courses listing* 7

English literature

Acceptable: *See General Education Courses listing* 3

Humanities

Acceptable: HST 1010, HST 1020, HST 1030, HST 1040, HST 1050, HST 1060, HST 2010, HST 2020, HST 2030, HST 2040 6

Interdisciplinary and emerging issues

Acceptable: FRE 1050*, HST 1030, LAN 1050, SPA 1050*, WFS 1700 and WFS 1700L* 3

Mathematics

Acceptable: *See General Education Courses listing* 3

**Program option

(continued on next page)

Philosophy/history

Acceptable: HST 1030, HST 1050, PHL 1010, PHL 1020*, PHL 1030, PHL 1400, PHL 1410, PHL 1420, PHL 1430

24

Social and behavioral science

Acceptable: COM 1020*, ECN, GRY, POL, PSY

3

RECOMMENDED SEQUENCE:

First Sequence

ENG 1010 - Gen Ed
COM 1010 - Gen Ed
Math - Gen Ed
PHL 1010
PHL 1030

Second Sequence

ENG 1020 - Gen Ed
SOC 2010 - Gen Ed
History - Gen Ed
PHL 1020
HST 1030 or 1050

Third Sequence

Emerging Issues - Gen Ed
Science - Gen Ed
English Literature - Gen Ed
PHL 1410
PHL 1430

Fourth Sequence

History - Gen Ed
Science with lab - Gen Ed
Social Science - Gen Ed
PHL 1400
PHL 1420

CAREER OPPORTUNITIES:

actor, theatre director, journalist, editor, public school or college teacher, arts administrator, civil service employee, lawyer, architect, librarian, historian, public relations, and museum/art gallery curator

PHYSICAL THERAPIST ASSISTANT

This program is sponsored by the Chesapeake Area Consortium for Higher Education (CACHE) which is comprised of The College of Southern Maryland, Chesapeake Community College, and Anne Arundel Community College. Students complete their general education requirements at the College of Southern Maryland, their professional training at Anne Arundel Community College, and their clinical practice in their local service area when possible. Distance learning technology is used as appropriate. Students who complete the program receive an associate's degree from the College of Southern Maryland and are eligible to take the national licensing examination for physical therapist assistants.

Students must meet specific academic standards prior to admission to the program. Students who are fulfilling clinical eligibility requirements will be first enrolled as pre-clinical physical therapist assistant students. No students may register for physical therapist assistant courses until they have been admitted to the Physical Therapist Assistant program. Grades of C or better in all required courses are necessary to progress in the program. Candidates must meet the following requirements in order to be considered for admission:

- high school graduation or equivalency
- overall college grade point average of 2.0 or higher
- high school general chemistry (1 credit) or CHE 1000 or higher, completed with a grade of C or better
- college skills survey scores at ENG 1010 and MTH 1120 levels, or completion of the appropriate developmental and prerequisite courses to achieve these levels
- completion of BIO 2070 (lecture and lab) with grades of C or better
- submission of the application to the clinical Physical Therapist Assistant program by March 1 for admission the following fall
- submission of a health record completed by a physician validating that the student is in good health and is able to perform the physical therapist assistant duties and responsibilities and documentation of current immunization and health insurance (to be completed only after admission to the Physical Therapist Assistant program)

All candidates will be selected and admitted using the following criteria in rank order:

- basic admission requirements
- grade point average in courses required in the program
- total number of credits completed in the program
- grade point average in science and math courses required in program

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Additional information may be obtained from the Department of Accreditation, American Physical Therapy Association, 1111 North Fairfax St., Alexandria, VA 22314; 1-800-999-2782, ext. 3245.

Physical Therapist Assistant

Award: associate of applied science degree

No. of credits required: 70

Locations: LAPL, LEON, PRIN

Offered: days only

Contact: S. J. Genrich, *Chair*

Description:

The Physical Therapist Assistant program prepares the student to provide physical therapy services according to the plan of care developed by the physical therapist. The physical therapist assistant administers direct patient care; teaches patients, families, and other health care providers how to perform selected procedures; and provides desired psychosocial support to patients and their families. Physical therapist assistants are employed primarily in hospitals, rehabilitation centers, private practice, extended care facilities, and home health care settings. Graduates are eligible to take the national licensing examination.

The maximum number of credits accepted in transfer from other institutions to this program is 24.

REQUIRED COURSES:

Number	Title	Credits
BIO 2070*	Integrated Human Anatomy and Physiology I (lecture and lab)	4
BIO 2080*	Integrated Human Anatomy and Physiology II (lecture and lab)	4
ENG 1010*	Composition and Rhetoric	3
HTH 1100	Medical Terminology	1
MTH 1120*	College Algebra	3
PSY 1010	General Psychology	3
PSY 2050*	Human Development Through the Life Span	3
PTA 1010*	Introduction to Physical Therapist Assisting	3
PTA 1020*	Physical Therapist Assistant I	6
PTA 1040*	Physical Therapist Assistant II	6
PTA 1050*	Clinical Practice I	1
PTA 1060*	Kinesiology	6
PTA 2010*	Physical Therapist Assistant III	4
PTA 2020*	Physical Therapist Assistant IV	4
PTA 2030*	Clinical Practice II	4
PTA 2040*	Physical Therapist Assistant V	3
PTA 2050*	Issues and Trends in Physical Therapist Assisting	1
PTA 2060*	Clinical Practice III	4
PTA 2070*	Clinical Practice IV	4

Arts and humanities

Acceptable: *See General Education Courses listing* 3

Note:

Prerequisite to program entry - BIO 2070 and BIO 2070L

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
PTA 1010	PTA 1020
BIO 2080/2080L - Gen Ed	PTA 1060
MTH 1120 - Gen Ed	PSY 2050 - Gen Ed
PSY 1010 - Gen Ed	
HTH 1100	
ENG 1010 - Gen Ed	

Summer Sequence

PTA 1040
PTA 1050

Third Sequence

PTA 2010
PTA 2020
PTA 2030
ENG 1010 - Gen Ed

Fourth Sequence

PTA 2040
PTA 2050
PTA 2060
PTA 2070
Arts/Humanities - Gen Ed

CAREER OPPORTUNITY:

physical therapist assistant

SPEECH COMMUNICATION

General Studies: Speech Communication**

Award: associate of arts degree

No. of credits required: 60

Locations: LAPL

Offered: days and evenings

Contact: E. D. Troiano, *Chair*

Description:

This program option is designed for part- and full-time students with an academic and/or professional interest in a degree in speech communication. Students who complete this option of the General Studies degree can complete their B.A. in Communication Studies: Speech Communication or their B.A. in Communication Studies: General at the University of Maryland, University College.

Note: Four semesters of a foreign language are recommended for students who intend to pursue a B.A. degree at the University of Maryland, College Park.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
COM 2950*	Issues in Contemporary Communication	3
ENG 1010*	Composition and Rhetoric	3
ITS 1015*	The Information Age: Emerging Technologies	3

Arts and humanities

Acceptable: *See General Education Courses listing* 6

Biological/physical sciences

Acceptable: *See General Education Courses listing* 7

Communications

Acceptable: COM 1020*, COM 1250*, COM 1350*
COM 1450* 3

Emerging Issues

Acceptable: *See General Education Courses listing* 3

English

Acceptable: ENG 1030*, ENG 2050*, ENG 2090* 6

Mathematics

Acceptable: *See General Education Courses listing* 3

Social sciences

Acceptable: *SOC 1010 or SOC 2010; and 3 credits from General Education Courses listing* 6

Take 14 credits from any courses numbered 1001 and above except MTH 1040

14

RECOMMENDED SEQUENCE:

First Sequence

ENG 1010 - Gen Ed
COM 1010 - Gen Ed
Math - Gen Ed
SOC 1010 or 2010 - Gen Ed
Elective

Second Sequence

English
COM - Gen Ed
Arts - Gen Ed
Laboratory Science - Gen Ed
Elective

Third Sequence

English
Science - Gen Ed
Humanities - Gen Ed
ITS 1015
Elective

Fourth Sequence

COM 2950
Social Science - Gen Ed
Emerging Issues - Gen Ed
Elective
Elective

CAREER OPPORTUNITIES:

speechwriter, advertising specialist, public relations specialist, media specialist, print or mass media writer, or editor

LOCAL TRANSFER OPTIONS:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete their **Bachelor of Arts in Communication Studies: Speech Communication or their Bachelor of Arts in Communication Studies: General** through courses offered in Southern Maryland and online.

**Program option

TEACHER EDUCATION

Colleges within the state of Maryland differ somewhat in requirements that must be met for transfer. The College of Southern Maryland has created three degree patterns: Associate of Arts in General Studies, Elementary Teacher Education option; Associate of Arts in Teacher Education; and Associate of Arts in Teaching, Elementary. While each of these programs cover most requirements, students are urged to contact the college to which they intend to transfer and check that college's transfer requirements in order to determine which pattern best serves his or her interest. Because of ongoing development of 2+2 programs, students should consult with a counselor or the department chair early in pursuit of a teacher education transfer degree to ensure maximum transfer of credits. The college currently has alliance programs with Towson University for Elementary Education; with Bowie State University for Early Childhood/Special Education and Elementary Education; and with University of Maryland University College for Secondary English, History and Social Science, and Education.

These curricula prepare students to transfer to senior colleges within the state of Maryland to pursue bachelor's degrees in Early Childhood, Elementary, or Secondary Education. Each program incorporates basic state requirements appropriate to the first two years of preparation.

Students may be recent high school graduates, interested in teaching careers, or returning adult students who may have some college credits applicable to the curriculum and needing to complete the basic foundation requirements. The program may appeal to teacher's aides who desire to upgrade status to certified teacher. Retired persons seeking a second career might also find this program attractive.

Students in Elementary and Secondary Education in the Associate of Arts program are required to complete a practicum or co-op during the last half of their pursuit of the curriculum. The Associate of Arts in Teaching program also encourages students to have practicum experiences while pursuing the degree. This will require field experience in local public schools. This field work will be guided by the faculty of the public school to which the student is assigned, and supervised by a faculty member of the college. There will be a contract negotiated with the public school regarding outcomes of the practicum. The practicum or co-op must be performed at times when public schools are in session.

Students interested in pursuing the teacher education cooperative education classes are advised to contact the department chair or co-op coordinator regarding procedures necessary to establish a co-op placement.

Teacher Education: Elementary Education

Award: associate of arts degree

No. of credits required: 62

Locations: LAPL, LEON, PRIN

Offered: days and evenings

The maximum number of credits accepted in transfer from other institutions to this program: 45

Contact: P. L. Allen, *Chair*

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
MTH 2100*	Concepts of Mathematics for Teachers	4
MTH 2110*	Concepts of Geometry for Teachers	4
MTH 2300*	Introduction to Statistics	3
MTH 2350*	Statistical Applications	1
MUS 1010	Teaching of Music	3
PSY 1010	General Psychology	3
TED 2011*	Teacher Education Practicum: Elementary	1
Arts		
Acceptable: <i>See General Education Courses listing</i>		3
Biology		
Acceptable: BIO 1010*/1010L*, BIO 1020*/1020L*		4
English literature		
Acceptable: Any 2000-level literature course; <i>See General Education Courses listing</i>		3
Geography		
Acceptable: GRY		3
History		
Acceptable: <i>See General Education Courses listing</i>		6
Laboratory science		
Acceptable: <i>See General Education Courses listing</i>		4
Social science		
Acceptable: <i>See General Education Courses listing</i>		3

(continued on next page)

Teacher education

Acceptable: TED 2030*, TED 2910*, TED 2911*, TED 2912* (These courses may not be taken until at least 30 credits toward the Teacher Education associate degree have been earned.)

3

Wellness, fitness, and sports

Acceptable: WFS

2

Take three credits from any courses numbered 1001 and above except MTH 1040

3

RECOMMENDED SEQUENCE:**First Sequence**

ENG 1010 - Gen Ed

Math - Gen Ed

PSY 1010 - Gen Ed

Arts - Gen Ed

Science/Lab - Gen Ed

Second sequence

ENG 1020 - Gen Ed

SOC 1010 - Gen Ed

COM 1010 - Gen Ed

History - Gen Ed

MTH 2100

Third sequence

MTH 2110

Biology/Lab - Gen Ed

GRY - Gen Ed

HST - Gen Ed

MUS 1010

Fourth sequence

ENG (2000 level literature) - Gen Ed

WFS - Gen Ed

TED 2010 or 2910-2912 co-op

Elective

CAREER OPPORTUNITIES:

teacher or to update teacher certificate

LOCAL TRANSFER OPTION:

This program of study is part of an articulated partnership with **Bowie State University**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to Bowie State to complete their degree in **Elementary Education** in Southern Maryland. Contact an advisor for recommended course selection.

**Teacher Education:
Secondary Education**

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL, LEON, PRIN

Offered: days and evenings

The maximum number of credits accepted in transfer from other institutions to this program: 45

Contact: P. L. Allen, *Chair*

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
MTH 1100*	College Mathematics I	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
TED 2021*	Teacher Education Practicum: Secondary	1

Arts

Acceptable: *See General Education Courses listing* 3

English literature

Acceptable: Any 2000-level literature course;
See General Education Courses listing 3

History

Acceptable: *See General Education Courses listing* 6

Laboratory science

Acceptable: *See General Education Courses listing* 4

Non-laboratory science

Acceptable: *See General Education Courses listing* 3

Social science

Acceptable: *See General Education Courses listing* 3

Teacher education

Acceptable: TED 2030*, TED 2920*, TED 2921*, TED 2922* (These courses may not be taken until at least 30 credits toward the Teacher Education associate degree have been earned.) 3

Wellness, fitness, and sports

Acceptable: WFS, WFS 1700*/1700L*,
HTH 1600, HTH 1641

2

**Take fifteen credits from any courses numbered
1001 and above except MTH 1040**

15

RECOMMENDED SEQUENCE:**First sequence**

ENG 1010 - Gen Ed
Math - Gen Ed
PSY 1010 - Gen Ed
Arts - Gen Ed
COM 1010 - Gen Ed

Second sequence

ENG 1020 - Gen Ed
Science/Lab - Gen Ed
SOC 1010 - Gen Ed
History - Gen Ed
Elective

Third sequence

ENG (2000 level literature) - Gen Ed
Science - Gen Ed
History - Gen Ed
Elective
Elective

Fourth sequence

TED 2020 or 2920-2922 co-op
HTH or WFS
Social Science - Gen Ed
Elective
Elective

CAREER OPPORTUNITIES:

teacher or to update teacher certificate

LOCAL TRANSFER OPTIONS:

This program of study is part of an articulated partnership with **University of Maryland University College**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to UMUC and complete their degree in **secondary education in history, English, or social science** through courses offered in Southern Maryland and online. Contact an advisor for recommended course selection.

Teacher Education: Early Childhood Education**

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL

Offered: days and evenings

Contact: P. L. Allen, *Chair*

Description:

This program, an option to the Teacher Education: Elementary degree, prepares students who wish to transfer to a baccalaureate program in Maryland and major in early childhood education. It is designed to provide the student with the first two years of course requirements towards completion of the Maryland State Teacher Early Childhood Certificate for nursery through third grade. To assure maximum transferability of credits, students are urged to consult an advisor prior to registration due to the variability of course requirements at four-year colleges and universities.

The maximum number of credits accepted in transfer from other institutions to this program is 45.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
HST 2010	The United States to 1865	3
MTH 2100*	Concepts of Mathematics for Teachers	4
MTH 2110*	Concepts of Geometry for Teachers	4
PSY 1010	General Psychology	3

Arts

Acceptable: ART 1010, ART 1020, ART 1030, ART 1200, ART 1210, ART 2610, ART 2760, MUS 1020, THE 1010

Biology

Acceptable: BIO 1010*/1010L*, BIO 1020*/1020L*

English

Acceptable: Any 2000-level English course (except ENG 2050*, ENG 2150*, ENG 2300*, ENG 2305*, ENG 2940*)

Geography

Acceptable: GRY 1050, GRY 1100, GRY 1110

**Program option

(continued on next page)

History
Acceptable: HST 1010, HST 1020, HST 2020 3

Mathematics
Acceptable: MTH 1100*, MTH 1120* 3

Laboratory science
Acceptable: CHE 1200*/1200L*, GEO 1010*/1010L*, PHY 1010*/1010L* 4

Social science
Acceptable: ECN 2010, ECN 2020*, POL 1010, SOC 1010 3

Take twelve credits from the following:
ART, COM, ECN, EDU, ENG, FRE, GRY, HST, HTH, ITS, MTH, MUS, PHL, POL, PSY, SPA, THE 12

Note: Some four-year colleges and universities in Maryland will accept credit for EDU 1012, EDU 1013, EDU 1085, and EDU 2610 toward a bachelor's degree in early childhood education. Consult an advisor for more specific information.

RECOMMENDED SEQUENCE:

First Sequence	Second Sequence
ENG 1010 - Gen Ed	ENG 1020 - Gen Ed
Math - Gen Ed	MTH 2100
Biology/Lab - Gen Ed	HST 2010 - Gen Ed
PSY 1010 - Gen Ed	COM 1010 - Gen Ed
Arts - Gen Ed	Elective
Third Sequence	Fourth Sequence
MTH 2110	ENG (2000 level literature) - Gen Ed
Science - Gen Ed	Social Science - Gen Ed
GRY	Elective
HST - Gen Ed	Elective

LOCAL TRANSFER OPTION:

This program of study is part of an articulated partnership with **Bowie State University**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to Bowie State to complete their degree in **early childhood education** in Southern Maryland. Contact an advisor for recommended course selection.

**General Studies:
Elementary Teacher Education****

Award: associate of arts degree
No. of credits required: 62
Locations: LAPL, LEON, PRIN
Offered: days and evenings
Contact: P. L. Allen, *Chair*
Description:

This program option within General Studies is designed for the full- or part-time student who has a specific interest in elementary education. This option prepares students with the required general education knowledge and skills necessary to transfer to a four-year college or university.

The maximum number of credits accepted in transfer from other institutions to this program 47.

REQUIRED COURSES:

Number	Title	Credits
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
ITS 1015*	The Information Age: Emerging Technologies	3
MTH 2100*	Concepts of Mathematics for Teachers	4
MTH 2110*	Concepts of Geometry for Teachers	4
MTH 2300*	Introduction to Statistics	3
MTH 2350*	Statistical Applications	1
PSY 1010	General Psychology	3
SOC 2010	Technology and Sociology	3
WFS 1700*	Personalized Health and Fitness (lecture and lab)	3

Arts
Acceptable: ART 1030, ART 1200, ART 1210 3

Biological/physical sciences
Acceptable: BIO, CHE, ENV, GEO, GRY, or PHY 8
(take eight credits from lecture/lab combinations)

Communications
Acceptable: COM 1010*, COM 1250*, COM 1350*, COM 1450* 3

Humanities
Acceptable: HST 2010, HST 2020 3

English
Acceptable: ENG 2210*, ENG 2240*, ENG 2260*, ENG 2320* 3

**Program option

Social science

Acceptable: GRY 1050, GRY 1100

3

Take nine credits from the following groups:

Acceptable: HST 1060 or HST 2010 or HST 2020; and MUS 1010 or MUS 1020; and PSY 2050* or PSY 2600*

9

RECOMMENDED SEQUENCE:**First Sequence**Arts - Gen Ed
ENG 1010 - Gen Ed
ITS 1015 - Gen Ed
MTH 2100
Science/Lab - Gen Ed**Second Sequence**Communications - Gen Ed
ENG 1020 - Gen Ed
MTH 2110
SOC 2010 - Gen Ed
Elective**Third Sequence**Humanities - Gen Ed
MTH 2300/2350
PSY 1010 - Gen Ed
Science/Lab - Gen Ed
Elective**Fourth Sequence**English Literature - Gen Ed
Social Science - Gen Ed
WFS 1700/1700L
Elective**CAREER OPPORTUNITIES:**

teacher education

**Associate of Arts in Teaching:
Elementary****Award:** associate of arts in teaching**No. of credits required:** 66**Locations:** LAPL, LEON, PRIN**Offered:** days, evenings, and weekends**Contact:** P. L. Allen, *Chair***Description:**

The associate of arts in Teaching (A.A.T.) program is designed for students preparing to transfer to a four-year institution to obtain a bachelor's degree and elementary teacher certification. The program incorporates foundation course work in teacher education, field-based experience, and content course work in a selected certification area. The educational objectives of the program are detailed in the document entitled Maryland Outcomes for Teacher Preparation: The First Sixty Hours. Two-year and four-year higher education faculty from Maryland colleges and universities collaboratively produced the document. The document represents a broad consensus of what a prospective classroom teacher should know and demonstrate upon completion of the first 60 credits of an undergraduate teacher preparation program. The document also addresses state requirements for certification, and attends to standards set forth by the national council for the Accreditation of Teacher Education (NCATE) and professional societies relevant to elementary education. Students are required to take and pass Praxis I and maintain a 2.75 grade point average.

The maximum credits accepted in transfer from other institutions to this program is 46.

REQUIRED COURSES:

Number	Title	Credits
ART 2020	Integration of the Arts	3
COM 1010*	Basic Principles of Speech Communication	3
EDU 1085*	Foundations of Reading and the Language Arts	3
EDU 2610	Integrating the Special Education Student	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
GRY 1050	World Regional Geography	3
MTH 2100*	Concepts of Mathematics for Teachers	4
MTH 2110*	Concepts of Geometry for Teachers	4
MTH 2300*	Introduction to Statistics	3
MTH 2350*	Statistical Applications	1
PSY 1010	General Psychology	3
PSY 2600*	Educational Psychology	3
SOC 1010	Introduction to Sociology	3
WFS 1700*	Personalized Health and Fitness (lecture and lab)	3
TED 2011*	Teacher Education Practicum: Elementary	1

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Biological/physical science

Acceptable: BIO, CHE, GEO, GRY, PHY
(take 8 credits of lecture/lab combination)

8

English literature

Acceptable: ENG 2210*, ENG 2240*, ENG 2260*,
ENG 2320*, ENG 2330*

3

History

Acceptable: HST 2010, HST 2020

3

Psychology

Acceptable: PSY 2030*, PSY 2050*

3

Teacher education

Acceptable: TED 2030*, TED 2910*, TED 2911*,
TED 2912*

3

RECOMMENDED SEQUENCE:**First Sequence**

ENG 1010 - Gen Ed
PSY 1010 - Gen Ed
ART 2020
BIO 1010/1010L or
BIO 1020/1020L - Gen Ed
COM 1010 - Gen Ed

Second Sequence

ENG 1020 - Gen Ed
SOC 1010 - Gen Ed
MTH 2100
GRY 1050
PSY 2030 or PSY 2050

Third Sequence

English - Gen Ed
MTH 2110
Science/Lab - Gen Ed
HST 2010 or 2020 - Gen Ed
TED 2010 or Co-op Sequence

Fourth Sequence

EDU 1085
WFS 1700/1700L - Gen Ed
MTH 2300 and 2350 - Gen Ed
EDU 2610
PSY 2600

CAREER OPPORTUNITIES:

teacher education

LOCAL TRANSFER OPTION:

This program of study is part of an articulated partnership with **Towson University**. Students successfully meeting the requirements of this associate's program can transfer the necessary credits to **Towson University** to complete their degree in **elementary education** in Southern Maryland. Contact an advisor for recommended course selection.

THEATRE AND DANCE**Arts and Sciences: Theatre and Dance****

Award: associate of arts degree

No. of credits required: 61

Locations: LAPL

Offered: days and evenings

Contact: J. W. Maerhofer, *Chair*

Description:

This associate of arts program option is designed for part- and full-time students with a specific academic interest in theatre and dance. This option prepares students for a specific concentration at a four-year Maryland state college or university.

The maximum number of credits accepted in transfer from other institutions to this program is 42.

REQUIRED COURSES:

Number	Title	Credits
COM 1010*	Basic Principles of Speech Communication	3
ENG 1010*	Composition and Rhetoric	3
ENG 1020*	Composition and Literature	3
SOC 2010	Technology and Society	3

Arts

Acceptable: ART 1010, ART 1020, ART 1030, ART 1200, ART 1210, ART 2200, MUS 1020, MUS 1030, MUS 1040, MUS 1060, MUS 1070, MUS 1201, MUS 1202, MUS 1203,

6

Biological and physical science

Acceptable: *See General Education Courses listing*

7

English literature

Acceptable: *See General Education Courses listing*

3

Interdisciplinary and emerging issues

Acceptable: FRE 1050*, HST 1030, LAN 1050, SPA 1050*, WFS 1700 and WFS 1700L*

3

Mathematics

Acceptable: *See General Education Courses listing*

3

Social and behavioral science

Acceptable: COM 1020*, ECN, GRY, POL, PSY

3

**Program option

Theatre and dance

Acceptable: DAN 1010, DAN 1020, DAN 1030, DAN 1040, DAN 1050, DAN 1055, DAN 1060, DAN 1065, DAN 1070, DAN 1080, DAN 1090, DAN 1200*, DAN 1210, THE 1010, THE 1020, THE 1030, THE 1040, THE 1050, THE 2410, THE 2900*, THE 2901*, THE 2902*, THE 2903*

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RECOMMENDED SEQUENCE:

First Sequence

ENG 1010 - Gen Ed
COM 1010 - Gen Ed
Mathematics - Gen Ed
THE 1010
DAN 1070
DAN 1010

Second Sequence

ENG 1020 - Gen Ed
SOC 2010 - Gen Ed
Arts - Gen Ed
THE 1020
DAN 1080
DAN 1020

Third Sequence

Emerging Issues - Gen Ed
Science - Gen Ed
English Literature - Gen Ed
THE 1050
DAN 1090
DAN 1030

Fourth Sequence

Arts - Gen Ed
Science with lab - Gen Ed
Social Science - Gen Ed
THE 1030
THE 1040
DAN 1200
DAN 1040

CAREER OPPORTUNITIES:

actor, theatre director, dancer, journalist, teacher, architect, librarian, historian, public relations, musical theatre producer, and choreographer

TRANSPORTATION

Commercial Vehicle Operator

Award: certificate

No. of credits required: 21

Locations: LAPL

Offered: days and weekends

Contact: Arlene Kirby, *Director*

Description:

The U.S. Department of Labor predicts that the trucking industry will need to hire, on average, 403,000 professional drivers each year for the next decade. Employment opportunities will be available in both local and long-distance segments of the transportation industry.

Today's commercial vehicle operators must be well trained to meet the increased demands of the modern, competitive transportation industry. This program trains individuals in the fundamentals of driving a Class-A commercial vehicle, with emphasis on the practical knowledge required for tractor-trailer driving and the operating and related skills needed to be successful in the transportation industry.

Through lectures, labs, and hands-on exercises, participants learn to safely manage the operation of a commercial vehicle in various driving situations. Both written and verbal communication skills are reinforced through vehicle inspection reporting, accident reporting, and completion of hazardous materials handling documentation. Trip planning and log book exercises that comply with Department of Transportation regulations for hours of service will emphasize mathematical skills.

Students will be prepared to take the Motor Vehicle Administration Class A Commercial Vehicle License skills exam and can earn the following endorsements: general knowledge, air brakes, combinations, doubles/triples, tankers, and hazardous materials. The course includes the National Safety Council Defensive Driving for Professional Drivers Brake Adjustment certification and the American Red Cross Standard First Aid and CPR course.

To gain admission to this program, students must:

- have a Department of Transportation physical exam and drug screening
- possess a valid Maryland or Virginia drivers license
- provide a copy of his/her driving record, reflecting no more than three points and zero points for drug and alcohol violations
- submit a petition to the Industrial Training Department at least two weeks prior to the beginning of classes.

Random drug and alcohol testing may be conducted during this program.

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