Catalog
2012-2013

WOR-WIC
COMMUNITY COLLEGE

Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
(410) 334-2800 • www.worwic.edu
(800) 735-2258 TTY/Voice/ASCII

Regular Office Hours:
Monday-Friday .....8 a.m. to 4:30 p.m.

Student Services Evening Hours:
Monday & Thursday .....4:30 to 8 p.m.

College Information Desk Hours:
Monday-Thursday .....8 a.m. to 8 p.m.
Friday .....8 a.m. to 4:30 p.m.
Saturday .....8 a.m. to noon

Other Evening Hours: By appointment

Wor-Wic offers credit programs in the following areas:
Accounting
Business
Chemical Dependency Counseling
Computer Studies
Construction Engineering Technology
Criminal Justice
Education
Electronics
Emergency Medical Services
Environmental Science
General Studies
Hotel-Motel-Restaurant Management
Manufacturing
Nursing
Office Technology
Radiologic Technology
Science
Turf Management

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Student-related inquiries should be directed to the dean of student development at (410) 334-2893, and employment-related inquiries should be directed to the director of human resources at (410) 334-2920, or they can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804. *7/27/2012*

A Message from the President

Welcome to Wor-Wic Community College. We want you to you succeed in your educational journey here, and we will provide you with the support you need to accomplish your goals.

Whether you are working toward a degree for immediate entry into the workforce or planning to earn your degree and transfer to a four-year college or university, there's no better place to start than Wor-Wic. Day, evening and weekend classes are offered year-round in semesters of varying durations so you can sign up for classes that work with your schedule.

The opening of a new Allied Health Building this past year has enabled us to provide more technologically-advanced classrooms and laboratories for emergency medical services, nursing and radiologic technology. This state-of-the-art equipment simulates real-life medical situations to help us better prepare tomorrow's health care workers.

We also recently installed a new firearms training simulator that replicates real-life lethal threat situations that police officers encounter in the line of duty. Training with this simulator helps current and future law enforcement officers to be better prepared to handle life-threatening situations.

We are here to help you select the right program of study and to support you through your educational journey. When you complete your degree at Wor-Wic, we will help you transition into the workforce or to a four-year institution to continue your education.

Welcome to Wor-Wic. We're here to help you finish what you start.

Sincerely,

Dr. Murray K. Hoy
President

Table of Contents

2012-2013 Academic Calendar

2012

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2013

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Fall 2012

	Fall I 8 Weeks	**Fall 14 Weeks**	**Fall II 8 Weeks**
Early Registration	March 26 - April 1	March 26 - April 1	March 26 - April 1
Registration	April 2 - Aug. 17	April 2 - Sept. 4	April 2 - Oct. 16
Payment Due	Aug. 9	Aug. 9	Oct. 15
Classes Begin	Aug. 18	Sept. 5	Oct. 17
Last Day to Add	Aug. 24	Sept. 12	Oct. 23
Last Day to Drop	Aug. 30	Sept. 26	Oct. 30
Withdrawal Period	Aug. 31 - Sept. 26	Sept. 27 - Nov. 8	Oct. 31 - Nov. 27
Classes End	Oct. 11	Dec. 8	Dec. 13
Final Exams	Oct. 12-13	Dec. 10-15	Dec. 14-15

Spring 2013

	Spring I 8 Weeks	**Spring 14 Weeks**	**Spring II 8 Weeks**
Early Registration	Nov. 5-11	Nov. 5-11	Nov. 5-11
Registration	Nov. 12 - Jan. 4	Nov. 12 - Jan. 10	Nov. 12 - March 8
Payment Due	Dec. 13	Dec. 13	March 7
Classes Begin	Jan. 5	Jan. 11	March 9
Last Day to Add	Jan. 11	Jan. 22	March 15
Last Day to Drop	Jan. 17	Feb. 5	March 21
Withdrawal Period	Jan. 18 - Feb. 13	Feb. 6 - March 27	March 22 - April 16
Classes End	Feb. 28	April 22	May 2
Final Exams	March 1-2	April 23-29	May 3-4
Commencement	May 7	May 7	May 7

Summer 2013

	Summer I 6 1/2 Weeks	**Summer 10 Weeks**	**Summer II 6 1/2 Weeks**
Early Registration	March 25-31	March 25-31	March 25-31
Registration	April 1 - May 12	April 1 - June 2	April 1 - June 30
Payment Due	April 26	April 26	June 24
Classes Begin	May 13	June 3	July 1
Last Day to Add	May 15	June 6	July 3
Last Day to Drop	May 22	June 18	July 11
Withdrawal Period	May 23 - June 12	June 19 - July 24	July 12-31
Classes End	June 24	Aug. 2	Aug. 12
Final Exams	June 25-26	Aug. 3-9	Aug. 13-14

College Holidays

July 4, 2012.....College Closed
Sept. 3, 2012.....College Closed
Nov. 21, 2012.....No Classes
Nov. 22-25, 2012 .....College Closed
Dec. 24, 2012 - Jan. 1, 2013....College Closed
Jan. 21, 2013.....College Closed
March 4-9, 2013 .....No Classes
March 29-31, 2013....College Closed
May 27, 2013 .....College Closed
July 4, 2013 .....College Closed

2013-2014 Tentative Academic Calendar

Fall 2013

	Fall I 8 Weeks	Fall 14 Weeks	Fall II 8 Weeks
Early Registration	March 25-31	March 25-31	March 25-31
Registration	April 1 - Aug. 15	April 1 - Sept. 3	April 1 - Oct. 15
Payment Due	Aug. 8	Aug. 8	Oct. 14
Classes Begin	Aug. 17	Sept. 4	Oct. 16
Last Day to Add	Aug. 23	Sept. 11	Oct. 22
Last Day to Drop	Aug. 29	Sept. 25	Oct. 29
Withdrawal Period	Aug. 30 - Sept. 25	Sept. 26 - Nov. 7	Oct. 30 - Nov. 21
Classes End	Oct. 10	Dec. 7	Dec. 12
Final Exams	Oct. 11-12	Dec. 9-14	Dec. 13-14

Spring 2014

	Spring I 8 Weeks	Spring 14 Weeks	Spring II 8 Weeks
Early Registration	Nov. 4-10	Nov. 4-10	Nov. 4-10
Registration	Nov. 11 - Jan. 3	Nov. 11 - Jan. 9	Nov. 11 - March 7
Payment Due	Dec. 12	Dec. 12	March 6
Classes Begin	Jan. 4	Jan. 10	March 8
Last Day to Add	Jan. 10	Jan. 21	March 14
Last Day to Drop	Jan. 16	Feb. 4	March 20
Withdrawal Period	Jan. 17 - Feb. 12	Feb. 5 - March 26	March 21 - April 15
Classes End	Feb. 27	April 21	May 1
Final Exams	Feb. 28 - March 1	April 22-28	May 2-3
Commencement	May 6	May 6	May 6

Summer 2014

	Summer I 6 1/2 Weeks	Summer 10 Weeks	Summer II 6 1/2 Weeks
Early Registration	March 24-30	March 24-30	March 24-30
Registration	March 31 - May 11	March 31 - June 1	March 31 - June 29
Payment Due	May 4	May 16	June 23
Classes Begin	May 12	June 2	June 30
Last Day to Add	May 14	June 5	July 2
Last Day to Drop	May 21	June 17	July 9
Withdrawal Period	May 22 - June 11	June 18 - July 22	July 10-29
Classes End	June 23	Aug. 1	Aug. 7
Final Exams	June 24-25	Aug. 2-8	Aug. 11-12

College Holidays

July 4, 2013.....College Closed
Sept. 2, 2013.....College Closed
Nov. 27, 2013.....No Classes
Nov. 28 - Dec. 1, 2013.....College Closed
Dec. 24, 2013 - Jan. 1, 2014....College Closed
Jan. 20, 2014.....College Closed
March 3-8, 2014 .....No Classes
April 18-20, 2014.....College Closed
May 26, 2014 .....College Closed
July 4, 2014 .....College Closed

2013

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2014

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

General Information

Accreditation

Wor-Wic is a state-approved two-year college. It is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Wor-Wic's nursing programs are approved by the Maryland Board of Nursing. The radiologic technology program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology. The hotel-motel-restaurant management culinary arts options are accredited by the American Culinary Federation Education Foundation's Accrediting Commission.

History

In June of 1975, the State Board for Community Colleges approved a proposal for the creation of a community college to serve the postsecondary vocational and technical education needs of the residents of Worcester and Wicomico counties. The college was designated to operate as a "college without walls." In November of 1975, the college's board of trustees appointed Dr. Arnold H. Maner to serve as president of the college. Continuing education courses were offered in the fall of 1975, and the college opened its doors to credit program students in the fall of 1976. In 1989, state legislation was enacted to allow Somerset County residents to attend Wor-Wic at the in-county tuition rate.

After almost 20 years of leasing classroom and office space at various locations in its service area, the college purchased 173 acres of land on the southeast corner of Route 50 and Walston Switch Road in Salisbury. Construction was started in 1993, and the campus officially opened in the fall of 1994. In 1996, the college purchased 29 additional acres of land adjoining the campus to the south of the existing property, bringing the total college-owned acreage to more than 200. Henson Hall was built in 1999, providing a home on campus for Wor-Wic's nursing and radiologic technology programs. In the summer of 2000, Maner retired, and Dr. Ray Hoy was named Wor-Wic's second president.

Guerrieri Hall opened in the fall of 2001 to provide office and classroom space for the college's criminal justice department and the Eastern Shore Criminal Justice Academy. A new Student Center (subsequently named Hazel Center) was opened in the summer of 2005, providing food service and additional activity and study space for Wor-Wic's growing student body. The Jordan

Center was added in the fall of 2006, providing child care facilities and additional classrooms for students in the human services department. In 2007, the Workforce Development Center opened, providing a new home for the college's continuing education and workforce development division, the business department and the hotel-motel-restaurant management department. In 2011, emergency medical services, nursing and radiologic technology were moved out of Henson Hall into a new Allied Health Building, which made room in Henson Hall for allied health instructors and classes offered through the continuing education and workforce development division.

Vision

Wor-Wic will be recognized as the education resource of choice for residents and businesses on Maryland's Lower Eastern Shore.

Values

At Wor-Wic, core values are the underlying principles behind all individual, instructional, and institutional behaviors and actions. The college recognizes that the application of the core values in all college programs, services and communications is the route to accomplishing the college's mission and achieving its vision.

Accessibility is continuous access to educational services for all members of the service community regardless of geographic, physical or economic limitations. The institution promotes access through sensitivity to the varied needs of its constituencies.

Community is the result of collaboration and cooperation among faculty, staff, administration, students and the larger community. The college responds creatively and flexibly to community needs, and promotes civic and environmental responsibility, as well as community service.

Diversity is the dynamic variety of people and ideas that promote greater skill and wisdom, and enhance institutional vitality. All members of the community have a right to contribute to and benefit from the college's institutional life. The college protects and welcomes a diversity of freely-exchanged and critically-considered perspectives and approaches in the learning and working process.

Honesty is the guiding principle of all college-related interactions among faculty, staff, administration and students. It lays the foundation of trust and ethical behavior that allows for mutual respect, credibility and integrity.

Learning is intellectual and personal growth that is promoted through a positive and supportive atmosphere that encourages creative and critical thinking. Formal and informal learning experiences are essential for the well-being and success of all individuals.

Quality is the pursuit of excellence that is the measure of all individual and institutional actions and decisions. The practice and promotion of continuous assessment and improvement, innovation, and the highest levels of professionalism and performance, make quality a way of life that results in satisfied students and community.

Respect is showing regard for the intrinsic worth of someone or something. Respect for oneself, other people, all forms of life and the environment promotes the success of individuals and the institution.

Responsibility is the accountability, both individual and institutional, for all behaviors, mistakes and successes.

Mission

Wor-Wic is a comprehensive community college that enhances local economic growth by addressing the educational, training and workforce development requirements of the residents of Worcester, Wicomico and Somerset counties. The college serves the unique needs of a diverse student body through its educational offerings and comprehensive support services designed to facilitate student goal completion. The college provides affordable, high quality instruction for postsecondary credit programs and continuing education in a technology-driven environment. Wor-Wic ensures academic excellence and institutional effectiveness through assessment and continuous improvement. Copies of Wor-Wic's entire mission statement are available in the president's office.

Mission-Based Institutional Goals

1. Provide service area residents with access to a quality education at a reasonable cost.
2. Offer courses and programs in a variety of formats to prepare graduates for:
   a. immediate entry into the local workforce; and/or
   b. transfer to other postsecondary institutions.
3. Offer courses and programs for residents to pursue career advancement, earn licensures and certifications, and for personal development.
4. Promote economic development by providing programs and services that are compatible with the needs of business, government, nonprofits and other community groups.

5. Provide students with educational experiences and support services that help them achieve their goals through college completion.
6. Collaborate with local high schools and universities to share resources and facilitate seamless transitions through the levels of education.
7. Attract and retain a diversity of students and employees.
8. Acquire appropriate human, financial and technological resources to meet institutional needs.
9. Ensure the quality of student learning, support services and institutional performance through the assessment process.

Assessment of Academic Programs and Student Services

In accordance with Wor-Wic's mission to provide high quality programs, the college engages in routine, systematic assessment processes to ensure continuous improvement of student learning and success. The college's assessment program determines to what extent students are attaining stated student learning outcomes. To that end, student academic performance data are collected in the aggregate, at the course, program and institutional levels. Individual students are not identified. In addition, students are asked to participate in a number of collegewide surveys to provide feedback on the quality of academic and student services. The results of the surveys are analyzed by college officials in order to continually improve teaching and learning, as well as institutional procedures. For questions regarding the assessment process, contact the director of assessment at (410) 334-2966.

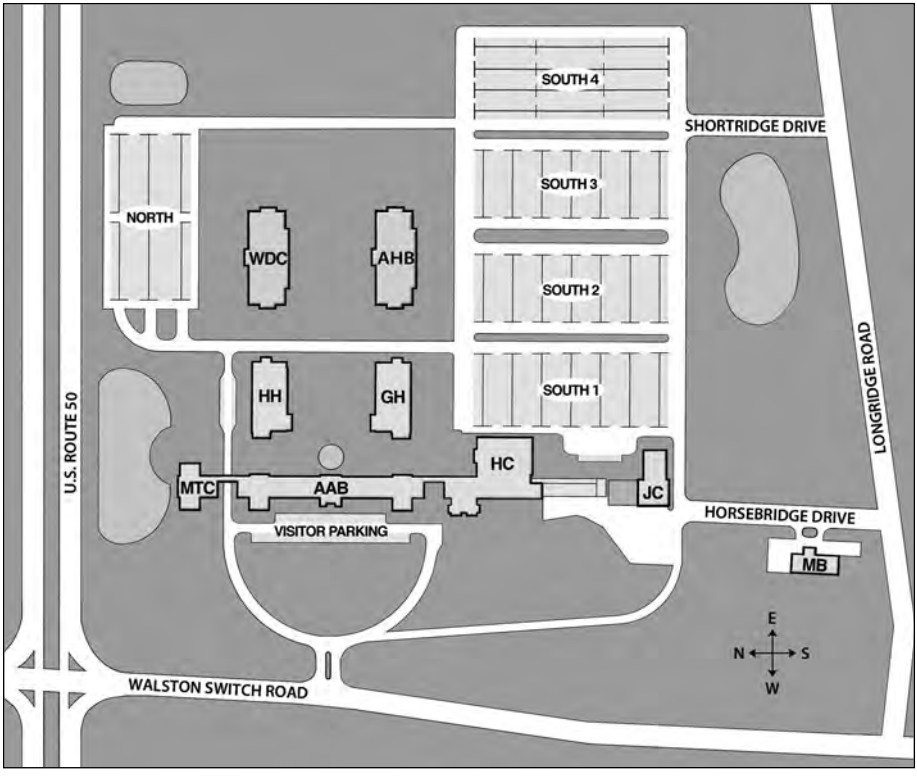
Facilities

The college campus is located on the southeast corner of Route 50 and Walston Switch Road in Salisbury. Wor-Wic also leases a number of outreach facilities that provide office, classroom and laboratory space throughout the service area. The following map provide a general guide for the location of college facilities.

On Campus

AAB The *Academic and Administrative Building* houses core functions, such as admissions, registration, financial aid, career services, counseling and the cashier, as well as the Patricia M. Hazel Media Center, arts and humanities department, human resources, payroll and purchasing.

AHB The *Allied Health Building* contains offices, classrooms and laboratories for emergency medical services, nursing and radiologic technology, as well as the college's information technology department.



GH *Guerrieri Hall* contains an assembly area, criminal justice department offices and classrooms and Wor-Wic's Eastern Shore Criminal Justice Academy (ESCJA).

HC The *Hazel Center* includes the college bookstore, dining area, food service, television and game rooms, a student lounge, student clubs and activities, a study area and lecture room, as well as offices for education and social science faculty members.

HH *Henson Hall* contains offices, classrooms and laboratories for the mathematics and science department, as well as the allied health offerings of the college's continuing education and workforce development division.

JC The *Jordan Center* houses child care facilities, as well as classrooms for the human services department.

MB The *Maintenance Building* provides space for maintenance, mail, receiving and security services.

MTC The *Maner Technology Center* contains laboratories for the computer studies, manufacturing and electronics programs, as well as executive offices for the president and vice presidents, and advancement functions (marketing and resource development).

WDC The *Workforce Development Center* contains classrooms, laboratories and offices for the continuing education and workforce development division, as well as the business and hotel-motel-restaurant management departments.

Off Campus

MMH In cooperation with *McCready Memorial Hospital*, Wor-Wic operates an emergency medical technician laboratory at the hospital, which is located at 201 Hall Hwy. in Crisfield.

ORGC The college holds turf management and other courses at the *Ocean Resorts Golf Club*, which is located at 10655 Cathell Rd. in Berlin.

PHS In cooperation with the Wicomico County Board of Education, Wor-Wic operates a manufacturing technology laboratory at *Parkside High School* at 1015 Beaglin Park Dr. in Salisbury.

Student Services Information

Admission Policy

Wor-Wic has an open door admission policy. Standard entrance examinations are not required, but free diagnostic assessments are administered to assist in the appropriate selection of courses.

Admission is open to anyone 16 years old or older who has graduated from or left elementary or secondary school and has the ability to benefit from instruction. Current high school students who are at least 16 years old must provide signed authorization from the high school principal or his or her designee indicating that they have permission to attend. Students under the age of 16 who are identified as having the ability to benefit by Wor-Wic's dean of student development can be admitted if they have completed at least the seventh grade and have Scholastic Aptitude Test (SAT) reading and mathematics subset scores of at least 600 or American College Testing (ACT) subset scores of at least 24.

Wor-Wic accepts foreign nationals who can provide sufficient evidence to prove their domicile and document their legal status to be in the U.S. during the period of their enrollment. However, as an institution that serves the local community, Wor-Wic does not function as an international student training center, and is not authorized by the U.S. Department of Homeland Security to issue I-20 forms.

Limited Admission Programs

Emergency medical services, nursing and radiologic technology are limited admission programs. Applicants interested in one of these limited admission programs must submit an official transcript from a U.S. state-accredited high school or program confirming receipt of a high school diploma or the equivalent. Anyone interested in these programs should obtain an admission information packet from the admissions office or the college website.

Application Procedures

Anyone interested in enrolling in credit courses must complete an online admission application on the college website. Applicants who have a high school diploma or the equivalent and those who have completed college courses must also have official transcripts sent to Wor-Wic. Applicants are notified of the status of their applications within 10 business days after they are received.

Individuals interested in obtaining detailed information about admission to the college or about specific program offerings should address their inquiries to:

Admissions
Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
Phone: (410) 334-2895
Fax: (410) 334-2901
Email: admissions@worwic.edu

Acceptance of Credits into Wor-Wic

From High School Articulation Agreements

High school students in Worcester, Wicomico, Somerset and Dorchester counties are eligible to receive college credit for certain courses they have completed in high school as a result of articulation agreements between Wor-Wic and the local boards of education. Students seeking articulation credit must have a copy of their high school transcript forwarded to the registrar's office for review prior to registering for course work. High school students who have acquired competencies in courses that are equivalent to college or university courses receive college credit after completing one semester/session at the college, and the course does not need to be repeated. Articulation credits are transferable to other Maryland public postsecondary institutions. Information on eligibility can be obtained from the registrar's office or the college website.

From Standardized Testing Agencies

Wor-Wic accepts College-Level Examination Program (CLEP) and Advanced Placement (AP) course work completed with a score of "3" or higher. Students who have completed AP courses in high school should have an official score report sent to Wor-Wic's registrar's office from the College Board. Copies of high school transcripts are not acceptable.

From Other Colleges and Universities

Wor-Wic accepts courses that have been completed at another regionally-accredited, degree-granting institution of higher education if the courses are equivalent to and meet the requirements of the student's program of study at Wor-Wic. Upon the receipt of official transcripts, transfer credits are evaluated by the registrar's office on a course-by-course basis. Semester hours for classes at a school operating on a quarter hour system are adjusted to determine equivalent semester hours.

In addition to the same graduation requirements that apply to all other students, transfer students must complete at least 40 percent of their course work at Wor-Wic. Credits awarded by proficiency examinations at other institutions are also accepted at Wor-Wic. Transfer credits are counted toward credits needed for a degree, but they are not used in the computation of grade point average (except for the calculation of admission points in emergency medical services, nursing and radiologic technology). If a student has received a grade of "B" or better in a course for which transfer credit has been awarded, that course cannot be repeated for credit at Wor-Wic. If a student registers for a course and subsequently receives transfer credit for that course, the course registration is changed to an audit status.

Students who are on academic probation or suspension at other schools may be accepted at Wor-Wic. These students are automatically placed on probation. Students in this status are strongly encouraged to consult with their advisor and the director of retention and student success.

From Foreign Institutions

Foreign students who want to be admitted as high school graduates or who want to transfer college credits into Wor-Wic must have their high school or college transcripts evaluated by an acceptable academic credential evaluation service, at their own expense. The registrar's office maintains a list of acceptable academic credential evaluation services. Credits transferred from foreign institutions are treated the same as transfer credits from U.S. institutions.

From the Military and Other Non-Traditional Ways

Military credits and credits for specialized training recognized by the American Council on Education are treated the same as transfer credits.

Services for Students with Disabilities

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The college does not diagnose or treat disabilities, but does provide services, such as peer note takers, tape recorders, testing accommodations, assistive technology, sign language interpreters and other reasonable accommodations. Students requesting these services must submit medical and/or educational documentation to the director of counseling at least four weeks before the start of classes so that eligibility can be determined and the appropriate accommodations can be made. Text, voice and computer modem users can call Wor-Wic toll free through the Maryland Relay Service by calling 1-800-735-2258.

Career Services

Wor-Wic offers a variety of career services for anyone in the community, for credit and continuing education students, as well as for alumni and area employers. The free services include individual vocational counseling, access to various computerized occupational information delivery systems and any workshops that are scheduled during the year.

In addition to these services, credit and continuing education students and alumni can receive assistance with resume and cover letter writing, interview preparation and other job search skills. Students in their last semester/session and alumni can sign up for the one-on-one job referral and counseling program through the director of career services.

Area employers can take advantage of free job referral services by having positions advertised on the "job openings" bulletin board at the college campus and in the career services section of the college website. In addition, employers can schedule employee recruitment interviews on campus. An annual job fair is held in the spring for current students and alumni.

Academic Advisement

All students are assigned an academic advisor in their program of study. Advisors help students evaluate their career goals, develop an educational plan and register for courses. It is the student's responsibility to know and follow the requirements for his or her program of study.

Students who are attending college for the first time are required to participate in a Student Orientation, Advising and Registration (SOAR) session to register for classes. SOAR sessions focus on academic advising, online registration, financial aid and campus resources. First-time students are required to meet with their assigned advisor in person to develop an educational plan. Current students who maintain continuous enrollment are also required to meet with their advisor either in person or through e-advising. Advisors review the student's planned courses and conduct a program evaluation to help the student meet his or her educational goals.

Registration

Registration dates are listed in the calendars in the front of this catalog. Those who register for 12 or more credit hours per semester/session are classified as full-time students, while those who register for 11 or fewer credit hours are classified as part-time students. A student cannot register for more than 18 credit hours during a fall or spring semester or seven credit hours during a summer session without the permission of his or her advisor and the dean of student development.

Students can register in person at the college campus or by going to https://my.worwic.edu to access the student portal. Current students in good academic standing can register online after they have had contact with their advisor. Students must meet with their advisor and register in person if they are:

1. New students attending Wor-Wic for the first time;
2. New transfer students;
3. Returning students who have not been enrolled at Wor-Wic for two semesters;
4. Currently in high school;
5. On academic probation or required to attend a suspension conference;
6. Missing prerequisites; or
7. Taking a course that requires department head permission.

Information on specific registration procedures is available from the registrar's office prior to each registration session.

Readmission

Students who want to return to Wor-Wic after a period of non-enrollment should submit a completed "Change in Student Information" form to the admissions office. When a student is readmitted, the student must follow the requirements and regulations in the catalog that is in effect on the date of readmission.

Crossover Courses

Wor-Wic offers courses that are usually offered as "credit" courses and others that are usually offered as "non-credit" courses. Typically, enrollment in credit courses is managed by student services while enrollment in non-credit courses is handled by the continuing education and workforce development division. However, there are specific non-credit courses that can be taken "for credit." These classes are called crossover courses. Students interested in receiving credit for an eligible non-credit course must complete an online admission application on the college website, seek advisement from their academic advisor and register for the course in student services as a special student. A student not interested in college credit can complete the registration form in continuing education and workforce development. In either case, students must declare their intention to take the course for credit or as a non-credit course no later than the last day to drop credit classes for the semester.

English as a Second Language

New students who speak English as a second language are required to take computerized assessments of their English language skills before they can take Wor-Wic's general diagnostic assessments or enroll in any credit classes. Students whose scores indicate a deficit in their English skills could be required to take one or more non-credit developmental English courses (ENG 081, ENG 082 and ENG 083) offered through the college's division of continuing education and workforce development. Students who need to take ENG 081, ENG 082 and/or ENG 083 should meet with an advisor in student development. Students must pass the course(s) before they can take the general diagnostic assessments or any credit courses.

Diagnostic Assessment

To increase the student's chances for academic success, Wor-Wic administers free diagnostic assessments that analyze a student's academic strengths and weaknesses to assist in the appropriate selection of courses. The assessments are mandatory for:

1. New students who are currently in high school;
2. New students who do not have a high school diploma or the equivalent;
3. New students who have declared a major or those who are undecided about their major;
4. Special students who want to register beyond nine cumulative credit hours; or
5. Students who want to register for an English or mathematics course or any college-level course that has an English or mathematics prerequisite.

Exceptions are made for students with associate or higher degrees from regionally-accredited colleges in the U.S., college transfer students who have received transfer credit for ENG 101 and/or a college-level mathematics course (MTH 152 or higher), students who have received Scholastic Aptitude Test (SAT) subset scores of at least 550 or American College Testing (ACT) subset scores of at least 21 within the past two years and new students who are classified as special students who want to register for one course in a semester/session. Students interested in an exception should forward official transcripts to the registrar's office and/or test scores to the counseling office.

Students are permitted to retake the diagnostic assessments one time, following a 24-hour waiting period. Placement is based on the student's latest score. Assessment scores are valid for two years. A student who has started the sequence of developmental education courses can retest if his or her test scores are at least two years old and his or her last attempt at the course was

at least two years ago. Students can pick up diagnostic referral forms at the college information desk. Testing hours can be obtained at the information desk or on the college website.

Developmental Education

Students whose assessment scores indicate a strong need for support in reading, writing or mathematics are required to enroll in one or more developmental education courses. Based on their assessment scores, students could be required to take one or more non-credit courses (ENG 084 and ENG 086) offered through the continuing education and workforce development division or one or more non-college-level credit courses (ENG 095, ENG 096, MTH 091, MTH 092 and MTH 099). These courses are not counted as part of a degree or certificate program. Students who need to take ENG 084 and/or ENG 086 should meet with an advisor in student development.

Students who need developmental credit courses must take at least one developmental education course in any semester/session in which they are enrolled in more than one credit course. Students who are taking two or more developmental credit courses are strongly encouraged not to take more than nine credit hours in a semester.

Students who receive an "R" grade are required to re-register for the same developmental credit course during the following semester. If the student does not re-take the course the following semester, the "R" grade automatically becomes an "F."

Learning Assistance

Students who are enrolled in ENG 095, ENG 096, MTH 091, MTH 092 or MTH 099 are required to attend the Emilie & Frank Robinson Reading & Writing Center or the mathematics laboratory, where individualized instruction is provided during day, evening and weekend hours. Students can also be referred by an administrator or faculty member, or they can attend on their own. Students can work one-on-one with a tutor and/or complete computerized tutorial programs.

Fundamentals of College Study (SDV 100)

To further increase the student's chances for academic success, Wor-Wic requires all new students who are attending college for the first time to take SDV 100 in their first semester/session at the college. Exceptions are made for students with an associate or higher degree, students who have accumulated nine credit hours with a grade point average of 2.00 and students who transfer an equivalent course to Wor-Wic.

SDV 100 introduces students to the information and habits that facilitate academic success at the college level. This course specifically encourages students to explore the Wor-Wic experience by interacting with peers, faculty and administrators and by both examining and experiencing the types of skills and attitudes that will enable them to be successful in their college careers.

Students who do not receive a passing grade the first time they register for SDV 100 are required to re-register for the course in the next semester/session. If a student fails the course a second time, he or she must attend mandatory counseling sessions with the director of retention and student success prior to registering for a subsequent semester/session.

Child Care Services

Wor-Wic offers educational programs for children from two to five years old during the day and for children from two to 12 years old in the evening and summer. Child care services are provided in the Jordan Center for children of Wor-Wic students and employees, as well as local residents on a space-available basis.

Counseling

Academic and personal counseling services are available to all students. Counseling services include screening and appropriate community referrals, as well as assistance with stress, time management, school anxiety and other issues that can affect a student's academic performance. The counseling office also offers workshops on personal awareness, communication, stress management and other issues of interest to students. Information and resources related to health and wellness are also available.

Dropping and Adding Courses

Students who want to drop or add a course after they register must drop or add the course online. Students who are not eligible for online registration must meet with their advisor. Drop and add dates for full semester/session classes that begin and end according to the regular academic calendar are listed in the class schedule publication for each semester. Drop and add dates for classes that begin and end at other times can be obtained by contacting the registrar's office. Courses that are dropped are not recorded on a student's transcript.

Dropping a course does not necessarily eliminate the student's financial obligations to the college. Depending on the date the course is dropped, the student could be eligible for a refund. Students who are receiving financial aid should be aware that dropping a course could affect the amount of their award.

Withdrawal

After the drop period ends, a student can withdraw from a course online. If the student is not eligible for online registration, he or she must meet with an advisor. Withdrawal dates for full semester/session classes that begin and end according to the regular academic calendar are listed in the class schedule publication for each semester. Withdrawal dates for classes that begin and end at other times can be obtained by contacting the registrar's office. A "W" is recorded on the transcript of a student who has officially withdrawn from a course.

Withdrawing from a course does not eliminate the student's financial obligations to the college. Students who are receiving financial aid should be aware that withdrawing from a course could affect the amount of their award and jeopardize their eligibility for financial aid in the future.

Change of Student Information

Most communication between the college and its students is by mail or telephone. It is the student's responsibility to provide the admissions office with a current mailing address and telephone number whenever changes are made. Students who are changing their name, address, telephone number, catalog year, advisor or major must complete a "Change in Student Information" form.

New Student Welcome

All new students are strongly encouraged to attend a welcome session prior to beginning their classes at Wor-Wic. These sessions give students the opportunity to meet with other students, faculty members and administrators and to learn about student activities and resources offered by the college. Students should contact the admissions office to register for a welcome session.

Student Email

All new students receive a college email account. Usernames and passwords are mailed to students prior to the beginning of classes. Students must use their official Wor-Wic email account for all communications with other students and employees at the college. Faculty members provide their students with information about how email will be used in their classes. The email accounts of students who do not maintain continuous enrollment are deleted.

Identification Cards

New students receive photo identification (ID) cards at the college information desk after presenting acceptable documentation. Students who do not have a valid ID card are denied access to certain facilities, such as college computer laboratories and the fitness center. A fee of $2 is charged to replace lost, stolen or mutilated cards.

Parking

Parking stickers are available at the college information desk. Students must park in student parking areas and display a parking sticker with a current date on the right side of the rear bumper. Traffic/parking violations that require payment of a fine for each violation are issued to drivers who exceed posted speed limits, drive in an unsafe manner or park in restricted areas. A vehicle can be towed at the expense of the owner or operator. Specific parking regulations can be obtained at the information desk.

Smoking and Tobacco Use

Smoking/tobacco use is permitted on campus only in parking lots, except the lot in front of the Academic and Administrative Building (AAB). Verbal warnings can be delivered by security officers, as well as other employees at the college. Repeat offenders or those who refuse to comply with verbal warnings can be issued a violation. Violations of the smoking/tobacco use policy carry the same fine as a traffic/parking violation and are delivered on the same form used for traffic and parking violations. Students with unpaid fines cannot obtain grades or transcripts, register for classes or participate in commencement. Smoking/tobacco use in "no smoking/tobacco use" areas is also a violation of student conduct regulations and is subject to further disciplinary action. A copy of the entire smoking/tobacco use policy can be obtained at the college information desk.

Bookstore

The college bookstore, located in the Hazel Center, sells all of the required and recommended textbooks, study guides, reference books and supplies for classes offered by the college. Textbooks for select titles can be rented for the semester with a valid credit card. The bookstore also sells cap and gown sets for commencement and a variety of Wor-Wic insignia items, such as clothing and mugs.

Wor-Wic is aware of the high cost of college textbooks. Faculty members try to select reasonably-priced textbooks that provide currency, relevance and the most effective presentation of course content. Students who buy textbooks can find specific ordering information, such as the author, title and ISBN number, on the bookstore website (www.worwic.bkstore.com) three weeks prior to each semester/session. The information is as accurate as possible, but students should be cautioned that it is possible that ISBN numbers or editions can change. Students are encouraged to purchase textbooks from the college bookstore, but they can purchase used or new textbooks from other bookstores or online vendors.

The bookstore buys back used books from students who want to sell them. The best time to sell textbooks is the final examination period in each semester/session.

Food Service

The CrossRoads Café in the Hazel Center sells a variety of hot and cold food, for breakfast, lunch or dinner. Daily menu choices include bagels, muffins, soups, salads, wraps, pizza, hot and cold sandwiches and entrees, cookies, ice cream, and an assortment of hot and cold beverages. The dining area can seat more than 200 people.

Library Services

Wor-Wic's electronic library supports the academic, professional and institutional information needs of students, faculty and other college employees. The Patricia M. Hazel Media Center, located in the Academic and Administrative Building, and four other resource centers, in the Allied Health Building, Guerrieri Hall, Henson Hall and the Workforce Development Center, are staffed to provide research assistance in using the Internet, online full-text reference databases, videos, computer simulations and other specialized software applications. Web-delivered subscription databases cover a wide variety of academic disciplines and can be accessed both on and off campus through the media center's Web page.

Through cooperative agreements with Salisbury University (SU) and the University of Maryland Eastern Shore (UMES), Wor-Wic students also have library privileges at SU's Blackwell Library and the Frederick Douglass Library at UMES. Students with a current Wor-Wic identification card can obtain a library card from SU or a special borrower's card from UMES in order to check out materials.

Computer Usage

The college provides access to computer resources necessary to support the educational mission of the college. Access to college computer systems is granted as a privilege, and as such, imposes certain responsibilities and obligations. By using the college's computing resources, users agree to abide by these policies and procedures. Disciplinary sanctions for violations range from the loss of computer use privileges, dismissal from the college and/or legal action, depending on the nature of the violation. Specific information about violations and sanctions can be found in the appendix.

Attendance

Students are encouraged to attend all class sessions. Due to specific course requirements, some faculty members may place greater emphasis on regular attendance than others and student grades may be affected by attendance in these classes. It is the student's responsibility to comply with the individual attendance policies of their instructors. Failure to attend class does not eliminate the student's financial obligations to the college, and can cause the cancellation of the student's financial aid. Students who have issues that could affect their ability to attend classes on a regular basis should contact the director of retention and student success.

Course and Class Cancellations

The college reserves the right to cancel any course due to insufficient enrollment or for other reasons when such action is deemed necessary by the college. Every effort is made to schedule required classes so that a minimum of cancellations is necessary.

When a class is canceled due to the illness of an instructor, a notice is posted on the classroom door as soon as possible. Questions about class cancellations should be directed to the department head.

When classes are canceled due to inclement weather, an announcement is called in to area radio stations, including WJDY (AM 1470), WKTT/WZKT (FM 97.5 or FM 105.9), WKZP (FM 95.9), WOCQ (FM 103.9), WOLC (FM 102.5), WQHQ (FM 104.7), WSBY (FM 98.9), WSCL (FM 89.5), WTGM (AM 960), WWFG (FM 99.9) and WZBH (FM 93.5), as well as WBOC-TV (Channel 16) and WMDT-TV (Channel 47). For the most part, these announcements specify whether day and/or night classes are canceled. Announcements about day classes are issued by 8 a.m. and by 5 p.m. for night classes. Wor-Wic also uses e2Campus, a Web-based universal notification system, to send college closing announcements and security alerts to individuals who sign up for this free service. Anyone who creates an e2Campus account can register to receive announcements via text message, email and/or phone call. Interested students can go to www.worwic.edu/e2campus to sign up. When classes are not canceled, students are responsible for making their own decisions based on their judgment of local road conditions.

Discrimination and Harassment

Discrimination and harassment can seriously damage the integrity of an educational institution, destroy the institution's positive work and educational atmosphere and cause psychological and physiological damage to the victims. The college condemns such activity and is strongly committed to promoting a work and academic environment free from discrimination and harassment. The definition, examples and procedures for handling complaints can be found in the appendix.

Safety and Security

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. Specific policies and procedures related to safety and security are provided in the appendix.

An annual security report, which contains policies and procedures regarding campus security, alcohol and drug use, safety and crime prevention tips, crime reporting procedures and crime statistics, is available to all students and employees and prospective students and employees. The report can be accessed on the college website at www.worwic.edu/AnnSecRpt.pdf, or a copy can be obtained by contacting the plant management office at (410) 334-2932.

Student Conduct

The college believes that its values of honesty, respect and responsibility should form the foundation of student conduct, particularly classroom behavior and academic work. All students are expected to abide by specific regulations that define appropriate behavior. These regulations apply to all students in any college facility or in the immediate vicinity or any college-sponsored event. Students in certain programs or facilities could be required to adhere to additional regulations issued by that program or facility.

In addition to following other student conduct regulations, all students are expected to exhibit appropriate classroom behavior. In order to adhere to the guidelines for civility in the classroom, students should:

1. Use electronic devices only for instructor-directed educational purposes or emergency situations in the classroom;
2. Arrive for class on time and avoid leaving early;
3. Remain attentive throughout the entire class session;
4. Listen actively and avoid side conversations while the instructor or another student is presenting information;
5. Demonstrate a respectful attitude toward the instructor and other students during discussion and debate;
6. See their instructor during office hours instead of during class time if they need clarification of course material missed due to absence;
7. Consume food in the classroom only with permission of the instructor; and
8. Leave a clean environment for the next class.

The appendix contains a description of the student-faculty disciplinary committee, as well as definitions of behaviors that are considered primary or secondary offenses. A single violation of any primary offense or repeated violations of a secondary offense could result in referral to the student-faculty disciplinary committee. Any student or employee of the college can refer student conduct violations to the chairperson of the student-faculty disciplinary committee. Student conduct cases of an unusual or emergency nature can be referred to the dean of student development, the evening and weekend administrator or the vice president for academic and student affairs when immediate action is deemed necessary. All other cases are handled by committee hearings.

Student Records

The registrar's office maintains a record on each credit student that includes the student's application form, any high school or college transcripts, a Wor-Wic transcript, current enrollment status and a record of disciplinary action, if applicable. In addition to student records maintained by the registrar's office, the business office maintains student financial payment records, and the nursing and radiologic technology department heads maintain the clinical evaluation records of their students. The continuing education and workforce development division maintains course records that contain information on continuing education students.

Certain information is considered public and is provided to any individual who makes a request for the information, unless the student submits a written request for the information to be withheld. This information includes, but is not limited to, the student's name, photo ID, whether or not an individual has ever attended Wor-Wic, the dates of the student's attendance, city of residence, dean's list honors, major, any degree received and date of graduation. A student's date of birth, last address and/or telephone number are verified by the college if the correct date, address and phone number are provided by the requester. Lists of graduates and dean's list students with city or town of residence are also routinely released to the news media. A student who would like to prevent the release of such information must submit a written request to the dean of student development or the dean of continuing education and workforce development before the end of the first week of class. Official semester enrollment verifications cannot be processed until after the last day for dropping classes for the semester since the student's enrollment status is not official until the end of the schedule adjustment period.

However, notification of a student's current and expected enrollment status is mailed to specified parties upon the written request of the student. Access to other information is limited to those who have a legitimate need for such information, as designated by the dean of student development for credit students and by the dean of continuing education and workforce development for continuing education students. For example, a student's current address, telephone number and enrollment status may be provided to library personnel at Salisbury University or the University of Maryland Eastern Shore when this information is needed to assist Wor-Wic students. Any information in a student's record may be released in an emergency if the knowledge of such information is needed to protect the health and safety of an individual. More information about access to student records by individual students, college employees and outside requesters is provided in the appendix.

Administrative Grievances

A student who believes that he or she has been treated unfairly with regard to a college policy or procedure should submit a written grievance to the dean of student development within one year from the date of the incident. The grievance should include the student's name, the policy or procedure that is the basis for the student's grievance, the names of any college employees the student has discussed the grievance with and an explanation of what the student wants the dean of student development to do for the student.

Messages for Students or Faculty Members

College classes cannot be interrupted in order to communicate with students or faculty members, except in the event of a medical emergency.

A message received at the college information desk is defined as a medical emergency when it is received by telephone or in-person from a verifiable licensed physician, nurse, police officer or other emergency medical personnel. All such communications are immediately transferred to the dean of student development or a college security officer. In these situations, the class or laboratory is interrupted by an appropriate official of the college, who contacts and assists the student or faculty member, or follows any specific instructions provided.

Other urgent (non-medical emergency) communications can be conveyed to the college receptionist, who requires specific information from the individual providing the information before arranging for a college security officer to post the message with the name of the student or faculty member to whom the message is directed, in an area clearly visible on the window of the door of the appropriate classroom or laboratory. Any unclaimed messages are discarded as soon as the room has been vacated.

Lost and Found

Lost or found items can be retrieved or turned in to the college information desk. Items of perceived value such as wallets, purses and jewelry are immediately forwarded to security for safekeeping. Items found are retained for 90 days prior to disposal.

Bulletin Boards

Bulletin boards are located at various locations throughout the campus. Students who want to post an item on a bulletin board must obtain

permission from the director of student activities. Posting anything on interior walls, wooden doors, or window inserts that eliminate views in or out of rooms, is not permitted.

Student Organizations and Activities

Student Ambassador Program

The student ambassador program provides Wor-Wic students with an opportunity to serve in leadership roles on campus. Student ambassadors serve as campus representatives at college tours, open houses, new student welcome sessions and as speakers to student groups. In order to be eligible for the program, a student must:

1. Have completed at least 15 credit hours at Wor-Wic;
2. Have a 3.00 cumulative grade point average;
3. Have a positive attitude toward the college;
4. Attend mandatory orientation sessions;
5. Submit an application and letter of reference from a college employee; and
6. Provide 30 contact hours per semester in service to the college.

Student Government Association

All credit students are members of the student government association (SGA). The purpose of the SGA is to establish, promote and finance organizations and events directed toward the benefit of the students and to provide a student representative on designated college committees. The SGA operates from SGA fees generated from students at the beginning of each fall and spring semester. All organizations approved and recognized by the SGA are eligible to be considered to receive funds from the SGA. Procedures to obtain recognition include the submission of a constitution and bylaws, a list of officers, the signature of a proposed advisor and the signatures of at least five interested students. The SGA's executive board then makes a recommendation through the college administration to the college's board of trustees. The SGA also provides an opportunity for students to further pursue their special interests by coordinating and allocating funds for other activities, such as hosting guest lecturers and special presentations.

Alpha Nu Omicron

Membership in Wor-Wic's Alpha Nu Omicron chapter of Phi Theta Kappa is open to all students working toward an associate degree who accumulate at least 12 credit hours in courses at the 100 level or above and achieve a minimum grade point average of 3.50. Phi Theta Kappa is an international honor society for two-year college students.

American Society for Quality -- Student Branch

Membership in Wor-Wic's American Society for Quality (ASQ) -- Student Branch is open to all students who have an interest in technology careers or issues. The ASQ -- Student Branch at Wor-Wic promotes student career awareness, student leadership and interaction with technicians and professionals employed in the field of quality in the local employment market.

Anime Club

The purpose of the anime club is to educate its members about the roots and history of anime and manga and to further the knowledge of Japanese culture among its members. Membership is open to Wor-Wic students, alumni and employees.

Arts Club

The arts club sponsors extracurricular activities to promote the cultural arts, including drama, writing, art, music and photography. "Echoes and Visions," the college's creative arts journal, is published annually by the arts club. The club also sponsors other events, such as a dessert theater, variety show, book and bake sale, bus trips to Washington and Baltimore theaters and guest lecturers. Membership is open to all Wor-Wic students, alumni and employees.

Association for Computing Machinery

Wor-Wic's computing machinery association promotes an increased knowledge of and greater interest in the science, design, development, construction, languages and applications of computers. Association members also study equipment related to digital computing and architecture. Membership is open to all Wor-Wic students.

Chemical Dependency Counseling Student Association

The chemical dependency counseling student association is a professional student association that promotes the interests and needs of Wor-Wic's chemical dependency counseling students. Membership is open to all students majoring in chemical dependency counseling or any student interested in the field.

Computer Club

Membership in the computer club is open to all students enrolled in any credit or continuing education course, as well as any credit program student who graduated in 1985 or later.

Criminal Justice Club

The criminal justice club provides students with information about different career choices in criminal justice, opportunities to network with students and professionals employed in the field and with opportunities for members to discuss issues and current events directly related to criminal justice. Membership is open to all credit students at the college.

Future Educators of America (FEA) Club

The FEA club promotes student awareness of the field of education and the development of future teachers. Membership is open to all students.

Gay-Straight Alliance

The gay-straight alliance promotes a positive and inclusive atmosphere for all people, raises awareness of gay, lesbian, bisexual and transgender culture and encourages individuality, growth and understanding within the college community. Membership is open to all students, alumni and employees.

Hotel-Motel-Restaurant Student Organization

The hotel-motel-restaurant student organization plans and implements extracurricular activities with an emphasis on learning about the hospitality industry. Members participate in events such as an annual dessert theater, trade shows and culinary competitions. Membership is open to all students enrolled in the hotel-motel-restaurant management program.

Kappa Gamma Women's Society

The Kappa Gamma Women's Society encourages the spirit of sisterhood at the college and promotes academic excellence and community service. Membership is open to all currently-enrolled female students at the college.

Nursing Student Organization

Membership in the nursing student organization is open to all students who are enrolled in the nursing program. Pre-nursing students can attend meetings as non-voting members.

Role Playing Game Association

The purpose of this club is to educate students about the roots of popular games in the market today, promote creativity, enhance literacy through collaborative storytelling and provide a healthy atmosphere for role playing. Membership is open to currently-enrolled students, alumni and employees.

Service Corps Club

The purpose of this club is to promote volunteerism to support students who want to serve the community and to maintain good relations with the nonprofit organizations that are involved. Membership is open to all credit students at the college.

.

Soccer Club

This club was established to promote the game of soccer and physical activity to credit students at Wor-Wic, promote and emphasize the development of teamwork and leadership skills, provide guidance to players new to the sport and promote cooperation between the Wor-Wic team and outside teams and organizations that encourage good sportsmanship and fair play among participants. Membership is open to currently-enrolled credit students who have an interest in playing soccer or in developing physical fitness and skills.

Veterans and Military Association

The veterans and military association supports students who have served in the military or those who are currently serving in the military. This club raises awareness of veteran issues and organizes events pertaining to veterans. Membership is open to all students who have served any length of time in the U.S. armed forces.

VidjaMaGames

The vidjamagames club promotes a positive social atmosphere using video games and competitive gaming. Membership is open to Wor-Wic students, alumni and employees.

Wor-Wic Christian Community

The Wor-Wic Christian Community provides regular opportunities to discuss the Bible and to worship and pray in a group setting, providing opportunities for fellowship, outreach and spiritual development among members. Membership is open to all students and employees.

The Wor-Wic Wave

Staff positions for "The Wor-Wic Wave," the student newspaper, are open to all students. Positions include managing editor, assistant editors, staff writers, photographers, computer specialists, layout specialists, advertising representatives and production specialists. No experience is necessary. The staff meets periodically each semester and produces two to four editions per year.

Financial Information

Tuition Rates

The college reserves the right to change tuition rates without prior notice.

Worcester and Somerset Counties . . . . . .$93.25 per credit hour
Wicomico County . . . . . .$97.75 per credit hour
Out-of-County . . . . . .$209.00 per credit hour
Out-of-State . . . . . .$258.00 per credit hour

Tuition rates for Wicomico County residents are higher than rates for Worcester and Somerset residents due to a deficit in Wicomico County funding. The out-of-county rate applies to Maryland residents who live outside of Worcester, Wicomico and Somerset counties. The out-of-state rate applies to residents of any state other than Maryland.

Residency Requirements

At the time of admission or whenever a student reports a change in student information, he or she must confirm his or her domicile for tuition classification purposes. As used here, "domicile" is defined as "a student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely" or "the permanent place of abode of any person or persons contributing more than one-half of the student's financial support during the most recently-completed year." To establish domicile, an individual must permanently reside in the state or in the county for three months prior to the beginning of the semester/session. However, in some cases, this does not automatically guarantee domicile status and supporting evidence of residency may be required in the form of income tax papers, driver's license, vehicle registration, insurance policies, voter's registration, rent receipts and/or other requested information.

Tuition Waivers

Tuition (not including fees) is waived for Maryland residents who are 60 years old or older or who are retired as a result of a disability as defined by the Social Security or Railroad Retirement Act, who enroll in any credit class that has at least 10, or is being continued with less than 10, regularly-enrolled students. Members of the Maryland National Guard who have two or more years of service remaining are eligible for a 50 percent tuition waiver. Appropriate documentation for a Maryland National Guard waiver must be presented each semester/session. In order to receive a tuition waiver based on retirement due to a disability, the student must provide appropriate documentation from the Social Security Administration. In order to receive a

tuition waiver based on disability, students must submit documentation of the disability and apply for federal financial aid annually. The disability waiver is applied only when the financial aid awarded to the student does not fully cover tuition charges. The senior citizen tuition waivers are provided on a space-available basis. In order to qualify for a senior citizen tuition waiver, the student must provide proof that his or her 60th birthday has occurred prior to the first class session. Tuition waiver forms are available in the counseling office.

Dual Enrollment

Students attending any Worcester, Wicomico or Somerset public high school, the Salisbury School, Salisbury Christian School, Barren Creek Christian Academy or Holly Grove Christian School, as well as Delmar High School students who live in Maryland, can provide certification by a high school official that they meet the school's dual enrollment eligibility requirements to receive a 25 percent tuition discount.

Fees

The college reserves the right to change fees without prior notice.

Registration Fee (per semester/session) $15
Technology Fee (per credit hour) $5
SGA Fee (per credit hour up to $24, fall and spring) $2
Installment Plan Fee $20
Late Payment Fee $25
Returned Check Fee $20
Student ID Replacement Fee $2
Proficiency Examination Fee . . . . . .$35 and up
Course Fees . . . . . .variable

Payment Procedures

Wor-Wic accepts VISA, MasterCard and Discover. Students who register online or through an advisor have the option of making full payment online with a credit card or to the cashier on campus. Students who register early and who have not made payment or alternative payment arrangements (installment plan enrollment, pending financial aid or third-party payment confirmation) by the stated deadlines will have their registrations dropped. Students who register after the stated deadlines must make full payment or alternative payment arrangements at the time of registration.

Students whose tuition is being paid by a third party, such as an employer, must provide a letter from the third party guaranteeing payment to the cashier by the stated deadlines.

Installment Plan

An installment plan is available to all students who register for fall or spring classes and whose bill for tuition is at least equal to the in-county cost of six credit hours. Students who register online and set up an installment plan can pay the balance online with a credit card or to the cashier on campus. Students must pay all fees and at least half of the tuition bill before the specified payment deadline, with the balance due by the end of the sixth week of classes. Students who do not make full payment by the end of the sixth week of classes are charged a late payment fee. These students cannot obtain grades or transcripts, register for classes or participate in commencement until full payment is made. Dropping or withdrawing from a course does not eliminate the student's financial obligations to the college.

Delinquent Accounts

Students who have delinquent accounts with the college, the bookstore or the libraries at Salisbury University or the University of Maryland Eastern Shore cannot obtain grades or transcripts, register for classes or participate in commencement.

Refunds

Refunds are provided only to students who complete the drop process. Students who are eligible for online registration can complete the drop process online, while those who are not eligible for online registration must meet with their advisor. Refunds are calculated based on the days the college is open for business (Monday through Saturday, excluding holidays). All tuition and fees are refunded to students who complete the drop process within the following time frames:

Duration of Course (in weeks)	Refund Calculation (days following the start of the class section)
8-14	5
4-7	3
1-3	2

Veterans Benefits

In addition to the standard student services offered by the college, veterans can receive added assistance from the regional office of the Veterans Administration (VA). The tuition and fees of veterans eligible for the Post 9-11 GI-Bill and vocational rehabilitation are paid directly to the college by the VA. Since educational benefits for other veterans are paid directly to the

veterans, they are directly responsible to the college for the payment of their tuition and fees, regardless of the timeliness in which their VA checks are received. Wor-Wic recognizes and adheres to VA standards and strives to assist veterans as much as possible in resolving discrepancies that relate to educational programming.

Education Tax Credits

American Opportunity Credit/Hope and lifetime learning tax credits are available to eligible students under federal legislation. The American Opportunity Credit/Hope enables students to receive a tax credit of up to $2,500 per year for four years of postsecondary education. The lifetime learning tax credit is available for an unlimited number of years for up to $2,000 each year. The business office sends 1098-T tuition statements to students by Jan. 31 each year.

Financial Aid

Wor-Wic offers a variety of financial aid opportunities, including federal programs such as grants, work-study and educational loans, state scholarships and a variety of local scholarships and loans.

Students interested in applying for aid with a need-based component must complete the "Free Application for Federal Student Aid" (FAFSA) and provide follow-up documentation as requested. Students can complete the FAFSA online at www.fafsa.ed.gov as early as Jan. 1. Internet access and computers that can be used to complete the FAFSA are available in the financial aid office. Up to three copies of the paper application can be obtained by calling the Federal Student Aid Information Center at (800) 433-3243.

To be eligible for consideration of any federal, state or local financial aid, students must have a high school diploma or the equivalent.

Financial Aid Deferments

Students can request a deferment of their charges based on financial aid they are expecting to receive. A deferment only delays the due date of the student's bill and does not eliminate the student's responsibility for payment. A deferment allows students to charge, based on their expected financial aid, tuition, fees, books and supplies. All expected financial aid is estimated, subject to change and conditional upon the student fulfilling all of the requirements. If a student becomes ineligible for all or any portion of the expected financial aid, the student is responsible for immediate payment of the remaining debt.

Federal Programs

Students who are interested in applying for federal financial aid are encouraged to apply by June 1 for the fall semester and Nov. 1 for the spring semester. Financial aid awards cannot be processed until all necessary documents are completed. Students who are receiving federal financial aid must maintain satisfactory academic progress in order to remain eligible to receive these funds. More information about satisfactory academic progress is available in the financial aid office.

PELL GRANTS -- Pell grants provide the primary source of federal financial aid for full- and part-time students. Grant awards range from $577 to $5,550 per academic year. The amount of the award is based on the student's financial need, the cost of the student's education and the number of credit hours the student is taking. Financial need is determined by information provided on the FAFSA. These grants do not have to be repaid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG) -- These grants are based on the student's financial need, the availability of these grant funds and the amount of other aid the student is receiving. Preference is given to full-time students who have maximum Pell grant eligibility. These grants do not have to be repaid.

WORK-STUDY -- Students who demonstrate a need for financial aid may be eligible for part-time jobs to help finance their education. Students can work 10 to 15 hours per week. The number of positions is limited, and students are eligible based on their degree of financial need.

LOANS -- The federal government offers a variety of low interest loans. These loans are available to students who are enrolled in six or more credit hours and who are making satisfactory academic progress. In addition to the FAFSA, interested students must complete a student loan application packet and promissory note, and participate in a loan entrance counseling session. The loan program includes: 1) subsidized direct loans, which are based on financial need, whereby the federal government pays the interest on the loan during periods of enrollment, during the grace period or during authorized periods of deferment and the borrower is obligated to repay the loan within six months after graduation or when he or she drops below six credit hours; 2) unsubsidized direct loans, which are not awarded on the basis of need, whereby the federal government does not pay the interest while the student is enrolled, but the principal amount of the loan is deferred during periods of half-time enrollment status and the student is charged interest from the time the loan is disbursed until it is paid in full; and 3) direct PLUS (Parent Loans for Undergraduate Students) loans, which are available to parents of dependent students who are enrolled on a full- or half-time basis, whereby parents with

good credit histories can borrow to pay the educational expenses of each child who is a dependent undergraduate, with repayment of the principal and interest beginning within 60 days of the final loan disbursement.

Repayment Obligation

When a student who is receiving a Pell grant, FSEOG and/or family educational loan withdraws from the college or stops attending classes, a portion of the financial aid that has been received may need to be returned to the federal government. If a student withdraws or stops attending classes prior to the 60 percent point of the semester/session, the percentage of financial aid to be returned is based on the number of days the student actually attended. If a student withdraws or stops attending classes after completing at least 60 percent of the semester/session, the student is eligible for 100 percent of the federal financial aid funds received.

State Scholarships & Grants

EDUCATIONAL ASSISTANCE -- Educational assistance grants are awarded based on financial need to full-time students who live in Maryland. March 1 is the deadline for completing the FAFSA in order to be considered for state aid.

LEGISLATIVE -- Senatorial and delegate scholarships are available to full- and part-time students who live in Maryland. In addition to completing the FAFSA, students interested in the senatorial and delegate scholarships must contact the senator and delegates in their districts.

CONROY -- The Edward T. Conroy memorial scholarship program is designed to provide financial assistance to sons and daughters of deceased, missing in action or prisoner of war U.S. armed forces personnel; a 100 percent service connected disabled veteran; a veteran who suffers a service connected disability of 25 percent or greater and who has exhausted or is no longer eligible for federal veteran's educational benefits; sons and daughters of deceased public safety personnel; surviving spouses of deceased public safety personnel who have not remarried; disabled public safety personnel and sons, daughters and/or surviving spouses of victims of the Sept. 11, 2001 terrorist attacks. New applicants are encouraged to apply by July 15 of each year, but applications are accepted throughout the year. The total dollar amount of the award cannot exceed the cost of attendance as determined by the financial aid office. Contact the financial aid office for more information.

Local Merit Scholarships

A variety of scholarships based on scholastic achievement are available to Wor-Wic students through funding provided by individuals, businesses and

organizations associated with the college or the college's foundation. In order to be considered for all merit scholarships, students must submit an application through the Scholarship Tracking and Review System (STARS) link on the college website (https://starsonline.worwic.edu/STARS/). STARS accepts applications only from May 1 through June 1 for the fall semester and Oct. 1 through Nov. 1 for the spring semester. Students must re-submit a STARS application each year that they want to be considered for a scholarship award. If there are no eligible students among those who have applied through STARS, the financial aid office gives secondary consideration to all registered students who meet the criteria of each scholarship.

ROBERT ALMON AND MICHAEL GRAY -- Wor-Wic's criminal justice department established a scholarship in honor of Professor Emeritus Robert E. Almon (1976-1987) and in memory of Professor Emeritus Michael D. Gray (1980-2005). In addition to their significant professional contributions to law enforcement training on Maryland's Eastern Shore, both have made generous financial gifts to this scholarship fund. Applicants must be criminal justice students who are registered for six or more credit hours. Selection is based on scholastic achievement. Recipients must maintain a 2.50 grade point average.

BOARD OF TRUSTEES -- The board of trustees provides a two-year, full-tuition scholarship for the most academically-talented high school senior applicant from each of the 10 public high schools and two of the four private high schools in Worcester, Wicomico and Somerset counties. Applicants must have at least a 3.25 grade point average on an unweighted 4.0 scale, they must apply for admission to Wor-Wic before April 1 of their senior year in high school and they must complete a "Board of Trustees Scholarship Application" form. The scholarships are awarded to the applicants with the highest grade point average from each school, followed by the highest total number of credits earned and the earliest admission application. Recipients must maintain a 3.00 grade point average and enroll in consecutive fall and spring semesters. Recipients can use the scholarship funds in the summer sessions as long as they do not exceed 70 credit hours.

MARILYN AND ANDREW BOOTH -- Marilyn G. and Andrew W. Booth of Salisbury established an endowed scholarship for students enrolled in any of Wor-Wic's engineering technology transfer program options. Marilyn is a 1986 graduate of Wor-Wic, and Andy is founder of AWB Engineers and has been a member of the college's board of trustees since 2006. Interest from the endowment is used for the annual scholarships. Preference is given to full-time students who plan to transfer to a four-year college or university to pursue a bachelor's degree in engineering. Selection is based on scholastic achievement, and recipients must maintain a 3.00 grade point average.

GARLAND AND VIVIAN BULL -- The late Garland D. and Vivian J. Bull of Pocomoke City established a perpetual scholarship fund with a $20,000 donation to the Wor-Wic Community College Foundation. Income from the endowment is awarded in the following priority order: 1) nursing students from Pocomoke City; 2) radiologic technology students from Pocomoke City; 3) nursing students from Worcester County; 4) radiologic technology students from Worcester County; 5) nursing students from Somerset or Accomack County; and 6) radiologic technology students from Somerset or Accomack County. Selection is based on scholastic achievement. Recipients must have and maintain a 3.00 grade point average. They must agree to work in either Worcester, Somerset or Accomack County for one year after their graduation from Wor-Wic. The scholarship funds are provided for a maximum of two years for full-time students and three years for part-time students. The funds are provided after the recipient successfully completes the semester.

MAUREEN CAPELLI -- Dr. Stephen L. Capelli, Wor-Wic's vice president for academic and student affairs, along with other family and friends, established an endowed scholarship in memory of his wife, Maureen D. Capelli, an educator for more than 30 years. Income from the endowment is used for annual scholarships. Preference is given to students who are majoring in education who plan to transfer to a four-year college after earning an associate degree. Recipients must have completed at least 12 credit hours at Wor-Wic with a 2.50 grade point average, and they must maintain a 3.00 GPA each semester in order to continue receiving the scholarship.

CINDY COSTA -- Shelley Lynch of Salisbury created a scholarship of $500 in memory of Cindy Costa, a second-year radiologic technology student who died of cancer in the fall of 2008, before she was able to obtain her degree. Applicants must be enrolled in the radiologic technology program. The scholarship is awarded in the spring semester of the student's second year. Selection is based on scholastic achievement and an essay submitted to the radiologic technology department head.

DELMARVA POWER -- Delmarva Power provides $1,000 in scholarship funds each year for students majoring in electronics. Selection is based on scholastic achievement.

DRAPER FAMILY -- The Thomas H. Draper family (WBOC-TV 16 and Delmarva Online) established an endowed scholarship for computer studies or electronics students. Income from the endowment is used for the annual scholarships. Selection is based on scholastic achievement. Recipients must maintain a 3.00 grade point average.

EASTERN SHORE GOLF HALL OF FAME -- The Eastern Shore Golf Hall of Fame provides $500 in scholarship funds each year for a student enrolled in the turf management program. Selection is based on scholastic achievement. Recipients must maintain a 2.75 grade point average.

EASTON ELKS -- The Easton Elks Lodge No. 1622 established an endowed scholarship fund for students from Talbot and Caroline counties to attend Wor-Wic. Income from the endowment is used for the annual scholarships. Applicants are selected in the following priority order: 1) students whose fathers or other relatives are members of the Elks; 2) students who have been accepted into Wor-Wic's certificate or associate degree nursing program; and 3) students enrolled in any other program of study. Selection is based on scholastic achievement. Recipients must maintain a 2.50 grade point average.

ELECTRONICS EMPLOYERS -- Local companies interested in developing a pool of skilled electronic engineering technicians for future employment opportunities have established an endowed scholarship fund for students majoring in electronics. Contributors included Delmarva Power, Filtronic Comtek, K&L Microwave, Lorch Microwave, Peninsula Regional Medical Center and RelComm Technologies. Income from the endowment is used for the annual scholarships. Selection is based on scholastic achievement.

FACULTY HONORS -- Wor-Wic's faculty members provide $500 in scholarship funds each spring to a student who has successfully completed one or more honors courses or who is registered for an honors course. Selection is based on scholastic achievement and an essay submitted to the honors program committee.

AVERY HALL INSURANCE -- The Avery Hall Insurance Group provides $1,000 in scholarship funds each year for students enrolled in any credit program of study. Selection is based on scholastic achievement.

BARBARA HALL -- The late Elizabeth S. Hall of Salisbury established an endowed scholarship fund at the Community Foundation of the Eastern Shore in memory of her daughter, Barbara Rogers Hall, who worked in emergency medicine for most of her professional career. Applicants must be residents of Worcester, Wicomico or Somerset County and enrolled in emergency medical services at Wor-Wic. Selection is based on scholastic achievement.

BRIAN HELLER -- In memory of their son, Deputy 1st Class Brian K. Heller, who died in the line of duty in 2000, Connie and David Widmann of Parsonsburg, other Heller family members, the Fraternal Order of Police Lodge No. 50 and the Worcester County Sheriff's Office established an endowed scholarship fund for residents of Worcester, Wicomico or Somerset County enrolled in the criminal justice program. Selection is based on scholastic achievement, and recipients must maintain a 2.50 grade point average.

RUTH LANGELER -- Chapter V, Maryland, of the P.E.O. Sisterhood, established an endowed scholarship fund with a $25,000 donation in memory of Ruth R. Langeler of Salisbury, an educator, and a founder and charter member of the local chapter. Income from the endowment is used for the annual scholarships. Preference is given to female students. Selection is based on scholastic achievement, and recipients must maintain a 3.00 grade point average.

PAUL AND GERALDINE MARTIN -- The late Paul and Geraldine Martin established an endowed scholarship at the Community Foundation of the Eastern Shore for Wicomico County residents to attend Wor-Wic. Paul Martin was mayor of Salisbury from 1982 to 1998. Applicants must be enrolled in nursing or radiologic technology. Selection is based on scholastic achievement, and recipients must maintain a 3.00 grade point average.

DAVID MASON -- The Mason family of Berlin established an endowed scholarship fund at the Community Foundation of the Eastern Shore in memory of David A. Mason. Applicants must be graduating seniors from Stephen Decatur High School. Selection is based on scholastic achievement, and recipients must maintain a 3.00 grade point average.

ERIC MONK -- The Tri-County Lodge of the Maryland Troopers Association established an endowed scholarship fund in memory of Maryland State Police Trooper 1st Class Eric D. Monk, who died in the line of duty in Somerset County in 1988. Income from the endowment is used for the annual scholarships. Applicants must be residents of Worcester, Wicomico or Somerset County and enrolled in the criminal justice program. Selection is based on scholastic achievement, and recipients must maintain a 3.00 grade point average.

PENINSULA INSURANCE -- Peninsula Insurance provides $1,000 in scholarship funds each year for students enrolled in any credit program of study. Selection is based on scholastic achievement.

KRISTIN RENDINE -- Friends and family members of the late Kristin Rendine established an endowed scholarship fund for early childhood education students at Wor-Wic. The daughter of Paul and Nancy Rendine of Salisbury

and a 2000 general studies graduate, Kristin ultimately wanted to become a teacher. She re-enrolled to complete a degree in early childhood education, but she did not live long enough to achieve her goal. Income from the endowment is used for the annual scholarships. Selection is based on scholastic achievement and an essay submitted to the human services department head. Recipients must maintain a 3.00 grade point average.

MARK AND LUCILLE RUDNICK -- Mark and Lucille Rudnick established an endowed scholarship fund for nursing students from Worcester, Wicomico or Somerset County enrolled in NUR 252. Income from the endowment is used for the annual scholarships. Selection is based on scholastic achievement, with preference given to students who are involved in the nursing student organization. Recipients must maintain a 3.00 grade point average.

ANNE SMITH -- The Student Government Association established an endowed scholarship in memory of the late Anne K. Smith, a chemical dependency counseling student from Snow Hill. Income from the endowment is used for the annual scholarships. Recipients must have completed at least 15 credit hours in one of Wor-Wic's credit programs of study, have a 3.00 grade point average and currently be registered for at least six credit hours. Selection is based on scholastic achievement. Preference is given to students who are majoring in chemical dependency counseling.

Local Need-Based Scholarships

A variety of scholarships with a need-based component are available to Wor-Wic students through funding provided by individuals, businesses and organizations associated with the college or the college's foundation. In order to be considered for all need-based scholarships, students must complete the FAFSA before June 1 and submit an application through the Scholarship Tracking and Review System (STARS) link on the college website (https://starsonline.worwic.edu/STARS/). STARS accepts applications only from May 1 through June 1 for the fall semester and Oct. 1 through Nov. 1 for the spring semester. Students must re-submit a FAFSA and a STARS application each year that they want to be considered for a scholarship award. If there are no eligible students among those who have applied through STARS, the financial aid office gives secondary consideration to all registered students who completed the FAFSA who meet the criteria of each scholarship.

MICHAEL AND JOANNA ABERCROMBIE -- Michael and Joanna Abercrombie of Salisbury established an endowed scholarship at the Community Foundation of the Eastern Shore for students enrolled in the nursing program at Wor-Wic. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

THOMAS AND LORETTA ADKINS -- Thomas Adkins, a retired captain with the Delmar Fire Department, and Loretta Adkins, a retired sergeant with the Maryland State Police, provide $500 in scholarship funds each year for students enrolled in the criminal justice or emergency medical services program. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

BOWDLE FAMILY -- The Claudell Bowdle family of Salisbury provides a two-year scholarship in the amount of $5,000 each year for a resident of Worcester, Wicomico or Somerset County who has been admitted into the nursing program. Selection is based on financial need and scholastic achievement.

GEORGE BROUS -- Rose M. Brous and her sons have established an endowed scholarship in memory of her husband and their father, George N. Brous of Ocean City, who was a member of the original steering committee for the formation of the college in 1975. Income from the endowment is used for the annual scholarships. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

LOIS BRUNKHORST -- Lois E. Brunkhorst, RN, of Berlin, established an endowed scholarship for students enrolled in Wor-Wic's nursing or radiologic technology program. Income from the endowment is used for the annual scholarships. Applicants must be officially admitted into the program. They must demonstrate financial need and have a 3.00 grade point average. First preference is given to nursing students, with second priority to students enrolled in the radiologic technology program.

KATE BUNTING -- The Ocean City Hotel-Motel-Restaurant Association provides $1,000 in scholarship funds each year for this scholarship, which is named for the late Kate Bunting, a past president and member of the board of directors. Applicants must be enrolled in the hotel-motel-restaurant management program, and working or planning to work in the hospitality industry in Ocean City. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

MARIE CALAFIURA -- Marie Calafiura of Salisbury provides $1,500 in scholarship funds to pay the tuition of students from Worcester, Wicomico or Somerset County who plan to transfer to a four-year college or university. Applicants must have completed at least 36 credit hours in general studies or any other transfer degree program offered by the college. Selection is based on financial need, and recipients must maintain a 2.80 grade point average.

DORIS CALCOTT -- Betty Wootten and the late Richard S. "Dick" Wootten of Salisbury established an endowed scholarship fund at the Community Foundation of the Eastern Shore in memory of Mrs. Wootten's mother, Doris Gay Calcott. Applicants must be graduating from high school in Worcester, Wicomico or Somerset County and enrolled in an education transfer program

at Wor-Wic. Selection is based on financial need, and recipients must maintain a 3.00 grade point average in order to receive the scholarship for a maximum of two consecutive years.

MILTON AND THELMA CONNER -- Friends and family members of the late Milton L. and Thelma C. Conner established an endowed scholarship fund in their memory. Mr. and Mrs. Conner were active in the hospitality industry in Ocean City for more than 40 years. Mrs. Conner was a member of Wor-Wic's board of trustees from the founding of the college in 1975 to 1996. Income from the endowment is used for the annual scholarships. Applicants are selected in the following priority order: 1) residents of Worcester County; 2) residents of Somerset County; and 3) residents of any other county. Selection is based on financial need, and recipients must maintain a 2.50 grade point average.

MAX COOLEY -- Art and Billie Cooley of Salisbury established an endowed scholarship fund at the Community Foundation of the Eastern Shore in memory of their son, Max, who was pursuing a degree in business at Wor-Wic at the time of his death in 2007. Recipients must be graduating from a public or private high school in Wicomico County. Selection is based on financial need and scholastic achievement.

JIM DRYDEN -- The late Jim Dryden of Newark established an endowed scholarship fund for students from Worcester County to attend Wor-Wic. Income from the endowment is awarded to one student each semester. Applicants are selected in the following priority order: 1) nursing students; 2) radiologic technology students; and 3) business students. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

FACULTY -- Wor-Wic's faculty members provide $500 in scholarship funds each year for full-time students who have declared a major and completed at least one semester at Wor-Wic. Applicants must demonstrate financial need and have a 3.00 grade point average.

FRATERNAL ORDER OF EAGLES -- The Fraternal Order of Eagles Aerie No. 4503 established an endowed scholarship at the Community Foundation of the Eastern Shore for students graduating from high school in Wicomico County. Priority is given to students with the greatest financial need, with secondary consideration given to students planning to major in nursing, emergency medical services or law enforcement. Recipients must maintain a 3.00 grade point average in order to receive the scholarship for a maximum of two consecutive years.

AVERY HALL -- The Community Foundation of the Eastern Shore provides $5,000 in scholarship funds each year for this scholarship, which is named for the late Avery W. Hall, a Salisbury businessman, civic leader and philanthropist, who was committed to the education of nursing students on

Maryland's Eastern Shore. Applicants must be residents of Worcester, Wicomico or Somerset County and enrolled in the nursing program. Selection is based on financial need, and recipients must maintain a 3.00 grade point average.

THOMAS HANLEY -- The Thomas G. Hanley Trust established an endowed scholarship in memory of Thomas G. Hanley, a businessman and philanthropist who lived in Ocean City. He was the owner and manager of the Ocean Lodge in Ocean City and the Coral Reef Apartments in Deerfield Beach, Florida. Recipients must be from Worcester, Wicomico or Somerset County and enrolled in the hotel-motel-restaurant management program. Selection is based on financial need and scholastic achievement. Recipients must maintain a 2.5 grade point average.

RICHARD HENSON -- An endowed scholarship for Wor-Wic students was established at the Community Foundation of the Eastern Shore with contributions received in memory of Richard A. Henson. Applicants must be graduating high school seniors from Wicomico County with a 3.00 grade point average. Selection is based on financial need, and recipients must maintain a 3.00 grade point average in order to receive the scholarship for a maximum of two consecutive years.

HOSPITALITY CAREERS -- Through gifts provided by individuals, businesses and organizations in the community, the Wor-Wic Community College Foundation established an endowed scholarship fund for students enrolled in culinary arts or hotel-motel-restaurant management. Income from the endowment is used for the annual scholarships. Selection is based on financial need and scholastic achievement.

RAY AND DONNA HOY -- Ray and Donna Hoy established an endowed scholarship for students enrolled in any credit program of study from Worcester, Wicomico or Somerset County. Dr. Ray Hoy came to Wor-Wic in the summer of 2000, to serve as the second president of the college. Income from the endowment is used for the annual scholarships. Selection is based on financial need and academic achievement. Recipients must maintain a 3.00 grade point average.

HARRY KELLEY -- Members of the Grand Ball of Ocean City Committee established an endowed scholarship in memory of the late Harry W. Kelley, mayor of Ocean City from 1970 to 1985. Income from the endowment is used for the annual scholarships, which can be used for tuition, fees, books or any other related educational expenses at Wor-Wic. Recipients must be from Worcester County. Priority is given to Ocean City residents, with secondary consideration given to students enrolled in the hotel-motel-restaurant management program. Selection is based on financial need. Recipients must maintain a 2.50 grade point average.

LESLIE LYNCH -- Kim Lynch, a 1996 graduate of Wor-Wic, provides $800 each year for this scholarship, which is named for her late husband, Leslie Howard Lynch. Applicants must be registered for six or more credit hours and have declared a major. Preference is given to students who are majoring in electronics. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

TRES LYNCH -- The Bank of Ocean City provides $1,000 in scholarship funds each year for this scholarship, which is named for the late John B. "Tres" Lynch III, a second-generation member of the board of directors of the Ocean City Hotel-Motel-Restaurant Association and co-owner of the Commander Hotel, who died in 2008. Applicants must be enrolled in the hotel-motel-restaurant management program, and working or planning to work in the hospitality industry. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

ARNOLD MANER -- Friends of Dr. Arnold H. Maner established an endowed scholarship in honor of Wor-Wic's founding president who retired in June of 2000 after 25 years of service. Income from the endowment is used for the annual scholarships. Selection is based on financial need and scholastic achievement.

JULIA MARTIN -- Friends, family members and co-workers of the late Julia S. Martin, a developmental reading faculty member at the college, established this endowed scholarship fund for students who are at least 23 years old and whose diagnostic assessment scores indicate a need for one or more developmental reading courses. Income from the endowment is used for the annual scholarships. Recipients must enroll in developmental reading during their first semester at the college. Selection is based on financial need. Awards are provided to meet direct expenses for tuition, fees and/or books not covered by other sources of financial aid.

MCCREADY FOUNDATION -- McCready Memorial Hospital and the Alice B. Tawes Nursing and Rehabilitation Center provide $1,000 in scholarship funds each year for students who are enrolled in nursing and are planning to work on the Lower Eastern Shore. Preference is given to Somerset County residents. Selection is based on financial need and scholastic achievement.

MICHAEL MCMULLEN -- Friends and family members of the late Staff Sgt. Michael McMullen established an endowed scholarship fund for students enrolled in the emergency medical services program. A 2004 EMS graduate and career firefighter/paramedic with the Salisbury Fire Department, McMullen died in 2006 as a result of injuries sustained while serving with the Maryland Army National Guard in Iraq. Income from the endowment is used for the annual scholarships. Selection is based on financial need, and recipients must maintain a 2.50 grade point average.

MEDICAL STAFF -- The medical staff of Peninsula Regional Medical Center provides $1,500 each year for students studying medical office assisting. Applicants must be residents of Worcester, Wicomico or Somerset County. Selection is based on financial need and scholastic achievement, and recipients must maintain a 3.00 grade point average.

LOUISE MORGAN -- Louise Morgan of Salisbury, a retired nursing instructor at Wor-Wic, established an endowed scholarship at the Community Foundation of the Eastern Shore for students who have been admitted into Wor-Wic's nursing program. Selection is based on financial need and scholastic achievement. Preference is given to non-traditional students.

VIRGINIA NICOLL -- Family members of the late Virginia Holland Nicoll, RN, established an endowed scholarship in her memory. Born in Whaleyville, Mrs. Nicoll grew up in Berlin and enjoyed a successful 38-year career in nursing, serving for many years as director of nursing of the Wicomico County Health Department. Income from the endowment is used for the annual scholarships. Applicants must be residents of Worcester, Wicomico or Somerset County, officially admitted into Wor-Wic's nursing program and planning to work on Maryland's Lower Eastern Shore. Selection is based on financial need and scholastic achievement.

DEBBIE PARKER -- The Eastern Division Motorola Service Shops Association (EDMSSA) provides $2,000 in scholarship funds each year for this scholarship, which is named for the late Debbie Parker, business manager at Caldabaugh Communications from 1985 to 2002 and secretary of the EDMSSA from 2000 to 2002. Applicants must be enrolled in the electronics or computer studies program. Selection is based on financial need and scholastic achievement, and recipients must maintain a 3.00 grade point average.

HENRY AND NELLIE PARKER -- Henry S. Parker and the late Nellie T. Parker of Salisbury established an endowed scholarship fund for students from Wicomico County to attend Wor-Wic. Income from the endowment is used for the annual scholarships. Selection is based on financial need. Recipients must maintain a 2.50 grade point average.

PGH SCHOOL OF NURSING ALUMNI ASSOCIATION -- The Peninsula General Hospital School of Nursing Alumni Association provides $500 in scholarship funds each year for a student enrolled in the nursing program. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

POCOMOKE CITY AREA HEALTH CARE -- The Pocomoke City Area Health Care Scholarship Inc. provides $1,000 in scholarship funds each year for students enrolled in Wor-Wic's health care (nursing, radiologic technology or

emergency medical services) programs. Selection is based on financial need and scholastic achievement. Recipients must have at least 15 credit hours toward the completion of the program, and they must maintain a 3.00 grade point average. First preference is given to residents of Worcester, Somerset or Accomack County, with second priority to residents from Wicomico County. They must agree to work in one of the four counties on the Lower Eastern Shore for one year after their graduation. The scholarship funds are provided for a maximum of two years for full-time students and three years for part-time students.

PORTER-RINNIER FAMILY -- William B. and Marlene P. Rinnier and their children, W. Blair and Lisa L. Rinnier, established an endowed scholarship in memory of their parents/grandparents, Isabelle Toulson and Harold Lankford Porter, and Ethelyn Hopkins and Leslie John Rinnier. Income from the endowment is used for the annual scholarships, which can be used for tuition, fees or books. Selection is based on financial need and scholastic achievement. Applicants are selected in the following priority order: 1) office technology students from Wicomico County; 2) office technology students from Worcester or Somerset County; 3) accounting, business or computer studies students; and 4) other students. Recipients must maintain a 2.50 grade point average.

FRANKLIN AND GERTRUDE PURNELL -- The L. Franklin and Gertrude H. Purnell Foundation provides $3,000 in scholarship funds each year through the Wor-Wic Community College Foundation for tuition and expenses for Wor-Wic nursing program applicants. Applicants must be residents of Worcester County with plans to practice nursing on the Lower Eastern Shore of Maryland. Selection is based on financial need and scholastic achievement. Preference is given to students who are enrolled on a full-time basis.

ELIZABETH PUSEY -- The Community Foundation of the Eastern Shore provides $10,000 in scholarship funds from an endowed scholarship fund established by the late Elizabeth Brittingham Pusey, a lifelong resident of Wicomico County. Applicants must be high school graduates from Wicomico County who are enrolled in a transfer program at the college. Selection is based on financial need and scholastic achievement.

QUOTA INTERNATIONAL OF SALISBURY -- Quota International of Salisbury provides $1,000 in scholarship funds each year for students attending Wor-Wic. Selection is based on financial need and scholastic achievement. Applicants are selected in the following priority order: 1) students who are hearing or speech impaired; 2) nursing students who intend to work with the hearing or speech impaired; and 3) nursing students. Scholarships can be awarded to new students if their diagnostic assessment scores do not indicate a need for any developmental education course work. Recipients must maintain a 3.00 grade point average.

DONNA RAGLAND -- Donna Ragland of Salisbury provides $1,000 in scholarship funds each year for a student enrolled in any credit program of study. Applicants must be residents of Worcester, Wicomico or Somerset County. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

ROTARY CLUB OF SALISBURY -- The Rotary Club of Salisbury provides $1,000 in scholarship funds each year for Wicomico County students who exemplify the principles of the organization. The principles of Rotary are based on honesty, fairness, high ethical standards, and international and community service. Selection is based on financial need and scholastic achievement.

SALISBURY OPTIMIST CLUB -- The Salisbury Optimist Club provides $500 in scholarship funds each year for a student enrolled in any credit program of study. Applicants must be residents of Wicomico County and they must enroll at Wor-Wic within two years after graduating from a high school in the county or returning from the military. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average. restaurant management and office technology). Selection is based on financial need, and recipients must maintain a 2.50 grade point average.

MARILYN AND SAMUEL SEIDEL -- Marilyn C. Seidel and the late Samuel W. Seidel of Salisbury established an endowed scholarship at the Community Foundation of the Eastern Shore for Wor-Wic students from Wicomico County enrolled in any credit program of study. Selection is based on financial need and scholastic achievement. Preference is given to students who have completed 12 or more credit hours at the 100 level or above. Recipients must maintain a 3.00 grade point average.

GERT SHOCKLEY -- The Gert Shockley Foundation, established in memory of Gertrude W. Shockley, a member of the board of trustees at Wor-Wic Community College from 1980 until her death in 1991, provides two annual $1,000 scholarships, one for a student majoring in education and one for a student enrolled in any credit program of study. Selection is based on financial need, and recipients must maintain a 3.00 grade point average. Recipients must agree to complete 50 hours of volunteer work with disadvantaged students in coordination with the Shockley Foundation.

SHORE DISTRIBUTORS -- Shore Distributors, a wholesale distributor of plumbing, heating, air conditioning and water-related systems, established an endowed scholarship fund for students in any credit program of study. Income from the endowment is used for the annual scholarships. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

SONS OF ITALY -- The Sons of Italy of Ocean City Lodge No. 2474 established an endowed scholarship for students from Worcester or Wicomico County to attend Wor-Wic. Income from the endowment is used for the annual scholarships. Preference is given to students enrolled in general studies or business-related programs (accounting, business, computer studies, hotel-motel-restaurant management and office technology). Selection is based on financial need, and recipients must maintain a 2.50 grade point average.

JOHN SPURRIER -- The Maryland Law Enforcement Officers Inc. provides $1,000 in scholarship funds each year for this scholarship, which is named for the late John W. Spurrier Sr., a past president who served as chairman of the scholarship committee for more than 20 years. Students must be Maryland residents and enrolled in the law enforcement program. Selection is based on financial need and scholastic achievement. Recipients must maintain a high standard of excellence, and they must be employed or pursuing a career in the law enforcement field.

TAYLOR BANK -- The Calvin B. Taylor Bank provides a $1,000 scholarship each year in memory of the late Calvin B. Taylor for a Worcester County high school graduate enrolled in Wor-Wic's accounting, business, computer studies or office technology program. The scholarship funds are provided during the student's first year of study, with an additional $200 incentive ($100 per semester) if the student is named to the dean's list. Selection is based on financial need and scholastic achievement. Students must be registered for at least six credit hours, and preference is given to full-time students. Community involvement, school activities and whether or not the student plans to remain and work in the local area are also considered. In addition to the FAFSA, interested students must complete a "Calvin B. Taylor Memorial Scholarship Application," available in the financial aid office.

C.T. AND ELLEN WEBSTER -- Richard C. Webster, son of the late C.T. and Ellen Ridgely Webster of Salisbury, provides $2,000 in scholarship funds each year for students enrolled in any of Wor-Wic's transfer programs. Selection is based on financial need and scholastic achievement. Preference is given to students who have completed 12 or more credit hours at the 100 level or above. Recipients must maintain a 3.00 grade point average.

WOR-WIC FOUNDATION GENERAL SCHOLARSHIP FUND -- Through outright gifts, as well as income from endowment contributions, provided by individuals, businesses and organizations in the community, the Wor-Wic Community College Foundation established a general scholarship fund to help students who have financial need, without regard to program of study, county of residence or part-time or full-time enrollment status. These scholarships can help Maryland residents pay for tuition, fees, books, uniforms and any other related educational expenses at Wor-Wic. Recipients must maintain a 2.00 grade point average.

Academic Information

Academic Freedom Policy

Wor-Wic strives to create an educational environment that encourages academic freedom as an essential component of scholarship. Faculty are free to present information and ideas related to their course content, and college students should expect to test and explore their personal views, beliefs and philosophies in new contexts during the educational process. Faculty are, however, expected to present as many sides of a controversial issue as practical within their classroom teaching, assigned readings or instructional handouts.

Grading System

Students who are not progressing satisfactorily receive a notice with a "U" (unsatisfactory) grade at mid-semester. At the end of each semester, all students are issued final grades and these grades become part of the student's transcript. Each letter grade is equivalent to a specific number of points, as follows:

Grade	Definition	Points
A	Excellent -- An "A" denotes intellectual initiative as well as high academic achievement.	4
B	Good -- A "B" denotes above average completion of course requirements.	3
C	Average -- A "C" denotes a satisfactory understanding of course principles and techniques.	2
D	Poor -- A "D" denotes marginal understanding of course principles and techniques.	1
F	Unacceptable -- An "F" denotes that course requirements and standards were not met.	0
P	Pass -- A "P" denotes a passing grade of "C" or better in a pass/fail course.	0

Grade	Definition	Points
I	Incomplete -- An "I" denotes that the student was unable to complete the work or take the final examination because of illness or other causes over which the student had no control. The student does not re-register for the course the following semester, but continues to complete the course work as designated by the instructor of the incompleted course. The "I" automatically becomes an "F" if the work is not made up prior to the mid-semester point of the following semester.	0
R	Re-register -- For self-paced courses (except OFT 103), an "R" denotes that the student has completed at least half, but was unable to complete all, of the course requirements by the end of the semester. For developmental education courses, an "R" denotes that the student has a final average of 70-74 percent. The student is required to re-register for the same self-paced or developmental education course during the following semester. If the student does not re-register for the course in the following semester, the "R" grade automatically becomes an "F."	0
W	Withdrawal -- A "W" denotes that the student has officially withdrawn from the course.	0
U	Unsatisfactory -- A "U" denotes that course requirements and standards are not being met.	0
AU	Audit -- An "AU" denotes that minimum standards of attendance were met.	0

Self-Paced Courses

Self-paced courses allow students to work at their own pace, either in a classroom or laboratory, or, in the case of related field experience and practicum courses, at a work site. Self-paced office technology courses require the course work to be completed in the MTC 200 computer laboratory. Instructors are available during all computer laboratory hours. Students registered for a self-paced office technology class must pick up a syllabus in MTC 200 during the first week of class.

Proficiency Examinations

A student can receive credit for selected courses offered by the college by achieving a passing grade on an institutional proficiency examination. Only students who have been formally admitted to the college are eligible to take proficiency examinations. Students cannot take a proficiency examination for a course in which they are currently enrolled or have previously been enrolled. Each academic department determines which courses can be challenged and when the examinations will be administered. Students should obtain specific information on examination dates, registration procedures and any prerequisites or fees from the department head.

Auditing a Course

A student interested in auditing a course must meet prerequisites and register during a regular registration session, indicating that the course is being audited. A full- or part-time student who audits a course must pay regular tuition rates. The student is entitled to participate in all course activities, but is not required to take examinations or produce papers or projects. The student does not receive college credit for the course. In order for an audited course to be recorded on the student's transcript as an "AU" grade, minimum standards of attendance must be met, with such standards set by the instructor at the beginning of the course. After obtaining the consent of the instructor, a student who has registered to audit a course can request that it be changed to the status of a credit course, or vice versa, if such a change is requested prior to the last day for dropping classes and if all course requirements have been met.

Course Substitutions

A student can request a course substitution or waiver by submitting a written request to his or her advisor. The advisor completes a "Request for Course Substitution/Waiver" form, attaches supporting documentation and submits it to the department head of the student's program of study. The department head provides his or her recommendation to the dean. After it is recommended by the dean and approved by the vice president for academic and student affairs, the request is submitted to the registrar's office for implementation.

Distance Education

Distance education is an alternative method of taking credit courses whereby the majority of the instruction occurs when the student and the instructor are not in the same place at the same time. Information is distributed through learning technologies to students who have time constraints, work schedule

conflicts or are otherwise unable to attend classes at a specific college location at a designated time. Online courses require on-campus testing or testing at an approved off-campus testing center. Students enrolling in their first online course must complete an on-campus distance education orientation session or the online student orientation on the college website. Orientation dates and times are posted on the college website. Wor-Wic offers the following distance education options:

Hybrid Courses

A hybrid course is a blend of face-to-face and Web-based instruction. Required classroom time is split between on-campus class time and Web-based activities, which include interactive forums, assessments, research and/or video. In order to participate, students must have access to a computer with an Internet connection.

Interactive Television Courses

Interactive television is available at Wor-Wic's campus. The instruction takes place in television classrooms, where programming is broadcast to and from other sites in Maryland.

Online Courses

A website is used to support each online course with a syllabus, study guide, help topics and relevant course material. A Web-based message board provides interactive forums for discussion about the course. Communications between the instructor and the student are not simultaneous, but occur through email, fax messages, chat rooms and listserves. In order to participate, students must have access to a computer with an Internet connection.

Requirements for Continuous Enrollment

Satisfactory academic progress is based on the student's academic standing as determined by his or her grade point average and the percentage of courses passed. To make satisfactory academic progress, students must maintain the following standards in accordance with their overall credit hours attempted:

Total Credit Hours Attempted	Minimum GPA	Minimum Percentage Of Credits Passed
0-9	no evaluation	no evaluation
10+	2.00	67%

Credit hours counted as attempted for the purpose of measuring satisfactory academic progress are from all courses, including developmental, in which a student received a grade, with the exception of "AU."

Grade Point Average

A student's grade point average (GPA) is recorded on his or her transcript. Courses for which a grade of "A," "B," "C" or "D" is received are included as both credit hours attempted and points earned. An "F" grade is included as credit hours attempted, but no points are earned. Grades in developmental education courses are not included in the GPA calculation. Transfer credits are counted toward credits needed for a degree, but they are not used in the computation of grade point average (except for the calculation of admission points in emergency medical services, nursing and radiologic technology). The GPA is calculated in the following manner:

$$\frac{\text{Total Points Earned}}{\text{Total Credit Hours Attempted}} = \text{Grade Point Average}$$

Repeating a Course

A student can repeat a course for credit only when he or she has not received a grade of "B" or better in that course. If a student has received a grade of "B" or better in a course for which transfer credit has been awarded, that course cannot be repeated for credit at Wor-Wic. When a student repeats a course, both grades appear on the student's transcript. Only the last grade is used for computing total credit hours attempted and grade point average.

Academic Performance

Students are expected to maintain a high level of academic performance. Assistance is provided in an attempt to help students maintain satisfactory academic progress. A student who does not maintain satisfactory academic progress can be dismissed from the institution. A student who is concerned about his or her academic progress should consult with his or her academic advisor.

Academic Probation

Academic progress is measured at the end of each semester and combined summer sessions. When a student fails to meet the standards for satisfactory academic progress, he or she is placed on academic probation. A student can continue to re-enroll while on probation as long as his or her probation

semester GPA is 2.00 or higher and he or she passes at least 67 percent of the credits attempted during the semester. A student on probation is limited to three courses per semester, is required to consult with his or her academic advisor in order to maximize his or her chances of successfully reattaining satisfactory academic progress, must attend study skills workshops and submit an academic performance contract to the director of retention and student success. To be removed from probation, a student must meet or exceed the minimum requirements for continuous enrollment with his or her overall GPA and percentage of credits passed.

Academic Suspension

A student is placed on academic suspension when his or her probation semester GPA or percentage of credits passed falls below the minimum standards for satisfactory academic progress. A student suspended after a spring semester or summer session cannot register for courses until the following spring semester. A student suspended after a fall semester cannot register for courses until the next summer session. A student readmitted after a suspension is considered to be on probation and must follow the regulations of that academic status.

After a second academic suspension, a student interested in readmission must appeal to the dean of student development and explain, in writing, how he or she plans to address his or her academic weaknesses. The student is also required to attend a conference with the dean of student development, the director of retention and student success, the student's assigned advisor and other appropriate college employees to determine the advisability of the student continuing his or her studies at the college.

Academic Grievances

A student who believes that he or she has been treated unfairly by a faculty member regarding an academic matter should make an appointment with the faculty member to discuss the situation. Academic matters include interactions between a faculty member and a student that affect student performance and/or evaluation in a particular course.

If, after meeting with the faculty member, the student does not believe the problem is solved, a continuing education student should meet with the continuing education director responsible for initiating the course and a credit student should meet with the department head. If the faculty member is also the department head, the student should meet with the dean. If the student still believes the problem has not been satisfactorily resolved, then he or she may submit a written grievance to the chairperson of the academic standards committee of the faculty council.

A student grievance to the academic standards committee should include the student's name, the faculty member's action that is the basis for the student's grievance, what the student believes is wrong about the faculty member's action, the steps of the grievance procedure the student has taken, when each step was pursued, the results of each step and an explanation of what the student wants the academic standards committee to do for the student. The academic standards committee then reviews the case and submits its recommendation to the vice president for academic and student affairs.

The vice president reviews the recommendation and the grievance process and forwards a recommendation to the president. The decision of the president, upon notification of the parties involved, is final. It is the student's responsibility to initiate academic grievance procedures within 30 days after the alleged incident. The hearing guidelines for the academic standards committee are provided in the appendix.

Dean's List

Students who complete a semester with six credit hours or more with a grade point average of 3.50 or better without having received a grade of "I," "F," "R" or "W" are cited as superior students by the vice president for academic and student affairs. At the end of each semester, an official list with the names of these students is submitted to area newspapers for their publication consideration. A student whose name appears on the list also receives formal recognition on his or her transcript.

General Education

Philosophy and Objectives

Wor-Wic strives to combine the advantages of a general education core with opportunities to pursue a variety of occupational and technical programs. The curricula for the associate degree are designed to broaden and deepen the student's education by helping the student develop the ability to:

1. Express ideas effectively through oral and written communication;
2. Think critically and reason logically;
3. Read and analyze a written text;
4. Apply mathematical models to the solution of problems;
5. Evaluate individual, societal and cultural relationships;
6. Use the scientific method in understanding the interdependence of humankind and the environment;

7. Demonstrate the appropriate use of technology to obtain and communicate information; and
8. Internalize the core values of the institution, including community, diversity, honesty, learning, quality, respect and responsibility.

General Education Requirements

A specific distribution of at least 30 general education credit hours is required for an associate of arts, associate of science or associate of arts in teaching degree and at least 20 general education credit hours are required for an associate of applied science degree. Some degree programs have specific general education course requirements, but where none exist, students can select elective courses from the following categories in order to reach their 20 or 30 credit hour minimum. A student who has earned a bachelor's degree from an accredited college in the U.S. is exempt from all general education courses within the major that are not major course requirements or prerequisites for other courses within the major.

English Composition -- All associate degree students must complete the following English composition course:

ENG	101	Fundamentals of English I (3 credits)

Arts and Humanities -- Associate of arts, associate of science and associate of arts in teaching students must complete ENG 151 and one other course in any of the other arts and humanities disciplines (art, music, philosophy, Spanish and speech). Associate of applied science students must complete ENG 151.

ART	101/H	Introduction to Art History (3 credits)
ENG	151/H	Fundamentals of English II (3 credits)
HUM	101*	Introduction to the Arts (3 credits)
MUS	101/H	Music Appreciation (3 credits)
PHL	101	Introduction to Philosophy (3 credits)
SPH	101/H	Fundamentals of Oral Communication (3 credits)
SPH	201	Instructional Communication (3 credits)
SPN	101	Fundamentals of Spanish I (3 credits)
SPN	102	Fundamentals of Spanish II (3 credits)

* This course satisfies the general education arts and humanities requirement only for students enrolled in associate of arts in teaching programs.

Social/Behavioral Science -- Associate of arts, associate of science and associate of arts in teaching students must complete one course in each of two social/behavioral science disciplines (history, human geography, political science, psychology and sociology). Associate of applied science students must complete one course in any one of the five social/behavioral science disciplines.

GEO	102	Human Geography (3 credits)
HIS	101	World Civilizations I (3 credits)
HIS	151/H	World Civilizations II (3 credits)
HIS	201	American History I (3 credits)
POL	101	American Government (3 credits)
PSY	101/H	Introduction to Psychology (3 credits)
PSY	201	Human Relations (3 credits)
SOC	101/H	Introduction to Sociology (3 credits)

Biological/Physical Science -- Associate of arts and associate of arts in teaching students must complete one laboratory course in each of two biological/physical science disciplines (biology, chemistry, environmental science, geography and physics). Associate of science students must complete two biological/physical science courses, with at least one being a laboratory course. Associate of applied science students must complete one course in any one of the five biological/physical science disciplines.

BIO	101	Fundamentals of Biology (4 credits)
BIO	115	Introduction to Human Structure and Function (3 credits)
BIO	120	Nutrition (3 credits)
BIO	202	Anatomy and Physiology I (4 credits)
BIO	210	Biology: Concepts and Methods (4 credits)
CHM	101	General Chemistry I (4 credits)
ENV	101	Environmental Science (4 credits)
GEO	101	Earth and Space Science (4 credits)
IDS	200H	Scientific Thought and Data Analysis (3 credits)
PHY	101	General Physics I (4 credits)
PHY	104	Physical Science (4 credits)

Mathematics -- All associate degree students must complete one of the following mathematics courses.

MTH	103*	Fundamental Concepts I (4 credits)
MTH	104	Fundamental Concepts II (4 credits)
MTH	152/H	Elementary Statistics (3 credits)
MTH	154	College Algebra and Trigonometry (4 credits)
MTH	160	Applied Calculus (3 credits)

* This course satisfies the general education mathematics requirement only for students enrolled in the early childhood education associate of applied science degree program.

Honors Program

The honors program provides qualified students with an opportunity to challenge their academic potential through enriched learning experiences. The program features small, seminar-style classes involving extensive interaction between faculty and students, with an emphasis on collaboration and inquiry. Honors courses encourage critical and creative thinking through the writing of short and long essays and the reading of original works of significant writers and thinkers from classical through contemporary times. The honors program prepares students to transfer and excel academically at a four-year college. Two core honors courses (ENG 200H and IDS 200H) and a selection of elective honors courses representing various academic departments are offered each year.

Entrance Criteria

In order to accommodate students with diverse backgrounds and needs, the honors program offers a range of entrance criteria. Students can enter the honors program or take an honors course if they:

1. Possess a combined reading and mathematics SAT score of at least 1,100;
2. Possess a composite ACT score of at least 24;
3. Hold a high school diploma with a grade point average of 3.25 or higher (unweighted for certificate of merit courses);
4. Maintain a grade point average of at least 3.50 over nine credit hours at Wor-Wic or from a transfer institution;
5. Possess acceptable diagnostic assessment scores at Wor-Wic; or
6. Are recommended by the honors program committee.

Honors Designation

In order to receive designation as an honors program graduate at commencement exercises, a student must:

1. Complete ENG 200H and IDS 200H with grades of "B" or better;
2. Complete two other honors courses with grades of "B" or better;
3. Receive an overall grade point average of at least 3.00 in all honors courses; and
4. Maintain an overall grade point average of at least 3.25 while enrolled at Wor-Wic.

Graduation Requirements

In order to be awarded a degree or certificate, students must submit a completed "Application for Graduation" form, which is available on the college website. Students should submit their application at least one semester prior to their expected completion date.

There are six completion dates each year that correspond to the end of the fall and spring semesters and each summer session. Degrees and certificates are posted to student transcripts at the end of each semester or session for students who complete the requirements for their awards at these times. Students who satisfy the requirements for a degree or certificate at a time other than at the end of the semester or session have their awards posted after the next completion date.

Proficiency examination and transfer credit hours cannot equal more than 60 percent of the hours needed for an associate degree or certificate of proficiency.

Students who have been continuously enrolled without having two or more semesters of non-enrollment (excluding summer sessions) can graduate according to the course and graduation requirements of the catalog in the year in which they first enrolled or the catalog of any subsequent year.

Associate Degree

An associate degree is awarded to students who complete their specific program requirements as well as the following college criteria:

1. At least 60 credit hours with a "C" (2.00) grade point average or better;
2. A minimum of 24 credits completed at Wor-Wic, including the student's final 15 credit hours (unless an exception is approved by the vice president for academic and student affairs);

3. At least 20 credits in general education courses for an associate of applied science degree and 30 credits for an associate of arts or associate of science degree;
4. At least 24 credits directly related to the occupation in vocational and technical programs; and
5. A general education competency assessment.

Certificate of Proficiency

A certificate of proficiency is awarded to students who complete their specific program requirements as well as the following college criteria:

1. A "C" (2.00) grade point average or better; and
2. A minimum of 40 percent of the required courses completed at Wor-Wic (unless an exception is approved by the vice president for academic and student affairs).

General Education Competency Assessment

Associate degree students must complete a general education competency assessment before being awarded a degree. The assessment measures the general education competencies exhibited by potential graduates. The assessment is administered only on specific dates during the year. These dates are available in the registrar's office, on the college website or in the class schedule publication. It is the student's responsibility to arrange his or her schedule to take advantage of the assessment dates. A student who has an associate or bachelor's degree from a regionally-accredited institution is exempt from taking the assessment. Students who have questions about the general education assessment should contact their advisors.

Awards and Honors

Associate degree graduates with a cumulative grade point average of at least 3.80 graduate "with high honors," while those with at least a 3.50 grade point average graduate "with honors." Certificate of proficiency graduates with a grade point average of at least 3.50 graduate "with distinction." To be eligible for these honors, a student must not have any "F" grades in a course at the 100-level or above, no more than one "R" grade and no more than one "D" grade.

Diplomas

Diplomas are ordered for students whose graduation has been confirmed by the registrar's office, at the end of each semester and session. Diplomas are mailed to graduates after they are received, approximately eight weeks after the graduation date.

Participation in Commencement

Wor-Wic conducts one commencement ceremony each year. Students are eligible to participate if they have completed the requirements for their degree or certificate at the end of the fall semester or if they are completing the requirements for their degree or certificate at the end of the spring semester. Students completing in the summer can also participate if they have nine credits or less remaining, they have registered for their remaining course work and they have met all other graduation requirements by the third Friday in April. Students graduating with an associate degree must also complete the general education competency assessment.

Letter of Recognition

In order to be awarded a letter of recognition, students must complete their specific program requirements with a grade of "C" or better in each course and submit a completed "Application for Letter of Recognition" form. Letters of recognition are provided to students whose completion has been confirmed by the registrar's office, at the end of each semester or session. Letters are mailed to students about eight weeks after each completion date.

Transfer

A student who wants to transfer to a four-year institution should consult with his or her advisor and the institution to which he or she intends to transfer to ensure that the courses taken at Wor-Wic will fulfill the requirements of the transfer institution. Students and advisors can determine if a course is transferable by visiting the website of the Articulation System for Maryland Colleges and Universities (ARTSYS) at artweb.usmd.edu. Maryland Higher Education Commission has policies governing the transfer of students among the two- and four-year public institutions in Maryland. These policies are provided in the appendix.

Transcripts

Students can obtain copies of their transcripts by completing a "Transcript Request" form, available in the registrar's office or on the college website. Transcript requests are processed in the order in which they are received. Students should allow ample time for processing and delivery through the U.S. Postal Service. More information about transcripts can be obtained by calling the registrar's office at (410) 334-2907.

Continuing Education

Non-Credit Courses

Wor-Wic's continuing education and workforce development division offers career-oriented non-credit courses during three major terms each year, beginning in September, January and April. Courses are designed to help students prepare for a new career, upgrade existing skills, meet licensure, certification or continuing education requirements, improve technical skills and provide opportunities for self-improvement.

Categories of continuing education courses include business and leadership, child care, computers and technology (accounting, computer basics, database management, desktop publishing and graphics, digital imaging and video editing, the Internet, office skills, operating systems, PC hardware, networking and security, social media, spreadsheets, Web page design and word processing), floristry and landscaping, health and safety (cardiopulmonary resuscitation, certified nursing assisting, continuing education for nurses, dental assisting, electrocardiogram technician training, medical coding, personal trainer, pharmacy technician examination preparation and phlebotomy), hospitality and culinary (food preparation and safety, bartending, pool operation and safety, and hotel and motel operations), industry, trades and manufacturing (air conditioning, heating and refrigeration, computer-aided design, construction, electricity, electronics, lead paint abatement, mold remediation, sanitary technology, solar energy and welding), insurance, personal enrichment, real estate, transportation (boating certification, motorcycle safety and truck driver training) and veterinary assistant training. Computer courses are offered for senior adults, as well as enrichment courses for gifted and talented students in grades three through nine. Many online courses are also offered in a variety of areas.

Students can register for continuing education courses through the mail, by fax or in person in the Workforce Development Center at the college campus in Salisbury. The college accepts VISA, MasterCard and Discover, and businesses can be billed for their employees who register for courses. Maryland senior adults, 60 years of age or older, can take most continuing education courses without paying tuition, but they must pay for any required fees and textbooks.

Schedules that list the courses being offered, course descriptions and meeting dates are mailed to most residents of Worcester, Wicomico and Somerset counties approximately one month prior to the scheduled starting dates of the courses. Anyone who is not regularly receiving a schedule can call Wor-Wic's continuing education and workforce development division at (410) 334-2815. Class schedules are also available on Wor-Wic's website.

Customized Training for Business & Industry

As part of the college's commitment to train local people for local jobs and support local economic development efforts, the continuing education and workforce development division regularly partners with area businesses, industries, agencies and organizations to strengthen workforce skills by providing results-oriented customized training for their employees. Courses and seminars, which vary from basic skills development to sophisticated business operations, are developed for individual companies and clusters of companies with related training needs. Customized training is tailored to meet specific company schedules and needs, and is conducted both day and evening in college facilities or at company business sites. Laptop computers make computer applications training convenient for on-site locations at companies throughout the Lower Eastern Shore. More information about customized training can be obtained by calling the college's director of business and industry training at (410) 334-2815 or by sending an email to training@worwic.edu.

Credit Programs of Study

Wor-Wic's programs of study are developed by college faculty members in conjunction with business and industry representatives who serve on program advisory committees. This joint college-community effort results in programs that are designed to prepare graduates for entry-level positions in the local job market or for further study at four-year institutions.

Students enrolled in credit programs at Wor-Wic can earn an associate of applied science degree, associate of science degree, associate of arts degree, associate of arts in teaching degree, certificate of proficiency or letter of recognition. Current credit programs include:

Accounting
- Accounting, A.A.S., Certificate

Business
- Business Management, A.A.S.
- Business Transfer, A.A.
- Business Management, Certificate
  - General Business Option
  - Small Business Management Option

Chemical Dependency Counseling
- Chemical Dependency Counseling, A.A.S., Certificate

Computer Studies
- Computer Science Transfer, A.A.
- Computer Technology, A.A.S.
  - Computer & Network Support Technology Option
  - Programming & Internet Technology Option
- Computer Technology, Certificate
  - Computer Hardware Technician Option
  - Computer Software Technician Option
- Computer Technology, Letter
  - A+ Certification Option
  - Web Design Option

Construction Engineering Technology
- Architectural Computer-Aided Drafting, Certificate

Criminal Justice
- Criminal Justice, A.A.S.
  - Corrections Option
  - Forensic Science Option
  - Law Enforcement Option
  - Law Enforcement Police Academy Option

Criminal Justice (continued)
- Criminal Justice, Certificate
  - Corrections Option
  - Forensic Science Option
  - Law Enforcement Option
  - Law Enforcement Technology Option
- Criminal Justice, Letter
  - Forensic Science Technician Option

Education
- Early Childhood Education, A.A.S., Certificate
- Early Childhood Education Transfer, A.A.T.
- Elementary Education/Generic Special Education
  - PreK-12 Transfer, A.A.T.
- Secondary Education Transfer, A.A.

Electronics
- Electronic Engineering Technology, A.A.S.
  - Computer Engineering Technology Option
  - Electronic Engineering Technology Option
  - Electronics Transfer Option
  - Wireless Communications Technology Option
- Electronic Engineering Technology, Certificate
  - Communication Electronics Option
  - Electronic Engineering Technology Option
- Electronic Engineering Technology, Letter
  - Basic Electronics

Emergency Medical Services
- Emergency Medical Services, Certificate
  - EMT-I Option
  - EMT-P Option
- Emergency Medical Services, A.A.S.

Environmental Science
- Environmental Energy Technology, A.A.S., Certificate
- Environmental Science Transfer, A.S.
- Environmental Science, Letter
  - Environmental Energy Technology Option
  - Environmental Science Option

General Studies
- General Studies Transfer, A.A.

Hotel-Motel-Restaurant Management
- Hotel-Motel-Restaurant Management, A.A.S.
  - Culinary Arts Option
  - Hotel-Motel-Restaurant Management Option

Hotel-Motel-Restaurant Management (continued)
- Hotel-Motel-Restaurant Management, Certificate
  - Culinary Arts Option
  - Hotel-Motel Management Option
  - Restaurant Management Option

Manufacturing
- Manufacturing Engineering Technology, A.A.S.
  - Manufacturing Computer-Aided Drafting Option
  - Manufacturing Transfer Option
- Manufacturing Engineering Technology, Certificate
  - Manufacturing Computer-Aided Drafting Option
  - Manufacturing Engineering Technology Option

Nursing
- Practical Nursing, Certificate
- Nursing, A.S.

Office Technology
- Office Technology, A.A.S.
  - Medical Office Assistant Option
  - Office Technology Specialist Option
- Office Technology, Certificate
  - Applications Specialist Option
  - Health Information Technology Option
  - Medical Transcription Option
  - Office Assistant Option
- Office Technology, Letter
  - Desktop Publishing
  - Multimedia Communication
  - Word Processing

Radiologic Technology
- Radiologic Technology, A.A.S.

Science
- Science Transfer, A.S.

Turf Management
- Turf Management Technology, Certificate

The required courses in each program are presented in outline form to indicate the suggested sequence. Students not following the suggested sequence should contact their advisors for assistance with program planning. Students who plan to transfer should meet with their advisors to select courses appropriate for the transfer institution. While assistance is provided by academic advisors, it is the student's responsibility to meet all of the requirements of his or her program of study. Students should become familiar with the prerequisites and other requirements of each course in the program they have selected.

Accounting

Wor-Wic's accounting programs are designed to provide students with a general and career foundation for accounting positions in area organizations.

The associate degree program is designed to prepare students for a wide range of accounting functions required for management decisions. The certificate program focuses on the accounting skills needed for account clerk or bookkeeping positions. The courses in these programs cover the competencies needed to meet the demands of employers in the public or private sector. Some students enter these programs for pre-employment training. Others enroll to upgrade their present on-the-job skills and knowledge.

Graduates of these programs should be able to:

1. Perform all phases of the accounting cycle using manual and computerized systems;
2. Create and communicate written accounting reports for internal and/or external constituents;
3. Perform specialized accounting functions such as cost, tax or payroll accounting; and
4. Demonstrate accounting skills and knowledge in a workplace setting and exhibit professional behavior as per the standards of the respective agency.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/act).

Accounting
Associate of Applied Science Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1

Fall Semester			
* ACT	101	Principles of Accounting I	3
BMT	101	Introduction to Business	
or			
BMT	115	International Business	3
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
MTH	152	Elementary Statistics	3
GEN	ED	Social/Behavioral Science Requirement	3
			18

Spring Semester			
* ACT	151	Principles of Accounting II	3
* ACT	153	Microcomputer Accounting	3
BMT	151	Management and the Organization	3
* ENG	151	Fundamentals of English II	3
* OFT	160	Introduction to Spreadsheets	3
SPH	101	Fundamentals of Oral Communication	3
			18

Second Year

Fall Semester			
* ACT	201	Intermediate Accounting I	3
* ACT	223	Income Tax	3
BMT	203	Organizational Communications	3
ECO	151	Principles of Macroeconomics	3
SDV	101	Career Development	1
GEN	ED	General Education Elective	3-4
			16-17

Spring Semester			
* ACT	215	Cost Systems and Analysis	3
* ACT	250	Payroll and Accounting Applications	2
* ACT	260	Accounting Field Experience	2
BMT	205	Business Law	3
ECO	201	Principles of Microeconomics	3
GEN	ED	Biological/Physical Science Requirement	3-4
			16-17

Accounting

Certificate of Proficiency

			Credit Hours
* ACT	101	Principles of Accounting I	3
* ACT	151	Principles of Accounting II	3
* ACT	153	Microcomputer Accounting	3
* ACT	223	Income Tax	
or			
* ACT	250	Payroll and Accounting Applications	2-3
* ACT	260	Accounting Field Experience	2
BMT	101	Introduction to Business	
or			
BMT	115	International Business	
or			
BMT	120	Entrepreneurship and Small Business Management	3
BMT	203	Organizational Communications	3
BMT	205	Business Law	3
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
* OFT	160	Introduction to Spreadsheets	3
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
			33-34

* This course has a prerequisite.

Business

Wor-Wic's business programs are designed to prepare individuals for employment in a variety of positions through an associate of applied science degree program in business management and an associate of arts business transfer program. Two certificate options are also available, in general business and small business management.

The business management degree program is designed to prepare graduates for employment in the field of business. Organizations need supervisors and middle managers who are knowledgeable about organizational structure. These individuals could be self-employed entrepreneurs establishing their own businesses or employed in positions where they are responsible for staff or function groups within operating organizations. This program addresses these general and career needs with a variety of specialized courses. Some students enroll in courses to upgrade their current job skills while others enter this program seeking skills to obtain employment in business occupations.

The general business certificate option is designed for students seeking entry-level positions in commercial, non-profit or governmental organizations that require a broad understanding of business operations. The foundation of business knowledge is supplemented to include studies in communication skills and an orientation to microcomputers. This option is also valuable for people who have an interest in self-employment.

The small business management certificate option offers the entrepreneurial student formal instruction on starting and operating a small business. This certificate option is designed to be completed in one year and culminates in students preparing their own formal business plan that can be presented to lenders and other supporters of the business venture.

Graduates of the business management programs should be able to:

1. Describe activities occurring within the basic functions of a business;
2. Create and communicate written and oral reports for internal and/or external stakeholders; and
3. Demonstrate business skills and knowledge in a workplace setting and exhibit professional behaviors as per the standards of the respective agency.

The business transfer degree program is designed for students who want to transfer to Salisbury University, the University of Maryland Eastern Shore or another four-year college or university and work toward a bachelor's degree in some area of business, such as accounting, banking, finance, economics, human resource management, marketing or management. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Graduates of the business transfer program should be able to:

1. Perform all phases of the accounting cycle for sole proprietorship, partnerships and corporations using manual systems;
2. Identify and describe core concepts of economics;
3. Identify and describe core concepts of business law; and
4. Identify, describe and apply core concepts of business communication.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/bmt).

Business Management
Associate of Applied Science Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1

Fall Semester			
BMT	101	Introduction to Business	
or			
BMT	115	International Business	3
BMT	151	Management and the Organization	3
∗ ENG	101	Fundamentals of English I	3
∗ GEN	ED	Mathematics Requirement	3-4
GEN	ED	Social/Behavioral Science Requirement	3
			15-16

Spring Semester			
BMT	102	Marketing	3
∗ ACT	101	Principles of Accounting I	3
CMP	101	Introduction to Information Systems	3
ECO	201	Principles of Microeconomics	3
∗ ENG	151	Fundamentals of English II	3
SPH	101	Fundamentals of Oral Communication	3
			18

Second Year

Fall Semester			
BMT	125	Finance	3
BMT	203	Organizational Communications	3
∗ ACT	151	Principles of Accounting II	3
ECO	151	Principles of Macroeconomics	3
SDV	101	Career Development	1
✔ Elective		Business Elective	3-4
			16-17

Spring Semester			
∗ BMT	204	Supervisory Development	3
BMT	205	Business Law	3
∗ BMT	260	Business Management Field Experience	2
∗ OFT	160	Introduction to Spreadsheets	3
GEN	ED	Biological/Physical Science Requirement	3-4
GEN	ED	General Education Elective	3-4
			17-19

Business Transfer
Associate of Arts Degree

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	BMT	101	Introduction to Business	
	or			
	BMT	115	International Business	3
	CMP	101	Introduction to Information Systems	3
*	ENG	101	Fundamentals of English I	3
*	MTH	152	Elementary Statistics	3
×	GEN	ED	Biological/Physical Science Requirement	4
				16
Spring Semester				
	BMT	203	Organizational Communications	3
*	ENG	151	Fundamentals of English II	3
	SPH	101	Fundamentals of Oral Communication	3
×	GEN	ED	Biological/Physical Science Requirement	4
	Elective		History Elective	3
				16

Second Year

Fall Semester				
*	ACT	101	Principles of Accounting I	3
	ECO	151	Principles of Macroeconomics	3
*	MTH	160	Applied Calculus	3
	Elective		History Elective	3
	Elective		Arts and Humanities Elective (ART 101, MUS 101, PHL 101, *SPN 101 or *SPN 102)	
	or			
	Elective		Social/Behavioral Science Elective (GEO 102, POL 101, PSY 101, PSY 201 or SOC 101)	3
				15
Spring Semester				
	BMT	205	Business Law	3
*	ACT	151	Principles of Accounting II	3
	ECO	201	Principles of Microeconomics	3
	PHE	106	Integrated Health and Fitness	3
				12

Business Management
Certificate of Proficiency

General Business Option

				Credit Hours
	BMT	101	Introduction to Business	
	or			
	BMT	115	International Business	
	or			
	BMT	120	Entrepreneurship and Small Business Management	3
	BMT	102	Marketing	3
	BMT	125	Finance	3
	BMT	151	Management and the Organization	3
∗	ACT	101	Principles of Accounting I	3
	CMP	101	Introduction to Information Systems	3
∗	ENG	101	Fundamentals of English I	3
∗	OFT	160	Introduction to Spreadsheets	3
	SDV	100	Fundamentals of College Study	1
	SPH	101	Fundamentals of Oral Communication	3
∗	Elective		Mathematics Elective	3-4
				31-32

Small Business Management Option

				Credit Hours
	BMT	102	Marketing	3
	BMT	120	Entrepreneurship and Small Business Management	3
	BMT	125	Finance	3
∗	BMT	200	Business Plan Writing Seminar	2
	BMT	205	Business Law	3
∗	ACT	101	Principles of Accounting I	3
	SDV	100	Fundamentals of College Study	1
				18

∗ This course has a prerequisite.
✔ Any ACT (except ACT 100 and ACT 260), BMT, CMP, MTH at the 100 level or above or OFT course meets this business elective requirement.
× Each course must be from a different discipline.

Chemical Dependency Counseling

Designed to prepare graduates to work as chemical dependency counselors, these programs meet the educational requirements of the Maryland Board of Professional Counselors and Therapists and the Maryland Addiction Counselor Certification Board (MACCB).

The associate degree program allows students to enter the job market or transfer to a four-year college or university and work toward a bachelor's degree in social work or psychology.

The certificate program is designed to provide students who have earned a bachelor's degree or higher in a health or human services counseling field from a regionally-accredited college or university with specialized training in chemical dependency counseling.

In order to graduate with an associate of applied science degree or certificate of proficiency, students must obtain a grade of "C" or better in all chemical dependency counseling, psychology and sociology courses.

Graduates of these programs should be able to:

1. Identify and describe the medical aspects of chemical dependency and treatment;
2. Explain and practice the theories and techniques of counseling and therapy (individual, group and family);
3. Apply addiction treatment delivery practices through participation in authentic field experiences;
4. Identify basic psychological concepts, theories and developments related to human and abnormal behavior; and
5. Describe and demonstrate adherence to the ethical standards of client welfare.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/cdc).

Chemical Dependency Counseling
Associate of Applied Science Degree

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CDC	101	Introduction to Chemical Dependency	3
	CMP	101	Introduction to Information Systems	3
*	ENG	101	Fundamentals of English I	3
	PSY	101	Introduction to Psychology	3
	SOC	101	Introduction to Sociology	3
				15
Spring Semester				
*	CDC	151	Drug Classification and Pharmacology	3
*	CDC	255	Counseling Ethics	1
	BIO	101	Fundamentals of Biology	4
*	PSY	152	Case Management	3
*	PSY	202	Principles of Interviewing and Counseling	3
	SDV	101	Career Development	1
				15

Second Year

Fall Semester				
*	CDC	240	Group Counseling	3
☆*	CDC	260	Practicum I	4
*	MTH	152	Elementary Statistics	3
*	PSY	253	Family Counseling: Theory and Techniques	3
	SPH	101	Fundamentals of Oral Communication	3
				16
Spring Semester				
*	CDC	245	Varieties of Groups	3
☆*	CDC	261	Practicum II	4
*	ENG	151	Fundamentals of English II	3
	PSY	201	Human Relations	3
*	PSY	252	Abnormal Psychology	3
				16

Chemical Dependency Counseling
Certificate of Proficiency

				Credit Hours
	CDC	101	Introduction to Chemical Dependency	3
*	CDC	151	Drug Classification and Pharmacology	3
*	CDC	240	Group Counseling	3
*	CDC	245	Varieties of Groups	3
*	CDC	255	Counseling Ethics	1
☆*	CDC	260	Practicum I	4
*	PSY	152	Case Management	3
*	PSY	202	Principles of Interviewing and Counseling	3
*	PSY	252	Abnormal Psychology	3
*	PSY	253	Family Counseling: Theory and Techniques	3
				29

* This course has a prerequisite.
☆ This course has a corequisite.

Computer Studies

Wor-Wic's computer studies programs are designed to provide students with the knowledge and skills needed for technical support jobs in the computer field. Students who excel in these programs can take the Network+ and A+ (computer maintenance) certification examinations.

The computer science transfer degree program is designed for students who want to transfer to Salisbury University or another four-year college or university and work toward a bachelor's degree in computer science. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Courses in the computer and network support technology degree option focus on hardware and software configurations as they relate to stand-alone computers and computer networks. Students learn how to work with users to design computer systems that meet workplace demands. The programming and Internet technology degree option is designed to prepare students for employment in software- and Internet-related jobs. It emphasizes programming, maintenance of the Internet and Web page design.

The hardware and software technician certificate options provide basic hardware, software and Internet knowledge to support users. The course work for the software technician option can be completed online.

Graduates of these programs should be able to:

1. Identify and use hardware/components and operating systems for personal computers;
2. Identify and use hardware/components and operating systems for networks;
3. Apply software and database programs to the solution of real world problems, for data capture and information reporting; and
4. Use technology for information, research and problem solving.

The letter of recognition option in A+ certification is designed for students interested in developing their skills in troubleshooting and repairing personal computers and controlling data transmission. The letter of recognition option in Web design is for students who are already proficient with computers and interested in developing their skills in Web page design.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/cmp).

Computer Science Transfer
Associate of Arts Degree

			First Year	
Summer Session II				Credit Hours
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CMP	104	Introduction to Programming	2
	CMP	115	Fundamentals of Computer Architecture	3
	BIO	101	Fundamentals of Biology	4
	ECO	151	Principles of Macroeconomics	3
*	ENG	101	Fundamentals of English I	3
	PSY	101	Introduction to Psychology	3
				18
Spring Semester				
*	CMP	117	Visual Programming	3
*	CHM	101	General Chemistry I	4
*	ENG	151	Fundamentals of English II	3
*	MTH	154	College Algebra and Trigonometry	4
	GEN	ED	Arts and Humanities Requirement	3
				17
			Second Year	
Fall Semester				
*	CMP	210	Programming Structures and Applications	4
*	CMP	225	Data Communications and Networking I	3
*	CMP	255	Database Design and Management	3
	HIS	101	World Civilizations I	3
	Elective		English Elective (*ENG 202, *ENG 203 or *ENG 204)	3
				16
Spring Semester				
*	CMP	226	Data Communications and Networking II	3
	HIS	151	World Civilizations II	3
*	MTH	201	Calculus I	4
	SOC	101	Introduction to Sociology	3
	SPH	101	Fundamentals of Oral Communication	3
				16

Computer Technology
Associate of Applied Science Degree

Computer & Network Support Technology Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
CMP	104	Introduction to Programming	2
CMP	107	Windows Operations	3
CMP	115	Fundamentals of Computer Architecture	3
* ENG	101	Fundamentals of English I	3
* EET	100	Basic Electricity	4
SPH	101	Fundamentals of Oral Communication	3
			18
Spring Semester			
* CMP	117	Visual Programming	3
* CMP	120	Operating Systems	3
* CMP	150	Introduction to Networking	3
* ENG	151	Fundamentals of English II	3
* MTH	154	College Algebra and Trigonometry	4
			16

Second Year

Fall Semester			
CMP	220	Internet Design and Applications	3
* CMP	225	Data Communications and Networking I	3
* CMP	255	Database Design and Management	3
* EET	150	Digital Electronics	3
SDV	101	Career Development	1
GEN	ED	Biological/Physical Science Requirement	4
			17
Spring Semester			
* CMP	226	Data Communications and Networking II	3
* CMP	240	Help Desk and User Support	3
* CMP	245	Computer Security	3
* CMP	258	Computer Maintenance and Repair	3
* CMP	260	Computer Technology Field Experience	2
GEN	ED	Social/Behavioral Science Requirement	3
			17

Computer Technology
Associate of Applied Science Degree

Programming & Internet Technology Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CMP	104	Introduction to Programming	2
	CMP	107	Windows Operations	3
	CMP	115	Fundamentals of Computer Architecture	3
*	ENG	101	Fundamentals of English I	3
*	MTH	154	College Algebra and Trigonometry	4
	SPH	101	Fundamentals of Oral Communication	3
				18
Spring Semester				
*	CMP	117	Visual Programming	3
*	CMP	120	Operating Systems	3
*	CMP	150	Introduction to Networking	3
*	ENG	151	Fundamentals of English II	3
	GEN	ED	Biological/Physical Science Requirement	4
				16

Second Year

Fall Semester				
*	CMP	210	Programming Structures and Applications	4
*	CMP	214	Programming Applications for the Internet	3
	CMP	220	Internet Design and Applications	3
*	CMP	225	Data Communications and Networking I	3
*	CMP	255	Database Design and Management	3
	SDV	101	Career Development	1
				17
Spring Semester				
*	CMP	222	Advanced Internet Design	3
*	CMP	226	Data Communications and Networking II	3
*	CMP	240	Help Desk and User Support	3
*	CMP	245	Computer Security	3
*	CMP	260	Computer Technology Field Experience	2
	GEN	ED	Social/Behavioral Science Requirement	3
				17

Computer Technology
Certificate of Proficiency

Computer Hardware Technician Option

			Credit Hours
CMP	104	Introduction to Programming	2
CMP	107	Windows Operations	3
CMP	115	Fundamentals of Computer Architecture	3
∗ CMP	120	Operating Systems	3
∗ CMP	150	Introduction to Networking	3
∗ CMP	225	Data Communications and Networking I	3
∗ CMP	258	Computer Maintenance and Repair	3
∗ CMP	260	Computer Technology Field Experience	2
∗ EET	150	Digital Electronics	3
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
			27

Computer Software Technician Option

			Credit Hours
CMP	104	Introduction to Programming	2
∗ CMP	117	Visual Programming	3
∗ CMP	210	Programming Structures and Applications	4
∗ CMP	214	Programming Applications for the Internet	3
CMP	220	Internet Design and Applications	3
∗ CMP	222	Advanced Internet Design	3
∗ CMP	245	Computer Security	3
∗ CMP	255	Database Design and Management	3
∗ CMP	260	Computer Technology Field Experience	2
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
			28

Computer Technology
Letter of Recognition

A+ Certification Option

			Credit Hours
CMP	107	Windows Operations	3
CMP	115	Fundamentals of Computer Architecture	3
			6

Web Design Option

			Credit Hours
CMP	104	Introduction to Programming	2
CMP	220	Internet Design and Applications	3
∗ CMP	222	Advanced Internet Design	3
			8

∗ This course has a prerequisite.

Construction Engineering Technology

There has been an increased use of computer applications in construction engineering technology. Architectural computer-aided drafting is used extensively in the residential and commercial building industries. Computer drafting applications are also used extensively in the fields of civil engineering, architecture and various other engineering businesses.

The architectural computer-aided drafting certificate program prepares students for employment in architectural firms, residential and commercial construction industries in jobs such as drafter, specification writer, field tester and construction inspector. Students who excel in CAD can take a certification examination in AutoCAD.

Graduates of this program should be able to:

1. Apply the theoretical principles of construction technology to solve practical construction problems;
2. Demonstrate the use of cost effective, modern methods, technology and power tools to design and implement construction projects;
3. Use trade appropriate methods and materials for construction plans and projects that meet applicable building codes and adhere to accepted, structurally-sound design elements; and
4. Use technology for information, research and problem solving.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/con).

Architectural Computer-Aided Drafting

Certificate of Proficiency

			Credit Hours
CAD	140	Computer-Aided Drafting I	3
* CAD	150	Computer-Aided Drafting II	3
* CAD	210	Residential and Commercial Drafting with CAD	3
* CAD	220	Architectural Design Project with CAD	3
CON	150	Basic Construction Techniques I	2
CON	151	Basic Construction Techniques II	2
* CON	160	Fundamentals of Surveying	3
* CON	260	Construction Engineering Technology Field Experience	2
* MFG	150	Statics and Strength of Materials	3
* MTH	154	College Algebra and Trigonometry	4
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
TEC	100	Technical Drafting	2
			32

* This course has a prerequisite.

Criminal Justice

Wor-Wic's criminal justice programs are designed to provide students with the basic skills needed for entry-level positions in either corrections, forensic science or law enforcement, as well as an opportunity for practitioners to further their education. Associate degree, certificate and letter of recognition options are offered.

Wor-Wic's criminal justice department also operates the Eastern Shore Criminal Justice Academy (ESCJA), a state-certified law enforcement and correctional training facility that limits enrollment to criminal justice agency employees or those who meet the guidelines of the Maryland Police and Correctional Training Commissions.

Before being considered for a position in a criminal justice agency or the ESCJA, pre-service students are cautioned that they may be required to meet certain physical and academic qualifications, and be subject to a thorough background investigation.

Students who meet eligibility guidelines can enroll in the law enforcement police academy option of the degree program, which follows a sequence of courses that enables students to complete their final semester of course work in the ESCJA's entrance-level training program for law enforcement officers.

Students who are admitted into the ESCJA's entrance-level training program for law enforcement officers are also enrolled in the law enforcement technology certificate option.

The associate degree programs are also designed for students who want to transfer to the University of Maryland Eastern Shore, Wilmington College, the University of Baltimore, Troy University, the University of Maryland University College or another four-year college or university and work toward a bachelor's degree in criminal justice or forensic science. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Graduates of the corrections programs should be able to:

1. Manage and administer the proper care, supervision and rehabilitation of diverse offender populations within a variety of correctional settings, including probation and parole;
2. Evaluate and apply legal procedures for the security, custody and control of diverse offender populations in a variety of correctional settings, including probation and parole;

3. Employ written and verbal communication skills in the corrections environment through the induction, documentation, supervision and counseling processes with offender populations and working with coworkers; and
4. Critically analyze the theories and principles of criminology and criminal investigation for adults, juveniles and diverse populations and apply them to current practice.

Graduates of the forensic science programs should be able to:
1. Identify and apply legally-accepted scientific and field-based techniques for identifying, collecting and processing crime scene data;
2. Critically analyze the theories and procedures of criminal investigation and relate them to practice; and
3. Describe the relevance of criminal law and the criminal court process to forensic investigations.

Graduates of the law enforcement programs should be able to:
1. Identify and describe the elements of criminal law and apply technical writing and communication skills in the preparation/dissemination of written documents and oral presentations related to the adjudication of criminal law proceedings and procedures;
2. Critically analyze the theories and principles of criminology and the criminal justice legal system for adults, juveniles and diverse populations and apply them to current practice; and
3. Employ safe and ethical practices in the administration of justice, including police operations, crime scene/accident investigations and public safety.

Graduates of the police academy option should be able to:
1. Demonstrate proficiency with required psychomotor skills for Maryland police entry-level officers in the areas of emergency vehicle operations, firearms, protective strategies and emergency medical care;
2. Identify and describe the elements of criminal law and apply technical writing and communication skills in the preparation/dissemination of written documents and oral presentations related to the adjudication of criminal law proceedings and procedures; and
3. Critically analyze the theories and principles of criminology and the criminal justice legal system for adults, juveniles and diverse populations and apply them to current practice; and
4. Employ safe and ethical practices in the administration of justice, including police operations, crime scene/accident investigations and public safety.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/cmj).

Criminal Justice

Associate of Applied Science Degree

Corrections Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
CMJ	102	Introduction to Criminal Justice	3
CMJ	161	Correctional Operations	3
CMJ	165	Introduction to Correctional Law	3
* ENG	101	Fundamentals of English I	3
SOC	101	Introduction to Sociology	3
			15
Spring Semester			
CMJ	166	Probation and Parole	3
CMJ	201	Evidence and Procedure	3
CMJ	255	Introduction to Community-Based Corrections	3
* ENG	151	Fundamentals of English II	3
PSY	101	Introduction to Psychology	3
			15

Second Year

Fall Semester			
* CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
CMJ	211	Correctional Administration	3
SDV	101	Career Development	1
* SOC	252	Criminology	3
SPH	101	Fundamentals of Oral Communication	3
Elective		Psychology Elective	3
			16
Spring Semester			
CMJ	222	Correctional Counseling	3
CMJ	251	Criminal Investigation	3
* CMJ	260	Criminal Justice Field Experience	2
* SOC	201	Juvenile Delinquency	3
* GEN	ED	Mathematics Requirement	3-4
GEN	ED	Biological/Physical Science Requirement	3-4
			17-19

Criminal Justice
Associate of Applied Science Degree

Forensic Science Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CMJ	102	Introduction to Criminal Justice	3
*	CMJ	105	Introduction to Forensic Science	3
	BIO	101	Fundamentals of Biology	4
*	CHM	101	General Chemistry I	4
*	MTH	154	College Algebra and Trigonometry	4
				18
Spring Semester				
	CMJ	201	Evidence and Procedure	3
	CMJ	251	Criminal Investigation	3
*	CHM	102	General Chemistry II	4
*	ENG	101	Fundamentals of English I	3
*	PHY	101	General Physics I	4
				17

Second Year

Fall Semester				
	CMJ	104	Criminal Law	3
*	CHM	201	Organic Chemistry I	4
*	ENG	151	Fundamentals of English II	3
*	PHY	211	General Physics II	4
	SOC	101	Introduction to Sociology	3
				17
Spring Semester				
*	CMJ	256	Crime Scene Investigation	3
*	CHM	202	Organic Chemistry II	4
	CMP	101	Introduction to Information Systems	3
	PSY	101	Introduction to Psychology	3
	SPH	101	Fundamentals of Oral Communication	3
				16

Criminal Justice

Associate of Applied Science Degree

Law Enforcement Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
CMJ	102	Introduction to Criminal Justice	3
CMJ	103	Police Operations	3
CMJ	104	Criminal Law	3
* ENG	101	Fundamentals of English I	3
SOC	101	Introduction to Sociology	3
			15
Spring Semester			
CMJ	101	Vehicle Laws and Accident Investigation	3
CMJ	152	Law Enforcement and the Community	3
CMJ	201	Evidence and Procedure	3
* ENG	151	Fundamentals of English II	3
PSY	101	Introduction to Psychology	3
			15

Second Year

Fall Semester			
CMJ	151	Police Administration	3
* CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
SDV	101	Career Development	1
* SOC	252	Criminology	3
SPH	101	Fundamentals of Oral Communication	3
Elective		Psychology Elective	3
			16
Spring Semester			
CMJ	251	Criminal Investigation	3
CMJ	252	Traffic and Public Safety	3
* CMJ	260	Criminal Justice Field Experience	2
* SOC	201	Juvenile Delinquency	3
* GEN	ED	Mathematics Requirement	3-4
GEN	ED	Biological/Physical Science Requirement	3-4
			17-19

Criminal Justice

Associate of Applied Science Degree

Law Enforcement Police Academy Option

First Year

	Summer Session II			Credit Hours
	SDV	100	Fundamentals of College Study	1
	Fall Semester			
	CMJ	102	Introduction to Criminal Justice	3
*	ENG	101	Fundamentals of English I	3
	SOC	101	Introduction to Sociology	3
	GEN	ED	Biological/Physical Science Requirement	3-4
				12-13
	Spring Semester			
	CMJ	201	Evidence and Procedure	3
	CMJ	252	Traffic and Public Safety	3
*	ENG	151	Fundamentals of English II	3
	PSY	101	Introduction to Psychology	3
*	SOC	201	Juvenile Delinquency	3
				15

Second Year

	Fall Semester			
	CMJ	151	Police Administration	3
*	SOC	252	Criminology	3
	SPH	101	Fundamentals of Oral Communication	3
*	GEN	ED	Mathematics Requirement	3-4
	Elective		Psychology Elective	3
				15-16
	Spring Semester			
	CMJ	101	Vehicle Laws and Accident Investigation	3
	CMJ	103	Police Operations	3
	CMJ	104	Criminal Law	3
	CMJ	152	Law Enforcement and the Community	3
*	CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
	CMJ	251	Criminal Investigation	3
*	CMJ	260	Criminal Justice Field Experience	2
	PHE	106	Integrated Health and Fitness	3
	SDV	101	Career Development	1
				24

Criminal Justice
Certificate of Proficiency

Corrections Option

			Credit Hours
CMJ	102	Introduction to Criminal Justice	3
CMJ	161	Correctional Operations	3
CMJ	165	Introduction to Correctional Law	3
CMJ	166	Probation and Parole	3
* ENG	101	Fundamentals of English I	3
SDV	100	Fundamentals of College Study	1
			16

ELECTIVES -- Students must also select five of the following courses to complete a total of 31 credit hours:

CMJ	201	Evidence and Procedure	3
* CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
CMJ	211	Correctional Administration	3
CMJ	222	Correctional Counseling	3
CMJ	251	Criminal Investigation	3
CMJ	255	Introduction to Community-Based Corrections	3
* ENG	151	Fundamentals of English II	3
SOC	101	Introduction to Sociology	3
* SOC	201	Juvenile Delinquency	3
* SOC	252	Criminology	3
Elective		Psychology Elective	3

Forensic Science Option

			Credit Hours
CMJ	102	Introduction to Criminal Justice	3
* CMJ	105	Introduction to Forensic Science	3
CMJ	251	Criminal Investigation	3
* CMJ	256	Crime Scene Investigation	3
BIO	101	Fundamentals of Biology	4
* CHM	101	General Chemistry I	4
* ENG	101	Fundamentals of English I	3
* MTH	154	College Algebra and Trigonometry	4
* PHY	101	General Physics I	4
SDV	100	Fundamentals of College Study	1
			32

Law Enforcement Option

			Credit Hours
CMJ	102	Introduction to Criminal Justice	3
CMJ	103	Police Operations	3
CMJ	104	Criminal Law	3
CMJ	201	Evidence and Procedure	3
* CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
* ENG	101	Fundamentals of English I	3
SDV	100	Fundamentals of College Study	1
			19

Criminal Justice
Certificate of Proficiency

Law Enforcement Option

ELECTIVES -- Students must also select four of the following courses to complete a total of 31 credit hours:

				Credit Hours
	CMJ	101	Vehicle Laws and Accident Investigation	3
	CMJ	151	Police Administration	3
	CMJ	152	Law Enforcement and the Community	3
	CMJ	251	Criminal Investigation	3
	CMJ	252	Traffic and Public Safety	3
*	ENG	151	Fundamentals of English II	3
	SOC	101	Introduction to Sociology	3
*	SOC	201	Juvenile Delinquency	3
*	SOC	252	Criminology	3
	SPH	101	Fundamentals of Oral Communication	3
	Elective		Psychology Elective	3

Law Enforcement Technology Option

This program is limited to students who are admitted into the ESCJA's entrance-level training program for law enforcement officers.

				Credit Hours
	CMJ	101	Vehicle Laws and Accident Investigation	3
	CMJ	103	Police Operations	3
	CMJ	104	Criminal Law	3
	CMJ	152	Law Enforcement and the Community	3
*	CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
	CMJ	251	Criminal Investigation	3
*	CMJ	260	Criminal Justice Field Experience	2
	PHE	106	Integrated Health and Fitness	3
	SDV	100	Fundamentals of College Study	1
	SDV	101	Career Development	1
				25

Criminal Justice
Letter of Recognition

Forensic Science Technician Option

				Credit Hours
*	CMJ	105	Introduction to Forensic Science	3
	CMJ	251	Criminal Investigation	3
*	CMJ	256	Crime Scene Investigation	3
				9

* This course has a prerequisite.

Education

Wor-Wic offers associate degree and certificate programs in early childhood education and associate degree transfer programs in early childhood, elementary and secondary education.

The early childhood education associate of applied science degree program prepares students to become child care center operators, program directors or senior staff members in child care agencies or organizations. The certificate program prepares students to care for and provide instruction to preschool children as a senior staff member or lead teacher, or to continue their studies in the associate of applied science degree program. Together, EDU 102 and EDU 103 meet the 90 hours of approved training for senior staff members required by the child care administration of the Maryland State Department of Education.

Graduates of these early childhood education programs should be able to:

1. Identify and apply the theories of early childhood growth and development to create developmentally-appropriate learning experiences and environments;
2. Design, implement and assess early childhood education curriculum and programming, including accommodations for special needs children;
3. Identify, establish and maintain health, safety and nutrition practices in an early childhood learning facility;
4. Develop and sustain family and community relationships that support an early childhood educational environment; and
5. Apply ethical and professional standards of the early childhood profession through critical reflection and informed practice.

The early childhood education associate of arts in teaching transfer program prepares students to transfer to a four-year college or university and work toward a bachelor's degree to teach pre-kindergarten through third grade. The elementary education/generic special education PreK-12 associate of arts in teaching transfer program enables graduates to transfer to a four-year institution to major in elementary education and teach first through sixth grade including middle school or to major in special education and teach students with mild to moderate disabilities from Pre-K through 12th grade. The secondary education transfer associate of arts degree program prepares students to teach seventh through 12th grade. Students should familiarize themselves with the program requirements of the

institution to which they plan to transfer. In order to obtain an associate degree in the education transfer programs, students must achieve a grade point average of 2.75 or better and receive a grade of "C" or better in all required courses. They must also obtain the following minimum scores in one of the following standardized tests: Praxis I combined total score of 527 or individual scores of 177 in reading, 173 in writing and 177 in mathematics; SAT (Scholastic Aptitude Test) combined reading and mathematics score of 1,100; ACT (American College Testing) composite score of 24; or GRE (Graduate Record Examination) combined verbal and quantitative score of 1,000.

Graduates of the early childhood education transfer program should be able to:

1. Identify and describe the principles of early childhood development and learning, through research, study and observation of children of different ages, cultural and linguistic backgrounds and exceptionalities;
2. Identify a variety of developmentally-appropriate learning strategies and curriculum models that demonstrate different approaches to early childhood pedagogy and accommodate children of different ages, cultural and linguistic backgrounds, and exceptionalities; and
3. Create curriculum using a variety of instructional strategies that create meaningful and challenging learning experiences and alternative models and methodologies.

Graduates of the elementary education/generic special education PreK-12 programs should be able to:

1. Identify and describe the historical, philosophical, sociological, political and legal foundations of education and explain the structure and organization of schools, roles of classroom teachers, influences on teaching and learning and contemporary educational policy and issues;
2. Explain and compare the major theories, concepts and principles of child development;
3. Identify and describe student learning and motivation principles and theories through research, study and observation of elementary school children; and
4. Plan instruction based on learning theory and curriculum goals that address the needs of diverse learners, encourage higher-order thinking skills and promote active and collaborative engagement in learning.

Graduates of the secondary education transfer program should be able to:

1. Identify and describe the historical, philosophical, sociological, political and legal foundations of education and explain the structure and organization of schools, roles of classroom teachers, influences on teaching and learning and contemporary educational policy and issues;
2. Explain and compare the major theories, concepts and principles of human growth and development; and
3. Identify the basic theories of learning and teaching and apply the theories of teaching to a learning environment.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/edu).

Early Childhood Education

Associate of Applied Science Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
EDU	101	Introduction to Early Childhood Education	4
EDU	102	Child Development	3
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
PSY	101	Introduction to Psychology	3
			16
Spring Semester			
* EDU	103	Preschool Child Care	4
* EDU	151	Infant and Toddler Care	3
* EDU	152	School-Age Group Child Care	3
* EDU	153	Child Health, Safety and Nutrition	3
* ENG	151	Fundamentals of English II	3
SDV	101	Career Development	1
			17

Second Year

Fall Semester			
* EDU	201	Foundations of Reading	3
* EDU	260	Early Childhood Education Field Experience I	2
BIO	101	Fundamentals of Biology	4
* PSY	205	Child Guidance and Group Management	3
* GEN	ED	Mathematics Requirement	3-4
			15-16

Early Childhood Education
Associate of Applied Science Degree

Second Year

Spring Session			Credit Hours
* EDU	204	Center Management	
or		or	
Elective		Physical Science Elective	3-4
* EDU	251	Introduction to Special Education	4
* EDU	252	Family and Community Relations	3
* EDU	261	Early Childhood Education Field Experience II	2
SPH	101	Fundamentals of Oral Communication	3
			15-16

Early Childhood Education Transfer
Associate of Arts in Teaching Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
EDU	101	Introduction to Early Childhood Education	4
EDU	102	Child Development	3
* ENG	101	Fundamentals of English I	3
GEO	101	Earth and Space Science	4
* MTH	103	Fundamental Concepts I	4
			18
Spring Semester			
* EDU	103	Preschool Child Care	4
BIO	101	Fundamentals of Biology	4
* ENG	151	Fundamentals of English II	3
* MTH	104	Fundamental Concepts II	4
PSY	101	Introduction to Psychology	3
			18

Second Year

Fall Semester			
* EDU	201	Foundations of Reading	3
* ENG	205	Children's Literature	3
HIS	201	American History I	3
* MTH	152	Elementary Statistics	3
SPH	201	Instructional Communication	3
			15
Spring Semester			
* EDU	251	Introduction to Special Education	4
GEO	102	Human Geography	3
HUM	101	Introduction to the Arts	3
* PHY	104	Physical Science	4
POL	101	American Government	3
			17

Elementary Education/ Generic Special Education PreK-12 Transfer

Associate of Arts in Teaching Degree

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CMP	101	Introduction to Information Systems	3
∗	ENG	101	Fundamentals of English I	3
	GEO	101	Earth and Space Science	4
∗	MTH	103	Fundamental Concepts I	4
	PSY	101	Introduction to Psychology	3
				17
Spring Semester				
	EDU	102	Child Development	
	or			
✦∗	PSY	251	Human Growth and Development	3
	EDU	155	Foundations of Education	4
	BIO	101	Fundamentals of Biology	4
∗	ENG	151	Fundamentals of English II	3
∗	MTH	104	Fundamental Concepts II	4
				18

Second Year

Fall Semester				
∗	EDU	156	Educational Psychology	4
∗	EDU	201	Foundations of Reading	3
	HIS	201	American History I	3
∗	MTH	152	Elementary Statistics	3
	SPH	201	Instructional Communication	3
				16
Spring Semester				
∗	EDU	251	Introduction to Special Education	4
	HUM	101	Introduction to the Arts	3
	PHE	106	Integrated Health and Fitness	3
∗	PHY	104	Physical Science	4
	POL	101	American Government	3
				17

Secondary Education Transfer

Associate of Arts Degree

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CMP	101	Introduction to Information Systems	3
∗	ENG	101	Fundamentals of English I	3
	PSY	101	Introduction to Psychology	3
×	GEN	ED	Biological/Physical Science Requirement	4
	Elective		History Elective	3
				16

Secondary Education Transfer
Associate of Arts Degree

First Year

	Spring Semester			Credit Hours
	EDU	155	Foundations of Education	4
∗	ENG	151	Fundamentals of English II	3
∗	PSY	251	Human Growth and Development	3
×	GEN	ED	Biological/Physical Science Requirement	4
	Elective		History Elective	3
				17

Second Year

	Fall Semester			
∗	EDU	156	Educational Psychology	4
	SPH	201	Instructional Communication	3
	Elective		Arts and Humanities Elective (ART 101, MUS 101, PHL 101, ∗SPN 101 or ∗SPN 102)	
	or			
	Elective		Social/Behavioral Science Elective (ECO 151, POL 101 or SOC 101)	3
	Elective		General Elective	3
				13
	Spring Semester			
∗	MTH	152	Elementary Statistics	3
	PHE	106	Integrated Health and Fitness	3
	Elective		General Electives	7
				13

Early Childhood Education
Certificate of Proficiency

				Credit Hours
	EDU	101	Introduction to Early Childhood Education	4
	EDU	102	Child Development	3
∗	EDU	103	Preschool Child Care	4
∗	EDU	151	Infant and Toddler Care	3
∗	EDU	152	School-Age Group Child Care	3
∗	EDU	153	Child Health, Safety and Nutrition	3
∗	EDU	201	Foundations of Reading	3
∗	EDU	260	Early Childhood Education Field Experience I	2
∗	ENG	101	Fundamentals of English I	3
	PSY	101	Introduction to Psychology	3
	SDV	100	Fundamentals of College Study	1
	SDV	101	Career Development	1
				33

∗ This course has a prerequisite.
× Each course must be from a different discipline.
✦ This course is required for students who plan to major in special education at the University of Maryland Eastern Shore.

Electronics

Wor-Wic's electronics programs are designed to prepare individuals for employment in the broad field of electronics or to transfer to a four-year college or university. Four associate degree options, two certificate of proficiency options and a letter of recognition are offered. A high school or college course in physical science is strongly recommended for students who choose any of these programs.

The computer engineering technology degree option is designed for students who want to combine their interest in computers and electronics. It addresses the requirements of companies that need employees who are competent in electronics who also have a working knowledge of computer hardware and software. This program option helps develop individuals who can solve problems requiring knowledge in two disciplines of electronics and computer technology.

The electronic engineering technology degree option enables students to gain the skills and knowledge they need for employment in electronic operations, electronic production, medical electronics, communications, electronic engineering project teams and electronic design in a wide range of high technology electronic engineering companies, small electronic businesses and technology-intensive industries.

The electronics transfer degree option is designed for students who want to transfer to the University of Maryland Eastern Shore or another four-year college or university and work toward a bachelor's degree in electrical/electronic engineering technology. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

The wireless communications technology degree option is designed to prepare graduates for entry-level jobs in the telecommunications industry, as well as industry professionals who want to understand these emerging technologies. Students acquire skills and competencies in communications using radio frequency (RF) technology, including the basics of antennas and radio propagation, wireless data transmission, RF communications, modulation techniques and cellular network organization.

The electronic engineering technology certificate option is designed to prepare students for various electronic, industrial and maintenance positions in high-tech industries or increase the chances for advancement for those already employed in the field. The communication electronics option is designed to provide students with the skills needed to meet the demands of the communication electronics industry.

Graduates of these programs should be able to:

1. Apply theoretical principles of electricity/electronics to solve employment-related electrical/electronic problems;
2. Use circuit testing equipment and simulation software to test, analyze and modify electrical/electronic circuits and systems;
3. Design, build and operate analog and digital electronic circuits; and
4. Use technology for information, research and problem solving.

The letter of recognition in basic electronics is designed for students interested in an entry-level position in electronics or manufacturing. Students acquire basic skills in computers, electronics and technical drafting.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/eet).

Electronic Engineering Technology
Associate of Applied Science Degree

Computer Engineering Technology Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	CMP	115	Fundamentals of Computer Architecture	3
*	CMP	117	Visual Programming	3
*	EET	100	Basic Electricity	4
*	ENG	101	Fundamentals of English I	3
*	MTH	154	College Algebra and Trigonometry	4
				17
Spring Semester				
*	CMP	120	Operating Systems	3
*	CMP	210	Programming Structures and Applications	4
*	EET	120	Electronics	3
*	EET	150	Digital Electronics	3
	GEN	ED	Social/Behavioral Science Requirement	3
				16

Second Year

Fall Semester				
*	CMP	225	Data Communications and Networking I	3
*	CMP	255	Database Design and Management	3
*	EET	200	Microprocessors	3
*	EET	205	Intermediate Electricity	3
*	ENG	151	Fundamentals of English II	3
	SDV	101	Career Development	1
				16
Spring Semester				
*	CMP	226	Data Communications and Networking II	3
*	EET	230	Industrial Controls	3
	EET	245	Digital Communications Electronics	3
*	EET	260	Electronic Engineering Technology Field Experience	2
*	PHY	101	General Physics I	4
	SPH	101	Fundamentals of Oral Communication	3
				18

Electronic Engineering Technology
Associate of Applied Science Degree

Electronic Engineering Technology Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
* EET	100	Basic Electricity	4
CMP	101	Introduction to Information Systems	3
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	2
			13
Spring Semester			
* EET	120	Electronics	3
* EET	150	Digital Electronics	3
* ENG	101	Fundamentals of English I	3
* PHY	101	General Physics I	4
GEN	ED	Social/Behavioral Science Requirement	3
			16

Second Year

Fall Semester			
* EET	200	Microprocessors	3
* EET	205	Intermediate Electricity	3
* EET	240	Communications Electronics	3
* ENG	151	Fundamentals of English II	3
* PHY	211	General Physics II	4
SDV	101	Career Development	1
			17
Spring Semester			
* EET	210	Electronics Troubleshooting	4
* EET	230	Industrial Controls	3
EET	245	Digital Communications Electronics	3
* EET	260	Electronic Engineering Technology Field Experience	2
BMT	203	Organizational Communications	3
			15

Electronic Engineering Technology

Associate of Applied Science Degree

Electronics Transfer Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
*	EET	100	Basic Electricity	4
*	CMP	210	Programming Structures and Applications	4
*	MTH	154	College Algebra and Trigonometry	4
	TEC	100	Technical Drafting	2
				14
Spring Semester				
*	EET	120	Electronics	3
*	EET	150	Digital Electronics	3
*	ENG	101	Fundamentals of English I	3
*	PHY	101	General Physics I	4
	GEN	ED	Social/Behavioral Science Requirement	3
				16

Second Year

Fall Semester				
*	EET	200	Microprocessors	3
*	EET	205	Intermediate Electricity	3
*	EET	240	Communications Electronics	3
*	ENG	151	Fundamentals of English II	3
*	PHY	211	General Physics II	4
				16
Spring Semester				
*	EET	210	Electronics Troubleshooting	4
*	EET	230	Industrial Controls	3
	BMT	203	Organizational Communications	3
*	CHM	101	General Chemistry I	4
*	MTH	201	Calculus I	4
				18

Electronic Engineering Technology

Associate of Applied Science Degree

Wireless Communications Technology Option

		First Year		
Summer Session II				Credit Hours
	SDV	100	Fundamentals of College Study	1
Fall Semester				
*	EET	100	Basic Electricity	4
	CMP	115	Fundamentals of Computer Architecture	3
*	CMP	117	Visual Programming	3
*	MTH	154	College Algebra and Trigonometry	4
	TEC	100	Technical Drafting	2
				16
Spring Semester				
*	EET	150	Digital Electronics	3
*	CMP	210	Programming Structures and Applications	4
*	ENG	101	Fundamentals of English I	3
	MFG	200	Quality Management and Auditing	3
*	PHY	101	General Physics I	4
				17
		Second Year		
Fall Semester				
*	EET	200	Microprocessors	3
*	CMP	225	Data Communications and Networking I	3
*	ENG	151	Fundamentals of English II	3
	MFG	210	Quality Controls and Statistical Measurement	3
*	PHY	211	General Physics II	4
	SDV	101	Career Development	1
				17
Spring Semester				
	EET	220	RF for Wireless Communications	3
*	EET	260	Electronic Engineering Technology Field Experience	2
*	CAD	140	Computer-Aided Drafting I	3
*	CMP	226	Data Communications and Networking II	3
	GEN	ED	Social/Behavioral Science Requirement	3
				14

Electronic Engineering Technology
Certificate of Proficiency

Communication Electronics Option

			Credit Hours
* EET	100	Basic Electricity	4
* EET	120	Electronics	3
* EET	150	Digital Electronics	3
* EET	205	Intermediate Electricity	3
* EET	240	Communications Electronics	3
EET	245	Digital Communications Electronics	3
* EET	260	Electronic Engineering Technology Field Experience	2
MFG	200	Quality Management and Auditing	3
* MTH	154	College Algebra and Trigonometry	4
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
			30

Electronic Engineering Technology Option

			Credit Hours
* EET	100	Basic Electricity	4
* EET	120	Electronics	3
* EET	150	Digital Electronics	3
* EET	205	Intermediate Electricity	3
* EET	210	Electronics Troubleshooting	4
* EET	260	Electronic Engineering Technology Field Experience	2
MFG	200	Quality Management and Auditing	3
* MTH	154	College Algebra and Trigonometry	4
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
TEC	100	Technical Drafting	2
			30

Electronic Engineering Technology
Letter of Recognition

Basic Electronics

			Credit Hours
* EET	100	Basic Electricity	4
CMP	101	Introduction to Information Systems	3
TEC	100	Technical Drafting	2
			9

* This course has a prerequisite.

Emergency Medical Services

The emergency medical services programs are designed to provide students with the knowledge and competencies required to administer emergency pre-hospital care. These programs follow national and state protocol standards that allow graduates to take national and state certification examinations. Additional affiliation requirements with a Maryland fire or EMS agency are required for Maryland certification as an emergency medical technician, cardiac rescue technician or paramedic.

The emergency medical technician -- intermediate (EMT-I) certificate option is designed to prepare graduates to work as emergency medical technicians at the intermediate level. The emergency medical technician -- paramedic (EMT-P) certificate option is for those with EMT-I certification. This option prepares graduates to work as paramedics. The EMT-I is also required for those interested in the associate of applied science degree program. This program is designed to prepare graduates to work as paramedics, to assume leadership positions in the field and to transfer to a four-year institution to complete a bachelor's degree.

Due to the limited number of spaces available in these programs, selection is on a competitive basis. Interested individuals must follow the procedures in the "Emergency Medical Services Admissions Information" packet, which is available in the admissions office or on the college website. In order to be considered for admission into the EMT-I option that begins in the summer, or the EMT-P option or the associate degree program that begins in the fall, prospective students must complete the admission requirements by the first Friday in May. Students who want to register for EMS 101 and/or EMS 151 are not required to complete these requirements.

In order to graduate with a certificate of proficiency or associate of applied science degree, students must obtain a grade of "C" or better in all emergency medical services and biology courses.

Graduates of these programs should be able to:

1. Critically analyze and assess medical intervention needs for emergency patients;
2. Integrate assessment findings to formulate a safe, field treatment plan for all patient population types; and
3. Perform emergency medical treatment as determined by the field treatment plan.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/ems).

Emergency Medical Services
Certificate of Proficiency

EMT-I Option

Pre-Intermediate Courses

				Credit Hours
	EMS	101	Emergency Medical Technician -- Basic I	4
	EMS	151	Emergency Medical Technician -- Basic II	4
	BIO	115	Introduction to Human Structure and Function	3
	SDV	100	Fundamentals of College Study	1
				12

Remaining Courses

Summer Session II

*	EMS	201	Introduction to Advanced EMS Practice	3

Fall Semester

*	EMS	207	Patient Assessment and Trauma Emergencies I	3
*	EMS	208	Emergency Cardiology	3
				6

Spring Semester

☆	EMS	212	Medical Emergencies I	3
☆	EMS	213	Special Populations I	3
☆	EMS	261	EMT-I Field Experience	2
				8

Summer Session I

*	EMS	215	Preparation for EMT-I Certification	1

EMT-P Option

Fall Semester				Credit Hours
*	EMS	240	Crisis Operations	2
*	EMS	241	Trauma Emergencies II	2
☆*	EMS	262	EMT-P Field Experience	2
				6

Spring Semester

*	EMS	242	Medical Emergencies II	3
*	EMS	243	Special Populations II	1
				4

Summer Session I

*	EMS	255	Preparation for EMT-P Certification	2

Emergency Medical Services
Associate of Applied Science Degree

First Year

				Credit Hours
	Fall Semester			
⁎	EMS	240	Crisis Operations	2
⁎	EMS	241	Trauma Emergencies II	2
☆⁎	EMS	262	EMT-P Field Experience	2
				6
	Spring Semester			
⁎	EMS	242	Medical Emergencies II	3
⁎	EMS	243	Special Populations II	1
				4
	Summer Session I			
⁎	EMS	255	Preparation for EMT-P Certification	2

Second Year

	Fall Semester			
◆⁎	ENG	101	Fundamentals of English I	3
◆	PSY	101	Introduction to Psychology	3
	SPH	101	Fundamentals of Oral Communication	3
				9
	Spring Semester			
◆⁎	ENG	151	Fundamentals of English II	3
	GEN	ED	Biological/Physical Science Requirement	3-4
◆⁎	GEN	ED	Mathematics Requirement	3-4
				9-11

⁎ This course has a prerequisite.
☆ This course has a corequisite.
◆ This course can be taken before being accepted into the program.

Environmental Science

Wor-Wic's environmental science programs are designed to prepare individuals for employment in the broad field of environmental science or to transfer to a four-year college or university. Two associate degree, one certificate of proficiency and two letter of recognition options are offered.

The associate of applied science degree program in environmental energy technology provides knowledge and skill development by applying the principles of traditional technology practices to energy collection, processing and storage issues. Environmental energy technicians are a commodity in increasing demand in today's job market. They have opportunities as electrical, electronics, manufacturing, automation and industrial technicians. Topics are taught within the fields of technology and the field of science to minimize the adverse effects of human activity on the environment. Environmentally-sensitive, sustainable manufacturing is studied. This program is skill and knowledge based and is rooted in AC and DC electric circuits, hydraulics, geographic information systems, solar, wind and other renewable energy systems. These subjects are delivered in combination with science-based environmental instruction and concern for environmental impact. The certificate program in environmental energy technology is designed to prepare students for entry-level positions in energy collection, processing, storage and distribution.

Graduates of these programs should be able to:

1. Examine existing or planned residential, commercial and industrial facilities to identify energy-efficiency strategies and minimize adverse environmental impact;
2. Supervise construction and production of energy-efficient buildings or products in accordance with sustainable building, manufacturing and product development practices;
3. Direct the design, manufacture, installation, operation and repair of energy-related storage, production and distribution facilities; and
4. Select and properly control equipment to increase the efficiency of energy-consuming mechanical building systems.

The environmental science transfer program is designed to prepare students to transfer to a four-year degree program in environmental science. This transfer program includes environmental, biological and chemistry science courses, as well as mathematics and general education courses required in the first two years of a bachelor's degree in science. Environmental and biological science courses provide the foundation students need to pursue environmental science careers. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Graduates of the environmental science transfer associate degree program should be able to:

1. Demonstrate logical thinking skills and professional ethics to design, conduct and report the results of a scientific investigation that safely employs laboratory and field equipment;
2. Retrieve, interpret, evaluate and critically reflect upon the progress of environmental science using information from professional sources;
3. Accurately apply appropriate mathematical and scientific skills to formulate, solve and interpret models that demonstrate environmental science concepts;
4. Identify and apply core content theories and concepts of environmental science; and
5. Describe the interrelationship between environmental science and the other natural sciences.

The letter of recognition in environmental energy technology option is for students interested in environmentally-sensitive, sustainable alternative energy production. The letter of recognition in environmental science option is designed for students interested in entry-level positions in environmentally-related careers such as environmental technician, water quality analysis, and natural resources management and control.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/env).

Environmental Energy Technology

Associate of Applied Science Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1

Fall Semester			
CON	150	Basic Construction Techniques I	2
* EET	100	Basic Electricity	4
* ENG	101	Fundamentals of English I	3
MFG	110	Modern Manufacturing Techniques I	2
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	2
			17

Spring Semester			
CMP	101	Introduction to Information Systems	3
* EET	120	Electronics	3
* EET	150	Digital Electronics	3
* EET	205	Intermediate Electricity	3
POL	101	American Government	3
			15

Second Year

Fall Semester			
* ENV	101	Environmental Science	4
ENV	120	Introduction to Wind Turbine Technology	2
ENV	140	Introduction to Geographic Information-GIS	3
BIO	101	Fundamentals of Biology	4
* MTH	152	Elementary Statistics	3
			16

Spring Semester			
ENV	150	Introduction to Solar and Renewable Energy	3
* CHM	101	General Chemistry I	4
* EET	230	Industrial Controls	3
* ENG	151	Fundamentals of English II	3
* MFG	150	Statics and Strength of Materials	3
			16

Environmental Science Transfer

Associate of Science Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1

Fall Semester			
⁎ BIO	210	Biology: Concepts and Methods	4
⁎ CHM	101	General Chemistry I	4
⁎ ENG	101	Fundamentals of English I	3
⁎ MTH	154	College Algebra and Trigonometry	4
			15

Spring Semester			
⁎ ENV	101	Environmental Science	4
⁎ CHM	102	General Chemistry II	4
⁎ ENG	151	Fundamentals of English II	3
⁎ PHY	101	General Physics I	4
Elective		History Elective	3
			18

Second Year

Fall Semester			
ENV	105	Introduction to Green Careers	3
ENV	140	Introduction to Geographic Information-GIS	3
GEO	101	Earth and Space Science	4
PHE	106	Integrated Health and Fitness	3
⁎ PHY	211	General Physics II	4
			17

Spring Semester			
⁎ BIO	221	Zoology	4
⁎ MTH	152	Elementary Statistics	3
❖ GEN	ED	Social/Behavioral Science Requirement	3
Elective		Arts and Humanities Elective (ART 101, MUS 101, PHL 101, SPH 101, ⁎SPN 101 or ⁎SPN 102)	3
Elective		History Elective	3
			16

Environmental Energy Technology
Certificate of Proficiency

				Credit Hours
⁎	ENV	101	Environmental Science	4
	ENV	120	Introduction to Wind Turbine Technology	2
	ENV	140	Introduction to Geographic Information-GIS	3
	ENV	150	Introduction to Solar and Renewable Energy	3
	CON	150	Basic Construction Techniques I	2
⁎	EET	100	Basic Electricity	4
	MFG	110	Modern Manufacturing Techniques I	2
⁎	MTH	154	College Algebra and Trigonometry	4
	SDV	100	Fundamentals of College Study	1
	TEC	100	Technical Drafting	2
				27

Environmental Science
Letter of Recognition

Environmental Energy Technology Option

			Credit Hours
ENV	150	Introduction to Solar and Renewable Energy	3
CON	150	Basic Construction Techniques I	2
CON	151	Basic Construction Techniques II	2
			7

Environmental Science Option

			Credit Hours
⁎ BIO	210	Biology: Concepts and Methods	4
⁎ ENV	101	Environmental Science	4
ENV	140	Introduction to Geographic Information-GIS	3
			11

⁎ This course has a prerequisite.

❖ Any PSY or SOC course, or ECO 151, GEO 102 or POL 101, meets this requirement.

General Studies

The general studies transfer program prepares students to transfer to a four-year college or university as juniors. While pursuing a liberal arts background, general studies students also have the opportunity to explore an occupational area through their electives. At least 60 credit hours are needed to obtain an associate of arts degree. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Graduates of this program should be able to:

1. Accurately apply appropriate mathematical and scientific concepts and skills to effectively formulate, solve and/or interpret problems with individual or societal significance and communicate evidence-based conclusions related to these issues;
2. Utilize reading strategies and background knowledge to retrieve specific information, and to interpret, evaluate and critically reflect upon different types and structures of text in different situations with personal and societal applications;
3. Compose a piece of writing and make an oral presentation that offer sound reasoning/logic, follow clear organizational designs, use appropriate and correctly documented supporting materials, and adhere to the conventions of standard written/spoken American English;
4. Given a particular learning task, demonstrate the ability to select and use appropriate technology in order to locate, access and present information based on the needs of the assignment;
5. Analyze and evaluate an awareness of self, the interaction of human behavior and cultural diversity and/or the complexity of dynamic social/political/economic systems within an historical context; and
6. Deliver a speech and demonstrate either novice-level proficiency in a foreign language or knowledge of the history and theory of philosophy or one of the fine arts.

General Studies Transfer

Associate of Arts Degree

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1

Fall Semester			
CMP	101	Introduction to Information Systems	3
∗ ENG	101	Fundamentals of English I	3
× GEN	ED	Biological/Physical Science Requirement	4
❖ GEN	ED	Social/Behavioral Science Requirement	3
Elective		History Elective	3
			16

Spring Semester			
∗ ENG	151	Fundamentals of English II	3
SPH	101	Fundamentals of Oral Communication	3
GEN	ED	Mathematics Requirement	3-4
Elective		General Elective	3
Elective		History Elective	3
			15-16

Second Year

Fall Semester			
PHE	106	Integrated Health and Fitness	3
Elective		English Elective (∗ENG 202, ∗ENG 203 or ∗ENG 204)	3
GEN	ED	Arts and Humanities Requirement	3
Elective		General Electives	6
			15

Spring Semester			
× GEN	ED	Biological/Physical Science Requirement	4
Elective		General Electives	8-9
			12-13

∗ This course has a prerequisite.
× Each course must be from a different discipline.
❖ Any PSY or SOC course, or ECO 151, GEO 102 or POL 101, meets this requirement.

Hotel-Motel-Restaurant Management

Wor-Wic's hotel-motel-restaurant management programs are designed to provide students with entry-level skills for positions in the hospitality industry and to receive on-the-job training. Students can enroll in associate degree or certificate options in culinary arts or hotel-motel-restaurant management.

The culinary arts options provide students with the knowledge and skills needed for an entry-level position in the culinary industry or to upgrade their skills. Students work in a modern teaching kitchen with commercial equipment preparing foods typically found in area restaurants. The hotel-motel-restaurant management culinary arts options are accredited by the American Culinary Federation Education Foundation's Accrediting Commission.

Graduates of the culinary program options should be able to:

1. Identify and utilize proper food and beverage preparation and service practices to operate a food service facility that also meets industry standards for safety, cleanliness and sanitation;
2. Describe and employ appropriate management practices to manage multiple facets of a food service facility;
3. Develop a comprehensive marketing plan for a food service facility;
4. Apply procurement/inventory procedures and purchasing/cost controls to the operation of a food service facility; and
5. Create and serve a variety of cuisines typically found in a food service facility in a team environment.

The hotel-motel-restaurant management options provide students with knowledge in supervisory management, facilities management, accounting and law, as they relate to hospitality management.

Graduates of the hotel-motel-restaurant management programs should be able to:

1. Identify and utilize proper food and beverage preparation and service practices to operate a hospitality facility that also meets industry standards for safety, cleanliness and sanitation;
2. Describe and employ appropriate management and legal practices to operate all facets of a hospitality business;
3. Develop a comprehensive marketing plan for a hospitality business; and
4. Apply accounting and procurement/inventory procedures and controls to the operation of a hospitality business.

Students can apply the credits they earn at Wor-Wic toward a bachelor's degree by transferring to the hotel and restaurant management program at the University of Maryland Eastern Shore or another four-year college or university. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Wor-Wic's hotel-motel-restaurant management department is a member of the National Restaurant Association, Council on Hotel, Restaurant and Institutional Education, the Ocean City Hotel-Motel-Restaurant Association and the Delmarva chapter of the American Culinary Federation.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/hmr).

Hotel-Motel-Restaurant Management

Associate of Applied Science Degree

Culinary Arts Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
HMR	101	Introduction to Hospitality Management	3
HMR	115	Sanitation and Safety Systems	1
* HMR	120	Principles of Food Preparation	3
* ENG	101	Fundamentals of English I	3
* GEN	ED	Mathematics Requirement	3-4
GEN	ED	Social/Behavioral Science Requirement	3
			16-17
Spring Semester			
* HMR	130	Italian Cuisine	1
* HMR	140	International Cuisine	3
* HMR	150	Baking and Pastry Production	3
HMR	151	Hospitality Marketing	3
HMR	154	Food Service Management	3
* ENG	151	Fundamentals of English II	3
			16

Second Year

Fall Semester			
HMR	202	Food Service Cost Control	3
* HMR	210	Healthy Cooking	1
* HMR	215	Seafood	1
* HMR	220	Dessert and Pastry Art	2
* HMR	225	American Regional Cuisine	3
SPH	101	Fundamentals of Oral Communication	3
* SPN	101	Fundamentals of Spanish I	
or			
* SPN	102	Fundamentals of Spanish II	3
			16
Spring Semester			
* HMR	230	French Cuisine	1
* HMR	240	Foods of the Americas	1
HMR	252	Purchasing and Menu Planning	3
* HMR	254	Garde Manger	3
HMR	255	Beverage Management	3
* HMR	260	Hotel-Motel-Restaurant Field Experience	3
BIO	120	Nutrition	3
SDV	101	Career Development	1
			18

Hotel-Motel-Restaurant Management

Associate of Applied Science Degree

Hotel-Motel-Restaurant Management Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
	HMR	101	Introduction to Hospitality Management	3
	HMR	115	Sanitation and Safety Systems	1
*	HMR	120	Principles of Food Preparation	3
	HMR	201	Rooms Division Management -- Front Office	3
*	ENG	101	Fundamentals of English I	3
				13
Spring Semester				
	HMR	151	Hospitality Marketing	3
	HMR	154	Food Service Management	3
	CMP	101	Introduction to Information Systems	3
*	ENG	151	Fundamentals of English II	3
*	GEN	ED	Mathematics Requirement	3-4
				15-16

Second Year

Fall Semester				
	HMR	202	Food Service Cost Control	3
	HMR	203	Rooms Division Management -- Housekeeping	3
*	ACT	100	Basic Accounting	
	or			
*	ACT	101	Principles of Accounting I	3
	SDV	101	Career Development	1
	SPH	101	Fundamentals of Oral Communication	3
*	SPN	101	Fundamentals of Spanish I	
	or			
*	SPN	102	Fundamentals of Spanish II	3
				16
Spring Semester				
	HMR	206	Hospitality Law	3
	HMR	252	Purchasing and Menu Planning	3
	HMR	255	Beverage Management	3
*	HMR	260	Hotel-Motel-Restaurant Field Experience	3
	BIO	120	Nutrition	3
	GEN	ED	Social/Behavioral Science Requirement	3
				18

Hotel-Motel-Restaurant Management
Certificate of Proficiency

Culinary Arts Option

				Credit Hours
	HMR	115	Sanitation and Safety Systems	1
*	HMR	120	Principles of Food Preparation	3
*	HMR	150	Baking and Pastry Production	3
	HMR	154	Food Service Management	3
	HMR	202	Food Service Cost Control	3
*	HMR	210	Healthy Cooking	1
*	HMR	225	American Regional Cuisine	3
	HMR	252	Purchasing and Menu Planning	3
	SDV	100	Fundamentals of College Study	1
				21

ELECTIVES -- Students must also select five credit hours from the following courses:

*	HMR	130	Italian Cuisine	1
*	HMR	140	International Cuisine	3
*	HMR	215	Seafood	1
*	HMR	220	Dessert and Pastry Art	2
*	HMR	230	French Cuisine	1
*	HMR	240	Foods of the Americas	1

Hotel-Motel Management Option

				Credit Hours
	HMR	101	Introduction to Hospitality Management	3
	HMR	151	Hospitality Marketing	3
	HMR	201	Rooms Division Management -- Front Office	3
	HMR	203	Rooms Division Management -- Housekeeping	3
	HMR	206	Hospitality Law	3
*	ACT	100	Basic Accounting	
	or			
*	ACT	101	Principles of Accounting I	3
	CMP	101	Introduction to Information Systems	3
	SDV	100	Fundamentals of College Study	1
				22

Restaurant Management Option

				Credit Hours
	HMR	101	Introduction to Hospitality Management	3
	HMR	115	Sanitation and Safety Systems	1
*	HMR	120	Principles of Food Preparation	3
	HMR	151	Hospitality Marketing	3
	HMR	154	Food Service Management	3
	HMR	202	Food Service Cost Control	3
	HMR	252	Purchasing and Menu Planning	3
	HMR	255	Beverage Management	3
	SDV	100	Fundamentals of College Study	1
				23

* This course has a prerequisite.

Manufacturing

The manufacturing industry has become highly automated and computerized, requiring employees with well-developed technical and interpersonal skills. Current manufacturing employees must be computer literate and team oriented. They need to understand quality control concepts and be able to diagnose and solve production problems. Wor-Wic's manufacturing engineering technology programs provide students with an opportunity to develop the skills and knowledge required for employment in a wide range of high technology manufacturing and technology-intensive industries. Two associate of applied science degree and two certificate of proficiency options are available. High school courses in mathematics and the physical sciences are encouraged for students who choose any of the manufacturing engineering technology options.

The manufacturing computer-aided drafting degree option prepares students for positions in computer-aided drafting, computer-aided manufacturing, tool design, and other product and production development functions, as well as quality control and the production phase of the manufacturing industry. The manufacturing transfer degree option is designed for students who want to transfer to the University of Maryland Eastern Shore or another four-year college or university and work toward a bachelor's degree in mechanical/manufacturing engineering technology. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

The manufacturing computer-aided drafting certificate option is designed to provide students with skills in computer technology to prepare for positions in various manufacturing, fabrication and processing companies. This option focuses on high-level computer skills, computer-aided drafting (CAD) applications, 2-D and 3-D drafting and modeling, geometric tolerancing, and tool and product design. Students who excel in CAD can take a certification examination in AutoCAD. The manufacturing engineering technology certificate option prepares students for entry-level positions in the production, quality control and maintenance areas of manufacturing.

Graduates of these programs should be able to:

1. Use material specifications and technical drawings to diagnose and solve manufacturing and production problems;
2. Create and measure parts to CAD blueprint specifications and demonstrate the use of fundamental quality tools to control processes in manufacturing;
3. Demonstrate skill, knowledge and expertise in processing material to produce finished products; and
4. Use technology for information, research and problem solving.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/mfg).

Manufacturing Engineering Technology
Associate of Applied Science Degree

Manufacturing Computer-Aided Drafting Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1
Fall Semester			
MFG	110	Modern Manufacturing Techniques I	2
CAD	140	Computer-Aided Drafting I	3
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	2
			17
Spring Semester			
* MFG	111	Modern Manufacturing Techniques II	2
* MFG	150	Statics and Strength of Materials	3
* MFG	180	Computer-Aided Manufacturing	2
* CAD	150	Computer-Aided Drafting II	3
* ENG	151	Fundamentals of English II	3
* PHY	101	General Physics I	4
			17

Second Year

Fall Semester			
MFG	210	Quality Controls and Statistical Measurement	3
* BMT	154	Production and Operations	3
* CAD	200	Engineering and Manufacturing Technology with CAD	3
CMP	104	Introduction to Programming	2
* PHY	211	General Physics II	4
SDV	101	Career Development	1
			16
Spring Semester			
MFG	200	Quality Management and Auditing	3
* MFG	220	Fluid Power	3
MFG	240	Manufacturing Materials and Processes	3
* MFG	260	Manufacturing Engineering Technology Field Experience	2
PSY	101	Introduction to Psychology	3
			14

Manufacturing Engineering Technology
Associate of Applied Science Degree

Manufacturing Transfer Option

First Year

Summer Session II			Credit Hours
SDV	100	Fundamentals of College Study	1

Fall Semester			
MFG	110	Modern Manufacturing Techniques I	2
* EET	100	Basic Electricity	4
* EET	150	Digital Electronics	3
* MTH	154	College Algebra and Trigonometry	4
PSY	101	Introduction to Psychology	3
TEC	100	Technical Drafting	2
			18

Spring Semester			
* MFG	111	Modern Manufacturing Techniques II	2
* MFG	150	Statics and Strength of Materials	3
* MFG	180	Computer-Aided Manufacturing	2
* EET	120	Electronics	3
* EET	205	Intermediate Electricity	3
* PHY	101	General Physics I	4
			17

Second Year

Fall Semester			
MFG	210	Quality Controls and Statistical Measurement	3
* CHM	101	General Chemistry I	4
* CMP	210	Programming Structures and Applications	4
* ENG	101	Fundamentals of English I	3
* PHY	211	General Physics II	4
			18

Spring Semester			
* MFG	220	Fluid Power	3
MFG	240	Manufacturing Materials and Processes	3
* EET	230	Industrial Controls	3
* ENG	151	Fundamentals of English II	3
* MTH	201	Calculus I	4
			16

Manufacturing Engineering Technology
Certificate of Proficiency

Manufacturing Computer-Aided Drafting Option

			Credit Hours
CAD	140	Computer-Aided Drafting I	3
* CAD	150	Computer-Aided Drafting II	3
* CAD	200	Engineering and Manufacturing Technology with CAD	3
MFG	110	Modern Manufacturing Techniques I	2
* MFG	111	Modern Manufacturing Techniques II	2
* MFG	150	Statics and Strength of Materials	3
MFG	200	Quality Management and Auditing	3
* MFG	260	Manufacturing Engineering Technology Field Experience	2
* MTH	154	College Algebra and Trigonometry	4
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
TEC	100	Technical Drafting	2
			29

Manufacturing Engineering Technology Option

			Credit Hours
MFG	110	Modern Manufacturing Techniques I	2
* MFG	111	Modern Manufacturing Techniques II	2
* MFG	150	Statics and Strength of Materials	3
* MFG	180	Computer-Aided Manufacturing	2
MFG	210	Quality Controls and Statistical Measurement	3
MFG	240	Manufacturing Materials and Processes	3
* MFG	260	Manufacturing Engineering Technology Field Experience	2
* EET	100	Basic Electricity	4
* EET	205	Intermediate Electricity	3
* MTH	154	College Algebra and Trigonometry	4
SDV	100	Fundamentals of College Study	1
SDV	101	Career Development	1
TEC	100	Technical Drafting	2
			32

* This course has a prerequisite.

Nursing

Wor-Wic's certificate of proficiency and associate of science degree nursing programs are approved by the Maryland Board of Nursing. Students complete clinical experiences, in addition to studying nursing theory and general education subjects. High school or college courses in biology and chemistry are strongly recommended.

The certificate program in practical nursing is designed to prepare graduates for jobs as licensed practical nurses (LPNs). Graduates who pass the examination in Maryland for licensure as LPNs can give nursing care under the direction of other health care providers in a variety of settings, such as hospitals and nursing homes. This program is approved as part of Maryland's statewide LPN to ADN articulation agreement. The certificate program is based on concepts from the physical, biological and social sciences.

Graduates of the certificate program should be able to:
1. Provide individualized nursing care to clients experiencing self-care deficits;
2. Use a variety of communication skills to establish effective communication;
3. Provide basic self-care information to clients who require support to restore or maintain health and meet self-care needs;
4. Plan and organize their own assignments in a variety of settings to provide a safe, effective care environment; and
5. Be responsible for their own nursing practice within accepted ethical and legal parameters.

The associate of science degree program is a registered nursing education program for those with a practical nursing education. This program is designed to prepare graduates for jobs as registered nurses (RNs). Graduates who pass the examination in Maryland for licensure as RNs can give nursing care in a variety of settings, where they may also provide direction to others in the technical aspects of nursing. The associate of science degree program builds on the foundation of the practical nursing program. This program is approved as part of Maryland's statewide RN to BSN articulation agreement. Graduates are granted up to 70 credit hours of direct transfer credit for their Wor-Wic course work when they enroll in one of the BSN programs in the University of Maryland system.

Graduates of the associate degree program should be able to:

1. Provide individualized nursing care to clients experiencing self-care deficits;
2. Use a variety of communication skills and techniques to establish and maintain effective communication;
3. Implement individualized teaching plans for clients who need information or support to promote, maintain or restore health;
4. Manage nursing care for a group of clients with common/complex, well-defined health problems in a variety of settings; and
5. Practice nursing within accepted ethical and legal parameters.

Due to the limited number of spaces available in these programs, selection is on a competitive basis. Interested individuals must follow the procedures in the "Nursing Admission Information" packet, which is available in the admissions office or on the college website. Applicants to the certificate nursing program can choose to be considered for admission based on their grade point average (GPA) in five pre-nursing courses or on their American College Testing (ACT) assessment score. Admission to the associate of science degree nursing program can also be based on either the student's GPA or ACT assessment score. In order to be considered for admission into the program that begins in the fall, prospective students must complete the admission requirements by the first Friday in June. Those interested in the program that begins in the spring must complete the admission requirements by the first Friday in October.

In order to graduate with a certificate of proficiency or associate of science degree, students must obtain a grade of "C" or better in all nursing and biology courses. Students must also meet all clinical objectives and maintain current cardiopulmonary resuscitation certification while enrolled in clinical nursing courses.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/nur).

Practical Nursing
Certificate of Proficiency

ACT Admission Track

				Credit Hours
	Summer Session II			
	SDV	100	Fundamentals of College Study	1
	Fall Semester			
⁎	NUR	101	Nursing Fundamentals	6
◆	BIO	120	Nutrition	3
◆	BIO	202	Anatomy and Physiology I	4
◆	PSY	101	Introduction to Psychology	3
				16
	Spring Semester			
⁎	NUR	110	Nursing in Society	.5
⁎	NUR	151	Adult Nursing	6
◆⁎	BIO	203	Anatomy and Physiology II	4
◆⁎	ENG	101	Fundamentals of English I	3
◆⁎	PSY	251	Human Growth and Development	3
				16.5
	Summer Sessions			
⁎	NUR	154	Maternal-Child Nursing	4
⁎	NUR	157	Psychiatric Nursing	4
				8

Practical Nursing
Certificate of Proficiency

GPA Admission Track (Fall and Spring Admission Cohorts)

Pre-Nursing Courses

				Credit Hours
◆	BIO	202	Anatomy and Physiology I	4
◆⁎	BIO	203	Anatomy and Physiology II	4
◆⁎	ENG	101	Fundamentals of English I	3
◆	PSY	101	Introduction to Psychology	3
◆⁎	PSY	251	Human Growth and Development	3
	SDV	100	Fundamentals of College Study	1
				18

Remaining Courses

Fall Semester (Fall Cohort) & Spring Semester (Spring Cohort)

⁎	NUR	101	Nursing Fundamentals	6
◆	BIO	120	Nutrition	3
				9

Spring Semester (Fall Cohort) & Summer Sessions (Spring Cohort)

⁎	NUR	110	Nursing in Society	.5
⁎	NUR	151	Adult Nursing	6
				6.5

Summer Sessions (Fall Cohort) & Fall Semester (Spring Cohort)

⁎	NUR	154	Maternal-Child Nursing	4
⁎	NUR	157	Psychiatric Nursing	4
				8

Nursing
Associate of Science Degree

Fall Semester (Fall Cohort) & Spring Semester (Spring Cohort)

⁎	NUR	202	Advanced Nursing I	6
⁎	NUR	255	Issues in Nursing	.5
◆⁎	BIO	220	Microbiology	4
◆⁎	ENG	151	Fundamentals of English II	3
				13.5

Spring Semester (Fall Cohort) & Summer Sessions (Spring Cohort)

⁎	NUR	252	Advanced Nursing II	6
◆⁎	MTH	152	Elementary Statistics	3
◆	SOC	101	Introduction to Sociology	3
◆	SPH	101	Fundamentals of Oral Communication	3
				15

⁎ This course has a prerequisite.
◆ This course can be taken before being accepted into the program.

Office Technology

Wor-Wic offers two associate of applied science degree options, four certificate of proficiency options and three letters of recognition in office technology. Students who complete any of the appropriate office technology options are eligible to take specific components of the Microsoft Certified Application Specialist (MCAS) examination.

The medical office assistant degree and office technology specialist degree options are designed to prepare graduates for a wide variety of upper-level positions. Either option can also be used as a stepping stone to an administrative position or the beginning of a business education (teaching) career. The medical office assistant degree option prepares students for employment in the health care or medical insurance industry. In addition to general office skills, students are taught computer applications particular to the medical field, as well as medical terminology, transcription, records management and health information. In addition to providing extensive training in the most up-to-date software used in today's automated office, the office technology specialist degree option deals with issues such as hardware and software selection, confidentiality, interpersonal skills and the creation of an atmosphere compatible with efficiency and high employee morale. This option is designed to provide students with a broad range of skills and knowledge necessary to work in organizations of all sizes.

The applications specialist, health information technology, medical transcription and office assistant certificate options are designed to prepare graduates for entry-level positions or advancement in any of these fields. These options offer an opportunity for students to learn the basic personal and technical skills needed to function in an office environment. Students who enroll in the applications specialist certificate option learn to use a variety of software applications. The health information technology certificate option prepares students for medical records coding careers or other employment opportunities as health information technicians in hospitals, nursing homes, ambulatory care facilities, physician offices, home health agencies and other facilities that create or evaluate health records. Students are taught to interpret health record documents using knowledge of anatomy, physiology, clinical disease processes, pharmacology and medical terminology to identify codeable diagnoses and procedures. Graduates can take the Certified Coding Associate and Certified Coding Specialist or Certified Coding Specialist -- Physician-Based examinations offered by the American Health Information Management Association. The medical transcription certificate option provides a working knowledge of computer applications, and includes

specialized training in medical transcription. In addition to word processing, students in the office assistant certificate option receive training in other computer applications found in today's office. The letters of recognition in desktop publishing, multimedia communication and word processing are designed to develop workplace readiness skills for the computerized office environment.

Graduates of these programs should be able to:

1. Describe activities occurring within the basic functions of an office environment;
2. Communicate in written, oral and multimedia formats;
3. Demonstrate competence in using office application software;
4. Demonstrate competence in medical terminology and transcription (medical office assistant option only); and
5. Demonstrate office skills and knowledge in a workplace setting and exhibit professional behaviors as per the standards of the respective agency.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/oft).

Office Technology
Associate of Applied Science Degree

Medical Office Assistant Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
❍	OFT	104	Formatting and Typing	3
☆	OFT	110	Business English Skills	3
	CMP	101	Introduction to Information Systems	3
✻	ENG	101	Fundamentals of English I	3
✻	GEN	ED	Mathematics Requirement	3-4
				15-16
Spring Semester				
✻❍	OFT	111	Machine Transcription	3
	OFT	140	Medical Terminology	3
✻	OFT	155	Introduction to Word and Information Processing	3
✻	OFT	203	Office Procedures and Technology	3
✻	ENG	151	Fundamentals of English II	3
				15

Second Year

Fall Semester				
	OFT	130	Introduction to Health Information Technology	3
	OFT	162	Introduction to Database Design	3
❍	OFT	165	Records Management	2
✻	OFT	220	Advanced Word and Information Processing	3
✻	ACT	100	Basic Accounting	
	or			
✻	ACT	101	Principles of Accounting I	3
	BIO	115	Introduction to Human Structure and Function	3
	SDV	101	Career Development	1
				18
Spring Semester				
✻❍	OFT	211	Medical Typing	3
✻❍	OFT	253	Medical Machine Transcription	3
✻	OFT	270	Medical Office Field Experience	2
	SPH	101	Fundamentals of Oral Communication	3
	GEN	ED	General Education Elective	3
	GEN	ED	Social/Behavioral Science Requirement	3
				17

Office Technology
Associate of Applied Science Degree

Office Technology Specialist Option

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
❍	OFT	104	Formatting and Typing	3
☆	OFT	110	Business English Skills	3
	OFT	162	Introduction to Database Design	3
∗	ENG	101	Fundamentals of English I	3
∗	GEN	ED	Mathematics Requirement	3-4
				15-16
Spring Semester				
∗	OFT	155	Introduction to Word and Information Processing	3
∗	OFT	160	Introduction to Spreadsheets	3
❍	OFT	165	Records Management	2
∗	OFT	203	Office Procedures and Technology	3
∗	ACT	100	Basic Accounting	
	or			
∗	ACT	101	Principles of Accounting I	3
∗	ENG	151	Fundamentals of English II	3
				17

Second Year

Fall Semester				
∗❍	OFT	111	Machine Transcription	3
∗	OFT	220	Advanced Word and Information Processing	3
	SDV	101	Career Development	1
	SPH	101	Fundamentals of Oral Communication	3
	GEN	ED	Biological/Physical Science Requirement	3-4
	GEN	ED	Social/Behavioral Science Requirement	3
				16-17
Spring Semester				
∗	OFT	240	Desktop Publishing/Graphic Presentations	3
∗	OFT	241	Multimedia Communication	3
∗	OFT	260	Office Technology Field Experience	2
	BMT	151	Management and the Organization	3
	GEN	ED	General Education Elective	3-4
				14-15

Office Technology
Certificate of Proficiency

Applications Specialist Option

			Credit Hours
❍ OFT	104	Formatting and Typing	3
✻ OFT	155	Introduction to Word and Information Processing	3
✻ OFT	160	Introduction to Spreadsheets	3
OFT	162	Introduction to Database Design	3
✻ OFT	220	Advanced Word and Information Processing	3
✻ OFT	240	Desktop Publishing	3
✻ OFT	241	Multimedia Communication	3
SDV	100	Fundamentals of College Study	1
			22

Health Information Technology Option

			Credit Hours
✻ OFT	131	Basic Procedural Coding	3
✻ OFT	132	Basic Diagnosis Coding	3
✻ OFT	133	Pathophysiology and Pharmacology	4
✻ OFT	140	Medical Terminology	3
BIO	115	Introduction to Human Structure and Function	3
SDV	100	Fundamentals of College Study	1
			17

Medical Transcription Option

			Credit Hours
❍ OFT	104	Formatting and Typing	3
☆ OFT	110	Business English Skills	3
✻❍ OFT	111	Machine Transcription	3
OFT	140	Medical Terminology	3
✻ OFT	155	Introduction to Word and Information Processing	3
✻❍ OFT	211	Medical Typing	3
✻❍ OFT	253	Medical Machine Transcription	3
BIO	115	Introduction to Human Structure and Function	3
SDV	100	Fundamentals of College Study	1
			25

Office Technology
Certificate of Proficiency

Office Assistant Option

				Credit Hours
❍	OFT	104	Formatting and Typing	3
☆	OFT	110	Business English Skills	3
✻	OFT	155	Introduction to Word and Information Processing	3
✻	OFT	160	Introduction to Spreadsheets	3
	OFT	162	Introduction to Database Design	3
❍	OFT	165	Records Management	2
✻	OFT	203	Office Procedures and Technology	3
✻	ACT	100	Basic Accounting	3
	SDV	100	Fundamentals of College Study	1
				24

Office Technology
Letter of Recognition

Desktop Publishing

				Credit Hours
❍	OFT	104	Formatting and Typing	3
✻	OFT	155	Introduction to Word and Information Processing	3
✻	OFT	240	Desktop Publishing	3
				9

Multimedia Communication

				Credit Hours
❍	OFT	104	Formatting and Typing	3
✻	OFT	241	Multimedia Communication	3
	BMT	203	Organizational Communications	3
				9

Word Processing

				Credit Hours
❍	OFT	104	Formatting and Typing	3
✻	OFT	155	Introduction to Word and Information Processing	3
✻	OFT	220	Advanced Word and Information Processing	3
				9

❍ This is a self-paced course.
✻ This course has a prerequisite.
☆ This course has a corequisite.

Radiologic Technology

Wor-Wic's radiologic technology program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology. This associate of applied science degree program is designed to prepare graduates for jobs as radiologic technologists. Radiologic technologists use radiation to provide detailed images of the tissues, organs, bones and vessels of the human body, producing quality diagnostic examinations while providing essential patient care services. Radiologic technologists are employed in hospitals, clinics, private offices, industry, civil service, public health facilities and educational institutions. They can pursue careers in computed tomography, angiography, ultrasonography, nuclear medicine, radiation therapy, magnetic resonance imaging, mammography, cardiac catheterization, management or education.

Students enrolled in this program obtain clinical experiences at Peninsula Regional Medical Center and Peninsula Imaging in Salisbury, as well as at Atlantic General Hospital in Berlin and E.W. McCready Memorial Hospital in Crisfield. Individuals who successfully complete the program can take a certification and licensure examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). State certification as a medical radiation technologist is required for employment in Maryland.

Wor-Wic also offers an opportunity for a hospital-trained registered radiologic technologist to obtain an associate of applied science degree by successfully completing 35 credit hours of course work and a simulated ARRT examination.

Due to the limited number of spaces available in this program, selection is on a competitive basis. Interested individuals must follow the procedures in the "Radiologic Technology Admission Information" packet, which is available in the admissions office or on the college website. In order to be considered for admission into the program that begins in the summer, prospective students must complete the admission requirements by the second Friday in May.

In order to graduate with an associate of applied science degree, students must obtain a grade of "C" or better in all radiologic technology, biology and mathematics courses. Students must also meet all clinical objectives and maintain current cardiopulmonary resuscitation certification while enrolled in the program.

Graduates of this program should be able to:

1. Provide appropriate patient care for imaging examinations;
2. Accurately position patients to produce diagnostic images;
3. Select accurate exposure factors for imaging exams;
4. Modify the imaging exam according to the patient condition;
5. Modify imaging parameters during a multiple radiographic exam series;
6. Demonstrate radiation protection for the patient;
7. Demonstrate radiation protection for themselves in the clinical environment;
8. Demonstrate effective written communication skills; and
9. Demonstrate effective oral communication skills.

Radiologic Technology
Associate of Applied Science Degree

ACT Admission Track

First Year

				Credit Hours
Summer Session II				
⁎	RDT	101	Introduction to Radiologic Technology	2
⁎	RDT	102	Radiographic Nursing Procedures I	2
⁎	RDT	105	Radiographic Positioning I	3
◆	SDV	100	Fundamentals of College Study	1
				8
Fall Semester				
☆⁎	RDT	103	Clinical Practicum I	2
☆⁎	RDT	104	Principles of Exposure I	3
☆⁎	RDT	108	Radiographic Nursing Procedures II	2
☆⁎	RDT	155	Radiographic Positioning II	2
◆	BIO	202	Anatomy and Physiology I	4
◆⁎	ENG	101	Fundamentals of English I	3
				16
Spring Semester				
☆⁎	RDT	153	Clinical Practicum II	2
☆⁎	RDT	154	Principles of Exposure II	2
☆⁎	RDT	205	Radiographic Positioning III	2
☆⁎	RDT	210	Radiographic Pathology	2
◆⁎	BIO	203	Anatomy and Physiology II	4
◆⁎	ENG	151	Fundamentals of English II	3
◆	GEN	ED	Social/Behavioral Science Requirement	3
				18
Summer Sessions I and II				
⁎	RDT	203	Clinical Practicum III	4

Second Year

Fall Semester				
☆⁎	RDT	201	Radiation Protection and Radiobiology	2
⁎	RDT	204	Principles of Exposure III	2
⁎	RDT	253	Clinical Practicum IV	2
☆⁎	RDT	256	Imaging Equipment and Operation	2
◆⁎	MTH	154	College Algebra and Trigonometry	4
				12
Spring Semester				
☆⁎	RDT	257	Introduction to Sectional Anatomy and Computed Tomography	2
☆⁎	RDT	263	Clinical Practicum V	2
☆⁎	RDT	270	Special Radiographic Procedures	2
⁎	RDT	275	Seminar in Radiography	3
◆	SPH	101	Fundamentals of Oral Communication	3
				12

Radiologic Technology

Associate of Applied Science Degree

GPA Admission Track

Pre-Radiologic Technology Courses

				Credit Hours
◆	BIO	202	Anatomy and Physiology I	4
◆⁎	BIO	203	Anatomy and Physiology II	4
◆⁎	ENG	101	Fundamentals of English I	3
◆⁎	MTH	154	College Algebra and Trigonometry	4
◆	SDV	100	Fundamentals of College Study	1
				16

Remaining Courses

Summer Session II

⁎	RDT	101	Introduction to Radiologic Technology	2
⁎	RDT	102	Radiographic Nursing Procedures I	2
⁎	RDT	105	Radiographic Positioning I	3
				7

Fall Semester

☆⁎	RDT	103	Clinical Practicum I	2
☆⁎	RDT	104	Principles of Exposure I	3
☆⁎	RDT	108	Radiographic Nursing Procedures II	2
☆⁎⁎	RDT	155	Radiographic Positioning II	2
				9

Spring Semester

☆⁎	RDT	153	Clinical Practicum II	2
☆⁎	RDT	154	Principles of Exposure II	2
☆⁎	RDT	205	Radiographic Positioning III	2
☆⁎	RDT	210	Radiographic Pathology	2
◆	SPH	101	Fundamentals of Oral Communication	3
				11

Summer Sessions I and II

⁎	RDT	203	Clinical Practicum III	4

Fall Semester

☆⁎	RDT	201	Radiation Protection and Radiobiology	2
⁎	RDT	204	Principles of Exposure III	2
⁎	RDT	253	Clinical Practicum IV	2
☆⁎	RDT	256	Imaging Equipment and Operation	2
◆⁎	ENG	151	Fundamentals of English II	3
				11

Spring Semester

☆⁎	RDT	257	Introduction to Sectional Anatomy and Computed Tomography	2
☆⁎	RDT	263	Clinical Practicum V	2
☆⁎	RDT	270	Special Radiographic Procedures	2
⁎	RDT	275	Seminar in Radiography	3
◆	GEN	ED	Social/Behavioral Science Requirement	3
				12

⁎ This course has a prerequisite.
☆ This course has a corequisite.
◆ This course can be taken before being accepted into the program.

Science

The science transfer program is designed to prepare students to transfer to a four-year degree program in science or a pre-professional program, such as pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary or pre-mortuary. This transfer program includes the science, mathematics and general education courses required in the first two years of a baccalaureate degree program in science. Science course options offer flexibility to focus on areas of interest. To ensure maximum transferability, students should familiarize themselves with the program requirements of the institution to which they plan to transfer.

Graduates of this program should be able to:

1. Demonstrate logical thinking skills and professional ethics to design, conduct and report the results of a scientific investigation that safely employs laboratory equipment;
2. Retrieve, interpret, evaluate and critically reflect upon the progress of scientific technology using information from professional sources;
3. Accurately apply appropriate mathematical and scientific skills to formulate, solve and interpret models that demonstrate scientific concepts; and
4. Identify and apply core content theories and concepts of the sciences (biology and chemistry).

Science Transfer
Associate of Science Degree

First Year

				Credit Hours
Summer Session II				
	SDV	100	Fundamentals of College Study	1
Fall Semester				
∗	BIO	210	Biology: Concepts and Methods	4
∗	CHM	101	General Chemistry I	4
	CMP	101	Introduction to Information Systems	3
∗	ENG	101	Fundamentals of English I	3
∗	GEN	ED	Mathematics Requirement	3-4
				17-18
Spring Semester				
∗	CHM	102	General Chemistry II	4
∗	ENG	151	Fundamentals of English II	3
	SPH	101	Fundamentals of Oral Communication	3
×❖	GEN	ED	Social/Behavioral Science Requirement	3
	Elective		Science Elective (BIO 202, ∗BIO 203, ∗BIO 220, ∗BIO 221 or ∗PHY 101)	4
				17

Second Year

Fall Semester				
∗	CHM	201	Organic Chemistry I	4
	Elective		Arts and Humanities Elective (ART 101, MUS 101, PHL 101, ∗SPN 101 or ∗SPN 102)	
	or			
×❖	Elective		Social/Behavioral Science Elective	3
	Elective		History Elective	3
	Elective		Science Elective (BIO 202, ∗BIO 203, ∗BIO 220, ∗BIO 221 or ∗PHY 211)	4
				14
Spring Semester				
∗	BIO	220	Microbiology	
	or			
∗	CHM	202	Organic Chemistry II	4
	PHE	106	Integrated Health and Fitness	3
	Elective		History Elective	
	or			
	Elective		Science Elective (BIO 202, ∗BIO 203, ∗BIO 220, ∗BIO 221 or ∗PHY 101)	4
	Elective		General Elective	3
				14

∗ This course has a prerequisite.
× Each course must be from a different discipline.
❖ Any PSY or SOC course, or ECO 151, GEO 102 or POL 101, meets this requirement.

Turf Management

The demand for skilled personnel in the turf management industry increases each year. This program is designed to provide students with the knowledge and skills needed to obtain employment in the field of turf management.

Graduates of this program should be able to:

1. Identify and select appropriate pest treatment controls and fertilizers in the cultivation and management of plant materials:
2. Plan, establish and maintain gardens, lawns and sports turf;
3. Design, install, operate and maintain landscape irrigation equipment; and
4. Establish a management plan and operating procedures for maintaining landscape and gardening equipment.

In compliance with federal gainful employment disclosure requirements, Wor-Wic provides prospective students with on-time completion rates, median loan debt and other information related to certificate program options on the college website (www.worwic.edu/tur).

Turf Management Technology

Certificate of Proficiency

				Credit Hours
	TUR	101	Concepts of Turf Management	1
	TUR	105	Diseases and Pests of Ornamental Plants	2
	TUR	120	Turf Grass Pesticide Use and Safety	2
	TUR	125	Turf and Landscape Irrigation	3
	TUR	130	Landscape Construction and Management	3
	TUR	140	Turf Grass Equipment Management	3
*	TUR	260	Turf Management Field Experience	2
	CAD	140	Computer-Aided Drafting I	3
	CMP	101	Introduction to Information Systems	3
	SDV	100	Fundamentals of College Study	1
	SDV	101	Career Development	1
				24

* This course has a prerequisite.

Course Descriptions

Accounting

ACT 100 **Basic Accounting** (3 credits)
This course, designed for students with no bookkeeping experience, provides an orientation to the field of accounting and basic accounting fundamentals. Students learn payroll procedures, the accounting cycle of a proprietorship and the preparation of basic financial records. Accounting and business management students cannot use this course as an accounting or business elective. *Hours: 39 lecture. Prerequisite: MTH 091 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Usually offered in the fall and spring.*

ACT 101 **Principles of Accounting I** (3 credits)
This course offers a comprehensive study of basic accounting principles and procedures. Students record accounting transactions, prepare financial statements, apply internal controls, account for assets and liabilities, and utilize ratio analysis. After an assessment of his or her skill level, a student could be advised to take ACT 100. *Hours: 39 lecture. Prerequisite: MTH 091 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Usually offered in the fall and spring.*

ACT 151 **Principles of Accounting II** (3 credits)
This course applies basic principles of accounting to corporate settings. The focus of this course is on identifying the characteristics of corporations and recording transactions for the preparation, analysis and interpretation of financial statements. Included are elements of management accounting for planning, control, long-term strategy and decision making. Students identify characteristics of corporations and partnerships and complete accounting transactions related to the preparation and analysis of corporate financial statements. Students also apply management accounting techniques in the accounting control and decision-making process. *Hours: 39 lecture. Prerequisite: ACT 101 with a grade of "C" or better or permission of the department head. Usually offered in the fall and spring.*

ACT 153 **Microcomputer Accounting** (3 credits)
This course covers set up, maintenance and recording accounting information using an accounting software package. The accounting cycle is completed by adjusting ledger accounts and performing year-end closing. Financial reports are created and modified. *Hours: 39 lecture. Prerequisites: ACT 101, and CMP 101 or OFT 160, with grades of "C" or better, or better or permission of the department head. Materials fee: $15. Usually offered in the spring.*

ACT 201 **Intermediate Accounting I** (3 credits)
This course provides a detailed analysis of current and noncurrent assets, standard financial statements and the conceptual framework on which they are built. Students learn the theoretical structure of accounting, gain an in-depth understanding of the role of accounting as an information-reporting system and account for organizational economic resources. *Hours: 39 lecture. Prerequisite: ACT 151 with a grade of "C" or better or permission of the department head. Usually offered in the fall.*

ACT 215 **Cost Systems and Analysis** (3 credits)
The focus of this course is on the accumulation of data and the presentation of the data to management for use in decision making. Costing elements and systems, and budgeting are related to the overall organizational planning and controlling objectives. *Hours: 39 lecture. Prerequisite: ACT 151 with a grade of "C" or better or permission of the department head. Usually offered in the spring.*

ACT 223 **Income Tax** (3 credits)
This course offers an introduction to federal taxation. It provides an overview of the federal tax system, the determination of taxable income and the payment of taxes for the individual taxpayer. This course also provides an overview of the tax characteristics of business entities. Students determine the tax status, gross income, taxable income and tax liability of an individual taxpayer. Students also prepare an income tax return for a typical individual taxpayer. *Hours: 39 lecture. Prerequisite: ACT 151 with a grade of "C" or better or permission of the department head. Usually offered in the fall.*

ACT 250 **Payroll and Accounting Applications** (2 credits)
This course provides students with an understanding of federal and state laws, including the Fair Labor Standards Act, Federal Insurance Contributions Act (FICA), income tax withholding laws, and federal and state unemployment acts that relate to the payment of wages and salaries in a business. *Hours: 26 lecture. Prerequisite: ACT 151 with a grade of "C" or better or permission of the department head. Usually offered in the spring.*

ACT 260 **Accounting Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall and spring.*

Art

ART 101 **Introduction to Art History** (3 credits)
This course presents the major themes, styles and subject matter of art and architecture from prehistory to the present, focusing on Western civilization. The artworks of each culture and historical period are examined in the context of the dominant thoughts, ideas and customs of the time. *Hours: 39 lecture and 1 field trip. Materials fee: $40. Usually offered in the fall and spring.*

ART 101H **Introduction to Art History, Honors** (3 credits)
This course presents the major themes, styles and subject matter of art and architecture from prehistory to the present, focusing on Western civilization. The artworks of each culture and historical period are examined in the context of the dominant thoughts, ideas and customs of the time. Additionally, students gain a heightened understanding of aesthetic evaluation by learning how symbolism, allusion and intertextuality play significant roles in the visual arts. This course frequently utilizes an interdisciplinary approach that incorporates geography, anthropology and literary analysis. Not only do students gain a deeper understanding of the major epochs of human expression, they develop the necessary skills to thoughtfully discuss, explicate and comprehend painting, sculpture and other forms of visual media. *Hours: 39 lecture and 1 field trip. Materials fee: $40. Usually offered in the spring.*

Biology

BIO 099 **Biology for Allied Health** (3 credits)
This course is designed to help students develop a strong foundation in science. Included are a review of the basic scientific method and terminology, biochemistry and cellular biology. Study and mathematical skills as they apply to science are also covered. This course does not meet general education science requirements. *Hours: 39 lecture. Prerequisite: MTH 091 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Usually offered in the fall, spring and summer.*

BIO 101 **Fundamentals of Biology** (4 credits)
This course is designed to acquaint students with the basic concepts of living organisms, including cell structure and function, metabolism, human and plant systems, genetics, evolution, adaptation and ecology. *Hours: 39 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the fall, spring and summer.*

BIO 115 **Introduction to Human Structure and Function** (3 credits)
This course provides an overview of the structure and function of the various systems of the human body. Emphasis is placed on how the structure of body organs and tissues compliment their functions. The relationship between body systems is explored, as is their contribution to the functioning of the body as a complete unit. *Hours: 39 lecture. Usually offered in the fall.*

BIO 120 **Nutrition** (3 credits)
The biochemical and physiological aspects of the science of nutrition are explored. Basic principles of normal nutrition and the relationship of nutrition and health throughout the life cycle are studied. This course also covers therapeutic nutrition to meet the needs of individuals who require changes in dietary intake because of disease, stress, trauma, metabolic alterations or allergies. *Hours: 39 lecture. Usually offered in the fall, spring and summer.*

BIO 202 **Anatomy and Physiology I** (4 credits)
This course offers an introduction to the structure and function of the human body, including cellular biology and histology. Systematic study involves homeostatic mechanisms of the integumentary, skeletal, muscular and nervous systems, including special senses. Laboratory study encompasses gross and microscopic anatomy of these systems, with dissection and selected experiments in physiology. It is recommended that students complete BIO 101 before taking this course. *Hours: 39 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the fall, spring and summer.*

BIO 203 **Anatomy and Physiology II** (4 credits)
This course is a continuation of BIO 202. The cardiovascular, respiratory, digestive, urinary and reproductive systems are studied. Endocrine relationships and homeostasis are stressed. Laboratory study involves gross and microscopic anatomy of these systems, with selected experiments in physiology. *Hours: 39 lecture and 26 laboratory. Prerequisite: BIO 202 with a grade of "C" or better. Laboratory fee: $30. Usually offered in the fall, spring and summer.*

BIO 210 **Biology: Concepts and Methods** (4 credits)
This course, which is intended for science majors, offers an introduction to the study of biology, focusing on how biologists know things and study the world of life, with emphasis on cell biology, genetics, ecology and evolution. *Hours: 52 lecture and 26 laboratory. Prerequisite: MTH 099 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: $30. Usually offered in the fall and spring.*

BIO 220 **Microbiology** (4 credits)
This course offers an introduction to the biology of microorganisms with emphasis on bacteria. General principles of microbial classification, morphology, physiology and genetics are covered, including the role of microorganisms in natural and disease processes of man. Current trends and topics are discussed. Laboratory study includes the basic use of the microscope and aseptic techniques in the observation, isolation, identification and control of selected bacteria. *Hours: 26 lecture and 52 laboratory. Prerequisite: BIO 101, BIO 202 or BIO 210 with a grade of "C" or better or permission of the department head. Laboratory fee: $55. Usually offered in the fall, spring and summer.*

BIO 221 **Zoology** (4 credits)
This course, which is intended for science majors, offers an introduction to the study of biodiversity, structure and function of animals and animal-like protists, with an emphasis on evolutionary relationships. *Hours: 39 lecture and 39 laboratory. Prerequisite: BIO 210 with a grade of "C" or better or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

Business

BMT 101 **Introduction to Business** (3 credits)
This course covers the role and function of the business enterprise within the U.S. economic framework. Students explore the internal and external environments that impact business organizations and the various forms of business ownership. Students study the responsibilities of functional groups that work together to achieve business success and evaluate real-life business situations. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 102 **Marketing** (3 credits)
This course covers the various activities that are required for businesses to successfully develop their products and services, bring them to the consumer, encourage sales and secure earnings. Students analyze marketing situations and recommend an appropriate marketing strategy. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 110 **Principles of Banking** (3 credits)
This course provides the fundamentals of banking functions in a descriptive fashion so that the beginning banker can acquire a broad operational perspective. It reflects the radical changes in banking policy and practice that have occurred in recent years. Topics include banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, trusts, international and safe deposit, bank accounting and marketing, external and internal controls, and the public service obligation of banks. *Hours: 39 lecture. Offered upon sufficient student demand.*

BMT 115 **International Business** (3 credits)
This course examines the impact of international business on countries, small and large businesses, and individuals. The theoretical foundations of international business, culture and customs of various regions and countries, and the international business environment are explored. Students learn how business opportunities are analyzed, how market entrance approaches are determined and how the global enterprise is managed. Examples of international cooperation and controversy are integrated throughout the course. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 120 **Entrepreneurship and Small Business Management** (3 credits)
This course covers the planning for, starting and managing of a small business. Students evaluate the options for entering into a small business and the pros and cons of the forms of ownership. Topics include financing the small business, the use of accounting as a management tool, legal constraints of importance to small businesses and the development of realistic marketing plans. Unique issues of family businesses and work life/family life balance are included. *Hours: 39 lecture. Usually offered in the fall.*

BMT 125 **Finance** (3 credits)
This course introduces students to finance and the management of financial resources. Capital investment techniques are used to make financial projections and business financing decisions. Students study the U.S. financial system and use financial techniques in the decision-making process to predict and analyze the results of different financial decisions. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 151 **Management and the Organization** (3 credits)
This course focuses on the principles and practices used in management and decision making in a business enterprise. Students explore management theory and practice through the contributions of past and current experts. Students also study concepts and philosophies of planning, organizing, controlling and leadership and apply them to contemporary issues in management. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 154 **Production and Operations** (3 credits)
This course is designed to provide students with an understanding of the concepts, methods and applications of production and operations management in manufacturing and service organizations. Within a framework of quality productivity and competitive advantage, topics covered include operations planning and decision making, people and technology, materials management, production planning and scheduling, and quality control. *Hours: 39 lecture. Prerequisite: MTH 154. Offered upon sufficient student demand.*

BMT 200 **Business Plan Writing Seminar** (2 credits)
In this course, students complete a business plan and present it to the class and business faculty. Class sessions focus on the review of business plan requirements and provide guidance to students as they develop their individual plans. Students are encouraged to use business plan development software. *Hours: 10 lecture and 62 independent study hours. Prerequisites: BMT 120 with a grade of "C" or better and permission of the department head. Usually offered in the spring.*

BMT 203 **Organizational Communications** (3 credits)
This course enables students to apply the theories and processes of successful communications. The focus is on the use of effective communications for correspondence, presentations and interviews. Students plan and execute strategies for solving communication problems within organizations. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 204 **Supervisory Development** (3 credits)
Students apply relevant theories and practices related to the effective management of people in organizations. *Hours: 39 lecture. Prerequisite: BMT 151 or permission of the department head. Usually offered in the spring.*

BMT 205 **Business Law** (3 credits)
This course presents the basic framework of commercial and administrative law. Students explore law as it relates to contracts, agency and employment, business torts and crimes, the organization of business ownership, product safety and liability, warranties, antitrust regulations, and real and personal property. *Hours: 39 lecture. Usually offered in the fall and spring.*

BMT 260 **Business Management Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall and spring.*

Chemical Dependency Counseling

CDC 101 **Introduction to Chemical Dependency** (3 credits)
This course provides an introduction to human services and addictions, including the types of clients served, the duties of human service personnel, philosophy and dynamics of addictions treatment and an overview of state and community resources. Case studies are used to examine the development, identification, dynamics and recovery of addicts. *Hours: 39 lecture. Usually offered in the fall and spring.*

CDC 151 **Drug Classification and Pharmacology** (3 credits)
This course focuses on the classification of alcohol and other drugs, pharmacological effects of drugs, co-morbidity of alcohol and other disorders, assessment and diagnostic techniques, and treatment settings and modalities. *Hours: 39 lecture. Prerequisite: CDC 101 with a grade of "C" or better. Usually offered in the spring.*

CDC 240 **Group Counseling** (3 credits)
This course provides the student with an opportunity to apply the principles and techniques of group counseling and to develop skills as a group leader by participating in community self-help (12-step) groups and leading role-played groups. Topics include the principles of group counseling, client-group relationships, resolving difficulties, terminating the group and the relationship between the group and individual counseling. The stages of group, as well as the distinct characteristics of each stage, are also discussed. *Hours: 39 lecture. Prerequisites: CDC 151, PSY 152 and PSY 202 with grades of "C" or better or permission of the department head. Usually offered in the fall.*

CDC 245 **Varieties of Groups** (3 credits)
The focus of this course is on the counseling of a wide variety of clients in different types of groups. The groups of study are task-oriented, court-ordered, topical, leaderless, open-ended and educational. Students participate in community self-help (12-step) group meetings as part of this course. *Hours: 39 lecture. Prerequisites: CDC 151, CDC 240, PSY 152 and PSY 202 with grades of "C" or better or permission of the department head. Usually offered in the spring.*

CDC 255 **Counseling Ethics** (1 credit)
This course is designed to help students develop a personal framework for ethical action and become more effective in addressing ethical issues in the field of alcohol and drug dependency counseling. This course uses the ethical standards of Maryland's Board of Professional Counselors & Therapists and the National Association for Addiction Professionals to build a theoretical framework for approaching ethical dilemmas in a systematic way. It is intended to deepen the student's awareness of new and emerging ethical issues and provide the tools necessary for the entry-level professional. *Hours: 13 lecture. Prerequisite: CDC 101 with a grade of "C" or better or permission of the department head. Usually offered in the spring.*

CDC 260 **Practicum I** (4 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 200 as an intern. Prerequisites: CDC 255, SDV 101 and permission of the department head. Corequisite: CDC 240. Insurance: $24. Materials fee: $35. Usually offered in the fall, spring and summer.*

CDC 261 **Practicum II** (4 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 200 as an intern. Prerequisites: CDC 260 with a grade of "C" or better and permission of the department head. Corequisite: CDC 245. Insurance: $24. Usually offered in the fall, spring and summer.*

Chemistry

CHM 101 **General Chemistry I** (4 credits)
This course examines the fundamental laws of chemistry and atomic structure, with an emphasis on chemical calculations and quantitative relationships. *Hours: 39 lecture and 39 laboratory. Prerequisite: MTH 099, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: $30. Usually offered in the fall and spring.*

CHM 102 **General Chemistry II** (4 credits)
This course is a continuation of CHM 101, including chemical equilibrium, electrochemistry and organic chemistry. *Hours: 39 lecture and 39 laboratory. Prerequisite: CHM 101 with a grade of "C" or better or permission of the department head. Laboratory fee: $30. Usually offered in the spring and summer.*

CHM 201 **Organic Chemistry I** (4 credits)
This course involves the systematic study of the compounds of carbon, including their organization, preparation and typical reactions. Classes of compounds studied include aliphatic and aromatic hydrocarbons. *Hours: 39 lecture and 39 laboratory. Prerequisite: CHM 102 with a grade of "C" or better or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

CHM 202 **Organic Chemistry II** (4 credits)
This course is a continuation of CHM 201 and the study of carbon compounds, including acid derivatives, aldehydes, ketones, amines and phenols. The focus is on the mechanism and stereochemistry of organic reactions. *Hours: 39 lecture and 39 laboratory. Prerequisite: CHM 201 with a grade of "C" or better or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

Computer-Aided Drafting

CAD 140 **Computer-Aided Drafting I** (3 credits)
This course begins the in-depth study of the fundamentals of computer-aided drafting through the use of AutoCAD. Topics include commands, coordinates, undoing and altering, moving and duplicating, arrays, viewports, file maintenance, editing and templates for 2-D. Also included are dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended. *Hours: 13 lecture and 52 laboratory. Laboratory fee: $30. Usually offered in the fall and spring.*

CAD 150 **Computer-Aided Drafting II** (3 credits)
This course continues the in-depth study of computer-aided drafting using AutoCAD. Topics include viewports, 3-D, wireframe and surface modeling, X/Y/Z coordinates, 3-D space and revolutions, creating and editing in 3-D, 2-D regions, solid modeling and AutoCAD Boolean operations. Also included are the downstream benefits of mass properties generation, detail drafting, finite element analysis, fabrication of physical parts, the AutoLISP programming language for graphic applications, object linking and embedding. *Hours: 13 lecture and 52 laboratory. Prerequisites: CAD 140 and TEC 100 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

CAD 200 **Engineering and Manufacturing Technology with CAD** (3 credits)
This course focuses on integrated computer-aided drafting and computer-aided manufacturing used in the engineering and manufacturing industries, geometric dimensioning and tolerancing with American National Standards Institute (ANSI) standards, including Y14.5M-1994, International Standards Organization (ISO) and engineering drawing and related documentation practices. This course also includes vector analysis for fluid power, computer numerical controls, manufacturing, materials and processes, threads and fasteners, springs, gears, shafts, cams and bearings. Proficiency in technology print reading is emphasized in this course. *Hours: 26 lecture and 39 laboratory. Prerequisites: TEC 100 and CAD 140 or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

CAD 210 **Residential and Commercial Drafting with CAD** (3 credits)
This course covers the geometrical, aesthetic, historical, functional, environmental and construction-related aspects of buildings. Drafting standards and reading drawings for trade information are included. Drawings are made for light commercial and residential construction, including project assembly techniques, building materials, problem solving, site plans, floor plans, electrical and mechanical systems, and construction schedules. *Hours: 26 lecture and 39 laboratory. Prerequisites: CAD 150, CON 150, MFG 150 or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

CAD 220 **Architectural Design Project with CAD** (3 credits)
This course focuses on the use of computer-aided architectural software to complete a design project on a commercial or residential building from preliminary program to finished rendering. Contemporary issues and trends in the industry, environmental sensitivity, accessibility for the physically challenged, alternate energy sources, hurricane protection and professionalism in the construction and architectural industries are covered. *Hours: 26 lecture and 39 laboratory. Prerequisites: CAD 210, CON 150 and MFG 150 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

Computer Studies

CMP 101 **Introduction to Information Systems** (3 credits)
Students are introduced to the fundamentals of information processing and computer literacy. Students gain a working vocabulary of computer hardware and software, networking and data communications. Through hands-on exercises, students learn the basic skills required to utilize an operating system, email and the Internet. Students acquire basic and intermediate skills in word processing, spreadsheet, presentation and database applications. Keyboarding skills are recommended. *Hours: 39 lecture. Materials fee: $15. Usually offered in the fall, spring and summer.*

CMP 104 **Introduction to Programming** (2 credits)
This course introduces students to the basic principles of programming, object-oriented concepts and terminology. Using a 3-D programming language that removes syntax errors from the programmer, the student is introduced to the concepts of decision, repetition, objects, classes, inheritance and polymorphism with an easy-to-use and entertaining programming language. *Hours: 13 lecture and 39 laboratory. Laboratory fee: $15. Usually offered in the fall and spring.*

CMP 107 **Windows Operations** (3 credits)
This course introduces Microsoft Windows operating systems. This course covers using the operating systems, problem solving, the registry and other areas that help desk technicians require in their normal duties. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $15. Usually offered in the fall.*

CMP 115 **Fundamentals of Computer Architecture** (3 credits)
This course covers the basic organization and design of computers. Topics include the organization and function of central processing units (CPUs), memory, bus structures, input/output devices, operating systems, application software and networks. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $15. Usually offered in the fall and spring.*

CMP 117 **Visual Programming** (3 credits)
This course introduces students to the basic principles of visual programming. Students create Windows and Web applications with graphical windows, dialog boxes and menus. Students also create applications that manipulate and use databases and display graphics. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 104 or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

CMP 120 **Operating Systems** (3 credits)
This course introduces the fundamentals of computer operating systems. The focus is on the administration, configuration, use and maintenance of operating systems. This course differentiates various operating system characteristics with a major concentration on Linux and Windows, and covers structure memory management and file systems. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 107 or permission of the department head. Laboratory fee: $15. Usually offered in the spring.*

CMP 150 **Introduction to Networking** (3 credits)
This course provides a background to networks and how they are used. This course covers how local area networks (LANs) are managed, the types of LANs available today and the software that LANs use. Students are also introduced to the concepts of wide area networks. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 115 or permission of the department head. Laboratory fee: $15. Usually offered in the spring.*

CMP 210 **Programming Structures and Applications** (4 credits)
This course offers an introduction to the theory of programming structures and problem analysis to solve common computer problems. Problem-solving applications are developed using the object-oriented language, Visual C++. *Hours: 26 lecture and 39 laboratory. Prerequisite: MTH 091, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

CMP 214 **Programming Applications for the Internet** (3 credits)
This course builds on the skills acquired in CMP 117, introducing Visual Basic.net and ASP.net. Students learn how these tools are used to develop hypertext markup language (HTML), scripts, Active Server Pages (ASP) and other applications. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 117. Laboratory fee: $15. Usually offered in the fall.*

CMP 220 **Internet Design and Applications** (3 credits)
This course introduces the design and application concepts of the Internet. Search engines, cookies, Active Server Pages (ASP), JavaScript, Visual Basic (VB) Script, cascading style sheets (CSS), tables, frames and multimedia are discussed in this course. This course covers the analysis and design of the Internet and intranet applications. Students design and build a website using tools that are currently available. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the fall.*

CMP 222 **Advanced Internet Design** (3 credits)
This course focuses on providing the knowledge and skills necessary to build sophisticated websites using advanced programming tools. Dreamweaver and Flash are used in this course. E-commerce and other current topics related to doing business on the Internet are also covered. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 220 or permission of the department head. Laboratory fee: $15. Usually offered in the spring.*

CMP 225 **Data Communications and Networking I** (3 credits)
This course covers the operations of computer communications and the principles of networks. Network interface hardware and protocol standards are emphasized. This course provides students with hands-on experience in accessing computer networks. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 115 or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

CMP 226 **Data Communications and Networking II** (3 credits)
This course continues to build on the knowledge and skills needed in data communications and networking. The emphasis is on the standards to build, configure, secure and troubleshoot basic and extended wireless local area networks (LANs). *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 225 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

CMP 240 **Help Desk and User Support** (3 credits)
This course brings together the knowledge and experiences learned in previous courses that enable students to provide assistance to customers. This course introduces the skills needed to extract required information from customers, select the proper level of expertise needed to solve the customer's problem and maintain the necessary information to provide a history of problems and solutions. Students learn to use call management software, problem resolution software and other support tools. *Hours: 26 lecture and 26 laboratory. Prerequisites: CMP 117, CMP 115 and CMP 120 or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

CMP 245 **Computer Security** (3 credits)
This course covers the principles of computer systems security. How technical workers defend against various attack techniques is central to the theme of the course. Topics include network attacks and defenses, operating system vulnerability, application security (i.e., Web, email and databases), viruses, social engineering attacks, privacy, digital rights, authentication, access control, cryptography and wireless network security. Data protection procedures, the effects of viruses and ethical issues in the business world are covered. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 120. Laboratory fee: $30. Usually offered in the spring.*

CMP 255 **Database Design and Management** (3 credits)
This course emphasizes the theory of database design, data models, the Entity-Relationship Model, Structure Query Language (SQL) and how databases are implemented and maintained. Students gain practical experience in the laboratory through a database application language. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 115 or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

CMP 258 **Computer Maintenance and Repair** (3 credits)
This course covers the use of diagnostic software, the installation of software drivers and the installation of hardware and software. This course includes methods of logic analysis, software and devices used in the identification of faulty components, mechanical problems and other operational failures with single computers and local area network (LAN) systems. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMP 115 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

CMP 260 **Computer Technology Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101, CMP 120 and permission of the department head. Usually offered in the fall, spring and summer.*

Construction Engineering Technology

CON 150 **Basic Construction Techniques I** (2 credits)
This course focuses on the tasks used to construct residential and commercial buildings. Various building materials are examined for their characteristics, specifications, properties and terminology. An introduction to construction planning, blueprints, building codes, site planning, foundations and framing methods is provided. *Hours: 13 lecture and 39 laboratory. Laboratory fee: $55. Usually offered in the fall.*

CON 151 **Basic Construction Techniques II** (2 credits)
This course focuses on the tasks used in the finishing construction of residential and commercial buildings. Various finish building materials are examined for their characteristics, specifications, properties and terminology. This course introduces the methods to install roofing, siding, interior wall coverings, cabinetry, finish trim and other construction finishing topics. *Hours: 13 lecture and 39 laboratory. Laboratory fee: $55. Usually offered in the spring.*

CON 160 **Fundamentals of Surveying** (3 credits)
This course covers the elements of surveying, such as stakeout computations, elevations, field notes, tools, location surveys, linear measure for distance, and traversing. *Hours: 26 lecture and 26 laboratory. Prerequisites: TEC 100 and MTH 099 or an acceptable mathematics diagnostic assessment score, or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

CON 260 **Construction Engineering Technology Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall, spring and summer.*

Criminal Justice

CMJ 101 **Vehicle Laws and Accident Investigation** (3 credits)
This course introduces the student to the motor vehicle laws of Maryland and basic accident investigation. Emphasis is placed on those sections of the vehicle code that police officers use in their daily enforcement activities. A study of accident investigation acquaints students with the methods and techniques of this type of police investigation. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 102 **Introduction to Criminal Justice** (3 credits)
This course examines the history, philosophy and social development of police, courts and corrections in a democratic society. Identification and operations of local, state and federal agencies are covered with a criminal justice career orientation. *Hours: 39 lecture. Usually offered in the fall and spring.*

CMJ 103 **Police Operations** (3 credits)
This course provides an understanding of the duties, authority, responsibilities and rights of the uniformed police officer. Emphasis is on the function of the patrol officer as it relates to criminal investigation, intelligence, vice units and traffic administration. *Hours: 39 lecture. Usually offered in the fall and spring.*

CMJ 104 **Criminal Law** (3 credits)
This course examines substantive criminal law as it is applied to local, state and federal systems. Crimes as prosecuted in a court of law are examined. Court decisions are used to address various sources and types of criminal laws. *Hours: 39 lecture. Usually offered in the fall and spring.*

CMJ 105 **Introduction to Forensic Science** (3 credits)
This course introduces the student to the scientific discipline directed at the recognition, identification and evaluation of physical evidence through the application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. This course includes laboratory study designed to reinforce important forensic skills. *Hours: 26 lecture and 26 laboratory. Prerequisite: MTH 099 with a grade of "C" or better, an acceptable mathematics diagnostic score or permission of the director of criminal justice. Laboratory fee: $60. Usually offered in the fall.*

CMJ 151 **Police Administration** (3 credits)
This course is a study of police administration, including the organizational structure, function and theory related to the practice of policy management. *Hours: 39 lecture. Usually offered in the fall.*

CMJ 152 **Law Enforcement and the Community** (3 credits)
This course focuses on the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally-diverse society. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 161 **Correctional Operations** (3 credits)
This course provides students with an understanding of the duties, authority, responsibilities and rights of the correctional officer. The history and philosophy of correctional practices and their effect on the contemporary officer are examined. Also covered are the basic organization and objectives of a correctional department. *Hours: 39 lecture. Usually offered in the fall.*

CMJ 165 **Introduction to Correctional Law** (3 credits)
This course provides students with a history of the legal and procedural aspects of correctional law. Topics include the evolution of the prisoner's rights and the topical issues related to the liability of personnel working in the correctional system. *Hours: 39 lecture. Usually offered in the fall.*

CMJ 166 **Probation and Parole** (3 credits)
This course covers the principles of parole and probation as a governmental function at the federal, state and local levels. It examines the role of the probation and parole officer within the rehabilitation process and the criminal justice system as a whole. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 201 **Evidence and Procedure** (3 credits)
This course examines the principles and techniques of criminal procedure employed during trials to determine the admissibility of physical and testimonial evidence. An analysis of laws and court decisions related to admissibility is emphasized. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 202 **Preliminary Investigation, Interviewing and Report Preparation** (3 credits)
This course acquaints students with the basic principles of preliminary investigation and the psychology of victims, complainants, witnesses and suspects. The basic purposes and principles of police reports, search and seizure warrants and various types of record systems are discussed. Practical exercises are required. *Hours: 39 lecture. Prerequisite: ENG 101 or permission of the director of criminal justice. Usually offered in the fall and spring.*

CMJ 211 **Correctional Administration** (3 credits)
This course examines the administration of the correctional system, including the organizational structure, function and theory related to the practice of corrections administration. *Hours: 39 lecture. Usually offered in the fall.*

CMJ 222 **Correctional Counseling** (3 credits)
This course covers the basic concepts and theories used by the correctional officer during the interviewing and counseling of clients. The importance of maintaining a meaningful relationship between the clients and officers is emphasized, including the methods of helping the offender understand the cause and effect of his or her behavior. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 251 **Criminal Investigation** (3 credits)
This course covers the fundamental principles and procedures employed in the investigation of a crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information and the procedures necessary for the proper handling of evidence. This course is designed to develop a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Laboratory experiences are designed to reinforce the material covered in class lectures. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $25. Usually offered in the spring.*

CMJ 252 **Traffic and Public Safety** (3 credits)
This course is designed to explore the limitations and problems that confront police officers in the performance of their duties as part of the total highway safety effort. Students are introduced to the responsibilities of the police in traffic service. Alcohol enforcement and officer survival are emphasized. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 255 **Introduction to Community-Based Corrections** (3 credits)
This course provides students with an understanding of the complex factors involved in human relations. Included are ways to improve the relationship between the community and the correctional system and the role of the community in its relationship with the inmate experiencing post-release problems. Alternatives to incarceration are also discussed. *Hours: 39 lecture. Usually offered in the spring.*

CMJ 256 **Crime Scene Investigation** (3 credits)
This course provides a practical hands-on approach to evidence identification, documentation, collection and handling, from the crime scene to the crime laboratory to presentation in court. This course includes laboratory study designed to reinforce important forensic and investigative skills. *Hours: 26 lecture and 26 laboratory. Prerequisite: CMJ 251 or permission of the director of criminal justice. Laboratory fee: $25. Usually offered in the spring.*

CMJ 260 **Criminal Justice Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the director of criminal justice. Usually offered in the fall, spring and summer.*

Economics

ECO 151 **Principles of Macroeconomics** (3 credits)
This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students examine how an economy allocates and uses resources, and they evaluate its economic condition. Students investigate different markets and the relationships among the markets. Students also study the interdependency of global economies. *Hours: 39 lecture. Usually offered in the fall and spring.*

ECO 201 **Principles of Microeconomics** (3 credits)
This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students apply an economic perspective to questions that firms and households must answer before making decisions. Students also study the interdependency of global economies. *Hours: 39 lecture. Usually offered in the fall and spring.*

Education

EDU 101 **Introduction to Early Childhood Education** (4 credits)
This course provides a conceptual framework for understanding the role of the early childhood education professional and services in the field of educating children from birth through the age of eight. It examines the profession of early childhood education in the context of historical, philosophical and social influences and current trends, issues and practices. *Hours: 39 lecture and 15 observation. Usually offered in the fall and spring.*

EDU 102 **Child Development** (3 credits)
This course reviews the cognitive, social, physiological and psychological growth and development of children from birth through the age of 14. Together, EDU 102 and 103 meet the 90 hours of approved training for senior staff members required by the child care administration of the Maryland Department of Human Resources. *Hours: 39 lecture. Usually offered in the fall and spring.*

EDU 103 **Preschool Child Care** (4 credits)
This course covers the design and implementation of the preschool curriculum. Specific consideration is given to language development, mathematics, science and the arts. Together, EDU 102 and 103 meet the 90 hours of approved training for senior staff members required by the child care administration of the Maryland Department of Human Resources. *Hours: 39 lecture and 15 observation. Prerequisites: EDU 101 and EDU 102 with grades of "C" or better. Usually offered in the spring.*

EDU 151 **Infant and Toddler Care** (3 credits)
This course is an introduction to the field of infant and toddler child care in family care and group care settings. The design and implementation of age-appropriate activities and routines for infants and toddlers are explored. *Hours: 39 lecture. Prerequisite: EDU 102 with a grade of "C" or better. Usually offered in the spring.*

EDU 152 **School-Age Group Child Care** (3 credits)
This course is an introduction to school-age child care. The design and implementation of age-appropriate activities and routines for children from age five through eight are explored. *Hours: 39 lecture. Prerequisite: EDU 102 with a grade of "C" or better. Usually offered in the spring.*

EDU 153 **Child Health, Safety and Nutrition** (3 credits)
This course focuses on assessing the health and safety of young children, with an emphasis on preventive health maintenance and nutritional requirements. *Hours: 39 lecture. Prerequisite: EDU 102 with a grade of "C" or better. Usually offered in the spring.*

EDU 155 **Foundations of Education** (4 credits)
This course, which covers the major developments in the history of American education, offers a comprehensive overview of the historical, philosophical, sociological, political and legal foundations of education. Emphasis is placed on the structure and organization of schools, roles of classroom teachers, influences on teaching and learning, diversity, and contemporary educational policy and issues. *Hours: 39 lecture and 15 observation. Usually offered in the fall and spring.*

EDU 156 **Educational Psychology** (4 credits)
This course covers the basic theories of learning and teaching and the application of theory to educational environments. Content includes the adaptation of the concepts of behavioral, cognitive and constructivist learning theories to teaching and managing an effective learning environment. Units of study also include the principles of motivation, classroom management and assessment of student performance. *Hours: 39 lecture and 15 observation. Prerequisites: EDU 155 and PSY 101 with grades of "C" or better or permission of the department head. Usually offered in the fall.*

EDU 201 **Foundations of Reading** (3 credits)
This course examines the theories, processes and acquisition of reading and language arts as well as cognitive, linguistic, social and physiological factors involved in oral and written language development. This course meets the "early childhood, elementary and special education -- process and acquisition of reading" requirement of the Maryland State Department of Education. *Hours: 39 lecture. Prerequisites: EDU 102 and ENG 101 with grades of "C" or better. Usually offered in the fall.*

EDU 204 **Center Management** (3 credits)
This course covers management practices and the administrative functions of center directors. Focus is placed on listening, facility operation and management, as well as legal, financial and personnel issues. *Hours: 39 lecture. Prerequisite: EDU 101 with a grade of "C" or better or permission of the department head. Usually offered in the spring.*

EDU 207 **Teaching Reading in the Content Area I** (3 credits)
This course provides information about the assessment of student reading, cognitive strategies in reading, the incorporation of reading skills through student-centered instruction, and intrinsic and extrinsic motivation for reading. Students are provided with the knowledge and skills necessary to enable their own students to read content-area textbooks. Students use a variety of strategies to develop intrinsic motivation in students, as well as instructional strategies appropriate to discipline texts. Students also use a variety of methods for assessing content-area literacy to plan instruction and communicate with students, parents and allied professionals. This course meets the Maryland State Department of Education requirement for individuals seeking recertification and is intended for secondary content-area, special education and N-12 teachers. *Hours: 39 lecture. Prerequisite: Permission of the department head. Usually offered in the fall.*

EDU 208 **Teaching Reading in the Content Area II** (3 credits)
This course, which is for secondary teachers in all content areas, focuses on reading strategies used in content-area instruction. The emphasis is on student acquisition of content-area reading. Students implement and evaluate a coherent literacy plan, as well as implement reading and writing strategies that promote student mastery of subject content. This course meets the Maryland State Department of Education requirement for individuals seeking recertification and is intended for secondary content-area, special education and N-12 teachers. *Hours: 39 lecture. Prerequisite: EDU 207 with a grade of "C" or better. Usually offered in the spring.*

EDU 210 **Effective Teaching Methodology** (3 credits)
This course introduces students to a broad spectrum of instructional methodologies used in today's classrooms and to frameworks that will guide their instructional decisions. Topics include teaching strategies, classroom interactive procedures, principles of instruction and the adaptation of instruction to diverse populations. Students are taught how to design instruction to meet the needs of di-

verse student populations and to apply instructional techniques to manage and teach these children. This course meets the Maryland State Department of Education requirement for individuals seeking recertification and is intended for secondary content-area, special education and N-12 teachers. *Hours: 39 lecture. Prerequisite: Permission of the department head. Usually offered in the fall.*

EDU 214 **Classroom Assessment of Students** (3 credits)
This course provides balanced coverage of contemporary issues concerning classroom assessment. The emphasis is on real-world applications of student assessment using mainstream assessment principles. The subject matter covers a broad range of educational settings, including classroom teaching, school administration, school counseling, special education and related special services for students with special needs. Measurement concepts and tools are presented, focusing on the development of an understanding of the range of products available for student assessment, interpreting results and maintaining alignment with learning goals. *Hours: 39 lecture. Prerequisite: Permission of the department head. Usually offered in the spring.*

EDU 251 **Introduction to Special Education** (4 credits)
This course is an introduction to the field of special education in which various historical and theoretical aspects of the psychological, sociological, intellectual, emotional and physical characteristics of exceptional children are explored. Contributions of research to program development, educational approaches and the application of developmentally-appropriate classroom materials and instructional techniques are designed to help prepare practitioners to teach effectively in a pluralistic society. This course meets the special education requirement of the Maryland State Department of Education. *Hours: 39 lecture and 15 field experience. Prerequisites: EDU 101, EDU 102 and PSY 101 (for early childhood education students) or EDU 155 and PSY 101 (for elementary and secondary education students) with grades of "C" or better. Usually offered in the spring.*

EDU 252 **Family and Community Relations** (3 credits)
This course covers the parent-school partnership and home-school participation. Students practice techniques to help parents, teachers and the community use and coordinate their resources. *Hours: 39 lecture. Prerequisite: EDU 101 with a grade of "C" or better. Usually offered in the spring.*

EDU 260 **Early Childhood Education Field Experience I** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and EDU 153 with grades of "C" or better and permission of the department head. Insurance: $24. Usually offered in the fall, spring and summer.*

EDU 261 **Early Childhood Education Field Experience II** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: EDU 260 with a grade of "C" or better and permission of the department head. Insurance: $24. Usually offered in the fall, spring and summer.*

Electronics

EET 100 **Basic Electricity** (4 credits)
This course introduces the fundamental concept of electricity, including direct current (DC), voltage, power, resistance, inductance and capacitance. The application of Ohm's law, network analysis and electrical measurement are stressed. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 092, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

EET 120 **Electronics** (3 credits)
This course provides an overview of solid-state electronics from basic components to advanced circuit analysis. Topics include diodes, bipolar transistor, field-effect transistor (FET), thyristor, amplifiers and the application of the operation of amplifiers. *Hours: 26 lecture and 26 laboratory. Prerequisites: MTH 099 or an acceptable mathematics diagnostic assessment score and EET 100 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

EET 150 **Digital Electronics** (3 credits)
This course provides an introduction to digital logic and circuits. Topics include number systems, Boolean algebra, logic circuits, digital design, multiplexers, encoders, flip-flop circuits and digital circuit analysis. *Hours: 26 lecture and 26 laboratory. Prerequisite: MTH 099 or an acceptable mathematics diagnostic assessment score. Laboratory fee: $30. Usually offered in the fall and spring.*

EET 200 **Microprocessors** (3 credits)
This course introduces microprocessors and basic computer systems. Topics include programming and machine language, the central processing unit (CPU), memory and input-output devices. *Hours: 26 lecture and 26 laboratory. Prerequisites: CMP 101 or CMP 110 and EET 150, or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

EET 205 **Intermediate Electricity** (3 credits)
This course concentrates on the theory and analysis of alternating current (AC). Topics include sine waves, wave forms, transformers, transient analysis, reactance, resonance circuits and filters. *Hours: 26 lecture and 39 laboratory. Prerequisites: EET 100 and MTH 154 or permission of the department head. Laboratory fee: $30. Usually offered in the fall and spring.*

EET 210 **Electronics Troubleshooting** (4 credits)
This course provides students with guided experience in diagnosing, analyzing and repairing various electronic circuits and equipment. Emphasis is placed on problem-solving techniques, analysis and documentation. *Hours: 39 lecture and 39 laboratory. Prerequisites: EET 120 and EET 205 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

EET 220 **RF for Wireless Communications** (3 credits)
This course provides students with a technical understanding of the function and operation of wireless telecommunication systems. A wide variety of concepts, protocols, signaling types, modulation and terminology are included. Basic wireless skills and knowledge provide students with options in various specialty tracks for the employment market. This course focuses on wireless signaling to communicate voice and data used in the wireless cellular and personal communications service (PCS) industry. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the spring.*

EET 230 **Industrial Controls** (3 credits)
This course introduces electronic controls of process and mechanical devices. Components studied include transducers, data acquisition systems, programmable logic controllers (PLCs) and motors. *Hours: 26 lecture and 26 laboratory. Prerequisites: EET 120, EET 150 and EET 205 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

EET 240 **Communications Electronics** (3 credits)
This course introduces the basic elements of communication systems. Topics include modulation, transmission, amplification, radio frequency (RF) circuits, microwave circuits, fiber optics, and voice and data communication. Hands-on activities are emphasized through the use of filters, bandwidth, voltage and power calculations and the use of oscilloscopes. *Hours: 26 lecture and 26 laboratory. Prerequisites: EET 120 and EET 205 or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

EET 245 **Digital Communications Electronics** (3 credits)
This course introduces the basic elements of digital communications electronics. Topics include fiber optics and data communications. Protocol standards and hands-on experience are emphasized on receivers, modems and integrated service digital networks. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the spring.*

EET 260 **Electronic Engineering Technology Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the spring.*

Emergency Medical Services

EMS 101 **Emergency Medical Technician -- Basic I** (4 credits)
This course covers the theory and techniques of basic emergency care in the prehospital setting and follows the EMT-B curriculum guidelines of the U.S. Department of Transportation. Topics include EMS systems, the National Incident Management System (NIMS), roles and responsibilities, medical, legal concepts, patient assessment, airway management, CPR, automated external defibrillation, communication and proper documentation. *Hours: 43 lecture and 36 laboratory. Prerequisite: BIO 115 (can be taken concurrently with EMS 101). Usually offered in the fall and spring.*

EMS 151 **Emergency Medical Technician -- Basic II** (4 credits)
This course covers the theory and techniques of basic emergency care in the prehospital setting and follows the EMT-B curriculum guidelines of the U.S. Department of Transportation. Topics include musculoskeletal trauma, soft tissue trauma, bleeding and shock, cardiology, respiratory, diabetes, allergic reactions, gastrointestinal complaints, toxicology, environmental and behavioral patients, obstetrics and gynecology, pediatrics, triage, ambulance operations and haz-mat operations. After successfully completing EMS 101 and 151, students are eligible for Maryland and national registry testing for EMT-B. *Hours: 43 lecture, 36 laboratory and 16 field experience. Prerequisite: EMS 101 with a grade of "C" or better within the past two academic years. Laboratory fee: $55. Usually offered in the fall and spring.*

EMS 201 **Introduction to Advanced EMS Practice** (3 credits)
This course introduces students to the preparatory information needed to work as advanced EMS providers. Topics include the roles, responsibilities and well being of the EMT-I and EMT-P, illness and injury prevention, medical and legal issues, ethics, general principles of pathophysiology, pharmacology, venous access and medication administration, therapeutic communications, life span development and airway management. *Hours: 39 lecture. Prerequisite: permission of the dean. Materials fee: $100. Usually offered in the summer.*

EMS 207 **Patient Assessment and Trauma Emergencies I** (3 credits)
This course provides students with patient assessment skills needed to appropriately assess, triage and treat patients with medical, traumatic and emotional injuries and illnesses. Topics in trauma include trauma systems, mechanism of injury, hemorrhage and shock, burns and thoracic injuries. *Hours: 28 lecture, 36 laboratory and 36 clinical. Prerequisites: EMS 201 with a grade of "C" or better, BIO 115 (can be taken concurrently with EMS 207) or permission of the dean. Laboratory fee: $55. Insurance: $52. Usually offered in the fall.*

EMS 208 **Emergency Cardiology** (3 credits)
This course is designed to prepare students to manage cardiovascular emergencies most often seen by advanced EMS providers. Topics include three-lead and 12-lead electrocardiogram (ECG) interpretation, ECG dysrhythmia management, acute myocardial infarction, advanced coronary syndromes and stroke. *Hours: 28 lecture, 36 laboratory and 36 clinical. Prerequisite: EMS 201 with a grade of "C" or better or permission of the dean. Laboratory fee: $55. Usually offered in the fall.*

EMS 212 **Medical Emergencies I** (3 credits)
This course prepares students to manage medical emergencies most commonly seen by advanced EMS providers. Topics include physiology, pathophysiology and anatomy of the pulmonary system, cardiovascular system, neurology, endocrinology, allergies and anaphylaxis, toxicology, and environmental and behavioral emergencies. *Hours: 28 lecture, 36 laboratory and 36 clinical. Prerequisites: EMS 207 and EMS 208 with grades of "C" or better or permission of the dean. Laboratory fee: $55. Insurance: $52. Usually offered in the spring.*

EMS 213 **Special Populations I** (3 credits)
This course prepares students to effectively triage, assess and treat the numerous types of special emergencies encountered by advanced EMS providers. Topics include gynecology, obstetrics, neonatology, pediatrics, geriatrics and assessment-based management. *Hours: 28 lecture, 36 laboratory and 36 clinical. Prerequisites: EMS 207 and EMS 208 with grades of "C" or better or permission of the dean. Laboratory fee: $55. Usually offered in the spring.*

EMS 215 **Preparation for EMT-I Certification** (1 credit)
This course provides students with a comprehensive review and synthesis of the factual, conceptual and technical foundations required to successfully pass the licensure examination of the National Registry of Emergency Medical Technicians -- Intermediate. *Hours: 18 laboratory. Prerequisites: EMS 212 and EMS 213 with grades of "C" or better or permission of the dean. Laboratory fee: $30. Usually offered in the summer.*

EMS 240 **Crisis Operations** (2 credits)
This course prepares students to effectively manage stressful emergencies such as mass casualty accidents. Topics include resource management, ambulance operations, medical incident command, rescue awareness, hazardous materials incidents and crime scene awareness. *Hours: 28 lecture and 16 laboratory. Prerequisites: BIO 115 (can be taken concurrently with EMS 240), National Registry of Emergency Medical Technicians -- Intermediate certification or permission of the dean. Laboratory fee: $55. Materials fee: $100. Usually offered in the fall.*

EMS 241 **Trauma Emergencies II** (2 credits)
This course is designed to prepare students to manage traumatic emergencies most often seen by advanced EMS providers. Topics include head and facial trauma, musculoskeletal trauma and abdominal trauma. *Hours: 16 lecture, 24 laboratory and 24 clinical. Prerequisite: EMS 240 with a grade of "C" or better or permission of the dean. Laboratory fee: $55. Insurance: $52. Usually offered in the fall.*

EMS 242 **Medical Emergencies II** (3 credits)
This course prepares students to manage medical emergencies most commonly seen by paramedics. Topics include the renal system and urology, hematology, environmental conditions, infectious and communicable diseases, and psychiatric disorders. *Hours: 24 lecture, 36 laboratory and 36 clinical. Prerequisites: EMS 240 and EMS 241 with grades of "C" or better or permission of the dean. Laboratory fee: $55. Insurance: $52. Usually offered in the spring.*

EMS 243 **Special Populations II** (1 credit)
This course is designed to prepare students to effectively triage, assess and treat the numerous types of special emergencies encountered by paramedics, including abuse and assault, patients with special challenges and acute interventions for the chronic care patient. *Hours: 8 lecture, 16 laboratory and 16 clinical. Prerequisites: EMS 240 and EMS 241 with grades of "C" or better or permission of the dean. Laboratory fee: $55. Usually offered in the spring.*

EMS 255 **Preparation for EMT-P Certification** (2 credits)
This course provides students with a comprehensive review and synthesis of the factual, conceptual and technical foundations required to successfully pass the certification examination of the National Registry of Emergency Medical Technicians -- Paramedic. *Hours: 24 lecture. Prerequisites: EMS 242 and EMS 243 with grades of "C" or better or permission of the dean. Course fee: $30. Usually offered in the summer.*

EMS 261 **EMT-I Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved ambulance unit or company designated as an Advanced Life Support Program unit by the Maryland Institute for Emergency Medical Services Systems (MIEMSS). Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern, with a minimum of 75 runs. Prerequisites: EMS 207 and EMS 208 with grades of "C" or better or permission of the dean. Usually offered in the fall and spring.*

EMS 262 **EMT-P Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved ambulance unit or company designated as an Advanced Life Support Program unit by the Maryland Institute for Emergency Medical Services Systems (MIEMSS). Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern, with a minimum of 75 runs. Prerequisite: EMS 240, EMS 241 and EMS 261 with grades of "C" or better or permission of the dean. Usually offered in the fall and spring.*

English

ENG 081 **Reading for Speakers of Other Languages**
This non-credit ESL (English for Speakers of other Languages) course is offered through the continuing education and workforce development division. It prepares non-native speakers of English for the reading tasks they will encounter in college credit classes. Areas of instruction include spelling, vocabulary, reading comprehension, structural analysis, skimming and scanning, and note-taking and test-taking strategies. Students are placed in this course as a result of their computerized reading skills assessment and must register with an advisor in student development. Students who need ENG 081 must complete this course and any other required ESL course with a grade of "C" or better before taking the diagnostic assessments, which determine placement in college credit courses. *Hours: 20 lecture and 13 laboratory. Laboratory fee: $15. Usually offered in the fall and spring.*

ENG 082 **Grammar and Writing Skills for Speakers of Other Languages**
This non-credit ESL (English for Speakers of other Languages) course is offered through the continuing education and workforce development division. It prepares non-native speakers of English for the writing tasks they will encounter in college credit classes. Areas of instruction include common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Students are placed in this course as a result of their computerized writing skills assessment and must register with an advisor in student development. Students who need ENG 082 must complete this course and any other required ESL course with a grade of "C" or better before taking the diagnostic assessments, which determine placement in college credit courses. *Hours: 39 lecture and 26 laboratory. Laboratory fee: $15. Usually offered in the fall and spring.*

ENG 083 **Listening and Speaking Skills for Speakers of Other Languages**
This non-credit ESL (English for Speakers of other Languages) course is offered through the continuing education and workforce development division. It prepares non-native speakers of English for the listening and speaking tasks they will encounter in college credit classes. Areas of instruction include phonetics, pronunciation, listening comprehension, idioms, cultural rules, differentiation of informal and formal speech, and conversational skills. Emphasis is placed on the areas of spoken English where non-native English speakers have the greatest difficulty. Students are placed in this course as a result of their computerized listening skills assessment and must register with an advisor in student development. Students who need ENG 083 must complete this course and any other required ESL course with a grade of "C" or better before taking the diagnostic assessments, which determine placement in college credit courses. *Hours: 20 lecture and 13 laboratory. Laboratory fee: $15. Usually offered in the fall and spring.*

ENG 084 **Basic Reading**
This non-credit course is offered through the continuing education and workforce development division. It is designed to prepare students for ENG 095, the college's developmental reading credit course. Areas of instruction include spelling, vocabulary and reading comprehension. Students are placed in this course as a result of their reading diagnostic assessment and must register with an advisor in student development. They must complete this course with a grade of "C" or better before taking ENG 086 (if needed) and any other credit courses. *Hours: 39 lecture and 26 laboratory. Laboratory fee: $15. Usually offered in the fall and spring.*

ENG 086 **Introduction to Writing**
This non-credit course is offered through the continuing education and workforce development division. It is designed to prepare students for ENG 096, the college's developmental writing credit course. Areas of instruction include spelling, punctuation, basic grammar and sentence combining with the goal of writing clear, correct sentences and paragraphs. Students are placed in this course as a result of their writing diagnostic assessment and must register with an advisor in student development. They must complete this course with a grade of "C" or better before taking any credit courses. *Hours: 39 lecture and 26 laboratory. Prerequisite: ENG 084 with a grade of "C" or better or an acceptable reading diagnostic assessment score. Laboratory fee: $15. Usually offered in the fall and spring.*

ENG 095 **College Reading** (4 credits)
This course is designed to prepare students for college-level courses. Areas of instruction include vocabulary and reading comprehension. Group and individual instruction are provided. Students are placed in this course as a result of their reading diagnostic assessment score or they can enroll on their own. Students who receive an "R" grade in this course must repeat it the following semester or the "R" grade automatically becomes an "F." *Hours: 39 lecture and 26 laboratory. Prerequisite: An acceptable reading diagnostic assessment score. Laboratory fee: $15. Usually offered in the fall, spring and summer.*

ENG 096 **Basic Writing** (4 credits)
This course is designed to prepare students for ENG 101 and other college writing experiences. Areas of instruction include punctuation, grammar and sentence structure, as well as paragraph and essay writing. Group and individual instruction are provided. Students are placed in this course as a result of their writing diagnostic assessment score or they can enroll on their own. *Hours: 39 lecture and 26 laboratory. Prerequisite: An acceptable writing diagnostic assessment score. Laboratory fee: $15. Usually offered in the fall, spring and summer.*

ENG 101 **Fundamentals of English I** (3 credits)
This course is designed to help students develop their college-level writing skills with an emphasis on the writing process. This course includes an introduction to research skills. Students write summary assignments and a series of essays in various modes, culminating in an argumentative research paper. Students must earn a grade of "C" or better in this course in order to enroll in ENG 151. *Hours: 39 lecture. Prerequisites: ENG 095 and ENG 096 with grades of "C" or better or acceptable reading and writing diagnostic assessment scores. Usually offered in the fall, spring and summer.*

ENG 151 **Fundamentals of English II** (3 credits)
This course continues to help students develop their college-level writing skills. Students are introduced to the study of literature (prose, poetry, fiction and drama). Students integrate outside sources with their own ideas in written arguments. They also refine their research and documentation skills. *Hours: 39 lecture. Prerequisite: ENG 101 with a grade of "C" or better. Usually offered in the fall, spring and summer.*

ENG 151H **Fundamentals of English II, Honors** (3 credits)
This course continues to help students develop their college-level writing skills. Students are introduced to the study of literature (prose, poetry, fiction and drama). Students integrate outside sources with their own ideas in written arguments. They also refine their research and documentation skills. This course takes an interdisciplinary, thematic approach to individual works of fiction, and em-

phasizes genre as well as the historical/cultural environment in which the work first appeared. A final honors presentation incorporates the student's integration of critical reading, research skills and creativity. This course meets the requirements of ENG 151. *Hours: 39 lecture. Prerequisites: Honors program eligibility and ENG 101 with a grade of "B" or better or permission of the instructor. Usually offered in the spring.*

ENG 200H **Critical Thinking and Writing, Honors** (3 credits)
This course is designed to help students develop critical thinking and writing skills by focusing on the creation, analysis and evaluation of arguments. Students study the content and structure of arguments, the Toulmin model of argument and motivational appeals, and critically analyze the arguments of classical and modern writers. Students holistically apply these rhetorical principles to the creation of their own argumentative essays and to classroom debates and discussions. Independent research is required. This course is one of two core courses in the honors program and is required for honors program graduates. *Hours: 39 lecture. Prerequisites: Honors program eligibility and ENG 101 with a grade of "B" or better or permission of the instructor. Usually offered in the fall.*

ENG 202 **Studies in Literature I** (3 credits)
The study of a different genre (drama or novel) is offered each semester. The drama concentration offers an introduction to drama from Greek tragedy and comedy through modern/contemporary periods in the continental, British and American traditions. The novel concentration focuses on the study of novels, the form of the novel and its variations. *Hours: 39 lecture. Prerequisite: ENG 151 with a grade of "C" or better. Drama usually offered in the fall. Novel usually offered in the spring.*

ENG 203 **Studies in Literature II** (3 credits)
The study of a different genre (short story or poetry) is offered each semester. The short story concentration offers an introduction to the short story with a general emphasis on its forms and characteristics. Critical analysis of short stories is included. The poetry concentration focuses on reading and interpreting a wide variety of poems, examining the structure and content of poetry, and writing poems in traditional and open forms. Critical analysis of poems is included. *Hours: 39 lecture. Prerequisite: ENG 151 with a grade of "C" or better. Short story usually offered in the fall and summer. Poetry usually offered in the spring.*

ENG 204 **African-American Literature** (3 credits)
In this course, students read, analyze and discuss literary works in various forms and media written by African-Americans. Beginning with works written by enslaved African-Americans, this course provides a survey of writings representative of Reconstruction, the rise of the "New Negro," the Harlem Renaissance, black realism, modernism and postmodernism. *Hours: 39 lecture. Prerequisite: ENG 151 with a grade of "C" or better. Usually offered in the fall.*

ENG 205 **Children's Literature** (3 credits)
This course focuses on the study of classic and contemporary literature for children, with an emphasis on selecting and incorporating a wide variety of literature into the curricula for young children. This course satisfies the general education arts and humanities requirement only for students enrolled in the early childhood education associate of arts in teaching degree program. *Hours: 39 lecture. Prerequisite: ENG 151 with a grade of "C" or better. Usually offered in the fall.*

Environmental Science

ENV 101 **Environmental Science** (4 credits)
This is a general education natural science course that integrates the physical and biological sciences in order for students to gain an understanding of humans in their environment. This course emphasizes critical thinking and an evaluation of current topics in environmental science in a local, national and global context, and prepares students to be able to discuss ecological concerns and rational solutions for today's environmental problems. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 092 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Laboratory fee: $30. Usually offered in the fall, spring and summer.*

ENV 105 **Introduction to Green Careers** (3 credits)
This course is designed to provide students with an overview of the range of possible environmental and "green" careers, the nature of professional and business practices within these careers and an introduction to health and safety fundamentals of importance to people in these fields. A range of career resources is explored within the context of student interests. Students are required to prepare a job search plan based on interests expressed in class. Corollary objectives are to provide students with an understanding of the performance expectations of the professional and technical environmental workplace. *Hours: 39 lecture. Usually offered in the fall.*

ENV 120 **Introduction to Wind Turbine Technology** (2 credits)
This course examines the theoretical aspects of wind turbine technology. Students study the physical components, and mechanical and electrical systems of wind turbines related to location siting, construction and repair. Considerations of power distribution in moving large amounts of power over long distances are studied. *Hours: 13 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the fall.*

ENV 140 **Introduction to Geographic Information-GIS** (3 credits)
This course covers introductory elements of map reading and design in geographic information systems (GIS), a mapping science technology that enables the user to collect, store, analyze and output natural geographic environmental and mapped data. GIS information is being used in applications in business, government and teaching. Scale, coordinate systems, projection, GPS, distance/direction finding and plane surveying are used to create a topographic map. *Hours: 26 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the fall.*

ENV 150 **Introduction to Solar and Renewable Energy** (3 credits)
This course covers the introductory theory of solar, wind-generated and geothermal electricity production techniques. Students develop a philosophy of renewable energy and efficient energy use in an energy conscious society. *Hours: 39 lecture. Usually offered in the spring.*

Geography

GEO 101 **Earth and Space Science** (4 credits)
This course offers an introduction to earth and space science for prospective elementary school teachers. The focus is on the physical characteristics of the earth and its place in the solar system. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 092 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Laboratory fee: $30. Usually offered in the fall, spring and summer.*

GEO 102 **Human Geography** (3 credits)
This course offers an introduction to the basic concepts of human geography. The focus is on population distribution, economic development, urbanization, resource utilization and the human alteration of the natural environment. *Hours: 39 lecture. Usually offered in the fall and spring.*

History

HIS 101 **World Civilizations I** (3 credits)
This course covers major world civilizations from prehistoric times to the Renaissance, focusing on the political, social, economic and intellectual issues. *Hours: 39 lecture. Usually offered in the fall, spring and summer.*

HIS 151 **World Civilizations II** (3 credits)
This course covers major world civilizations from the Renaissance to the present, focusing on the political, social, economic and intellectual issues. *Hours: 39 lecture. Usually offered in the fall, spring and summer.*

HIS 151H **World Civilizations II, Honors** (3 credits)
This course covers major world civilizations from the Renaissance to the present, focusing on the political, social, economic and intellectual issues. This course provides students with an opportunity to use evidence to construct and evaluate plausible arguments, analyze points of view, context and bias, interpret primary source documents and assess issues of change and continuity over time. This course meets the requirements of HIS 151. *Hours: 39 lecture. Prerequisite: Honors program eligibility. Usually offered in the spring.*

HIS 201 **American History I** (3 credits)
This course covers the major economic, political, cultural and social factors that shaped the pattern of life in the U.S. from the 15th century through the Civil War and Reconstruction. *Hours: 39 lecture. Usually offered in the fall, spring and summer.*

Hotel-Motel-Restaurant Management

HMR 101 **Introduction to Hospitality Management** (3 credits)
This course offers an introduction to the hotel, motel and restaurant fields, as well as the basic principles and fundamental processes of management. The focus is on problems typically experienced at the supervisory level. Major areas of concentration include delegation, communication, motivating employees and leadership skills. *Hours: 39 lecture. Usually offered in the fall.*

HMR 115 **Sanitation and Safety Systems** (1 credit)
This course introduces public health problems that relate to the hospitality industry. Topics include disease transmission through improper food handling, and cooking and safety regulations. The final exam for this course includes the National ServSafe test. *Hours: 15 lecture. Usually offered in the fall and spring.*

HMR 120 **Principles of Food Preparation** (3 credits)
This course is designed to introduce the student to the basic principles of food preparation in commercial operations. Topics include kitchen safety, the care and use of equipment, the use of standard recipes, food service and the preparation of foods used in commercial food operations. Emphasis is placed on the basic food preparation of entrees, starches, vegetables, salads, soups, desserts and appetizers.

Proper chef attire is required to be admitted into the laboratory. *Hours: 20 lecture and 36 laboratory. Prerequisite: HMR 115. Materials fee: $75. Usually offered in the fall and spring.*

HMR 130 **Italian Cuisine** (1 credit)
Students are introduced to the preparation of authentic regional dishes of Italy commonly offered in restaurants specializing in this cuisine. Special emphasis differentiates between northern and southern Italian cooking. Pastas, soups, main dishes and desserts are highlighted. Proper chef attire is required to be admitted into the laboratory. *Hours: 7.5 lecture and 10 laboratory. Prerequisite: HMR 120. Materials fee: $50. Usually offered in the spring.*

HMR 140 **International Cuisine** (3 credits)
Students are exposed to various cuisines from around the world. They explore cuisine from cultural, geographical, religious and historical perspectives. Regions explored include Eastern Europe, the Mediterranean, the Orient and the Pacific Rim, the Middle East, India and the Caribbean. Proper chef attire is required to be admitted into the laboratory. *Hours: 20 lecture and 36 laboratory. Prerequisite: HMR 120. Materials fee: $75. Usually offered in the spring.*

HMR 150 **Baking and Pastry Production** (3 credits)
Students are introduced to the basic techniques of baking. Students learn each step in the process of bread making, including the science of bread production, the measuring of ingredients and the proper evaluation of recipes. Techniques on the preparation of quick breads and pastries commonly produced in small bakeries and restaurants are introduced. Proper chef attire is required to be admitted into the laboratory. *Hours: 20 lecture and 36 laboratory. Prerequisite: HMR 120. Materials fee: $75. Usually offered in the fall and spring.*

HMR 151 **Hospitality Marketing** (3 credits)
Marketing as a management activity is studied in this course. The course begins by analyzing customers, competition and the business environment as the first step in developing a marketing plan. The study of advertising, sales promotion, publicity and public relations follow as students examine the part each plays in a coordinated marketing plan. *Hours: 39 lecture. Usually offered in the spring.*

HMR 154 **Food Service Management** (3 credits)
This course is designed to familiarize the student with commercial restaurant operations. Topics include dining room service, buffet displays, planning banquets, modern management techniques and design considerations for restaurants. *Hours: 39 lecture. Usually offered in the spring.*

HMR 201 **Rooms Division Management -- Front Office** (3 credits)
This course involves the study of the functions, procedures and organization of the front office department in a medium or large hotel, with an emphasis on reservations, front office psychology and operating systems. *Hours: 39 lecture. Usually offered in the fall.*

HMR 202 **Food Service Cost Control** (3 credits)
This course offers an in-depth study of various established cost control systems, focusing on the food and labor cost controls necessary for a profitable and economical operation. *Hours: 39 lecture. Usually offered in the fall.*

HMR 203 **Rooms Division Management -- Housekeeping** (3 credits)
This course provides students with an understanding of the organization, duties and administration of a typical hotel housekeeping department. Topics include scheduling, purchasing, property maintenance and design, operating a laundry facility and maintaining the cleanliness of the hospitality property. *Hours: 39 lecture. Usually offered in the fall.*

HMR 206 **Hospitality Law** (3 credits)
This course offers an in-depth study of state and federal regulations that pertain to the hospitality industry. Emphasis is placed on the innkeeper's responsibilities to the guest as defined by law. *Hours: 39 lecture. Usually offered in the spring.*

HMR 210 **Healthy Cooking** (1 credit)
Students are introduced to the benefits of healthy food alternatives in commercial operations. Emphasis is placed on the substitution of healthy foods on menus, as well as ingredient substitutions that increase the health qualities of menu items typically offered in restaurants. Students prepare and sample healthy foods. Proper chef attire is required to be admitted into the laboratory. *Hours: 7.5 lecture and 10 laboratory. Prerequisite: HMR 120. Materials fee: $50. Usually offered in the fall.*

HMR 215 **Seafood** (1 credit)
Students are introduced to the basics of seafood preparation and cooking. Students focus on fish and shellfish commonly offered in restaurants on the Eastern Shore of Maryland. Students review basic cooking techniques, including steaming, baking and frying. Proper chef attire is required to be admitted into the laboratory. *Hours: 7.5 lecture and 10 laboratory. Prerequisite: HMR 120. Materials fee: $50. Usually offered in the fall.*

HMR 220 **Dessert and Pastry Art** (2 credits)
Students are introduced to the artistic preparation and presentation of pastries and desserts. Students prepare specialty doughs, cakes, icings, sauces and chocolate. The emphasis is on pastries and desserts commonly offered in retail bakeries and restaurants. Proper chef attire is required to be admitted into the laboratory. *Hours: 15 lecture and 20 laboratory. Prerequisite: HMR 150. Materials fee: $75. Usually offered in the fall.*

HMR 225 **American Regional Cuisine** (3 credits)
Students are introduced to American regional cuisine. The emphasis is on dishes that are prepared in area restaurants. Cuisines covered in this course reflect foods commonly identified with culinary regions throughout the U.S. Proper chef attire is required to be admitted into the laboratory. *Hours: 20 lecture and 36 laboratory. Prerequisite: HMR 120. Materials fee: $75. Usually offered in the fall.*

HMR 230 **French Cuisine** (1 credit)
Students are introduced to the preparation of appetizers, entrees, sauces and desserts commonly offered in restaurants specializing in French cuisine. Popular French dishes are prepared with special interest on proper seasoning and sauce preparation. Proper chef attire is required to be admitted into the laboratory. *Hours: 7.5 lecture and 10 laboratory. Prerequisite: HMR 120. Materials fee: $50. Usually offered in the spring.*

HMR 240 **Foods of the Americas** (1 credit)
Students are introduced to popular dishes from Mexico, Central America and South America. The emphasis is on foods that are prepared in area restaurants. Proper chef attire is required to be admitted into the laboratory. *Hours: 7.5 lecture and 10 laboratory. Prerequisite: HMR 120. Materials fee: $50. Usually offered in the spring.*

HMR 252 **Purchasing and Menu Planning** (3 credits)
This course includes the presentation of materials and managerial information needed for the operation of a hotel, motel or food establishment. It includes the study of purchasing functions, organization, policies, sources of supply, quality concepts, pricing, storekeeping and the forecasting of food, beverages and other supplies. Menu planning, an integral part of successful purchasing, is also covered since one function is dependent upon the other. *Hours: 39 lecture. Usually offered in the spring.*

HMR 254 **Garde Manger** (3 credits)
This course is designed to familiarize students with cold food production in commercial restaurant operations. Students prepare marinades, cold sauces, forcemeats, mousses, hot and cold hors d'oeuvres, sandwiches and cold dishes using tools and equipment commonly found in commercial kitchens. Techniques in proper buffet presentation are also taught. Proper chef attire is required to be admitted into the laboratory. *Hours: 20 lecture and 36 laboratory. Prerequisite: HMR 120 and permission of the department head. Materials fee: $75. Usually offered in the spring.*

HMR 255 **Beverage Management** (3 credits)
This course involves the systematic study of alcoholic beverages, emphasizing the costing and proper service of alcoholic beverages, as well as using alcoholic beverages as a complement to food. *Hours: 39 lecture. Usually offered in the spring.*

HMR 260 **Hotel-Motel-Restaurant Field Experience** (3 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 150 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall, spring and summer.*

Humanities

HUM 101 **Introduction to the Arts** (3 credits)
This course provides an introduction to the basic elements, principles, processes, materials and inherent qualities of dance, music, theater and the visual arts, with a focus on experiential learning and creativity. Students are required, as a class, to create an integrative arts performance project. This course satisfies the general education arts and humanities requirement only for students enrolled in associate of arts in teaching programs. *Hours: 39 lecture. Usually offered in the spring.*

Independent Study

IST 101 **Independent Study** (3 credits)
In this course, students who have adequate background may be permitted to work with an instructor on a special project in any field for which proper resources and facilities are available. *Hours: self-paced. Prerequisite: Permission of the dean. Usually offered in the fall and spring.*

Interdisciplinary Studies

IDS 200H **Scientific Thought and Data Analysis, Honors** (3 credits)
This course explores and applies the methods of modern science in the context of the cultural issues that define the present day workings and future of human beings. It focuses on modern science as a powerful and often controlling societal force, as seen through its influence in politics, business, health, industry and technology. The primary focus of this course is the seminar discussion of readings and theory. To support the connection between theory and practice, a portion of the course each week is devoted to experimentation and data analysis. This course is one of two core courses in the honors program and is required for honors program graduates. *Hours: 39 lecture and 1 field trip. Prerequisites: Honors program eligibility and MTH 092 or an acceptable mathematics diagnostic assessment score. Materials fee: $40. Usually offered in the spring.*

Manufacturing

MFG 110 **Modern Manufacturing Techniques I** (2 credits)
This course provides students with experience in the use of precision measurement, modern manufacturing techniques and processes, and manufacturing nomenclature, as well as the maintenance of manufacturing equipment. Risk management and Occupational Safety and Health Administration (OSHA) regulations are stressed. American National Standards Institute (ANSI) and American Society of Mechanical Engineers (ASME) standards and statistical process control are introduced. Also covered are the techniques for tool layout and the use of hand tools and bench work, metal-cutting technology, metal-cutting saws, drilling machines, and computerized numerical control (CNC) mill and lathe machines. Speeds, feeds, depth of cuts and the production of parts from blueprints are integrated throughout the course. *Hours: 26 lecture and 39 laboratory. Laboratory fee: $30. Usually offered in the fall and spring.*

MFG 111 **Modern Manufacturing Techniques II** (2 credits)
This course provides students with experience in the use of precision metal cutting and manufacturing techniques and processes, as well as manufacturing nomenclature. Risk management and site safety are stressed. Also covered are the techniques for process writing, computerized numerical control (CNC) mill and lathe machine tools and computer-aided manufacturing (CAM) programming, speeds, feeds, depth of cuts and advanced production of parts from blueprints. Students write manual machining programs and operate all types of machine tools. *Hours: 26 lecture and 39 laboratory. Prerequisite: MFG 110 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

MFG 150 **Statics and Strength of Materials** (3 credits)
This course includes the fundamental concepts of statics and coplanar force systems, the analysis of structures, friction, spatial force systems and area moments of inertia. Strength of materials covers simple stresses and strains, mechanical properties of materials, torsion, shear forces, load and resistance factors, and beam composite and strength. Also included are accuracy and precision, rolling resistance and the solution of simultaneous equations. *Hours: 26 lecture and 39 laboratory. Prerequisite: MTH 154 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

MFG 180 **Computer-Aided Manufacturing** (2 credits)
Mastercam programming is used to produce machining instruction directly through Mastercam software or imported with a CAD (computer-aided drafting) file, such as Drawing Interchange Format (DXF), Initial Graphics Exchange Specification (IGES) and American Standard Code for Information Interchange (ASCII) data point, for the toolpath instructions of shape and diameter to manufacturing parts on routers, milling machines, lathes, electro-discharge machines and computerized numerical control (CNC) machines. Coded data programming (i.e., Fanuc, G-code and digitized files) is used to provide instructions for CNC cutting tools, servo and spindle drive systems, and direct numerical control (DNC). Concepts include tool path generation, fixturing and dust collection, tool selection, lubrication and cooling techniques and tool changing systems. Geometric dimensioning and tolerancing, American National Standards Institute (ANSI) and American Society of Mechanical Engineers (ASME) standards, preventive maintenance and servicing of numerical control machine tools are integrated. *Hours: 13 lecture and 39 laboratory. Prerequisites: MTH 154 and MFG 110 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

MFG 200 **Quality Management and Auditing** (3 credits)
This course covers the elements of a quality system, such as the terms, definitions, philosophy and strategies for implementation. The purpose of a quality audit, audit concepts and quality audit reporting are presented. The concept of continuous improvement is integral to every phase of the course. *Hours: 26 lecture and 39 laboratory. Laboratory fee: $30. Usually offered in the spring.*

MFG 210 **Quality Controls and Statistical Measurement** (3 credits)
This course covers the concepts of quality control and quality improvement for both manufacturing and service businesses. These concepts are demonstrated within the framework of quality systems and methodologies such as ISO 9000 quality standards, Six Sigma, Lean Manufacturing and the Baldridge National Quality Award. Included are both statistical and non-statistical techniques used for quality improvement such as process definition, process flow diagrams, data collection techniques, measurement techniques, causes of process variation, Pareto diagrams, histograms, cause and effect diagrams, control charts and process capability analysis. Techniques to effectively work in teams are also addressed. *Hours: 26 lecture and 39 laboratory. Laboratory fee: $30. Usually offered in the fall.*

MFG 220 **Fluid Power** (3 credits)
This course covers the physical principles and measurements of fluid mechanics as it applies to the design and analysis of the hydraulic and pneumatic systems used in engineering and manufacturing. The focus of this course is on the application of fluid power components such as pumps, valves and actuators, and the circuits used in machinery. Topics include fluid statics, fluid motion, internal, external and compressible flow, and environmental fluid mechanics. Open channels,

pipe systems and fluid transients are also covered. *Hours: 26 lecture and 39 laboratory. Prerequisites: MFG 110 and MFG 150 or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

MFG 240 **Manufacturing Materials and Processes** (3 credits)
This course emphasizes the materials and processes used in manufacturing. Fundamentals include the properties, structure and nature of materials for manufactured goods, such as ferrous and nonferrous metals and alloys, plastics, composites and ceramics, and the selection of materials for various functions. Casting and form casting processes, mold castings, powder metallurgy, and metal and nonmetal fabrication processes are included. Material transformation processes and numerical control (NC) and computerized numerical control (CNC) machining centers are also covered. Additional assembly and joining processes include integrated electronic circuits, gas flame, arc, resistance, welding, brazing and soldering, adhesive bonding, and surface treatment and finishing. Manufacturing production and process quality control are integrated throughout the course. *Hours: 26 lecture and 39 laboratory. Laboratory fee: $30. Usually offered in the spring.*

MFG 260 **Manufacturing Engineering Technology Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall, spring and summer.*

Mathematics

MTH 091 **Pre-Algebra** (4 credits)
This course includes a review of the fundamental operations and applications of decimals, fractions, percents, ratios and proportions, and integers, with an introduction to algebraic concepts. An emphasis is placed on developing solutions to verbal problems. *Hours: 39 lecture and 26 laboratory. Laboratory fee: $15. Usually offered in the fall, spring and summer.*

MTH 092 **Elementary Algebra** (4 credits)
This course focuses on solutions to linear equations and inequalities, algebraic applications, operations with polynomials, factoring, graphing linear equations and solving systems of equations. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 091 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Laboratory fee: $15. Usually offered in the fall, spring and summer.*

MTH 099 **Intermediate Algebra** (4 credits)
This course is designed to help students develop the algebra skills needed for advanced college-level mathematics. This course includes a review of the real number system and its application to solving linear and quadratic equations. Topics also include graphing and solving systems of equations, and inequalities. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 092 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: $15. Usually offered in the fall, spring and summer.*

MTH 103 **Fundamental Concepts I** (4 credits)
The properties of the natural number system are taught using set concepts. Additional topics include algorithms, numeration systems and the extension of the natural number system. This course satisfies the general education mathematics requirement only for students enrolled in the early childhood education associate of applied science degree program. *Hours: 52 lecture. Prerequisite: MTH 099 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Usually offered in the fall and spring.*

MTH 104 **Fundamental Concepts II** (4 credits)
This course is a continuation of MTH 103, offering a review and analysis of geometrical principles, logic and the application of computer methods to these topics. *Hours: 52 lecture. Prerequisite: MTH 103 with a grade of "C" or better. Usually offered in the fall and spring.*

MTH 152 **Elementary Statistics** (3 credits)
This course introduces elementary statistics through a critical examination of its subjects and applications. Topics from descriptive statistics include data organization, expectation and measures of variation. Also covered are random variables, probability laws, counting techniques, binomial and normal distributions, applications of the central limit theorem, confidence intervals and tests of statistical hypotheses involving the mean, median and proportions. Topics from parametric and nonparametric statistics are introduced. *Hours: 39 lecture. Prerequisites: ENG 095 and MTH 092 with grades of "C" or better or acceptable reading and mathematics diagnostic assessment scores. Usually offered in the fall, spring and summer.*

MTH 152H **Elementary Statistics, Honors** (3 credits)
This course introduces elementary statistics through a critical examination of its subjects and applications. Topics from descriptive statistics include data organization, expectation and measures of variation. Also covered are random variables, probability laws, counting techniques, binomial and normal distributions, applications of the central limit theorem, confidence intervals and tests of statistical hypotheses involving the mean, median and proportions. Topics from parametric and nonparametric statistics are introduced. *Hours: 39 lecture and 1 field trip. Prerequisites: Honors program eligibility, and ENG 095 and MTH 092 with grades of "C" or better or acceptable reading and mathematics diagnostic assessment scores. Materials fee: $40. Usually offered in the fall.*

MTH 154 **College Algebra and Trigonometry** (4 credits)
This course covers the advanced algebra, trigonometry and analytic geometry necessary to prepare a student for the study of calculus. Topics include linear and quadratic functions, right-triangle and unit-circle trigonometry, exponential and logarithmic functions, and graphing of polynomial and rational functions. *Hours: 52 lecture. Prerequisite: MTH 099 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Usually offered in the fall, spring and summer.*

MTH 160 **Applied Calculus** (3 credits)
This course focuses on the applications of calculus in the management, social, biological and technological sciences. It includes a thorough review of algebra and coordinate geometry. Single variable derivatives and integrals are applied in the context of the student's major course and field work. *Hours: 39 lecture. Prerequisite: MTH 099 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Usually offered in the fall and spring.*

MTH 201 **Calculus I** (4 credits)
This course focuses on the rigorous treatment of topics traditionally covered in a first-semester calculus course including the theory of limits, differentiation, applications of the derivative, antidifferentiation, the indefinite and definite integral, integration by substitution and applications of the integral. Particular emphasis is placed on the epsilon-delta definition of limit, the mean value theorem and Newton's method. Students gain experience constructing mathematical and simulation models. *Hours: 52 lecture. Prerequisite: MTH 154 with a grade of "C" or better or permission of the department head. Usually offered in the fall and spring.*

Music

MUS 101 **Music Appreciation** (3 credits)
This course provides musical terminology, simple and complex musical forms and the major historical periods in music, with an emphasis on prominent composers and their musical styles. The music of each period is examined in relation to the ideas, customs and political climates prevalent at the time. *Hours: 39 lecture. Usually offered in the fall and spring.*

MUS 101H **Music Appreciation, Honors** (3 credits)
This course provides musical terminology, simple and complex musical forms and the major historical periods in music, with an emphasis on prominent composers and their musical styles. The music of each period is examined in relation to the ideas, customs and political climates prevalent at the time. This course is offered in a seminar format, provides extensions of the basic course content and challenges students to go beyond traditional learning experiences in music appreciation. This course meets the requirements of MUS 101. *Hours: 39 lecture. Prerequisite: Honors program eligibility. Usually offered in the spring.*

MUS 105 **Chorus I** (1 credit)
This course includes the rehearsal and performance of choral literature employing various combinations of voices. This course is open to all students. Some singing ability and understanding of musical notation is recommended. *Hours: 26 lecture. Usually offered in the fall and spring.*

MUS 106 **Chorus II** (1 credit)
This course is a continuation of MUS 105. *Hours: 26 lecture. Prerequisite: MUS 105. Usually offered in the fall and spring.*

MUS 107 **Chorus III** (1 credit)
This course is a continuation of MUS 106. *Hours: 26 lecture. Prerequisite: MUS 106. Usually offered in the fall and spring.*

MUS 108 **Chorus IV** (1 credit)
This course is a continuation of MUS 107. *Hours: 26 lecture. Prerequisite: MUS 107. Usually offered in the fall and spring.*

Nursing

NUR 101 **Nursing Fundamentals** (6 credits)
This introductory course is designed to help students develop the basic skills needed to be dependent care agents. This course provides a foundation for the practice of nursing, including the nursing process and a hierarchy of self-care needs. Building on this foundation, information is presented on the rationales for determining nursing actions to help patients meet their universal and developmental self-care needs and to assist them in overcoming their self-care limitations. Pharmacology, dosage and solutions are also included in this course. Skill attainment is emphasized in the skills laboratory and through concurrent clinical laboratory experiences that focus on the self-care needs of adults, particularly the elderly. *Hours: 52 lecture, 52 laboratory and 143 clinical. Prerequisites: MTH 091 or an acceptable mathematics diagnostic assessment score and permission of the department head. Course fee: $120. Laboratory fee: $35. Insurance: $9. Usually offered in the fall and spring.*

NUR 110 **Nursing in Society** (.5 credit)
This course introduces nursing roles and responsibilities, emphasizing the accountability of nurses for their own actions within accepted legal and ethical frameworks. Trends in modern nursing are studied in light of their historical context. Career opportunities for nurses are explored. *Hours: 13 lecture. Prerequisite: permission of the department head. Course fee: $20. Usually offered in the spring and summer.*

NUR 151 **Adult Nursing** (6 credits)
The focus of this course is on the nursing process as a method of determining the nursing actions needed to help patients compensate for their inability to engage in self-care. Common health problems of adults are studied, along with related pharmacology. Skill attainment is emphasized in the skills laboratory and through concurrent clinical laboratory experiences that emphasize the therapeutic and developmental self-care requirements of adults with common health problems. *Hours: 52 lecture, 52 laboratory and 143 clinical. Prerequisite: NUR 101 or permission of the department head. Course fee: $120. Laboratory fee: $47. Insurance: $9. Usually offered in the spring and summer.*

NUR 154 **Maternal-Child Nursing** (4 credits)
This course deals with the nursing process as a method of determining the nursing actions needed to meet the universal, developmental and therapeutic self-care needs of childbearing families. Topics include the normal processes of childbearing and child development, as well as common childbearing and child development health problems. Related pharmacology is also presented. Skill attainment is emphasized through clinical laboratory experiences with maternal and child patients. *Hours: 39 lecture and 90 clinical. Prerequisite: NUR 151 or permission of the department head. Course fee: $80. Laboratory fee: $22. Insurance: $9. Usually offered in the fall and summer.*

NUR 157 **Psychiatric Nursing** (4 credits)
This course focuses on the therapeutic relationship between the nurse and the patient. Topics include adaptive and maladaptive behaviors and major psychiatric disorders which interfere with universal or developmental self-care or which create a need for therapeutic self-care. Clinical laboratory experiences emphasize the use of the nursing process to develop a therapeutic relationship with a patient. Students also participate in a variety of activities that are part of an interdisciplinary treatment program. This course meets the psychiatric nursing requirement for admission to Wor-Wic's associate degree program. *Hours: 39 lecture and 90 clinical. Prerequisite: NUR 151 or permission of the department head. Course fee: $80. Laboratory fee: $22. Insurance: $9. Usually offered in the fall and summer.*

NUR 202 **Advanced Nursing I** (6 credits)
This course focuses on the nursing care of adults with self-care deficits and complex health problems. The nursing process is used to determine the nursing actions that are needed to help patients compensate for their inability to engage in self-care. Supportive nursing actions and related pharmacology are also presented. Skill attainment is emphasized in the skills laboratory and through concurrent clinical laboratory experiences with adults with a variety of complex health problems. *Hours: 52 lecture, 52 laboratory and 143 clinical. Prerequisite: permission of the department head. Course fee: $120. Laboratory fee: $59. Insurance: $18. Usually offered in the fall and spring.*

NUR 252 **Advanced Nursing II** (6 credits)
The focus of this course is on the use of the nursing process to meet the psychosocial and physiological needs of clients with complex health problems and their families. Basic management and group process concepts are presented as additional tools for the nurse to use. Obstetric, pediatric, long-term care and community-based settings are used to meet course objectives. *Hours: 52 lecture, 52 laboratory and 143 clinical. Prerequisite: NUR 202. Course fee: $120. Laboratory fee: $39. Insurance: $18. Usually offered in the spring and summer.*

NUR 255 **Issues in Nursing** (.5 credit)
Selected issues that create problems for nursing and society are explored in this course. Using critical thinking skills, emphasis is placed on the analysis of issues to determine the legal and ethical implications of the nurse's choices and actions. *Hours: 13 lecture. Prerequisite: permission of the department head. Course fee: $20. Usually offered in the fall and spring.*

Office Technology

OFT 103 **Keyboarding** (1 credit)
This course is designed to increase keyboard proficiency. Students type letters, numbers and symbols using acceptable technique and without looking at the keyboard. *Hours: self-paced. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 104 **Formatting and Typing** (3 credits)
Students build typing speed and accuracy through drills, timed writings and an emphasis on correct typing techniques. They format letters, memos, reports, tables, resumes, emails and news releases. Students develop the basic keyboarding skills necessary for an entry-level office position or for personal use. *Hours: self-paced. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 110 **Business English Skills** (3 credits)
This course enables students to apply the correct use of English grammar, punctuation and spelling, as well as capitalization, word division and the presentation of numbers. Students learn to use language in context, proofread and compose. An introduction to formatting is also included. Students increase their keyboarding speed and accuracy through additional skill building. *Hours: 39 lecture. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 111 **Machine Transcription** (3 credits)
Students use audio cassettes and dictation equipment controlled by a foot pedal to create documents that are used in a business environment. Students review punctuation, spelling and grammar rules and apply them to documents and proofreading exercises. *Hours: self-paced. Prerequisites: OFT 104 and OFT 110 with grades of "C" or better or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 130 **Introduction to Health Information Technology** (3 credits)
This course introduces students to the field of health information technology. Students become familiar with the content, use and structure of health care data and medical records. Students also become familiar with the organization of health care providers and insurers. Legal and ethical issues associated with health information are examined extensively. *Hours: 39 lecture. Usually offered in the fall.*

OFT 131 **Basic Procedural Coding** (3 credits)
This course covers the basic Healthcare Common Procedure Coding System (HCPCS) with a focus on the Current Procedural Terminology (CPT-4) coding of operations and procedures (including anesthesia, evaluation and management, surgical, pathology/laboratory, radiology and medicine) and HCPCS Level II codes. This course also covers International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) procedure coding, an introduction to ICD-10-PCS and the National Correct Coding Initiative (NCCI). *Hours: 39 lecture. Prerequisites: BIO 115 and OFT 140 with grades of "C" or better and permission of the department head. Usually offered in the fall and spring.*

OFT 132 **Basic Diagnostic Coding** (3 credits)
This course provides a basic orientation to the coding principles and practices of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). It also provides an introduction to ICD-10-CM and other diagnosis classification systems. This course covers the historical development of the ICD classification system, coding of diagnosis records from a variety of medical specialties and the use of official coding guidelines. *Hours: 39 lecture. Prerequisites: BIO 115 and OFT 140 with grades of "C" or better and permission of the department head. Usually offered in the fall and spring.*

OFT 133 **Pathophysiology and Pharmacology** (4 credits)
This course is designed to introduce students to specific disease processes in the human body, including the cause, diagnosis and treatment of disease. Topics also include drug classifications, drug actions and commonly-prescribed drugs and reference materials. *Hours: 52 lecture. Prerequisites: BIO 115 and OFT 140 with grades of "C" or better and MTH 092 or an acceptable mathematics diagnostic assessment score, and permission of the department head. Usually offered in the fall and spring.*

OFT 140 **Medical Terminology** (3 credits)
This course is designed to develop an understanding of medical vocabulary pertinent to medical office tasks, such as transcription, medical records coding and billing. Proficiency is developed through the recognition, spelling, location and meaning of medical prefixes, suffixes and root words. Knowledge of medical terminology is then applied to reading and interpreting medical documents. *Hours: 39 lecture. Prerequisite: ENG 095 with a grade of "C" or better, an acceptable English diagnostic assessment score or permission of the department head. Usually offered in the fall and spring.*

OFT 155 **Introduction to Word and Information Processing** (3 credits)
This first-level course on word and information processing is taught on microcomputers. Students learn file management and basic word processing skills and concepts to create and format all types of documents, such as letters, memos, Web pages and reports. Students increase keyboarding speed and accuracy through additional skill building exercises. *Hours: 39 lecture. Prerequisite: OFT 104 with a grade of "C" or better or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 160 **Introduction to Spreadsheets** (3 credits)
This course covers spreadsheet development, including creating, editing, formatting worksheets and charts, creating and working with formulas, collaborating and securing data and integrating worksheet data with various programs and the World Wide Web. *Hours: 39 lecture. Prerequisite: MTH 092 or an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 162 **Introduction to Database Design** (3 credits)
This computerized database course is a comprehensive introduction to database software applications. Students create and manage databases consisting of tables, queries, forms and reports. Emphasis is placed on retrieving, modifying, sharing and maintaining information. *Hours: 39 lecture. Laboratory fee: $15. Usually offered in the fall.*

OFT 165 **Records Management** (2 credits)
Students learn the fundamental concepts of records and information management, including an overview of the most widely used filing systems and procedures. Hands-on activities include filing and retrieval of both paper and electronic records according to alphabetic, subject, numeric and geographic filing systems. *Hours: self-paced. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 203 **Office Procedures and Technology** (3 credits)
This course is designed to develop the student's ability to integrate the technical and human relations skills necessary to succeed in today's business office. Emphasis is placed on effective interactions with people, procedures and equipment. Students increase keyboarding speed and accuracy through additional skill building. *Hours: 39 lecture. Prerequisite: OFT 104 with a grade of "C" or better or permission of the department head. Materials fee: $15. Usually offered in the fall and spring.*

OFT 211 **Medical Typing** (3 credits)
Students produce documents used in a medical environment. They gain familiarity with medical terminology, abbreviations and medical reports specific to 10 medical departments. They follow specific formatting guidelines and increase typing and accuracy through drills and five-minute timed writings. *Hours: self-paced. Prerequisites: OFT 104 and OFT 140 with grades of "C" or better or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 220 **Advanced Word and Information Processing** (3 credits)
In this second-level course, students learn the more advanced skills and concepts of word processing to create and format all types of documents, such as letters, memos, Web pages and reports. Students increase keyboarding speed and accuracy through additional skill-building exercises. *Hours: 39 lecture. Prerequisite: OFT 155 with a grade of "C" or better or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 240 **Desktop Publishing** (3 credits)
This course focuses on the use of current desktop publishing software. Students learn how to design and produce high-quality color publications, such as newsletters, brochures, fliers, logos, signs, cards and business forms that combine text, graphics, Web pages and forms, illustrations and photographs. Publications are saved as Web pages or complete websites. *Hours: 39 lecture. Prerequisite: OFT 104 or permission of the department head. Laboratory fee: $15. Usually offered in the spring.*

OFT 241 **Multimedia Communication** (3 credits)
This course enables students to apply the theories and processes of successful communication using multimedia presentations and Web-based venues. The focus is on face-to-face and Web-based communication, including basic, intermediate and advanced skills in visual presentation development, basic Web page development and the effective use of programs for creating, sending and organizing email. *Hours: 39 lecture. Prerequisite: OFT 104 or permission of the department head. Laboratory fee: $15. Usually offered in the spring.*

OFT 253 **Medical Machine Transcription** (3 credits)
Students use audio cassettes and dictation equipment controlled by a foot pedal to create documents used in a medical environment. They learn the structure of medical reports, types of medical documents and appropriate formats. Students expand their knowledge of medical terminology, symptoms, laboratory tests, procedures, medications and medical abbreviations as they create records and correspondence for medical specialties, as well as increase their proficiency in proofreading. *Hours: self-paced. Prerequisites: OFT 111 and OFT 140 with grades of "C" or better or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.*

OFT 260 **Office Technology Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall and spring.*

OFT 270 **Medical Office Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall and spring.*

Physical Education

PHE 106 **Integrated Health and Fitness** (3 credits)
This course covers the basic concepts of personal and community health, with an emphasis on physical fitness, nutrition, stress management, weight management, sexual health, disease and environmental health. Specific personalized techniques for optimizing health are emphasized. *Hours: 39 lecture and 39 self-scheduled exercise. Usually offered in the fall, spring and summer.*

Philosophy

PHL 101 **Introduction to Philosophy** (3 credits)
This course covers the history of philosophy and addresses the problems of religion, knowledge, reality, morality and politics as they arise in the thoughts of great Eastern and Western philosophers. Selected issues that underlie personal, social and cultural ferment in the 20th and 21st centuries are explored in the light of Eastern and Western classical philosophy. *Hours: 39 lecture. Usually offered in the fall and spring.*

Physical Science

PHY 101 **General Physics I** (4 credits)
This is the first part of a two-semester algebra-based course designed to give students a general knowledge of kinematics, Newton's laws of motion, energy and momentum and their conservation, rotational motion, wave motion, temperature and heat. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 154 with a grade of "C" or better or permission of the department head. Laboratory fee: $30. Usually offered in the spring.*

PHY 104 **Physical Science** (4 credits)
This course introduces students to the fundamental concepts of the physical sciences with an emphasis on practical applications, especially those that integrate the natural sciences. *Hours: 39 lecture and 26 laboratory. Prerequisite: MTH 099 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Laboratory fee: $30. Usually offered in the spring.*

PHY 211 **General Physics II** (4 credits)
This is the second part of a two-semester algebra-based course designed to give students a general knowledge of electricity and magnetism, light and optics, and an introduction to the physics of the atom. *Hours: 39 lecture and 26 laboratory. Prerequisite: PHY 101 with a grade of "C" or better or permission of the department head. Laboratory fee: $30. Usually offered in the fall.*

Political Science

POL 101 **American Government** (3 credits)
This course provides a comprehensive examination of the American political system focusing on the Constitution, presidency, Congress, Supreme Court, political parties, political behavior and the distribution of power within American society. *Hours: 39 lecture. Usually offered in the fall and spring.*

Psychology

PSY 101 **Introduction to Psychology** (3 credits)
The aim of this course is to provide students with a basic overview of psychology as a behavioral science and to help students develop a more comprehensive and accurate understanding of human behavior. Topics include psychology and development, cognitive processes, learning, intelligence, motivation and emotion, perception, personality, behavior and psychotherapy. *Hours: 39 lecture. Usually offered in the fall, spring and summer.*

PSY 101H **Introduction to Psychology, Honors** (3 credits)
The aim of this course is to provide students with a basic overview of psychology as a behavioral science and to help students develop a more comprehensive and accurate understanding of human behavior. Topics include psychology and development, cognitive processes, learning, intelligence, motivation and emotion, perception, personality, behavior and psychotherapy. This course provides students with an opportunity to participate in a class research project and to complete an independent scientific experiment. This course meets the requirements of PSY 101. *Hours: 39 lecture. Prerequisite: Honors program eligibility. Usually offered in the fall.*

PSY 152 **Case Management** (3 credits)
This course focuses on the psychology of behavior management and on case management skills. Topics covered include screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, record keeping and consultation, as well as ethics and confidentiality. *Hours: 39 lecture. Prerequisites: PSY 101 and CDC 101 with grades of "C" or better or permission of the department head. Usually offered in the spring.*

PSY 201 **Human Relations** (3 credits)
This course focuses on the study of human behavior. It is designed to help students grow personally and improve their interpersonal skills. Topics include human nature, personality types, stress and stress management, interpersonal communication, marriage, divorce, parenting, maladjustment and death. *Hours: 39 lecture. Usually offered in the fall and spring.*

PSY 202 **Principles of Interviewing and Counseling** (3 credits)
The principles, techniques and problems of the major psychological theories of counseling are studied in this course. Applied practical experience is provided in both interviewing and counseling techniques. *Hours: 39 lecture. Prerequisites: PSY 101 and CDC 101 with grades of "C" or better or permission of the department head. Usually offered in the spring.*

PSY 205 **Child Guidance and Group Management** (3 credits)
This course reviews childhood behavior, and the theories and practice of self-discipline, problem solving and group effectiveness. Observation and recording techniques related to guidance and program development are discussed. *Hours: 39 lecture. Prerequisites: EDU 102 and PSY 101 with grades of "C" or better. Usually offered in the fall.*

PSY 251 **Human Growth and Development** (3 credits)
This course focuses on human development as a multi-directional process that occurs through the life span. Students study the social, cognitive and personal influences that interact with the physical growth of human beings and result in the unique, though occasionally predictable, development of individuals. *Hours: 39 lecture. Prerequisite: PSY 101. Usually offered in the fall and spring.*

PSY 252 **Abnormal Psychology** (3 credits)
This course provides an overview of the traditional and current views regarding the assessment and treatment of abnormal behavior. Topics include the classification, assessment, diagnosis and treatment of major psychological disorders. *Hours: 39 lecture. Prerequisite: PSY 101. Usually offered in the fall and spring.*

PSY 253 **Family Counseling: Theory and Techniques** (3 credits)
This course provides students with a fundamental introduction to intervention with families. Students are exposed to the counseling techniques, strategies and approaches aimed at working with families affected by chemical dependency. Topics include the assessment of families and relationships, the effects of substance abuse on the family and critical clinical issues commonly faced by these families. After completing this course, students should have proficient skills to employ in working with couples and families affected by addiction. *Hours: 39 lecture. Prerequisite: PSY 101 with a grade of "C" or better. Usually offered in the fall.*

Radiologic Technology

RDT 101 **Introduction to Radiologic Technology** (2 credits)
This course provides an introduction to radiologic technology as a career, including employment and educational opportunities and the structure of educational and health care systems. Also covered are basic radiation protection, medical ethics and law, and radiology office procedures. This course also provides students with the fundamental concepts of medical terminology. Words, abbreviations, symbols and the terminology related to human structure and function, and radiography, are studied. *Hours: 36 lecture. Prerequisite: permission of the department head. Course fee: $40. Usually offered in the summer.*

RDT 102 **Radiographic Nursing Procedures I** (2 credits)
In this course, students practice the basic nursing skills necessary in the field of radiologic technology. Aseptic techniques, infection control, enema administration, emergency measures, vital signs, contrast media and patient interactions are included. *Hours: 36 lecture. Prerequisite: permission of the department head. Course fee: $40. Materials fee: $20. Usually offered in the summer.*

RDT 103 **Clinical Practicum I** (2 credits)
Students are provided with practical experience in the functioning of the radiology department. Included are basic radiology office skills, familiarizing students with the clinical affiliate and developing fundamental skills in radiologic technology, darkroom technique, equipment manipulation and patient interaction. This course represents the beginning of the clinical competency program. *Hours: 208 clinical. Prerequisite: permission of the department head. Corequisites: RDT 104, RDT 108 and RDT 155 or permission of the department head. Course fee: $40. Insurance: $18. Usually offered in the fall.*

RDT 104 **Principles of Exposure I** (3 credits)
This course includes the basic principles of image production, including radiographic density, contrast and definition, characteristics of radiographic film, intensifying screens, filters and grids, and various parameters that affect the technical quality of the radiograph. *Hours: 26 lecture and 26 laboratory. Prerequisite: permission of the department head. Corequisite: RDT 103 or permission of the department head. Course fee: $60. Usually offered in the fall.*

RDT 105 **Radiographic Positioning I** (3 credits)
This course provides students with the theoretical foundations and laboratory demonstrations necessary to develop the psychomotor skills that are essential for the achievement of routine diagnostic radiographs and those requiring supplementary views for patients at any stage of the life span. This course covers the essential anatomy and positioning used for radiography of the chest, abdomen and distal upper extremity. Concepts of mobile radiography are also introduced. *Hours: 36 lecture and 36 laboratory. Prerequisite: permission of the department head. Course fee: $60. Usually offered in the summer.*

RDT 108 **Radiologic Nursing Procedures II** (2 credits)
This course provides students with the theoretical foundations and laboratory demonstrations necessary to develop the psychomotor skills to perform intravenous therapy procedures for the administration of contrast media. The capability to recognize and participate in the care of patients with adverse reactions to intravascular contrast media is also covered. In addition, this course continues the discussion of ethics and law as they apply to the radiologic sciences. *Hours: 52 lecture. Prerequisites: RDT 101 and RDT 102 with grades of "C" or better or permission of the department head. Corequisite: RDT 103 or permission of the department head. Course fee: $40. Laboratory fee: $20. Usually offered in the fall.*

RDT 153 **Clinical Practicum II** (2 credits)
Students are provided with practical experience in the operations of a radiology department. This course provides students with the opportunity to continue to develop radiographic positioning skills, equipment manipulation skills and the

skills necessary to deal with the radiology patients. The clinical competency program is continued in this course. *Hours: 208 clinical. Prerequisite: RDT 103 with a grade of "C" or better or permission of the department head. Corequisites: RDT 154, RDT 205 and RDT 210 or permission of the department head. Course fee: $40. Insurance: $18. Usually offered in the spring.*

RDT 154 **Principles of Exposure II** (2 credits)
This course is a continuation of RDT 104. Image acquisition and processing techniques for conventional, computed and digital radiography methods are discussed. Image analysis, exposure controls and exposure calculations are emphasized in this course. *Hours: 26 lecture. Prerequisite: RDT 104 with a grade of "C" or better or permission of the department head. Corequisites: RDT 153, RDT 205 and RDT 210 or permission of the department head. Course fee: $40. Usually offered in the spring.*

RDT 155 **Radiographic Positioning II** (2 credits)
This course is a continuation of RDT 105. It focuses on the proximal upper extremity, lower extremity, pelvis and contrast enhanced studies of the abdomen. *Hours: 26 lecture and 39 laboratory. Prerequisites: RDT 101, RDT 102 and RDT 105 with grades of "C" or better or permission of the department head. Corequisites: RDT 103, RDT 104 and RDT 108 or permission of the department head. Course fee: $40. Usually offered in the fall.*

RDT 201 **Radiation Protection and Radiobiology** (2 credits)
This course provides students with knowledge of the biologic processes that occur as a result of interaction with ionizing radiation. The fundamentals of radiation protection for personnel, patients and the public are discussed, including structural requirements, personnel monitoring, gonadal shielding and other factors that affect the amount of radiation exposure during diagnostic procedures. *Hours: 26 lecture. Prerequisites: RDT 104 and RDT 154 with grades of "C" or better or permission of the department head. Corequisites: RDT 204, RDT 253 and RDT 256 or permission of the department head. Course fee: $40. Usually offered in the fall.*

RDT 203 **Clinical Practicum III** (4 credits)
This course is the third in a series of five, providing structured, sequential and competency-based assignments in a clinical setting. This course provides students with an opportunity to interact with patients and health care team members in a radiology department. Students continue to develop their radiographic positioning and equipment manipulation skills to master the knowledge and skills necessary to produce a diagnostic radiograph and practice radiation protection. *Hours: 520 clinical. Prerequisites: RDT 103 and RDT 153 with grades of "C" or better or permission of the department head. Course fee: $80. Usually offered in the summer.*

RDT 204 **Principles of Exposure III** (2 credits)
This course is a continuation of the concepts covered in RDT 104 and RDT 154. Digital image acquisition, display and modification are covered. Principles of fluoroscopy and tomography are provided. Analysis of the digital image is emphasized. *Hours: 26 lecture. Prerequisites: RDT 104 and RDT 154 with grades of "C" or better or permission of the department head. Course fee: $40. Materials fee: $15. Usually offered in the fall.*

RDT 205 **Radiographic Positioning III** (2 credits)
Students are provided with practical experience in the functioning of a radiology department. This course provides students with the opportunity to continue to develop their radiographic positioning skills, equipment manipulation skills and other skills needed to deal with a radiology patient. The clinical competency program is continued in this course. *Hours: 26 lecture and 39 laboratory. Prerequisites: RDT 103, RDT 105 and RDT 155 with grades of "C" or better or permission of the department head. Corequisites: RDT 153, RDT 154 and RDT 210 or permission of the department head. Course fee: $40. Usually offered in the spring.*

RDT 210 **Radiographic Pathology** (2 credits)
This course is designed to introduce concepts related to disease and etiologic considerations with an emphasis on the radiographic appearance of disease and the

impact on exposure factor selection. *Hours: 26 lecture. Prerequisites: RDT 102, RDT 103 and RDT 108 with grades of "C" or better or permission of the department head. Corequisites: RDT 153, RDT 154 and RDT 205 or permission of the department head. Course fee: $40. Usually offered in the spring.*

RDT 253 **Clinical Practicum IV** (2 credits)
Students receive supervised experience in performing routine radiographic examinations. This course includes a critical analysis of the radiograph from technical, anatomical and pathological standards. The clinical competency program is continued in this course. *Hours: 312 clinical. Prerequisite: RDT 203 with a grade of "C" or better or permission of the department head. Course fee: $40. Insurance: $18. Usually offered in the fall.*

RDT 256 **Imaging Equipment and Operation** (2 credits)
This course includes the study of imaging equipment and its safe operation in a clinical application. Generators, X-ray circuitry, tube components and quality assurance (QA) monitoring maintenance are covered. Computed tomography (CT), magnetic resonance imaging (MRI), mammography and diagnostic imaging equipment are discussed. *Hours: 26 lecture. Prerequisites: RDT 104 and 154 with a grade of "C" or better or permission of the department head. Corequisites: RDT 201, RDT 204 and RDT 253 or permission of the department head. Course fee: $40. Usually offered in the fall.*

RDT 257 **Introduction to Sectional Anatomy and Computed Tomography** (2 credits)
This course provides an introduction to the imaging of the head, neck, chest, abdomen and pelvic anatomical structures in the sagittal, transverse and coronal planes. This course uses images from computed tomography (CT) and magnetic resonance imaging (MRI) to develop cognitive ability in order for students to recognize anatomical structures in multiple dimensions. Course content is designed to provide entry-level radiography students with principles related to CT imaging. *Hours: 26 lecture. Prerequisite: RDT 253 with a grade of "C" or better or permission of the department head. Corequisites: RDT 270 and RDT 275 or permission of the department head. Course fee: $40. Usually offered in the spring.*

RDT 263 **Clinical Practicum V** (2 credits)
This course is the fifth in a series of five, providing structured, sequential and competency-based assignments in a clinical setting. This course provides students with an opportunity to interact with patients and health care team members in a radiology department. Students continue to develop their radiographic positioning and equipment manipulation skills to master the knowledge and skills necessary to produce a diagnostic radiograph and practice radiation protection. *Hours: 312 clinical. Prerequisite: RDT 253 with a grade of "C" or better or permission of the department head. Corequisites: RDT 257, RDT 270 and RDT 275 or permission of the department head. Course fee: $40. Insurance: $18. Usually offered in the spring.*

RDT 270 **Special Radiographic Procedures** (2 credits)
This course includes the study of special imaging procedures, including angiography, arthrography, myelography, cholangiography and hysterosalpinography. Modified imaging procedures for trauma and mobile radiography are examined. The analysis of diagnostic radiography images is also covered. *Hours: 26 lecture. Prerequisite: RDT 205 with a grade of "C" or better or permission of the department head. Corequisites: RDT 257, RDT 263 and RDT 275 or permission of the department head. Course fee: $40. Usually offered in the spring.*

RDT 275 **Seminar in Radiography** (3 credits)
This course provides a review of the concepts covered during the two-year program to help students prepare for the American Registry of Radiologic Technologists (ARRT) examination. *Hours: 39 lecture. Prerequisite: permission of the department head. Course fee: $60. Materials fee: $15. Usually offered in the spring.*

Sociology

SOC 101 **Introduction to Sociology** (3 credits)
This course stresses the study of man in his social relationships. Topics include the patterns of culture, population, social institutions (familial, educational, religious, economic and political) and social change. *Hours: 39 lecture. Usually offered in the fall, spring and summer.*

SOC 101H **Introduction to Sociology, Honors** (3 credits)
This course stresses the study of man in his social relationships. Topics include the patterns of culture, population, social institutions (familial, educational, religious, economic and political) and social change. This course provides students with opportunities to participate in class research projects and to serve in a community social service agency. This course meets the requirements of SOC 101. *Hours: 39 lecture. Usually offered in the spring.*

SOC 201 **Juvenile Delinquency** (3 credits)
This course covers youthful crime: its volume, causes and trends. The prediction, prevention, treatment and control of juvenile delinquency by social control agencies is examined relative to social policies needed to reduce its incidence. The organization and procedures of the juvenile justice system are also explored. *Hours: 39 lecture. Prerequisite: SOC 101. Usually offered in the spring.*

SOC 202 **Prevention** (3 credits)
This course addresses the multidimensional aspects of drug abuse predisposition in an effort to delineate the factors related to prevention. It acknowledges that drug abuse is intertwined with problems such as violent crime, poor education, unemployment, inadequate housing and family dysfunction. This course investigates some prevention programs that consider various social, psychological, environmental and physical risk factors in their effort to combat the drug abuse problem. *Hours: 39 lecture. Prerequisite: SOC 101. Usually offered in the fall of every other year.*

SOC 252 **Criminology** (3 credits)
This course introduces the basic theories, fundamental facts and problems associated with the science of criminology, while providing a systematic basis for the study of criminals, and criminal behavior as it relates to the criminal justice system in America. *Hours: 39 lecture. Prerequisite: SOC 101. Usually offered in the fall.*

Spanish

SPN 101 **Fundamentals of Spanish I** (3 credits)
This course is an introduction to the Spanish language and Hispanic culture, with an emphasis on the acquisition of basic oral and written language skills through drills in grammar, vocabulary and communication. *Hours: 39 lecture. Prerequisites: ENG 095 and ENG 096 with grades of "C" or better or acceptable reading and writing diagnostic assessment scores. Usually offered in the fall, spring and summer.*

SPN 102 **Fundamentals of Spanish II** (3 credits)
This course is a continuation of SPN 101, with an emphasis on the acquisition of intermediate oral and written language skills through continued practice in reading, writing, listening and speaking. *Hours: 39 lecture. Prerequisites: ENG 095 and ENG 096 with grades of "C" or better or acceptable reading and writing diagnostic assessment scores, and either SPN 101 with a grade of "C" or better, high school Spanish II with a grade of "C" or better or permission of the instructor. Usually offered in the fall and spring.*

Speech

SPH 101 **Fundamentals of Oral Communication** (3 credits)
This course is an introduction to the theories of oral communication, focusing on pragmatic approaches to presentational styles and organizational skills. *Hours: 39 lecture. Usually offered in the fall and spring.*

SPH 101H **Fundamentals of Oral Communication, Honors** (3 credits)
This course is an introduction to the theories of oral communication, focusing on pragmatic approaches to presentational styles and organizational skills. Students integrate a common theme into their speeches for the public speaking component of this course. They demonstrate their ability to critically think and listen through their analysis of speeches in both the classroom and the public arena. An individual honors research project is a final component of this course. This course meets the requirements of SPH 101. *Hours: 39 lecture. Prerequisite: Honors program eligibility. Usually offered in the fall.*

SPH 201 **Instructional Communication** (3 credits)
This course covers the communicative factors involved in the teaching-learning process. The communication concept applicable to classroom instruction is explored, and the communication skills essential in teaching groups of students are developed. Special focus is placed on communicating a supportive classroom environment, developing effective questioning strategies and effective interpersonal relationships in a classroom setting. *Hours: 39 lecture. Usually offered in the fall and spring.*

Student Development

SDV 100 **Fundamentals of College Study** (1 credit)
This course is designed to introduce students to the information and habits that facilitate academic success at the college level. The course presents modules focusing on the expectations and realities of college responsibility; active learning and critical thinking skills; increasing motivation and decreasing stress; analyzing the syllabus, instructor and course; establishing a learning style; organizing and balancing family, work and school; improving study and note-taking skills, and test-taking strategies; advisement, registration and the college catalog; safety, student services and other administrative resources; rules, regulations and civility; and lifelong learning. This course is offered on a pass/fail basis. Students who do not pass this course must take it again the following semester/session. *Hours: 18 lecture. Usually offered in the fall, spring and summer.*

SDV 101 **Career Development** (1 credit)
This course is designed primarily for related field experience students, but the skills taught are necessary for all students who are preparing to enter the work force. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, a field experience learning contract and other related assignments. *Hours: 15 lecture. Usually offered in the fall, spring and summer.*

Technology

TEC 100 **Technical Drafting** (2 credits)
This course provides an introduction to technical drafting. Topics include principles and theories of orthographic, oblique and isometric projections, dimensioning, lettering, sectional views and auxiliary views. Computer-aided design (CAD) is integrated in mechanical, electronic and architectural class projects. Knowledge of the Windows operating system is recommended. *Hours: 13 lecture and 26 laboratory. Laboratory fee: $30. Usually offered in the fall.*

Turf Management

TUR 101 **Concepts of Turf Management** (1 credit)
This course provides an introduction to turf grass identification, cultivation and maintenance. The course covers basic insect and disease problems, renovation procedures and pest control methods. *Hours: 15 lecture. Usually offered in the fall.*

TUR 105 **Diseases and Pests of Ornamental Plants** (2 credits)
This course provides an overview of diseases and pests of ornamental plants. Topics include insect classification, biotic plant diseases, plant anatomy, Integrated Pest Management (IPM) and basic horticulture. *Hours: 20 lecture and 10 laboratory. Materials fee: $15. Usually offered in the fall.*

TUR 120 **Turf Grass Pesticide Use and Safety** (2 credits)
This course covers the detection and prevention of turf grass pests, with an emphasis on methods of control or eradication. Topics include weed, insect, disease and nematode identification. Students explore the use of pesticides, application procedures and costs associated with control programs. *Hours: 20 lecture and 10 laboratory. Materials fee: $15. Usually offered in the spring.*

TUR 125 **Turf and Landscape Irrigation** (3 credits)
This course provides an introduction to basic irrigation and drainage principles and the uses of irrigation and irrigation system design for landscape care. Students explore basic hydraulic concepts, and irrigation needs and frequencies. *Hours: 39 lecture. Usually offered in the fall.*

TUR 130 **Landscape Construction and Management** (3 credits)
This course provides students with the site preparation and modification skills needed for landscape construction. Emphasis is placed on soil evaluation and landscape planting. Also covered are fertility practices, drainage problems, the use and limitations of soil amendments, methods of selecting healthy plant material, and chemical and nonchemical methods of weed control. *Hours: 39 lecture. Usually offered in the spring.*

TUR 140 **Turf Grass Equipment Management** (3 credits)
This course covers the equipment used in installing and maintaining turf grass and the adjoining landscaping. Students learn how to use and maintain turf grass equipment. *Hours: 26 lecture and 26 laboratory. Materials fee: $15. Usually offered in the spring.*

TUR 260 **Turf Management Field Experience** (2 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. *Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall, spring and summer.*

Board of Trustees

Morgan Hazel
Chairperson

Russell W. Blake
Vice Chairperson

D. Gary Boggs

Andrew W. Booth

Velda E. Henry

William H. Kerbin

Martin T. Neat

Local Sponsors

Worcester County

Bud Church, President
James L. Purnell Jr., VP
Judy Boggs
Jim Bunting
Louise L. Gulyas
Merrill Lockfaw Jr.
Virgil L. Shockley

Wicomico County

Richard M. Pollitt Jr., County Executive
Joe Holloway, Council President
Matt Holloway, Council VP
Gail M. Bartkovich
Bob Culver
John Hall
Stevie Prettyman
Sheree Sample-Hughes

Local Advisory Council

Worcester County

Willie Jackson
Pocomoke City

Mary Knight
Ocean City

Arlene Page
Bishopville

Christina Welch
Snow Hill

Ex Officio
Caroline Bloxom
Newark

Wicomico County

Nola Arnold
Salisbury

Henry V. Wagner Jr.
Salisbury

Ex Officio
Bryan Ashby
Salisbury

Foundation

Executive Committee

Chairperson

Dirk Widdowson
Bishopville

Vice Chairperson

Kelley Selph
Salisbury

Secretary

Missy McLaughlin
Salisbury

Treasurer

Matt Maciarello
Salisbury

Board of Directors

Annemarie Dickerson, Berlin

Tony Gilkerson, Salisbury

Ethel Hines, Berlin

Ginnie Malone, Salisbury

David Schiff, Berlin

Marcia Soule, Ocean City

Danny Thompson, Princess Anne

Phil Tilghman, Salisbury

Tom Wisniewski, Salisbury

Program Advisory Committees

Accounting

Bryan Ashby (Parkside Career and Technology Center)
Clifton Beach Jr. (Clifton Beach Jr., CPA)
Dominick Bellia (Twilley, Rommel & Stephens)
Mark Granger (Granger & Co.)
Andy Kim (Kim & Associates)
Nicole Nichols (Nicole Nichols, CPA)
Kimberly Ruark (TGM Group)
Stephanie Valdivia (Perdue Farms Inc.)
Larry Wilkinson (WLW Accounting Corp.)
Jennifer Willing (Rinnier Development Co.)

Business

Bryan Ashby (Parkside Career and Technology Center)
Bradley Bellacicco (Salisbury Area Chamber of Commerce)
Joey Gilkerson (Sperry Van Ness -- Miller Commercial Real Estate)
Richard Hoffman (Salisbury University)
Joseph Ingolia Jr. (Bayshore Group)
Hunter Johnston (Inacom Information Systems)
Jackie Keyes (Hair Odyssey)
Bryant Mitchell (University of Maryland Eastern Shore)
David Ryan (Salisbury-Wicomico Economic Development Inc.)
Danny Thompson (Somerset County Economic Development Commission)
Christopher Wilde (Catalyst Investment Advisors)

Chemical Dependency Counseling

Matey Barker (Somerset County Health Department)
Heather Brown (Wicomico County Health Department)
Lisa Cimetta (Addictions Associates)
J. David Collins (J. David Collins & Associates)
Amy Ginnavan (Warwick Manor Outpatient Services)
Pamela Hay (Worcester County Health Department)
Victoria Johnson (Hudson Health Services)
Gail Lankford (University of Maryland Eastern Shore)
Linda McClung (Peninsula Addiction Services)
Doris Moxley (Worcester County Health Department)
Larry Stevens (Maryland Department of Health and Mental Hygiene)

Computer Studies

Michele Garigliano (K&L Microwave)
David Kline (Navtrak)
Lynda B. Lane (Perdue Farms Inc.)
Thomas Mascara (Worcester Technical High School)
Darryl McJilton (Perdue Farms Inc.)

Computer Studies (continued)

David Schwarten (David Schwarten)
Allan Taylor (Worcester County Government)

Criminal Justice

Robert E. Almon (Retired, Wor-Wic Community College)
John Bounds (Caroline County Sheriff's Department)
Wade Chambers (J.M. Tawes Technology and Career Center)
Ruth Colbourne (Caroline County Department of Corrections)
LaMonte E. Cooke (Queen Anne's County Detention Center)
Bernadette A. DiPino (Ocean City Police Department)
Arnold Downing (Berlin Police Department)
Barbara Duncan (Salisbury Police Department)
Bill Gordy (Worcester Technical High School)
Kathleen Green (Eastern Correctional Institution)
George Kaloroumakis (Wicomico County Department of Corrections)
Scott Keller (Princess Anne Police Department)
Michael Lewis (Wicomico County Sheriff's Department)
Albert Liebno (Maryland Police and Correctional Training Commission)
Kenneth Malik (Cambridge Police Department)
Reggie Mason (Worcester County Sheriff's Office)
Steve Mills (Dorchester County Detention Center)
Garry Mumford (Worcester County Jail and Detention Center)
James W. Phillips Jr. (Dorchester County Sheriff's Department)
Michael Phillips (Fruitland Police Department)
Dallas Pope (Talbot County Sheriff's Department)
Kelvin Sewell (Pocomoke City Police Department)
David A. Spencer (Easton Police Department)

Education

Janet Benamati (Parkside Career and Technology Center)
Linda Brannock (Stepping Stones Learning Academy)
Vanessa Bynum (Christian Community Child Care Center)
Terry Hathway (Lighthouse Christian Childcare)
Marsha Jarman (Friends Forever Learning Center)
Wendy Kemmet (Snow Hill Christian Nursery School)
Kelley Koontz (Snow Hill Christian Nursery School)
Jean Oakley (Asbury Child Development Center)
Crystal Regels (Peninsula Regional Medical Center)
Suzanne Ruark (Maryland Department of Human Resources)
Judy Rutkiewic (Worcester County Public Schools)
Sheila Zimmer (Wicomico Day School)

Electronics

David Blazer (EcoLogix Group)
Ray Emmons (Eastern Shore Solar)

Electronics (continued)

Mohammad Fotouhi (University of Maryland Eastern Shore)
Kevin Kavanaugh (K&L Microwave)
James A. Lapke (RelComm Technologies Inc.)
Michael Masterson (Comlux America)
David Miles (Parkside High School)
Bill Tingle (Delmarva TelePlus)
Kevin Waddell (Innovative Quality Services)

Emergency Medical Services

John Barto (Maryland Institute for Emergency Medical Services Systems)
Chuck Barton (Ocean City Emergency Medical Services)
Jarod Cooper (Fruitland and Parsonsburg Fire Cos.)
Alana Lewis (Atlantic General Hospital)
Bev Long (Princess Anne Volunteer Fire Co.)
William Todd (Peninsula Regional Medical Center)
Douglas Walters (Peninsula Regional Medical Center)
Monique Welch (E.W. McCready Memorial Hospital)
Steven White (Parsonsburg Volunteer Fire Company)

General Studies

Jerry Bennett (James M. Bennett High School)
Janice Cottman (Crisfield Academy and High School)
Charlene Creese (Parkside High School)
Ledesa Eddins (Salisbury University)
Roland Finger (Mardela Middle and High School)
Derrick Fooks (Pocomoke High School)
Shannon Hanna (Salisbury Christian School)
Betsy Williams (Stephen Decatur High School)
Tyrone Young (University of Maryland Eastern Shore)

Hotel-Motel-Restaurant Management

Ernest P. Boger (University of Maryland Eastern Shore)
Rodney Clark (Jive)
Phil Cropper (The Palette)
John DelVecchio III (DelVecchio's Bakery)
Gary Dutton (Sysco Eastern Maryland)
Raymond A. Hilligoss (Parkside High School)
Susan Jones (Ocean City Hotel-Motel-Restaurant Association)
Stan Kahn (Carousel Hotel)
Gary Leach (Ocean City Convention Center)
Mark S. Mayers (Harrison Group)
Jeffrey Robertshaw (Robertshaw Catering)
Jim Washington (J.M. Tawes Technology and Career Center)
Anne Webster (Country Inn & Suites)
Charlene Zinnel (Dorchester Career and Technology Center)

Manufacturing

Jay Bonk (Spartech Corp.)
Wynn Bowman (Star Associates International)
Dan Ervin (Salisbury University)
Andres Mosquera (Manufacturing Support Industries)
James Ruhl (ClearComm Technologies)
Dan Seman Jr. (MaTech Inc.)
Daniel Seman (MaTech Inc.)

Nursing

Kimberly Hatton (Salisbury Rehabilitation and Nursing Center)
Tracy Hedges (Parkside Career and Technology Center)
Karen Hendricks (Memorial Hospital at Easton)
Christi Hudson (Peninsula Surgical Group)
Tess Iten (Deer's Head Hospital Center)
Penny J. Makuchal (Worcester Technical High School)
Donna McIntyre (J.M. Tawes Technology and Career Center)
Judy Myers (Eastern Shore Hospital Center)
Lisa Seldomridge (Salisbury University)
Patricia Serkes (Peninsula Regional Medical Center)
Colleen Wareing (Atlantic General Hospital)

Office Technology

Bryan Ashby (Parkside Career and Technology Center)
Maria Curtis (Wicomico County Board of Education)
Michelle Hardy (Wicomico County Health Department)
Lee Lewis (Holly Community)
Vivian Muir (Atlantic General Hospital)
Darlene Preston (Perdue Farms Inc.)
Diana Staley (Edward Jones)

Radiologic Technology

Christina Fernandez (Atlantic General Hospital)
Rocky Green (Peninsula Imaging)
Peter A. Libby (Peninsula Regional Medical Center)
Mary Lou Melhorn (Peninsula Regional Medical Center)
Maria Phillips (Atlantic General Hospital)
Michael Rayne (Peninsula Regional Medical Center)

College Personnel

Administrators

Alexander, Suzanne T. . . . . Director of Counseling
B.A., University of North Carolina at Chapel Hill
M.Ed., Salisbury University

Allen, Rich, II . . . . . Programmer
B.S., Salisbury University

Anderson, Averill V.. . . . . Programmer
B.S., James Madison University
B.S., Salisbury University

Ashe, Donald P. . . . . Associate Director
A.A.S., Adirondack Community College of Plant Management
B.A., State University of New York
College at Plattsburgh

Baker, Ruth E. . . . . Dean of Continuing Education
B.A., Yale University and Workforce Development
M.P.P., Harvard University

Barker, Laura . . . . . Financial Aid Compliance Coordinator
B.S., Loyola University Maryland

Berkheimer, Karen . . . . . Director of Human Resources
B.A., Lebanon Valley College
M.M./H.R.M., University of Phoenix

Bratten, Jane H. . . . . Publications Coordinator
B.A., Salisbury University

Brumfield, Amanda . . . . . Financial Aid Loan Advisor
A.A., Wor-Wic Community College
B.S., Salisbury University
M.B.A., Salisbury University

Buchert, Jill C. . . . . Reading, Writing and
B.A., Salisbury University Testing Center Coordinator
M.A., Salisbury University

Canada, Allison M., CPM, APP . . . . . Director of Purchasing
B.S., Salisbury University and Auxiliary Services
M.B.A., Salisbury University

Capelli, Stephen L. . . . . Vice President for Academic
B.A., The College of New Jersey and Student Affairs
M.A., The College of New Jersey
Ph.D., University of Missouri - Columbia

Cross, Lauren G. . . . . .Science Laboratory Coordinator
B.S., Old Dominion University
M.S., Old Dominion University

Dallam, Colleen C. . . . . .Dean of General Education
B.S.Ed., Indiana University of Pennsylvania
M.A., Salisbury University
Ed.D., Wilmington University

Disharoon, Richard A.. . . . . Network Administrator
A.A.S., Wor-Wic Community College

Disharoon, Teresa M. . . . . Director of Business
B.A., Harding University Main Campus and Industry Training
M.Ed., Salisbury University

Dyke, Donald . . . . . Network Support Analyst

Gill, Ruth F. . . . . .Director of Information Technology
B.S., University of Maryland University College
M.S., University of Maryland University College

Grant, Ray . . . . . .Network Support Analyst
A.A.S., Tidewater Community College

Green, Sandra L., CPA . . . . . .Assistant Director of Accounting
B.S., Salisbury University
M.B.A., Salisbury University

Hayden, Angie N. . . . . .Associate Registrar
A.A., Wor-Wic Community College
B.A., Salisbury University

Heathfield, Jill . . . . . .Director of Continuing Education
A.A., College of DuPage and Workforce Development
B.A., Benedictine University
M.S., National-Louis University

Hewett, Kelly . . . . . .Registrar
B.S., Salisbury University
M.A., Bowie State University

Howard, Fred . . . . . .Financial Aid State Scholarship
B.S., Excelsior College and Veterans Coordinator
M.A., National University

Hoy, Murray K. . . . . .President
A.A., Chesapeake College
B.A., Washington College
M.S., Johns Hopkins University
M.A., Central Michigan University
J.D., University of Baltimore
Ed.D., Wilmington University

Jenkins, Deborah E. . . . . .Director of Financial Aid
B.S., Salisbury University
M.Ed., Salisbury University

Johnson, Deirdra G. . . . . .Director of Retention
B.A., University of Louisiana at Lafayette and Student Success
M.A., Southern University and A&M College
Ph.D., University of Maryland Eastern Shore

Jones, Trevor H. . . . . .Dean of Occupational Education
M.S., University of Maryland Eastern Shore
Ph.D., Drexel University

Kennington, Janet S. . . . . .Director of Marketing
B.A., Salisbury University
B.A., Washington College
M.Ed., Salisbury University

Lawson, Cynthia E. . . . . .Programmer/Analyst
A.A.S., Delaware Technical and
Community College Owens Campus
B.S., Salisbury University
M.Ed., Wilmington University

Lichty, Kimi S. . . . . .Instructional Technologist
A.A., York College
B.S., Oklahoma Christian University
B.S., Salisbury University
M.Ed., Salisbury University

Mace, Paul A. . . . . .Director of Plant Management
B.S., Carnegie Mellon University

Makinen, Carla P. . . . . .Director of Grants
B.S., University of Maryland College Park
M.S., University of South Florida

Malone, Kimberly A., RN . . . . . .Allied Health Coordinator
A.A., Suffolk County Community College
Ammerman Campus
A.S., Wor-Wic Community College
B.A., Dowling College

March, Sandra L. . . . . .Child Development Center Director
B.S., California University of Pennsylvania
M.S., National-Louis University

Maroon, Patricia R., LCPC . . . . . .Academic and Disabilities Counselor
A.B., Asbury University
M.A., Dallas Theological Seminary

McCormick, Reenie . . . . . .Vice President for
B.S., Salisbury University Institutional Affairs
M.Ed., Salisbury University
Ed.D., University of Maryland College Park

Menzel, Carol A. . . . . Director of Institutional Research and Planning
B.S., Salisbury University
M.A., Penn State University Park

Messatzzia, Amanda . . . . . Financial Aid Grant Analyst
B.A., Salisbury University
M.Ed., Salisbury University

Michael, Cheryl . . . . . Media Center Director
B.S., Salisbury University
M.Ed., Salisbury University
M.L.S., University of Maryland College Park

Mills, Diana . . . . . Assistant Librarian
A.A., Wor-Wic Community College
B.A., Salisbury University

Moses, John C. . . . . Director of Criminal Justice
B.S., Salisbury University
M.Ed., Salisbury University

Murphy, Janice . . . . . Director of Development
B.A., University of Pittsburgh
M.A., State University of New York at Binghamton

Myers, Jeffrey . . . . . Network Administrator

Postles, Wendy . . . . . Computer Laboratory Coordinator
A.A., Wor-Wic Community College
B.S., University of Maryland Eastern Shore

Rollyson, Donald, Jr. . . . . Assistant Director of the Eastern Shore Criminal Justice Academy
B.A., Salisbury University

Sandt, Jennifer A. . . . . Vice President for Administrative Services
B.S., East Stroudsburg University of Pennsylvania
M.B.A., Salisbury University

Shull, Lee Ann . . . . . Director of Continuing Education and Workforce Development
Certificate, Wor-Wic Community College
B.A., Salisbury University
M.Ed., Salisbury University

Smith, Tricia Garvey . . . . . Director of Student Activities
A.A., The Community College of Baltimore County
B.A., Salisbury University
M.A., Towson University

Smoot, Lori . . . . . Director of Career Services
A.A.S., Wor-Wic Community College
B.S., Wilmington University

Thomas, Charles . . . . . Network Administrator
A.A.S., Wor-Wic Community College
B.S., Wilmington University

Timmons, Lisa . . . . . .Mathematics Laboratory Coordinator
B.S., Salisbury University

Toadvine, Kristina . . . . . Director of Computer Training
B.A., Salisbury University
M.S., Wilmington University

Townsend, Joshua W.. . . . . Webmaster
A.A., Wor-Wic Community College
B.S., Salisbury University

Trego-Cordrey, Cate . . . . . .Community Relations Coordinator
B.A., McDaniel College
M.S., Wilmington University

Tyndall, Teresa . . . . . .Director of Allied Health
B.S.W., James Madison University
M.S.W., University of Maryland Baltimore

Tyson, Thomas N., CPA . . . . . .Director of Accounting
B.S., University of Maryland College Park

Urian, Robert K.. . . . . Part-Time Safety Coordinator
B.A., University of Delaware
M.S., Widener University
Ed.D., George Washington University

Vienna, Janine . . . . . Director of Assessment
B.A., University of Mount Union
B.S., Kent State University Main Campus
M.Ed., Salisbury University
Ph.D., University of Maryland Eastern Shore

Wallace, Ellen C. . . . . .Financial Aid Grant Coordinator
B.S., Salisbury University

Webster, Richard C. . . . . .Director of Admissions
B.A., Salisbury University
M.A., Salisbury University

Wiljanen, Lynn M. . . . . .Dean of Student Development
B.A., University of Minnesota Duluth
M.A., University of Minnesota Duluth
Ph.D., University of Wisconsin-Madison

Williams, Willie . . . . . .Network Support Analyst

Woolford, Dornell L. . . . . .Evening and Weekend Administrator
B.A., Salisbury University
M.A., Salisbury University
Ph.D., University of Maryland Eastern Shore

Faculty

Angelonga, Perry ..... Continuing Education and Workforce Development Computer Instructor
B.A., University of Baltimore

Ardis, Michele ..... Allied Health Instructor
A.A.S., Wor-Wic Community College
A.S., Wor-Wic Community College

Ball, James H., RN, CRNP ..... Instructor of Nursing
B.A., Salisbury University
B.S., Salisbury University
M.S.N., Wilmington University

Bartlett, Allison S. ..... Associate Professor of English
B.A., University of Missouri - Kansas City
M.A., Georgetown University
Ph.D., The Catholic University of America

Benshetler, Bridget ..... Assistant Professor of Health and Wellness
B.S.Ed., Hofstra University
M.S., West Chester University of Pennsylvania

Blasco, Lawrence ..... Assistant Professor of English
A.B., Georgetown University
M.A., University of Chicago
Ph.D., State University of New York at Buffalo

Blosveren, Sheila ..... Associate Professor of Developmental English
B.A., Salisbury University
M.Ed., Salisbury University

Calafiura, Marie B. ..... Instructor of Business
B.S.Ed., Bowling Green State University
M.B.A., Salisbury University

Contini, Sharon Z., RN ..... Instructor of Nursing
A.A.S., Delaware Technical and Community College Owens Campus
B.S.N., Wilmington University
M.S.N., Wilmington University

Cornelious, Sue L. ..... Human Services Department Head and Associate Professor of Social Science
B.S., Ball State University
M.A., Ball State University

Cotten, Cheryl T. ..... Instructor of Social Science
B.S., James Madison University
M.S., Chaminade University of Honolulu

Dahlberg, Scott D. . . . . .Department Head and Professor of
B.S., University of Minnesota Duluth Hotel-Motel-Restaurant
M.A., University of Minnesota-Twin Cities Management
Ed.D., University of Maryland College Park

D'Alessandro, Carl V. . . . . .Instructor of
B.S., North Carolina State University Education
M.A., Salisbury University

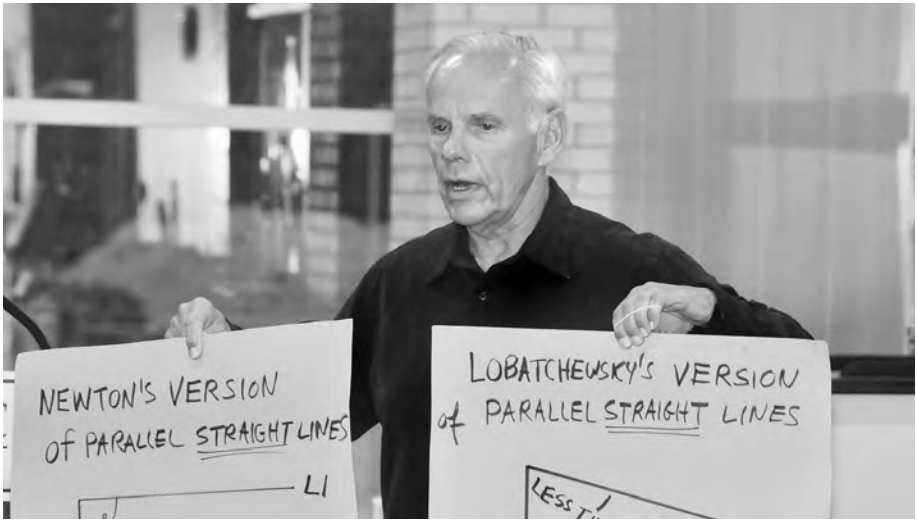
Daughenbaugh, Betty J. . . . . .Professor of
B.A., Houghton College Social Science
M.S., State University of New York
College at Buffalo
Ph.D., State University of New York
at Buffalo

Davis, Susan . . . . . .Instructor of
B.S., Salisbury University Biological and Physical Sciences
M.S., Johns Hopkins University

Derickson, Lynn M., RN . . . . . .Associate Professor of
B.S., Salisbury University Nursing
M.S., University of Maryland Baltimore
Ed.D., Wilmington University

Dolch, Ronald G. . . . . .Department Head and
B.S., Muhlenberg College Associate Professor of Business
M.B.A., Fairleigh Dickinson University

Ferguson, Shane, LSWA . . . . . .Instructor of
B.S.W., West Virginia University Social Science
M.A., Marshall University



Ferrand, Judith M. ..... Professor of English and Speech
A.A., Wor-Wic Community College
B.A., Salisbury University
B.A., Salisbury University
M.Ed., Salisbury University
Ed.D., Wilmington University

Freeman, Burma R. ..... Assistant Professor of Physical Science
B.S., Bennett College for Women
M.S., North Carolina Agricultural and Technical State University

Fries, Deborah D. ..... Assistant Professor of Mathematics
B.S., Salisbury University
M.Ed., Salisbury University
M.S., Salisbury University

Haffner, John D. ..... Assistant Professor of Biological and Physical Sciences
B.S., Syracuse University Main Campus
M.S., University of Rhode Island

Harrington, Fredricka B. ..... Associate Professor of Computer Studies and Office Technology
B.A., Salisbury University
M.Ed., Salisbury University

Harrison, De, RN, CRNP ..... Assistant Professor of Nursing
A.A.S., Delaware Technical and Community College Owens Campus
B.S.N., Wilmington University
M.S., Salisbury University

Hearne, Holly ..... Assistant Professor of Developmental English
A.B., Rutgers the State University of New Jersey New Brunswick Campus
M.S., State University of New York at Albany

Jones, Elizabeth C. ..... Assistant Professor of English
B.A., McDaniel College
M.A., Salisbury University

Jones, Pamela M. ..... Assistant Professor of Developmental Mathematics
B.S.Ed., Kutztown University of Pennsylvania
M.Ed., Salisbury University
M.Ed., Salisbury University

Kanski, Marian, RN ..... Assistant Professor of Nursing
Diploma, Union Memorial Hospital School of Nursing
B.S.N., Graceland University (Mo.)
M.S.N., Wilmington University

Kelley, James ..... Assistant Professor of Computer Studies
B.S., Rider University
M.B.A., Fairleigh Dickinson University

Kenney, Deana, RN ..... Instructor of
B.S., Salisbury University Nursing
M.S., Salisbury University

Leader, John ..... Assistant Professor of
B.S., University of Maryland College Park Biological Science
Ph.D., University of Florida

Lloyd, Susan B. ..... Assistant Professor of
B.A., Salisbury University Developmental Mathematics
M.Ed., Salisbury University

McMillen, Gene, RN ..... Associate Professor of
B.S., Keuka College Nursing
M.S.N., Wilmington University
Ed.D., Wilmington University

Messatzzia, Ryan, LCSW-C ..... Instructor of
B.A., University of Delaware Social Science
M.S.W., Delaware State University

Mirlohi, S. Jamal ..... Instructor of
B.S., Western Kentucky University Electronics
M.S., University of Louisville

Mister, Brenda J. ..... Department Head and
B.S., Salisbury University Associate Professor of Nursing
M.S., Salisbury University
Ed.D., Wilmington University

Morris, Michelle B. ..... Assistant Professor of
B.S., Salisbury University Early Childhood Education
M.Ed., Salisbury University

Myers, Karen ..... Assistant Professor of
B.S., Penn State University Park Nursing
M.S.N., Duquesne University
DNP, Duquesne University

Nicholson, Donald C. ..... Technology Department Head and
B.S., University of Maryland College Park Associate Professor of Manufacturing
M.Ed., McDaniel College

O'Brien, Edmond J. ..... Assistant Professor of
A.A., Wor-Wic Community College Criminal Justice
A.A., State University of New York
at Albany
B.A., University of Maryland College Park

Oneal-Self, Amy ..... Assistant Professor of
A.A., John A. Logan College English
B.A., Southern Illinois University Carbondale
M.A., Indiana University-Purdue University
Indianapolis

Paddack, Laura . . . . . Instructor of
B.A., Gettysburg College English
M.Ed., Shippensburg University of Pennsylvania

Pavese, Daniel R., III . . . . . Instructor of
A.A., Elizabethtown Community History
and Technical College
B.A., West Chester University
of Pennsylvania
M.A., Salisbury University

Porter, Charles . . . . . Assistant Professor of
B.A., University of Toledo Developmental English
M.A., University of Toledo

Reddish, Melissa . . . . . Instructor of
B.A., Washington College English
M.F.A., American University

Roop, Kimberley M., RN . . . . . Professor of
B.S., Salisbury University Nursing
M.S., Salisbury University
Ed.D., Wilmington University

Ross, Cynthia, RT (R) . . . . . Instructor of
A.A.S., Wor-Wic Community College Radiologic Technology
B.A., University of Maryland
Baltimore County

Sakellis, Foula . . . . . Assistant Professor of
B.S., Salisbury University Mathematics
M.S., Salisbury University
Ed.D., Wilmington University

Satterfield, Curtis . . . . . Instructor of
B.S., Frostburg State University Computer Studies
M.S., University of Maryland
Baltimore County

Shultz, Stephanie . . . . . Instructor of
B.S., Salisbury University Developmental Mathematics
M.Ed., Salisbury University
M.A., Salisbury University

Solembrino, Karie, RT (R) (CT) . . . . . Department Head and
A.A.S., Wor-Wic Community College Associate Professor of
B.S., Florida Hospital College Radiologic Technology
of Health Sciences
M.S., Capella University

Sollazzo, Dixie J., RN . . . . . Assistant Professor of
B.S.N., University of Maryland Baltimore Nursing

Stanley, Lucinda E. . . . . Assistant Professor of Business
B.S., Regis University and Office Technology
M.S., Emporia State University
M.S., Emporia State University

Stern, Andrea E. . . . . Professor of
B.S.N., University of Virginia Nursing
M.S., University of Connecticut
J.D., Michigan State University

Striegel, David P. . . . . Associate Professor of
A.S., Vincennes University Criminal Justice
A.S., University of Evansville
B.S., University of Evansville
M.S., Eastern Kentucky University

Sullivan, Mark, CPA, CFP . . . . . Associate Professor of
B.A., University of Maryland College Park Accounting
M.B.A., Wilmington University

Suplee, Paul . . . . . Assistant Professor of
A.S., Johnson & Wales University Culinary Arts
B.A., Loyola University Maryland

Tavel, Adam . . . . . Associate Professor of
B.A., Lebanon Valley College English
M.A., University of Toledo
M.F.A., Vermont College of Fine Arts

Taylor, Edward T. . . . . Mathematics and Science
B.S., Salisbury University Department Head and Professor of
M.S., University of Delaware Biological Science
Ed.D., Wilmington University

Thompson, Terry . . . . . Associate Professor of
B.A., West Chester University of Pennsylvania Biological Science
M.S., University of Maryland College Park

Townsend, Mary Lou . . . . . Assistant Professor of
B.A., McDaniel College Mathematics
M.Ed., Salisbury University

Tusing, Jennifer L. . . . . Assistant Professor of
B.A., University of Maryland College Park Spanish
M.A., University of Georgia

Twigg, Susan . . . . . Assistant Professor of
B.S., Salisbury University Developmental Mathematics
M.Ed., Salisbury University

Vander Clute, Elaine L. . . . . Arts and Humanities Department Head
B.A., Le Moyne College and Professor of English and Speech
M.S., Syracuse University Main Campus
M.B.A., Boston University
Ed.D., Wilmington University

Webster, Daniel R., Jr., NREMT-P ..... Assistant Professor of
A.A.S., Wor-Wic Community College — Emergency Medical Services
B.S., Salisbury University

Weil, Coleen M., RN ..... Associate Professor of
Diploma, St. Luke's Hospital — Nursing
School of Nursing
B.S.N., Saint Martin's University
M.S.N., Seattle University
Ph.D., University of Maryland Eastern Shore

Wilson, Deborah S., RN ..... Assistant Professor of
B.S.N.,Vanderbilt University — Nursing
M.S.N./Ed., University of Phoenix

Wilson, Stacey ..... Assistant Professor of
B.S., Virginia Polytechnic Institute — Biological Science
and State University
M.S., Virginia Polytechnic Institute
and State University
Ph.D., University of Missouri - Columbia

Yurek, Walter J. ..... Professor of
B.S., Salisbury University — Mathematics
M.A., Georgetown University
M.A., St. John's College (Md.)
Ed.D., Montana State University

Support Staff

Adkins, Scarlett . . . . . .Part-Time Science
A.A.S., Delaware Technical and Laboratory Aide
Community College Owens Campus

Aldrich, Rosemary . . . . . .Child Care Teacher
A.A., Sussex County Community College
A.A.S., Wor-Wic Community College

Appleby, Cathy . . . . . .Research Specialist
A.A.S., Wor-Wic Community College

Armstrong, Bobby . . . . . .Building Attendant

Bagnall, Rosemary . . . . . .Administrative Associate I
Counseling and Retention

Baker, Stanley . . . . . .Part-Time Mail Clerk
Certificate, Goldey Beacom College

Barnes, Brian . . . . . .Maintenance Foreman

Barrier, Pamela . . . . . .Part-Time Child Care Aide

Barrow, Owen . . . . . .Building Attendant

Barsh, David . . . . . .Maintenance Worker II

Beckett, Orlando, Jr. . . . . .Building Attendant

Bergbower, Sabrina . . . . . .Building Attendant

Bissell, Thomas, Jr. . . . . .Part-Time Security Officer
B.S., University of Maryland College Park

Bittinger, Linda . . . . . .Administrative Associate I
Continuing Education and
Workforce Development

Bivens, Lynnel . . . . . .Building Attendant

Bragg, Lynn M. . . . . .Administrative Associate I
A.S., Southern Virginia University Business and Hotel-Motel-Restaurant
B.S., University of Maryland Eastern Shore Management Departments

Brown, Amy . . . . . .Information Technology Associate
A.A.S., Wor-Wic Community College

Brown, Brad T. . . . . .Land Management Worker

Brown, Cheryl . . . . . .Building Attendant

Carey, Dawn ..... Administrative Associate I
Continuing Education and
Workforce Development

Carey, Ronald ..... Plumber

Carr, Terry A. ..... Building Attendant

Clark, Deborah ..... Accounting Associate
A.A.S., Wor-Wic Community College — Accounts Receivable

Cooper, Georgia ..... Administrative Associate I
A.A., Wor-Wic Community College — Registrar's Office

Copeland, Octavia ..... Building Attendant

Cordrey, Barbara ..... Administrative Associate I
Marketing

Crenshaw, Terry ..... Child Care Lead Teacher
B.S., Radford University

Culbertson, Danny ..... Part-Time Marketing Clerk

Davis, Garrett ..... Part-Time Building Attendant

Dayton, Renee ..... Administrative Associate I
Arts and Humanities Department

Dyke, Sharon ..... Accounting Associate
Payroll

Ellingsworth, Joseph ..... Mail Clerk

Ellis, Hope ..... Administrative Associate II
Academic and Student Affairs

Fooks, Marcus ..... Building Attendant

Foreman, Shirley ..... Administrative Associate I
A.A., Wor-Wic Community College — Human Services and Student Activities
A.A.S., Wor-Wic Community College

Franklin, Monica ..... Part-Time Child Care Teacher
B.S., University of Maryland Eastern Shore

Frye, Roger ..... Lead Building Attendant

Frye, Marlene ..... Building Attendant

Glacken, Lisa ..... Part-Time Testing Center Aide
B.A., Salisbury University

Green, David ..... Part-Time Security Officer
B.S.A.J., American University

Hammond, Michael . . . . . .Part-Time Security Officer
A.A., Wor-Wic Community College

Harris, Chanda . . . . . .Student Records Associate
A.A.S., Wor-Wic Community College
A.A.S., Wor-Wic Community College

Hochmuth, James . . . . . .Land Management Worker
B.S., University of Maryland College Park

Holiday, Jeffrey . . . . . .Maintenance Worker II

Howard, Kimberly. . . . . .Receptionist

Hutcherson, Sharon . . . . . .Part-Time Administrative Associate I
Continuing Education and
Workforce Development

Hutchinson, Michael . . . . . .HVAC Mechanic

Jones, Rachel . . . . . .Part-Time Library Aide
B.S., Loyola University Maryland

Jones, Tasha . . . . . .Human Resources Associate
B.A., Salisbury University

Kelley, Don, Jr. . . . . .Senior Land Management Worker

Knobloch, Tracy . . . . . .Administrative Associate I
Development

Kolbeck, Janice . . . . . .Executive Associate I
A.S., Luzerne County Community College Administrative Services

Larmore, Bethany A. . . . . .Accounting Associate
Accounts Payable

Lebois, Nora L. . . . . .Executive Associate I
A.A.S., Wor-Wic Community College Academic and Student Affairs

Lee, Marcia . . . . . .Executive Associate I
A.A., Wesley College (Del.) Institutional Affairs

Leslie, Sheree L. . . . . .Continuing Education
and Workforce Development
Operations and Information Specialist

Levesque, Renee . . . . . .Administrative Associate I
A.A.S., Wor-Wic Community College Continuing Education and
A.A.S., Wor-Wic Community College Workforce Development

Lewis-Dryden, Karen . . . . . .Administrative Associate I
A.A., Wor-Wic Community College Nursing Department

Lockard, Brenda . . . . . .Building Attendant

Long, Deborah M. . . . . .Registration Associate
Diploma, Woodridge Business Institute — Continuing Education and
A.A.S, Wor-Wic Community College — Workforce Development

Lovely, Gladys . . . . . .Part-Time Building Attendant

Marvel, Kellie . . . . . .Duplicating Clerk

McBride, Marcus . . . . . .Lead Building Attendant

McGee, Ann D. . . . . .Administrative Associate II
A.A., Wor-Wic Community College — Learning Services

Moore, Donna . . . . . .Development Associate
A.A., Wor-Wic Community College

Mumford, Shawné . . . . . .Administrative Associate I
Mathematics and Science Department

Nichols, Joyce . . . . . .Accounting Associate
Payroll

Robinson, Janis . . . . . .Part-Time Library Aide
B.S.Ed., Clarion University of Pennsylvania
M.Ed., Salisbury University

Schilling, Rebecca A. . . . . .Maintenance Planner
A.A.S., Wor-Wic Community College

Schmitt, Ashley . . . . . .Administrative Associate I
A.A.S., Wor-Wic Community College — Child Development Center

Seaton, Jeff . . . . . .Maintenance Worker II

Shockley, Parshall W. . . . . .Administrative Associate III
Diploma, Woodridge Business Institute — Occupational Education
A.A.S., Eastern Shore Community College

Shwed, Nancy C. . . . . .Administrative Associate I
Diploma, Woodridge Business Institute — Admissions
Certificate, Wor-Wic Community College

Sies, Doris . . . . . .Building Attendant

Singletary, Elizabeth . . . . . .Building Attendant

Smith, Quetta L. . . . . .Administrative Associate I
A.A., Wor-Wic Community College — Criminal Justice

Soulis, Ellen . . . . . .Financial Aid Specialist
A.A., Wor-Wic Community College
B.S., Wilmington University

Stevenson, Terrie L. . . . . Administrative Associate I
A.A., Wor-Wic Community College — Continuing Education and Workforce Development

Taylor, Dallas, Jr. . . . . Building Attendant

Thomas-Shipley, Paula . . . . . Executive Associate II
A.A., College of Southern Maryland — President's Office

Thompson, Dawn M. . . . . Administrative Associate III
A.A., Wor-Wic Community College — Student Services

Thornton-Davis, Tonya . . . . . Part-Time Child Care Aide

Tull, LaTeisha . . . . . Part-Time Child Care Aide
A.A., Wor-Wic Community College

Turner, Kathy L. . . . . Administrative Associate III
General Education

Twilley, Maryann . . . . . Building Attendant

Vann, Linnie, Jr. . . . . Senior Security Officer

Watters, Susan . . . . . Part-Time Security Officer
A.A., Wor-Wic Community College

Webster, Mary V. . . . . Accounting Associate
Accounts Receivable

Weindorfer, Terry J.. . . . . Administrative Associate I
A.A.S., Delaware Technical and Community College Owens Campus
B.S., Wilmington University — Continuing Education and Workforce Development

West, Angel . . . . . Accounting Associate
Purchasing

Widdows, William E.. . . . . Part-Time Security Officer

Wilson, John M. . . . . Electrician

Yackley, Donna L. . . . . Administrative Associate II
A.A., Wor-Wic Community College — Criminal Justice

Young, Karen M. . . . . Administrative Associate I
Continuing Education and Workforce Development

Zonko, B.J. . . . . Administrative Associate III
C.W.C., Mid-Atlantic Christian University
A.A.S., Wor-Wic Community College — Continuing Education and Workforce Development

Emeritus Status

Almon, Robert E. . . . . .Professor Emeritus
B.S., St. Bonaventure University — Criminal Justice (1976-1987)
Certificate, FBI Academy

Arnold, Nola M. . . . . Dean Emeritus
B.S./B.A., McDaniel College — Continuing Education and
M.L.A., McDaniel College — Workforce Development (1976-2010)

Cubbage, Elinor Phillips . . . . . .Professor Emeritus
B.A., University of Delaware — English (1977-2010)
M.A., Eastern Connecticut State University
Ed.D., University of Maryland College Park

Krum, Mary E., RN . . . . . .Professor Emeritus
B.S.N., Columbia Union College — Nursing (1977-1983)
M.S., University of Maryland College Park

Lesser, Diane W. . . . . .Dean Emeritus
B.A., Salisbury University — General Education (1987-2010)
M.Ed., Salisbury University
Ph.D., University of Maryland College Park

Mahan, Louise S. . . . . .Professor Emeritus
B.S., University of Maryland Eastern Shore — Office Technology (1980-1993)

Maner, Arnold H. . . . . .President Emeritus
B.S., University of Nevada, Reno — (1975-2000)
M.A., University of Nevada, Reno
Ph.D., Texas A&M University

Marshall, Denise D., RN . . . . . .Professor Emeritus
B.S.N., Hampton University — Nursing
M.Ed., Salisbury University — (1984-2012)
Ed.D., Wilmington University

Rinnier, Marlene P., CPS . . . . . .Professor Emeritus
Certificate, Katharine Gibbs School — Office Technology (1978-2001)
B.S., West Virginia University
M.Ed., Salisbury University

Rudnick, Lucille A., RN . . . . . .Professor Emeritus
Diploma, Temple University Hospital — Nursing
School of Nursing — (1979-2012)
B.S., Temple University
M.Ed., Salisbury University
M.S.N., Wilmington University
Ed.D., Wilmington University

Rudnick, Mark V. . . . . .Vice President Emeritus
B.B.A., Temple University — Administrative Services
M.Ed., Salisbury University — (1976-2012)
M.B.A., Salisbury University

Appendix

Computer Usage

This policy outlines the acceptable uses of and the limitations, responsibilities and obligations for using Wor-Wic Community College's computing and information technology resources (computer resources). Computer resources include, but are not limited to, equipment, software, email, networks, data and telecommunications equipment whether owned, leased or otherwise provided by the college. Wor-Wic provides access to computer resources to support the educational mission of the college. The granting of the privilege to use these resources is predicated on the user's acceptance of and adherence to the corresponding conditions and user responsibilities detailed in this policy.

The college reserves the right to limit or extend access to computer resources. The college reserves the right to collect, process and retain appropriate information pertaining to the user's usage and the integrity and security of its computing resources. Disciplinary sanctions for violations range from the loss of computer use privileges, dismissal from the college and/or legal action, depending on the nature of the violation. In the event of a law enforcement investigation with a subpoena (police, FBI, DEA, etc.), the college reserves the right to provide the requested access/information.

All computer users are expected to act responsibly, ethically and legally, and to limit their use of computer resources to the educational purposes and legitimate business of the college. The college will not be held liable for the actions of college computer users when those actions are inconsistent with these policies and procedures. The college makes no representations concerning the availability of computer resources, the privacy of material and the integrity or accessibility of material placed on these resources. The college is not responsible for any damages resulting from the receipt and/or transmission of any electronic information.

Computer usage policy violations include:

1. Unauthorized use of a computer;
2. Obstructing the operation of the college's computer resources, including, but not limited to, intentionally damaging equipment, tampering with cables, adding or deleting files or software without authorization, changing network settings and the introduction or creation of invasive software, such as worms, or viruses, Trojan horses, email bombs, etc.;
3. Violating the privacy of individuals, including viewing, monitoring, copying, altering or destroying any file, data, transmission (e.g., network packets) or communication without permission from the owner;
4. Mimicking, replacing or disrupting services used by Wor-Wic to maintain the network, including, but not limited to, DNS, DHCP, BOOTP, WINS or any other server that manages network addresses;
5. Computer services has the sole authority to assign host names and network addresses to computers attached to the college's network. Thus, a user may not manually configure his or her computer to use a host name, network address or hardware address that is not defined by computer services for their use;
6. No network device may be attached to the college's network without computer services' approval. This includes, but is not limited to, hubs, switches, wireless access points, routers or similar devices;
7. Researching or attempting to defeat computer and network security measures, implementing self-replicating codes, possessing "cracker tools," as well as intentionally developing and/or using programs that are designed to harass other network users, bypassing system security mechanisms, stealing or "cracking" passwords or data sets, denying access or otherwise interfering with system services, replicating themselves or attaching themselves to other programs or evading software licensing of copying restrictions;
8. Violation of copyright laws, including the use of images, programs, sounds and text;
9. Use of computers to send or receive electronic mail of an unwanted, abusive, threatening, obscene, slanderous or harassing nature;
10. Displaying on a computer screen or printing materials of a sexually-explicit or discriminatory nature;
11. Monopolizing computer systems, overloading networks with excessive data or wasting computer time, disk space, printer paper or other college resources;

12. Unauthorized use of college computers for commercial, political or religious purposes, personal profit, the promotion of other external organizations or other activities not related to the mission of the college;
13. Use of computers to violate other college policy or procedure or for illegal or criminal purposes that violate federal, state and local laws; and
14. Violation of any additional rules or regulations regarding computer usage established by authorized college employees.

Violators are subject to college disciplinary procedures. Based on the nature of the offense and/or the number of violations, employees are subject to appropriate personnel action, up to and including dismissal. Students are subject to disciplinary action taken in accordance with procedures that govern student conduct, up to and including permanent suspension. If appropriate, the college may pursue criminal and civil prosecution.

Discrimination and Harassment

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information or disability in the admission and treatment of students, access to educational programs and activities, and the terms and conditions of employment.

Discrimination is defined as treating someone differently based on any of the protected-class characteristics. Discriminatory harassment is defined as unwelcome verbal or physical conduct based on age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, disability and all related protected activities, including retaliation, that is so objectively offensive as to alter the conditions of the victim's employment or education. This standard is met: a) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; b) when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or c) when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Depending on its severity, pervasiveness and offensiveness, discriminatory harassment can include ethnic slurs, racial "jokes" and derogatory comments. It is recognized that discriminatory harassment can occur between individuals of the same or different genders regardless of sexual orientation.

However, as an institution of higher education, the college recognizes that faculty have the right to present information and ideas related to their course content, and that students have the right to test and explore their personal views, beliefs and philosophies in new contexts during the educational process, as described in the college's academic freedom policy.

SEXUAL HARASSMENT

Sexual harassment, one of the most common forms of discriminatory harassment, is defined as unwelcome sexual advances, requests for sexual favors and other harassing verbal or physical conduct of a sexual nature. Depending on its severity, pervasiveness and offensiveness, sexual harassment can include pressure for sexual activity, remarks with sexual or demeaning implications, unwelcome physical contact and disseminating or displaying sexually-suggestive objects, pictures or cartoons.

FILING A COMPLAINT

Reports of alleged discrimination or harassment can be submitted, in writing or verbally, to the complainant's immediate supervisor, a higher level supervisor or the director of human resources (for employee complaints), or the department head, the academic dean or the dean of student development (for student complaints).

If an alleged victim decides not to file a complaint, but shares information regarding an alleged incident with another college employee, it is the responsibility of the employee who receives this information to notify the director of human resources (if the alleged incident involves an employee) or the dean of student development (if the alleged incident involves a student) so that an investigation can be conducted.

No individual who files a complaint or cooperates with a college investigation can be subject to retaliation, including any adverse employment or educational consequence. An individual who believes that he or she was retaliated against as a result of filing a complaint or cooperating with a college investigation can file an additional complaint. An employee who retaliates against anyone who has filed a complaint is subject to disciplinary action, including possible dismissal. A student who retaliates against anyone who has filed a complaint is subject to disciplinary action, including possible permanent suspension.

The college affords reasonable confidentiality to the individuals involved in the alleged discrimination or harassment complaint and the investigation process, except to the extent necessary to investigate the allegations and take corrective action, or to comply with legal obligations.

CONDUCTING AN INVESTIGATION

Reports of alleged discrimination or harassment must be documented by the individual receiving the complaint, regardless of whether it is submitted in writing or communicated verbally. If the complaint is against an employee, the report is forwarded to the director of human resources or the vice president for institutional affairs (if the complaint involves the director of human resources), who initiates the investigation process. If the complaint is against a student, the report is forwarded to the dean of student development or the vice president for academic and student affairs (if the complaint involves the dean of student development), who initiates the investigation process. If the investigator does not conduct a prompt, thorough and impartial investigation of the complaint, he or she is subject to disciplinary action.

The investigator asks the complainant for all relevant facts, including dates, times and the names of any individuals involved, including witnesses. After meeting with the complainant, the investigator meets with the accused to discuss the allegation and gather additional information. Depending on the seriousness of the allegation and whether or not the accused admits to any wrong-doing, the investigator can decide if the complaint can be resolved without interviewing any witnesses. Witnesses must be interviewed, however, when the complainant makes such a request, when the allegations are denied by the accused, when this is a repeated complaint against the same individual or when the complaint involves allegations of gross misconduct. All interviews must be documented and maintained in a confidential file held by the investigator. After the investigation, the investigator prepares a written report, outlining the findings of the investigation, including a determination as to whether or not a college policy has been violated and if there is probable cause for an appropriate corrective action(s). A copy of this summary report is forwarded to the complainant, the accused and the supervisor(s) of the employee accused of wrongful conduct up through the appropriate vice president (for employee complaints) or the chair of the student-faculty disciplinary committee (for student complaints).

SANCTIONS

If the allegation against an employee is substantiated, the employee is subject to disciplinary action, including possible dismissal. The immediate supervisor, in consultation with his or her supervisor(s) and the director of human resources, determines the appropriate corrective action(s) to be taken. The immediate supervisor prepares a written memorandum addressed to the accused, outlining the corrective action(s) to be taken, and forwards a copy to the director of human resources to be placed in the personnel file of the accused. The immediate supervisor is responsible for the implementation and follow-up of the corrective action(s). College policies and procedures regarding dismissal, including any appeals that exist, govern the handling of complaints against employees.

If the allegation against a student is substantiated, the student is subject to disciplinary action, including possible permanent suspension. College policies and procedures regarding student conduct, including any appeals that exist, govern the handling of complaints against students.

If it is found that the employee or student who filed the complaint deliberately filed a false accusation, that individual is subject to disciplinary action in accordance with dismissal policies and procedures (when the complainant was an employee) or student conduct policies and procedures (when the complainant was a student).

Safety and Security

CRIME REPORTING PROCEDURES

Any employee or student who discovers a crime at the college should notify the police and the college security office. Circumstances which must be reported and which may require the assistance of local law enforcement officials include, but are not limited to, murder, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary and motor vehicle theft.

SEX OFFENSES

When a forcible or nonforcible sex offense is reported, the director of plant management notifies the director of counseling, who encourages the alleged victim to contact law enforcement and medical personnel as soon as possible to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. At the request of the alleged victim, the director of counseling assists in the notification of local law enforcement officials and makes arrangements to transport the alleged victim to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit (Peninsula Regional Medical Center, Atlantic General Hospital, E.W. McCready Memorial Hospital or Dorchester General Hospital). The director of counseling also provides alleged victims with referrals to appropriate counseling, mental health and other agencies in the community. Upon the request of the victim, the director of counseling can arrange a modification in the victim's class schedule or employment situation if such an alternative is available and appropriate.

SUBSTANCE ABUSE

Substance abuse is a major public health problem. Health risks associated with substance abuse include death, stroke and diseases of the heart and liver, in addition to alcohol and drug related suicides, homicides and accidents. The college does not advertise or promote the use of alcohol by students or employees, and students and employees are subject to all federal, state and local laws governing the unlawful possession, sale, manufacture, distribution or use of drugs and alcohol. Violators are subject to arrest and prosecution by appropriate law enforcement agencies, with penalties that include fines and/or imprisonment, as well as college disciplinary procedures for violations at college facilities. Students and employees with substance abuse problems are referred to the director of counseling, who provides evaluation, counseling and referrals to community agencies. All students agree to abide by the college's substance abuse policies and procedures when they sign the college's admission application. Employees are required to sign a statement when they begin their employment at the college, certifying that they understand that they are required to notify their supervisor of any criminal substance abuse conviction within five calendar days after the conviction. The college is required to provide written notification of an employee substance abuse conviction to the U.S. Department of Education within 10 calendar days after receiving notice of such conviction and to take appropriate disciplinary action against the employee or to require that the employee complete a substance abuse assistance or rehabilitation program at his or her own expense within 30 calendar days after being notified of the conviction.

SANCTIONS

In addition to any criminal or civil proceedings, any employee or student who is accused of substance abuse, a sex offense or any other crime is subject to college disciplinary procedures. If the employee is found guilty of the charges, appropriate personnel action is taken, up to and including dismissal. If the student is found guilty of the charges, disciplinary action is taken in accordance with procedures that govern student conduct, up to and including permanent suspension. The accuser and the accused are entitled to the same opportunities to have others present during college disciplinary proceedings and both are informed of the outcome of any college proceedings related to the alleged crime.

PREVENTION & AWARENESS

Efforts to provide a safe and secure environment focus on the prevention and awareness of substance abuse, sex offenses and other crimes. For safety reasons, students, visitors and unauthorized college personnel are not permitted to be at the campus during hours when the college is not open. The college

is not responsible or liable for the safety of anyone at the campus when the college is closed. The director of plant management coordinates the prevention program by periodically inspecting the lighting, landscaping, doors, locks and alarm systems at college facilities to make any necessary security improvements. The director of plant management also serves as the college liaison to law enforcement officials as they seek to protect life and property, to prevent anti-social conduct and to preserve a secure college environment. As the college's liaison to area law enforcement agencies, the director of plant management contacts local law enforcement officials at the start of every semester to inform them that college classes are about to begin and to request increased police patrols of the areas where evening classes are held. The director also informs law enforcement officials, in writing, that he or she is the official point of contact for the college. The director of counseling coordinates the awareness program by disseminating pamphlets and brochures, displaying posters in college facilities, submitting articles for student and employee publications or providing information to students and employees at orientation sessions, workshops or meetings. College prevention and awareness programs are reviewed at least every other year to determine their effectiveness and to ensure that sanctions are consistently enforced.

SECURITY REPORT

The director of plant management prepares, publishes and distributes an annual security report. The most recent copy of the report can be accessed on the college website at www.worwic.edu/AnnSecRpt.pdf. The report includes statistics for the most recently-completed calendar year and the two preceding calendar years for which data are available on crimes of murder, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary, negligent manslaughter, arson and motor vehicle theft, as well as the number of arrests for liquor law violations, drug abuse violations and illegal weapons possessions at the college. This report can also include information about security assistance measures available to students and employees or substance abuse and crime prevention and awareness information to educate students and employees about their personal responsibility for security and the security of others.

Student Conduct

STUDENT-FACULTY DISCIPLINARY COMMITTEE

The student-faculty disciplinary committee hears student conduct cases that are referred to the committee by any student or employee, as well as traffic, parking and smoking/tobacco use violation appeals. The membership of the student-faculty disciplinary committee consists of the president and vice president of the student government association, two full-time faculty members appointed for two-year staggered terms by the faculty council and the director of student activities, who serves as chairperson. Student members hold office for one year, but they may be reappointed. Vacancies that occur in the middle of the year are filled by the student government association for student members and by the faculty council for faculty members. The support staff council appoints a support staff member to serve on this committee when traffic, parking and smoking/tobacco use violations are on the agenda.

The committee chairperson receives referrals of cases in a written communication that includes the person's name and the specific offense with which he or she is being charged. By a majority vote of the membership, the committee may decide either to hear the case, to dismiss it without a hearing or, in matters not covered by present statute, refer the case elsewhere for action. If the committee decides to hear the case, it informs the student, in writing, of the charges against him or her and of the date set for the hearing. Once notified, the student must indicate whether or not he or she intends to attend the hearing. If the student is unable to attend on the specified date, he or she can request the hearing to be rescheduled. If the student fails to appear on the hearing date, the proceedings continue and the case is heard in absentia. Students and Wor-Wic employees who have information relevant to the case must appear before the committee to provide this information if they are requested to do so. The person making the charge appears before the committee as the plaintiff. The hearing is open to members of the student-faculty disciplinary committee, the student, the person making the charge, the director of retention and student success and witnesses for the student or student-faculty disciplinary committee. A witness must be able to offer specific information relevant to the charge in order to be heard by the student-faculty disciplinary committee. The committee votes by secret ballot. A majority vote of the membership is necessary for a conviction, with the chairperson voting in case of a tie. The decision of the committee is put in writing by the chairperson and implemented by the appropriate college official. The written decision does not include an indication of how individual committee members voted, but it does provide for minority opinions.

PRIMARY OFFENSES

Primary offenses include violations of both academic values and civil conduct. The primary college value governing each offense appears in parentheses after each violation.

Violations of Academic Values

A. Cheating (honesty) -- the intentional use or attempted use of unauthorized materials, information or study aids, or unethical collaboration in any academic exercise. Common forms of cheating include, but are not limited to, the following:
   1. Copying or using notes or instructional material during examinations, tests or quizzes, unless allowed by the instructor;
   2.* Having another person write a paper or presentation or a substantial portion of a paper or presentation, including purchased papers;
   3. Obtaining, using or possessing copies of an examination before its scheduled administration;
   4.* Submitting another's project as one's own;
   5. Having another person take an examination in the student's place;
   6. Altering or falsifying examination results after they have been evaluated and returned to the student;
   7. Writing the answer to an exam question outside of class and submitting that answer as part of an in-class examination, unless allowed by the instructor; and
   8. Using any electronic device to obtain, provide or assist with answers on a quiz, test or examination.

B. Plagiarism (honesty) -- defined as the presentation of seemingly-original work that is derived in whole or in part from an existing source without properly citing the source of the material. Common forms of plagiarism include, but are not limited to, the following:
   1.* Duplicating an author's work (in part or whole) without quotation marks and/or accurate citations;
   2.* Duplicating an author's words or phrases with accurate citations, but without quotation marks;
   3.* Paraphrasing an author's ideas without accurate citations; and
   4.* Providing accurate citations, but merely substituting synonyms for or rearranging an author's exact words.

C. Facilitating academic dishonesty (honesty) -- defined as giving intentional assistance to another student in committing an act of academic dishonesty. Common forms of facilitating dishonesty include, but are not limited to, the following:
   1.* Completing an examination or project for someone else;
   2.* Permitting another student to copy one's work;
   3. Furnishing another student with unauthorized information during an examination, including the use of electronic devices;
   4.* Collaborating with other individuals, including but not limited to current and previous Wor-Wic students, in a way that extends beyond the boundaries set by the instructor;
   5. Providing test questions to another person; and
   6.* Writing a paper or any portion thereof for another student or providing another student with a purchased paper.

D. Fabrication (honesty) -- defined as the intentional falsification or invention of any information, data or citation in an academic assignment.

E. Other forms of academic dishonesty (honesty) include, but are not limited to, the following:
   1. Submitting or resubmitting the same paper for different classes/courses without the explicit approval of the current course instructor;
   2. Using dishonest means or communications to fulfill clinical experiences, field work, laboratory or computer assignments; and
   3. Demonstrating any behavior that is generally regarded as lacking in academic integrity.

* Malicious plagiarism and/or academic dishonesty violations that have mandatory penalties

Items A through E were adapted with permission from Frederick Community College.

Violations of Civil Conduct

A. Contempt of the college (respect) -- defined as the failure to observe the orders of a committee, including disrespect at committee hearings or disrespect of employees or students in the performance of their duties;

B. Tampering with or falsifying official college documents (honesty and respect);

C. Serious disregard of regulations (responsibility and respect) -- defined as a student's repeated violation of any posted or published administrative regulation on student conduct;

D. Bringing or using a weapon on college property (responsibility and respect) -- defined as any student, including those licensed to carry a concealed weapon, but excluding those licensed to carry a weapon who are affiliated with a law enforcement agency, who comes to the college with or uses a firearm or any other instrument intended to cause harm or reasonable apprehension of immediate bodily harm;

E. Unauthorized use of alcoholic beverages (responsibility and respect), including the possession, consumption, sale or purchase of any beverage declared illegal by law;

F. Use of any drug, narcotic or substance defined as a controlled dangerous substance by law (responsibility and respect);

G. Gambling (responsibility and respect), including all activities defined as gambling by law;

H. Disorderly conduct (responsibility and respect) -- defined as any specific act or pattern of behavior resulting in or clearly tending to result in the injury of people or property or a violation of accepted standards of decency or disturbance of the peace.

SECONDARY OFFENSES

Secondary offenses include behaviors that display a lack of respect for other college students, employees or property, as well as behaviors displaying a student's lack of responsibility. Violations include repeated instances of any of the following:

A. Ignoring the guidelines for civil behavior in the classroom;

B. Any conduct unbecoming of a college student, including, but not limited to, littering, loud talking or laughing that disturbs others, audio devices operating at an objectionable level or in unsuitable circumstances, and profanity -- defined as that generally described as offensive in the college's service area;

C. Violating any posted or published administrative regulation on student conduct;

D. Smoking/tobacco use in "no smoking/tobacco use" areas; or

E. Being in unsupervised laboratories and/or other restricted areas without prior permission.

COMMITTEE ACTION

Decisions of the student-faculty disciplinary committee may include: 1) specific orders -- for primary or secondary offenses, the committee may order the performance or non-performance of specific acts; 2) reprimand -- for primary and secondary offenses, the committee may warn an offender against further violations; 3) disciplinary probation -- for primary and secondary offenses, the committee may specify a period of probation for the student; and 4) suspension -- for primary offenses, the committee may suspend a student from the college on a temporary or permanent basis.

All sustained convictions for conduct violations are noted in the student's record.

MANDATORY PENALTIES FOR MALICIOUS PLAGIARISM AND/OR ACADEMIC DISHONESTY

Students convicted of the previously listed violations marked with an asterisk (*) are subject to the following mandatory penalties:

First Offense: The charge is discussed and the penalties are assigned by the instructor.

- At a student/instructor conference, the student signs an "Academic Dishonesty Form" and the form is submitted to the chairperson of student- faculty disciplinary committee for the database collection of names.
- The student does not receive any credit for the assignment; and
- The violation is recorded in the student's record.

Second Offense: The charge is heard and the penalties are assigned by the student-faculty disciplinary committee.

- The student receives an "F" for the course and is not permitted to drop or withdraw from the course.

If desired, the student can still attend the course, complete the assignments and participate in course activities. However, the final grade in the course remains an "F," regardless of any progress made in the course.

Third Offense: The charge is heard and the penalties are assigned by the student-faculty disciplinary committee.

- The student receives an "F" for the course and is not permitted to drop or withdraw from the course; and
- The student is suspended beginning with the next full semester (fall or spring) following the conviction and the suspension lasts for one full semester, even if graduation is delayed;

If desired, the student can still attend the course, complete the assignments and participate in course activities. However, the final grade in the course remains an "F," regardless of any progress made in the course.

Fourth Offense: The charge is heard and the penalties are assigned by the student-faculty disciplinary committee.

- The student receives an immediate "F" in all courses and is not permitted to drop or withdraw from the courses; and
- The student is immediately placed on permanent suspension.

STUDENT RIGHTS

A student charged by the committee must be convicted or acquitted of the specified charge, not for a greater or lesser offense. A student charged with a primary or secondary offense is provided with the advice of the director of retention and student success, including advice at the committee hearing. No student must testify against him- or herself and no student can be denied the right to question those who testify against him or her. A student can appeal a disciplinary decision to the president. The basis for the appeal must be submitted in writing within 48 hours from the time the student is notified of the committee's decision. The president reviews the written summary of the testimony, opinion and order of the original hearing and any other testimony that the student may submit, provided that such testimony was undiscovered or unavailable at the time of the original hearing. The president may affirm, reduce or strengthen the disciplinary action originally assessed. The president is the final appellate authority. A student cannot be recharged by the committee for the same primary or secondary offense if a decision on the original charge has been reached.

Student Records

ACCESS TO INDIVIDUAL STUDENTS

Any currently-enrolled or former student, as well as anyone the student wishes to accompany him or her, may review his or her own student record in a private meeting with the dean of student development or the dean of continuing education and workforce development. However, students do not have access to confidential materials such as the recommendations of high school principals or counselors. Also, unless authorized by their parents, students do not have access to confidential financial statements made by their parents to support financial aid requests.

Questions regarding the accuracy or appropriateness of materials in a student's records should be referred to the dean of student development or the dean of continuing education and workforce development. A student who believes information in his or her record is inaccurate, misleading or in violation of his or her right to privacy may make a written request that his or her record be amended. If the student's request to amend his or her record is not justified, in the judgment of the dean of student development or dean of continuing education and workforce development, the dean informs the student of this in writing, and advises the student that he or she can appeal to the vice president for academic and student affairs. The decision of the vice president is provided to the student in writing, along with a statement indicating that the student can request a hearing by the president of the college. If the president decides the record is not to be amended, the student is informed of his or her right to place a statement in the file indicating that the student's record has been contested. This statement remains in the student's file and is disclosed to anyone to whom the contested file is disclosed. The student is also informed of his or her right to file a complaint under the Family Educational Rights and Privacy Act by writing to the U.S. Department of Education, 330 Independence Ave., S.W., Washington, D.C., 20201.

ACCESS TO COLLEGE EMPLOYEES

A college employee who has a legitimate need may have access to student records by making such a request to the dean of student development or the dean of continuing education and workforce development. Faculty members who serve as academic advisors receive unofficial progress reports on their students at the end of each semester. Academic advisors are responsible for maintaining the security and confidentiality of these reports.

ACCESS TO OUTSIDE REQUESTERS

Authorized state and federal government representatives have access to student records when they are related to the audit and evaluation of federally- or state-supported educational programs. Such a representative must describe the reason for the request in writing to the dean of student development or dean of continuing education and workforce development. The request must also include a statement that guarantees that the student's record, if personally-identifiable records are included, will not be shared with a third party.

A student's transcript is sent to a transfer institution only at the student's written request. Personal reference questionnaires from transfer institutions to which students have applied are answered by the college with certain restrictions. Questions about the student's character or morals are answered only if information in the file can supply these answers and with the understanding that these answers are subject to review by the student at the receiving institution. Disciplinary action also may be revealed, if the college has taken final action in the case, if such action is recorded in the file and if such action was designated as a primary offense.

After providing proper identification and written authorization from the student to release information in his or her record, an employer, prospective employer or his or her representative may be authorized by the dean of student development or dean of continuing education and workforce development to review the student's record. A statement that access was authorized, to whom, when and why is placed in the student's file at that time. If the student has authorized access to information other than that found on the transcript, such information may be reviewed with the employer in a private meeting with the dean of student development or dean of continuing education and workforce development. When a questionnaire is received from an employer or a prospective employer, the college may complete the questionnaire or send a form letter to reveal certain information such as dates of attendance and degree earned. Information on a student's transcript may be revealed only if the student personally requested a transcript or provided written authorization for his or her academic record to be shared with the requester. A copy of the document granting such authorization is placed in the student's file. A college employee may send a personal recommendation about a student to an employer or prospective employer if the recommendation is based on personal knowledge of the student.

If a legal jurisdiction subpoenas the release of a student's record, the dean of student development or dean of continuing education and workforce development notifies the student. After confirming that the student has been notified, the dean assures the safe transport of student records to the legal jurisdiction which has issued the subpoena.

Parents of a dependent student under 18 years old who request access to the student's record without the student's consent must substantiate the fact that the student is a dependent. The request and substantiation must be presented to the dean of student development or dean of continuing education and workforce development. A statement that access was authorized, to whom, when and why is placed in the student's file and a copy is sent to the student.

Academic Grievances

HEARING GUIDELINES

Upon receipt of a written grievance, the academic standards committee will determine if the grievance has merit. The committee will either recommend dismissal of the grievance for lack of merit or schedule a hearing to occur within 30 days after receiving the student grievance. Extension requests of up to 10 days can be granted by mutual consent of the academic standards committee, the student and the faculty member.

Written notification of the hearing must be sent to the student and to the faculty member at least seven days prior to the hearing date. The notification of the hearing must include the date, time and place of the hearing, the names of the student and faculty member and a copy of the written grievance. It is presumed that notification was given and received if it was sent to the student and faculty member at their last known addresses by regular first class mail, postage prepaid, postmarked at least seven days prior to the hearing.

The academic standards committee serves as a passive, unbiased and nondiscriminatory board. The committee may ask questions of the witnesses and request further information as required. It is the student who has the burden of proving that his or her case is correct. If a grievance is registered against an academic standards committee member, that member disqualifies him- or herself and the faculty council chairperson appoints an alternate for the hearing. The academic standards committee is responsible for tape-recording the hearing and submitting the tape to the vice president for academic and student affairs with the committee's recommendation. The hearing is open to members of the academic standards committee, the student, the faculty member who is the subject of the grievance, the vice president for academic and student affairs, academic deans, dean of student development, dean of con-

tinuing education and workforce development and witnesses for the student, faculty member or the academic standards committee. A witness must be able to offer specific information relevant to the grievance in order to be heard by the academic standards committee. The student may request the advice of a faculty member, including advice at the committee hearing.

The chairperson of the academic standards committee opens the hearing with the following standard opening statement: "The academic standards committee, a standing committee of the faculty council of Wor-Wic Community College, has convened this hearing to review a written grievance according to the college's academic grievance procedures. At this hearing on (date) at (time) in (room number) of (building) in Salisbury, Maryland, the student, (name), who has registered a grievance against the faculty member, (name), has the burden of proving the correctness of his or her grievance. It is the role of the academic standards committee to act as a hearing board to make its recommendation, through the vice president for academic and student affairs, to the college president concerning this grievance according to the college's academic grievance procedures. The academic standards committee serves as a passive, unbiased and nondiscriminatory board. All individuals involved in these proceedings are advised to conduct themselves in a professional manner. Failure to heed the warnings of the academic standards committee during these proceedings may warrant your removal from the hearing." All individuals who intend to make statements are sworn in by raising their right hands and answering "I do" to the following oath: "Do you declare and affirm that the testimony you are about to give is the truth, the whole truth, and nothing but the truth?"

The student makes an opening statement concerning the facts that the student expects to prove during the hearing. The faculty member then makes an opening statement concerning the facts that the faculty member expects to prove during the hearing. Witnesses for the student may undergo direct examination by the student and cross-examination by the faculty member. Witnesses for the faculty member may undergo direct examination by the faculty member and cross-examination by the student. The student, faculty member and witnesses are to address their presentations to the academic standards committee and may question each other or witnesses after receiving permission from the chair of the academic standards committee. Witnesses may not ask questions. They may only respond to questions.

The hearing closes with a brief statement by the academic standards committee chairperson. The committee reviews the written grievance and the facts presented during the hearing. The committee has 10 days to make its recommendation, through the vice president for academic and student affairs, to the president. The recommendation may be in the form of a finding for the student or a finding for the faculty member. The recommendation may grant relief that is different from or less than that sought by either party. The technical rules of evidence do not apply.

Student Transfer Policies

The following policies of the Maryland Higher Education Commission are subject to change from time to time:

TITLE 13B
MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 06 GENERAL EDUCATION AND TRANSFER
Chapter 01 Public Institutions of Higher Education
Authority: Education Article, §§11-201 - 11-206, Annotated Code of Maryland

.01 Scope and Applicability.

This chapter applies only to public institutions of higher education.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.
B. Terms defined.
(1) "A.A. degree" means the Associate of Arts degree.
(2) "A.A.S. degree" means the Associate of Applied Sciences degree.
(3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
(4) "A.S. degree" means the Associate of Sciences degree.
(5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
(6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
(7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
(8) "General education program" means a program that is designed to:
(a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
(b) Encourage the pursuit of life-long learning; and
(c) Foster the development of educated members of the community and the world.
(9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
(10) "Mathematics" means courses that provide students with numerical, analytical, statistical and problem-solving skills.
(11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
(12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
(13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
(16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
(a) History and cultural diversity;
(b) Concepts of groups, work, and political systems;
(c) Applications of qualitative and quantitative data to social issues; and
(d) Interdependence of individuals, society, and the physical environment.
(17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

.02-1 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, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.
(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, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
(a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent 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 is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

.03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:
   (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
      (a) Arts and humanities,
      (b) Social and behavioral sciences,
      (c) Biological and physical sciences,
      (d) Mathematics, and
      (e) English composition; or
   (2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).
B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.
C. General education programs of public institutions shall require at least:
   (1) One course in each of two disciplines in arts and humanities;
   (2) One course in each of two disciplines in social and behavioral sciences;
   (3) Two science courses, at least one of which shall be a laboratory course;
   (4) One course in mathematics at or above the level of college algebra; and
   (5) One course in English composition.
D. Interdisciplinary and Emerging Issues.
   (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
      (a) Be integrated into other general education courses or may be presented as separate courses; and
      (b) Include courses that:
         (i) Provide an interdisciplinary examination of issues across the five areas, or
         (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
   (2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.
E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.
F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
I. Public institutions may not include physical education skills courses as part of the general education requirements.
J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.
K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.
M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

.04 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 at a public institution for any general education courses successfully completed at the sending institution.
E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
G. A.A.S. Degrees.
   (1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
   (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.
H. Student responsibilities. A student is held:
   (1) Accountable for the loss of credits that:
      (a) Result from changes in the student's selection of the major program of study,
      (b) Were earned for remedial course work, or
      (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and
   (2) Responsible for meeting all requirements of the academic program of the receiving institution.

.05 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) 1/2 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 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.

.06 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 which are acceptable for transfer credit and the courses which 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.

.07 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 the community college.

.08 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.

.09 Appeal Process.

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.
   (1) A receiving institution shall:
      (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
      (b) Respond to a student's appeal within 10 working days.
   (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
   (3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.
   (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
   (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.
   (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
   (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
   (3) The receiving institution shall inform the 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.

.10 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.

Effective date: December 4, 1995 (22:24 Md. R. 1901)
Regulation .02B amended effective July 1, 1996 (23:13 Md. R. 946)
Regulation .02-1 adopted effective April 6, 1998 (25:7 Md. R. 528)
Regulation .03 amended effective July 1, 1996 (23:13 Md. R. 946)
Regulation .05A amended effective July 1, 1996 (23:13 Md. R. 946)

Index

Wor-Wic Community College
32000 Campus Dr.
Salisbury, MD 21804
(410) 334-2800
www.worwic.edu