

2004-2005 Catalog

Wor-Wic Community College

Training Local People For Local Jobs



Wor-Wic Community College
32000 Campus Dr.
Salisbury, MD 21804
(410) 334-2800
www.worwic.edu

2004-2005

WOR-WIC
COMMUNITY COLLEGE

*Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
(410) 334-2800
www.worwic.edu*

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

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
Electronic Engineering Technology
Emergency Medical Services
General Studies
Hotel-Motel-Restaurant Management
Manufacturing Engineering Technology
Nursing
Office Technology
Radiologic Technology*

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 or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment.

7/1/2004

A Message from the President



As you are about to embark on a new journey in higher education, I want to thank you for choosing Wor-Wic Community College.

On behalf of the board of trustees and everyone here at the college, I want to assure you that you can depend on us, as the community has for almost 30 years, to help you achieve your educational goals.

Here at Wor-Wic, you will experience a welcoming, small college atmosphere from our knowledgeable, caring and dedicated employees. Wor-Wic provides a top-quality education to better prepare you for today's changing labor market.

Wor-Wic maintains cooperative partnerships with other area higher educational institutions and local businesses and organizations, as we work together for positive growth in the economic development of Maryland's Lower Eastern Shore.

We are here to provide you with the programs, courses and services to help prepare you for a new career, to transfer to a four-year college or university, or to update your skills for advancement in your present job.

Again, welcome to Wor-Wic. We look forward to helping you achieve your academic and career goals!

Sincerely,

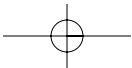
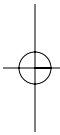
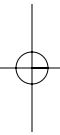
A handwritten signature in black ink, appearing to read 'Dr. Ray Hoy'.

*Dr. Ray Hoy
President*

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The provisions of this publication are not to be regarded as a contract between the student and Wor-Wic Community College. The college reserves the right to change any fee, provision or requirement without notice when such actions serve the interests of the college and its students. Failure to read this catalog does not excuse students from the requirements and regulations described herein.



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2004-2005 Academic Calendar

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Summer Session II - 2004

July 1	Regular Registration for Summer II Classes
July 1 - Aug. 19	Early Registration for Fall Classes
July 5	College Closed
July 7	Classes Begin
July 9	Last Day for Adding Classes
July 16	Last Day for Dropping Classes
July 19- Aug. 5	Withdrawal Period
Aug. 17	Classes End
Aug. 18-19	Final Examinations
Aug. 20	Payment for Fall Classes Due by 4 p.m.
Aug. 23	General Education Assessment

Fall Semester - 2004

Aug. 30 - Sept. 1	Regular Registration for Fall Classes
Sept. 2	Student Orientation
Sept. 6	College Closed
Sept. 8	Classes Begin
Sept. 15	Last Day for Adding Classes
Sept. 29	Last Day for Dropping Classes
Sept. 30 - Nov. 11	Withdrawal Period
Oct. 13 & 15	General Education Assessment
Oct. 20	Mid-Semester
Nov. 8-19	Preregistration for Spring Classes
Nov. 22 - Dec. 3	Early Registration for Spring Classes
Nov. 24-27	No Classes - Thanksgiving Recess
Nov. 25-28	College Closed
Dec. 11	Classes End
Dec. 13-18	Final Examinations
Dec. 17	Payment for Spring Classes Due by 4 p.m.
Dec. 23-Jan. 2	College Closed

Spring Semester - 2005

Jan. 3	College Reopens
Jan. 10-12	Regular Registration for Spring Classes
Jan. 13	Student Orientation
Jan. 14	Classes Begin
Jan. 17	College Closed
Jan. 25	Last Day for Adding Classes
Feb. 8	Last Day for Dropping Classes
Feb. 9 - March 30	Withdrawal Period
Feb. 28	Mid-Semester
March 3 & 4	General Education Assessment
March 7-12	No Classes - Spring Recess
March 25-27	College Closed
March 28 - April 8	Preregistration for Summer and Fall Classes
April 11-22	Early Registration for Summer and Fall Classes
April 25	Classes End
April 26 - May 2	Final Examinations
April 29	Payment for Summer I Classes Due by 4 p.m.
April 30	General Education Assessment
May 10	Graduation

Summer Session I - 2005

May 12	Regular Registration for Summer Classes
May 12 - June 27	Early Registration for Summer II and Fall Classes
May 16	Classes Begin
May 18	Last Day for Adding Classes
May 25	Last Day for Dropping Classes
May 26 - June 15	Withdrawal Period
May 30	College Closed
June 10	General Education Assessment
June 27	Classes End
June 27	Payment for Summer II Classes Due by 4 p.m.
June 28-29	Final Examinations

2005-2006 Tentative Academic Calendar

Summer Session II - 2005

July 1	Regular Registration for Summer II Classes
July 4	College Closed
July 5 - Aug. 18	Early Registration for Fall Classes
July 6	Classes Begin
July 11	Last Day for Adding Classes
July 14	Last Day for Dropping Classes
July 15 - Aug. 4	Withdrawal Period
Aug. 16	Classes End
Aug. 17-18	Final Examinations
Aug. 19	Payment for Fall Classes Due by 4 p.m.
Aug. 22	General Education Assessment

Fall Semester - 2005

Aug. 29-31	Regular Registration for Fall Classes
Sept. 1	Student Orientation
Sept. 5	College Closed
Sept. 7	Classes Begin
Sept. 14	Last Day for Adding Classes
Sept. 28	Last Day for Dropping Classes
Sept. 29 - Nov. 10	Withdrawal Period
Oct. 12 & 14	General Education Assessment
Oct. 19	Mid-Semester
Nov. 7-18	Preregistration for Spring Classes
Nov. 21 - Dec. 9	Early Registration for Spring Classes
Nov. 23-26	No Classes - Thanksgiving Recess
Nov. 24-27	College Closed
Dec. 10	Classes End
Dec. 12-17	Final Examinations
Dec. 16	Payment for Spring Classes Due by 4 p.m.
Dec. 23-Jan. 2	College Closed

Spring Semester - 2006

Jan. 3	College Reopens
Jan. 9-11	Regular Registration for Spring Classes
Jan. 12	Student Orientation
Jan. 13	Classes Begin
Jan. 16	College Closed
Jan. 24	Last Day for Adding Classes
Feb. 7	Last Day for Dropping Classes
Feb. 8 - March 29	Withdrawal Period
Feb. 27	Mid-Semester
March 2 & 3	General Education Assessment
March 6-11	No Classes - Spring Recess
March 27 -April 7	Preregistration for Summer and Fall Classes
April 10-21	Early Registration for Summer and Fall Classes
April 14-16	College Closed
April 24	Classes End
April 25 - May 1	Final Examinations
April 28	Payment for Summer I Classes Due by 4 p.m.
April 29	General Education Assessment
May 9	Graduation

Summer Session I - 2006

May 11	Regular Registration for Summer Classes
May 11 - June 26	Early Registration for Summer II and Fall Classes
May 15	Classes Begin
May 17	Last Day for Adding Classes
May 24	Last Day for Dropping Classes
May 25 - June 14	Withdrawal Period
May 29	College Closed
June 9	General Education Assessment
June 26	Classes End
June 26	Payment for Summer II Classes Due by 4 p.m.
June 27-28	Final Examinations

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General Information

Accreditation

Wor-Wic is a state-approved two-year college. It is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market St., Philadelphia, PA 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary 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.

History

In September of 1974, the Division of Vocational-Technical Education of the Maryland State Department of Education provided special funds to the State Board for Community Colleges (SBCC) to determine the need for college-level vocational and technical programs on the Lower Eastern Shore. The SBCC appointed a consultant to direct the program. Contacts were made with representatives of government, business, industry and educational institutions on the Lower Eastern Shore to determine elements such as student interest, enrollment projections, program needs and job availability.

In June of 1975, the SBCC approved the proposal for a community college to serve the postsecondary vocational and technical education needs of residents of Worcester and Wicomico counties. The college was designated to operate as a "college without walls." In November 1975, the college's first president, Dr. Arnold H. Maner, was appointed by the board of trustees. Community and continuing education courses were offered during the 1975-76 academic year, and in September 1976, the college opened its doors for the first time to credit program students.

After 17 years of operation as a noncampus institution, the college purchased 173 acres of land on the southeast corner of Route 50 and Walston Switch Road. Construction of the campus was started in 1993 and 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.

In the summer of 2000, after 25 years of overseeing steady growth in programs, course offerings and enrollment, Maner retired, and Dr. Ray Hoy be-



came Wor-Wic's second president. Hoy, a community college graduate, holds doctorates in education and law. His training and lifelong work in a community college setting have prepared him to take Wor-Wic to the next level of growth.

Vision

Wor-Wic provides a supportive learning environment that promotes student success through excellence in instruction, programs and services that exceed the expectations of the residents of Maryland's Lower Shore.

Values

At Wor-Wic Community College, 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.

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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 that allows for mutual respect, credibility and integrity.

Learning is intellectual and personal growth that is promoted through a positive 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 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 serving the residents of Worcester, Wicomico and Somerset counties. The college provides quality postsecondary credit programs leading to an associate degree, a certificate of proficiency or a letter of recognition, as well as documents of completion for

community and continuing education courses. Its open door admission policy and comprehensive student support services enable Wor-Wic to provide educational opportunities for those who have the desire and ability to benefit from its courses and programs regardless of age, gender, race, color, religion, national origin, marital status, sexual orientation or disability. The college provides its courses and programs at a reasonable cost, with funding from its supporting counties, Worcester and Wicomico, and the state. Special state legislation permits Somerset County students to attend Wor-Wic at the in-county tuition rate.

Wor-Wic was founded as the postsecondary educational link between individuals with educational needs and the needs of employers in the service area. The college is proud of its collaboration with the elementary and secondary schools in its service area, with which the college has numerous articulated programs and strategic initiatives to provide access to higher education for all students. Wor-Wic partners with its university counterparts at Salisbury University and the University of Maryland Eastern Shore, providing seamless linkages for students who start at the community college but wish to go on to earn baccalaureate degrees. Copies of Wor-Wic's entire mission statement are available in the president's office.

Goals

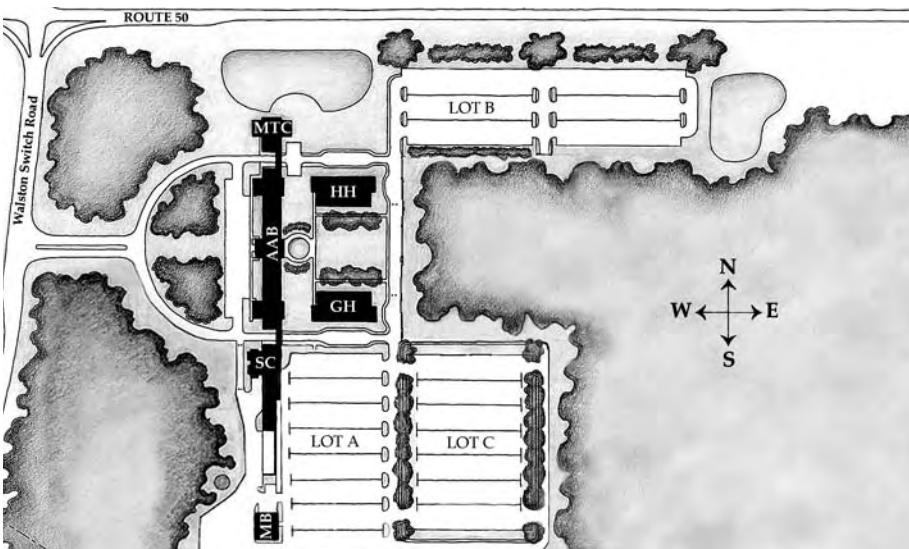
The long-range goals of Wor-Wic are based on its mission, forming a framework for the college's programs and services. They are to:

1. Promote accessibility and diversity by attracting and retaining a diverse faculty, staff and student body that reflect community demographics;
2. Provide courses and programs to prepare individuals for occupations in the community;
3. Provide courses and programs to prepare individuals for transfer to other postsecondary institutions;
4. Provide community and continuing education courses to prepare individuals for new job opportunities, advancement and personal development;
5. Provide students with support services to meet their intended educational and occupational objectives;
6. Strengthen college resources to enhance student learning and institutional effectiveness;
7. Foster and promote linkages with the community to ensure the continuity and relevance of the college's programs and services;
8. Foster and promote linkages with area K-12 and postsecondary institutions to facilitate seamless transitions through the levels of education; and
9. Assist local economic development efforts to recruit new business and industry and to expand existing companies by providing appropriate occupational training and consulting services to meet the skill level necessary for the needs of employers.

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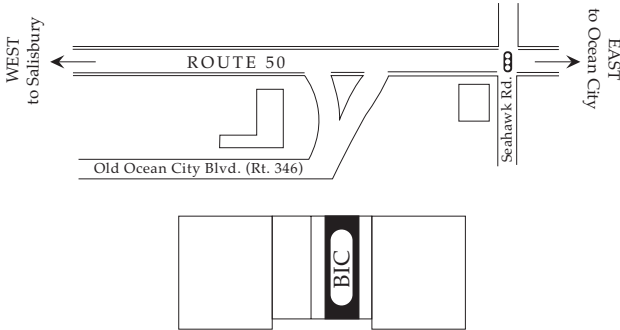
Facilities

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 maps provide a general guide for the location of college facilities.

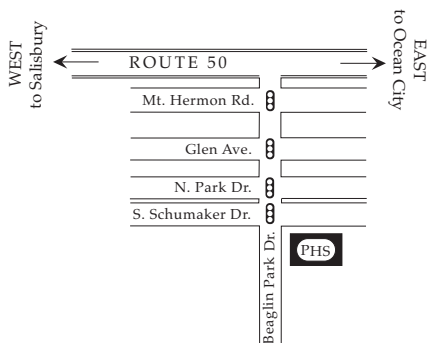


- AAB** The *Academic and Administrative Building* houses core functions, such as admissions, registration, financial aid, career services, counseling and the cashier, as well as the Patricia M. Hazel Media Center, office of community and continuing education, business, general studies and human services departments, computer services, human resources, payroll and purchasing.
- MTC** The *Maner Technology Center* contains laboratories for the computer studies, manufacturing engineering technology and electronic engineering technology programs, as well as executive offices for the president and vice presidents, and advancement functions (public information, institutional research and development).
- HH** *Henson Hall* contains offices, classrooms and laboratories for the mathematics and science, nursing and radiologic technology departments.
- GH** *Guerrieri Hall* contains an assembly area, criminal justice department offices and classrooms and Wor-Wic's Eastern Shore Criminal Justice Academy (ESCJA).
- SC** The *Student Center* includes the college bookstore, as well as student activities and vending areas.
- MB** The *Maintenance Building* provides space for maintenance, receiving and security services.

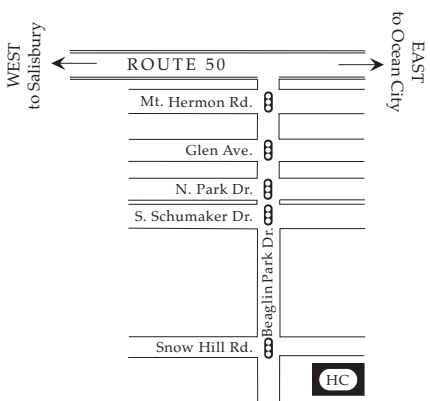
- BIC** Wor-Wic's *Berlin-Ocean City Instructional Center* (410-641-4134) is located in Unit #7 at 10452 Old Ocean City Blvd. in Berlin. This center houses classrooms and offices for hotel-motel-restaurant management faculty, as well as office personnel to administer Worcester County courses offered by the community and continuing education office.



- 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.



- HC** *Holly Center Cottage 100* (410-219-2836) houses classrooms, offices and a laboratory for allied health courses offered by the community and continuing education office.



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Student Services Information

Admission Policy

Wor-Wic has an open door admission policy. 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. Standard entrance examinations are not required by Wor-Wic, but free diagnostic assessments are administered to assist in the appropriate selection of courses. Individual assistance is available to all students in the planning of their class schedules to ensure that the courses they select match their career goals.

Current high school students who are at least 16 years old must arrange to have their high school principal send a letter to Wor-Wic stating that they have the principal's permission to attend the college.

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 Immigration and Naturalization Service to issue I-20 forms.

Limited Admission Programs

Emergency medical services, nursing and radiologic technology are limited admission programs. Anyone interested in these programs should obtain an admission information packet from the student services office.



Application Procedures

Anyone interested in becoming a full- or part-time student must complete an "Admission Application" form. Applicants who have a high school diploma or the equivalent and those who have completed college courses must also have copies of their diploma or high school and college transcripts sent to Wor-Wic. Applicants are notified of the status of their applications within 10 days after they are received. An "Admission Application" form can be found as the last page of this catalog. Applications are also available at the college's student services office, in the offices of local high school guidance counselors or on the college Web site at www.worwic.edu.

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) 334-2954

Acceptance of Credits into Wor-Wic

From High School

High school students in Worcester, Wicomico and Somerset 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. High school students who have acquired competencies in courses that are equivalent to college or university courses receive college credit after completing one semester 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 student services office.

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 student services 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.

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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.

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.

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 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.

Readmission

Students who want to return to Wor-Wic after a fall or spring semester absence should contact the student services office to request that their files be reactivated. 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.

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 readers, note takers, testing accommodations, tutors, electronic devices, sign language interpreters for congenitally-deaf students, and other reasonable accommodations. Students requesting these services must submit medical and/or educational documen-

tation 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 community and continuing education students, as well as for area employers. The free services offered to anyone include individual vocational counseling, a resource library, access to various computerized occupational information delivery systems and any workshops that are scheduled during the year. In addition to these services, credit and community and continuing education students can receive assistance with resume and cover letter writing, interview preparation and other job search skills. Area employers can take advantage of free job placement services by having positions advertised on the "job openings" bulletin board at the college campus or by scheduling employee recruitment interviews on campus.

Academic Advisement

All students are assigned a faculty advisor to help them work out a program of study that best meets their needs. All students are encouraged to meet with their advisor to preregister or register for classes. Advisors also meet with their advisees periodically to ensure continued student progress. It is the student's responsibility to know and follow the requirements for his or her program of study.

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 are classified as full-time students, while those who register for 11 or less 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 students. Information on specific registration procedures is available from the student services office prior to each registration session.

English as a Second Language

New students who speak English as a second language are required to take computerized assessments of their language skills before they can take Wor-Wic's diagnostic assessments. Students whose scores indicate a lack of understanding of the English language are referred to a community adult edu-

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cation program. A student whose score on the computerized reading assessment indicates a deficiency is required to take ENG 081. A student whose score on the computerized grammar skills assessment indicates a deficiency is required to take ENG 082. A student whose score on the computerized listening assessment indicates a deficiency is required to take ENG 083. Students who need ENG 081, ENG 082 and/or ENG 083 must complete the course(s) with a grade of "C" or better before they can take the diagnostic assessments or any other college 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 do not have a high school diploma or the equivalent;
2. New students who register for six or more credit hours in one semester;
3. Students who register for an English or mathematics course;
4. Students who register beyond 15 cumulative credit hours; or
5. Students who are currently in high school.

Exceptions are made for students with bachelor's or higher degrees, college transfer students who have received transfer credit for ENG 101 and/or MTH 103 or a higher-level mathematics course, and 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. Students interested in an exception should forward official transcripts and/or test scores to the registrar's office.

Students are permitted to retake the diagnostic assessments once, but they must wait at least 24 hours after completing the initial assessment. 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.

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 of the following developmental education courses: ENG 086, ENG 090, ENG 095, ENG 096, MTH 091, MTH 092 or MTH 099. These courses are not college-level courses, and therefore, are not counted as part of a degree or certificate program.

Students who need ENG 086 or ENG 090 must take these courses during the first semester in which they enroll after completing the diagnostic assessments. They must complete these courses with a grade of "C" or better before taking any courses at the 100 level or above. These students cannot take more than eight credit hours in a semester until they complete these courses. Students who receive an "R" grade are required to re-register for the same developmental course during the following semester. If the student does not retake the course the following semester, the "R" grade automatically becomes an "F." Students who are taking two or more developmental courses are strongly encouraged not to take more than nine credit hours in a semester.

Learning Assistance

Students who are enrolled in ENG 081, ENG 082, ENG 083, ENG 086, ENG 090, ENG 095, ENG 096, MTH 091, MTH 092 or MTH 099 are required to attend the reading, study skills & testing center, the writing center or mathematics laboratory, where individualized instruction is provided during day, evening and weekend hours. Students can also be referred by the dean of students, director of counseling or a faculty member, or they can attend on their own. Students can work one-on-one with a tutor and/or complete computerized tutorial programs.

Counseling

Academic and personal counseling are available to all students enrolled in the college's credit programs of study. Counseling services include assistance with stress and time management problems, the development of study skills, and dealing with 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 through the counseling office.

Dropping and Adding Courses

A student who wants to drop or add a course after he or she registers must complete a "Drop and Add" form and submit it to the student services office. Drop and add dates for full semester classes that begin and end according to the regular academic calendar are listed in the calendar at the front of this catalog. Drop and add dates for classes that begin and end at other times are provided to students on their registration confirmation. Courses that are dropped are not recorded on a student's transcript. Dropping a course does not eliminate the student's financial obligations to the college. Students who are receiving financial aid should be aware that dropping a course could affect the amount of their award.

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Withdrawal

After the drop period ends, a student can withdraw from a course by submitting a "Withdrawal" form to the student services office prior to the end of the withdrawal period. Withdrawal dates for full semester classes that begin and end according to the regular academic calendar are listed in the calendar at the front of this catalog. Withdrawal dates for classes that begin and end at other times are provided to students at registration. No refunds are given during the withdrawal period. Withdrawing from a course does not eliminate the student's financial obligations to the college. A "W" is recorded on the transcript of a student who has officially withdrawn from a course and affects the student's satisfactory academic progress status. Students who are receiving financial aid should be aware that withdrawing from one or more courses could affect the amount of their award and jeopardize their eligibility for financial aid in the future.

Change of Student Information

Since most communication between the college and its students is by mail or telephone, the student services office must have a current mailing address and telephone number for all students at all times. Students who are changing their name, address, telephone number or major must complete a "Change in Student Information" form, available in the student services office.

Orientation

All new students are strongly encouraged to attend an orientation session prior to beginning their classes at Wor-Wic. In addition to post-enrollment orientation sessions prior to the start of fall and spring semester classes, the college offers first-time college students a pre-enrollment orientation program called Matriculation Advance Planning (MAP). MAP sessions are scheduled at various times during the year. Dates for MAP and post-enrollment orientation sessions can be obtained from the student services office.

Identification Cards

New students receive photo identification (ID) cards from the student services office. Students who already have a photo ID should go to the cashier for a validation sticker. Student ID cards are updated with a current validation sticker every fall and spring semester that students remain in good standing with the college. 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 in the student services office. 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 are available in the student services office.

Bookstore

The college bookstore, located in the Student Center, sells all of the required and recommended textbooks, study guides, reference books and supplies for classes offered by the college. Academic software is available at educational pricing with a valid ID card. The bookstore also sells a selection of Wor-Wic insignia items, such as clothing, hats, mugs, ID holders and academic planners. During the week of final examinations in the fall and spring semesters, the bookstore buys back used books from students who want to sell them.

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 two other resource centers, in Henson Hall and Guerrieri Hall, 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 Gull 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 equipment and resources necessary to support the educational mission of the college. Access to college computer systems is granted to students and employees as a privilege, and as such, imposes certain responsibilities and obligations. By using the college's comput-

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ing 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.

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 WICO/WXJN (AM 1320 and FM 97.5 or FM 105.9), WLBW/WLVW (FM 92.1 or FM 105.5), WOCQ (FM 103.9), WOLC (FM 102.5), WOSC (FM 95.9), WQHQ (FM 104.7), WSBY (FM 98.9), WSCL/WSDL (FM 89.5 or FM 90.7), 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. When classes are not canceled, students are responsible for making their own decisions based on their judgment of local road conditions.

Sexual Harassment

Sexual 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 sexual harassment of any form. The defini-

tion, examples and procedures for handling a sexual harassment complaint 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. 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 Web site at www.worwic.edu/AnnSecRpt.pdf, or a copy can be obtained by contacting the plant management office at (410) 334-2932.

Student Conduct

All full- and part-time students are required to abide by specific regulations which apply to their behavior in any college facility or in the immediate vicinity of any college-sponsored event. Students enrolled in Eastern Shore Criminal Justice Academy courses are required to abide by the specific disciplinary regulations of the academy.

Any student or employee of the college can refer student conduct violations to the chairperson of the student-faculty disciplinary committee. The committee chairperson can refer the case to the dean of students when the case involves a student who needs special rehabilitative action such as medical or psychiatric attention or when the case involves special circumstances which would make a committee hearing inadvisable. All other cases are handled by the student-faculty disciplinary committee. Specific policies and procedures related to student conduct and the student-faculty disciplinary committee are provided in the appendix.

Student Records

The student services 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 student services 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 community and con-

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tinuing education office maintains course records that contain information on community and 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, 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 students or the dean of community and continuing education 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 students for credit students and by the dean of community and continuing education for community and 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 non-academic college policy or procedure should submit a written grievance to the dean of students. 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 students 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 by the college receptionist 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 students 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 receptionist. 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 dean of students. 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 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.

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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 15 credit hours in courses at the 100 level or above and achieve a minimum grade point average of 3.50. Phi Theta Kappa is a national 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.

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, talent 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.

Campus Crusade for Christ

Campus Crusade for Christ provides regular opportunities to study and discuss the Bible, worship and pray in a group setting, providing opportunities for fellowship, encouragement and spiritual development among members. Membership is open to all students and employees.

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 community and continuing education course, as well as any credit program student who graduated in 1985 or later.

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.

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.

Nursing Student Organization

Membership in the nursing student organization is open to all students who are enrolled in the nursing program.

Phi Beta Lambda

Wor-Wic's chapter of Phi Beta Lambda provides opportunities for students enrolled in business-related programs (accounting, business, computer studies, hotel-motel-restaurant management and office technology) to gain leadership and business skills by participating in chapter, state and national programs, including conferences, fund raising, business ventures and competitions.

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.

In-County	\$70 per credit hour
Out-of-County	\$176 per credit hour
Out-of-State	\$206 per credit hour

The in-county rate applies to residents of Worcester, Wicomico and Somerset counties. 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. Supporting evidence of residency may be required in the form of income tax papers, driver's license, vehicle registration, voter's registration and/or rent receipts.

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. 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. 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. 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 must be presented each semester. Tuition waiver forms are available in the student services office.



Dual Enrollment

Dual enrollment is defined as concurrent high school and college enrollment. Eligible high school students in a county where Wor-Wic has a signed dual enrollment agreement with the county's board of education pay 75 percent of the regular tuition rate. Dual enrollment requirements are provided in the agreements, which are available from the high school guidance counselors in Worcester, Wicomico and Somerset counties or in the student services office at Wor-Wic.

Fees

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

Registration Fee (per semester/session)	\$6
Technology Fee (per credit hour)	\$1
Student Government Association Fee (fall and spring)	\$7
Installment Plan Fee	\$20
Late Registration Fee	\$10
Late Payment Fee	\$25
Returned Check Fee	\$20
Student ID Replacement Fee	\$2
Proficiency Examination Fee	\$35 and up
Teleweb Course Fee	\$40 and up
Other Course Fees	variable
Graduation Fee	\$20

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Payment Procedures

Wor-Wic accepts VISA, MasterCard and Discover. Students who register during preregistration or early registration who have not made payment by the stated deadlines will have their registrations dropped. Students who register during regular or late registration must make full payment or enroll in the installment plan at the time of registration.

Students whose tuition will be paid by a third party, such as an employer, must be sure that their tuition is paid by the deadline or that a letter from the third party guaranteeing payment has been received by the cashier.

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 at preregistration or early registration 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 enroll at regular or late registration must pay all fees and at least half of the tuition at the time of registration, 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 preregister for classes for the following semester or receive grades or transcripts until full payment is made. Dropping or withdrawing from a course does not eliminate the student's financial obligations to the college.

Financial Obligations

Students who have outstanding financial obligations to the college, the bookstore or the libraries or public safety offices at Salisbury University or the University of Maryland Eastern Shore cannot obtain grades or transcripts, register for classes or participate in graduation.

Refunds

Refunds are provided only to those students who complete "Drop and Add" forms. All fees, except laboratory, materials, insurance and teleweb course fees, are non-refundable. The percentage of the refunded tuition and fees is determined solely by the date on which the office of student services receives the form. Students are only eligible for a 100 percent tuition refund if they drop before the first day of class.



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). Since educational benefits are paid directly to veterans by the regional VA office, veterans who enroll 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.

Tax Credits

Tax credits for the first two years of postsecondary education are available to eligible students under federal legislation. The Hope scholarship is a tax credit that enables students to claim 100 percent of the first \$1,000 of tuition and fees and 50 percent of the second \$1,000 for a maximum credit of \$1,500 during the tax year. A lifetime learning tax credit is worth up to 20 percent of the first \$5,000 of tuition and fees.

Financial Aid

Wor-Wic offers a variety of financial aid opportunities. Students who are interested in applying for aid that is based solely on scholastic achievement must complete Wor-Wic's "Academic and Financial Aid Scholarship Application" (WAFSA). Students interested in applying for aid with a need-based component must complete the WAFSA and the "Free Application for Federal Student Aid" (FAFSA). Students are encouraged to complete the FAFSA online at www.fafsa.ed.gov as soon after Jan. 1 as possible. Internet access and assistance in completing the FAFSA are available in the Patricia M. Hazel

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Media Center or in the MTC 200 computer laboratory. Paper applications are also available in the student services office.

To be eligible for federal, state or local financial aid, students must have a high school diploma or the equivalent, or a passing score on the Test of Adult Basic Education (TABE) or Wor-Wic's diagnostic assessments.

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. By delaying the due date, students can have the amount of financial aid they expect to receive applied to their charges, covering all or a portion of their debt. 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 \$400 to \$4,050 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.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) -- 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 20 hours per week. The number of positions is limited, and students are

selected based on their degree of financial need and their qualifications for the jobs that are available.

FAMILY EDUCATIONAL LOANS -- The federal government offers a variety of low interest loans through lending institutions. 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 participate in a loan entrance interview and complete a promissory note. The federal family educational loan program includes: 1) subsidized Stafford 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 Stafford 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) unsubsidized loans for parents (PLUS), 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, SEOG 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 after completing at least 60 percent of the semester, the student is eligible for 100 percent of the federal financial aid funds received. If a student withdraws or stops attending classes prior to the 60 percent point of the semester, the percentage of financial aid to be returned is based on the number of days the student actually attended.

State Scholarships & Grants

March 1 is the application deadline for state aid.

EDUCATIONAL ASSISTANCE -- Educational assistance grants are available to full-time students who live in Maryland.

LEGISLATIVE -- Senatorial and delegate scholarships are available to full- and part-time students who live in Maryland. In addition to completing the

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FAFSA, students interested in the senatorial and delegate scholarships must contact the senator and delegates in their districts.

Local Merit Scholarships

A variety of scholarships based on scholastic achievement are available to Wor-Wic students through funding provided by individuals or organizations associated with the college or the college's foundation.

BOARD OF TRUSTEES -- The Wor-Wic Community College Foundation provides two annual full-tuition scholarships, which are named for the board of trustees of the college, for outstanding high school seniors who have a 3.50 grade point average on a 4.00 scale -- one from Worcester County and one from Wicomico County. Recipients may be full- or part-time students, but the scholarships can be used only for a maximum of two years. Recipients must maintain a 3.00 grade point average. In addition to the WAFSA, interested students must submit an essay.

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. Interest 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.

CONNECTIV -- Conectiv provides \$1,000 in scholarship funds each year for students enrolled in Wor-Wic's electronic engineering technology program. Selection is based on scholastic achievement.

CRIMINAL JUSTICE DEPARTMENT -- Wor-Wic's criminal justice department provides \$200 in scholarship funds each year for 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.

DRAPER -- The Thomas H. Draper family (WBOC-TV 16 and Delmarva Online) established an endowed scholarship for computer studies or electronic engineering technology students. Interest from the endowment is used for the annual scholarships. Selection is based on scholastic achievement. Recipients must maintain a 3.00 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. Interest 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 enrolled in Wor-Wic's electronic engineering technology program. Contributors include Conectiv, Filtronic Comtek, K&L Microwave, Lorch Microwave, Peninsula Regional Medical Center and RelComm Technologies. Interest 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 fall to an outstanding high school senior who is eligible for or enrolled in the honors program at Wor-Wic. Selection is based on scholastic achievement and an essay submitted to the honors program committee.

FOSTER MEMORIAL -- The Hospitality Hotel Group in Harrisonburg, Va. provides \$1,000 each year for this scholarship, which is named for the late Greg Foster, general manager of the Comfort Inn Gold Coast in Ocean City from 1988 to 1999. Applicants must be residents of Worcester, Wicomico or Somerset County and enrolled in the hotel-motel-restaurant management program. Selection is based on scholastic achievement, and recipients must maintain a 3.25 grade point average.

HALL -- The Avery Hall Insurance Group provides \$500 in scholarship funds each year for students enrolled in any credit program of study. Selection is based on scholastic achievement.

HELLER MEMORIAL -- Connie and David Widmann of Parsonsburg, other family members and friends, the Fraternal Order of Police Lodge No. 50 and the Worcester County Sheriff's Office provide \$500 each year in scholarship funds in memory of Deputy 1st Class Brian K. Heller, who died in the line of duty in 2000. 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 2.50 grade point average.

LEATHERBURY MEMORIAL -- Friends and family members of the late Ernest M. Leatherbury Sr., former chief of the Crisfield Police Department

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and a retired lieutenant colonel with the Maryland State Police, provide \$500 each year in scholarship funds for students enrolled in the criminal justice program. Selection is based on scholastic achievement. Recipients must maintain a 2.50 grade point average.

MARTIN -- Former Salisbury Mayor Paul Martin, in memory of his wife, Geraldine, provides \$300 in scholarship funds each year for nursing or radiologic technology students from Wicomico County. Selection is based on scholastic achievement. Recipients must maintain a 3.00 grade point average.

MASTERSON -- Michael E. and Patricia C. Masterson of Berlin provide \$1,000 in scholarship funds each year for students enrolled in the law enforcement program. Selection is based on scholastic achievement. Applicants must have completed at least one semester at Wor-Wic with a 3.00 grade point average.

MCGEE MEMORIAL -- Friends and family members of the late Maryland State Police Lt. Edwin D. McGee and Evelyn W. McGee provide \$1,000 each year in scholarship funds for state troopers enrolled in the criminal justice program. Selection is based on scholastic achievement. Recipients must maintain a 3.00 grade point average.

MONK MEMORIAL -- 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. Interest 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.

SMITH MEMORIAL -- The Student Government Association established an endowed scholarship in memory of the late Anne K. Smith, a chemical dependency counseling student from Snow Hill. Interest 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 or organizations associated with the college or the college's foundation.

BRUNKHORST -- Lois E. Brunkhorst, RN, of Berlin, provides \$3,000 in scholarship funds each year for students enrolled in Wor-Wic's nursing or radiologic technology program. 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.

BUNTING MEMORIAL -- 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.

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.

CONNER MEMORIAL -- 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. Interest 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.

DRYDEN -- The late Jim Dryden of Newark established an endowed scholarship fund for students from Worcester County to attend Wor-Wic. Interest 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.

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HARBOURSIDE REFRIGERATION -- Harbourside Refrigeration provides \$500 in scholarship funds each year for tuition, books and fees for criminal justice students who live on the Eastern Shore. Preference is given to female students who have been out of school for two or more years. Selection is based on financial need, and recipients must maintain a 2.50 grade point average.

KELLEY MEMORIAL -- 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. Interest 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.

LYNCH MEMORIAL -- 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 electronic engineering technology. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

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. Interest from the endowment is used for the annual scholarships. Selection is based on financial need and scholastic achievement.

MARTIN MEMORIAL -- 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. Interest 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.

MARYLAND LAW ENFORCEMENT OFFICERS -- The Maryland Law Enforcement Officers Inc. provides \$1,500 in scholarship funds each year for students who are 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.

MUSIANI MEMORIAL -- The Hospitality Sales and Marketing Partnership of the Ocean City Convention and Visitors Bureau provides \$1,000 each year for this scholarship, which is named for the late Fred Musiani, who owned and operated Angelo's Restaurant in Ocean City for many years. 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.

NICHOLS MEMORIAL -- The Elaine G. Nichols Foundation in Ocean City provides \$5,000 each year for this scholarship, which is named for the late Elaine Nichols. Applicants must be part-time students. Preference is given to residents of Worcester, Talbot or Caroline County. Selection is based on financial need, and recipients must maintain a 2.50 grade point average.

PAUL MEMORIAL -- The Ocean Pines Area Chamber of Commerce provides \$400 each year for this scholarship, which is named for the late Barbara Paul, who served as executive director in 1995-96. Priority is given to residents of Ocean Pines, with secondary consideration given to Worcester County residents. Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

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. Interest from the endowment is used for the annual scholarships. Selection is based on financial need. Recipients must maintain a 2.50 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 -- 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. Interest 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. Ap-

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plicants 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.

PURNELL FOUNDATION -- 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.

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.

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.

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.

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. Interest 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.

TAYLOR MEMORIAL -- 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 WAFSA and FAFSA, interested students must complete a "Calvin B. Taylor Memorial Scholarship Application," available in the financial aid office.

VERIZON -- Verizon Maryland provides \$800 in scholarship funds each year for students enrolled in Wor-Wic's business-related programs of study (accounting, business, computer studies, hotel-motel-restaurant management and office technology). Selection is based on financial need and scholastic achievement. Recipients must maintain a 3.00 grade point average.

WEBSTER MEMORIAL -- Richard C. Webster, son of the late C.T. and Ellen Ridgely Webster of Salisbury, provides \$1,500 in scholarship funds each year for students enrolled in Wor-Wic's general studies program. 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 interest 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.

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Academic Information

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 "D" or better in a pass/fail course.	0
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 coursework 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 (a laboratory-only section if the course is ENG 095) 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 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

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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 student services office for implementation.

Distance Learning

Distance learning 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. Teleweb and online courses require an orientation and on-site testing. Wor-Wic offers the following distance learning options:

Teleweb Courses

A teleweb course is an integrated learning system that has an online component and uses a textbook, study guide and videotapes, compact disks or public television programs offered through Maryland Public Television.

Online Courses

A World Wide Web site 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 e-mail, fax messages, chat rooms and listserves. In order to participate, students must have access to a computer with a modem and an Internet service provider.

Interactive Television Courses

Interactive television is available at Wor-Wic's campus in Salisbury and at the college's Berlin-Ocean City Instructional Center in Berlin. The instruction that



takes place in these television classrooms is broadcast to other sites on Maryland's Lower Eastern Shore.

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:

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

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 cours-

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es 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
10-18	1.40	30%
19-27	1.55	40%
28-36	1.70	50%
37-45	1.85	60%
46+	2.00	no evaluation

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

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. Students who are concerned about their academic progress should consult the college's office of student services for information about learning assistance.

Academic Probation

Academic progress is measured at the end of each semester. When a student fails to meet the standards for satisfactory academic progress, he or she is placed on academic probation. A student on probation is limited to three courses per semester. To be removed from probation, a student must reattain satisfactory academic progress by meeting or exceeding the minimum requirements for continuous enrollment with his or her overall GPA and percentage of credits passed. A student can continue to re-enroll while on probation as long as his or her probation semester GPA and percentage of credits passed meet the minimum standards for satisfactory academic progress.

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 either 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. Students in this status are strongly encouraged to consult with their academic advisor in order to maximize their chances of successfully reattaining satisfactory academic progress.

After a second academic suspension, the student is required to attend a conference with the director of student retention, dean of students, 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. Students seeking readmission following their second suspension should contact the director of student retention.

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 community and continuing education student should meet with the community and 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.

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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 30 or 20 credit hour minimum.

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, humanities, music, philosophy, Spanish and speech). Associate of applied science students must complete ENG 151.

ART	101	Introduction to Art History (3 credits)
ENG	151	Fundamentals of English II (3 credits)
ENG	200H	Critical Thinking and Writing (3 credits)
ENG	202	Studies in Literature I (3 credits)
ENG	203	Studies in Literature II (3 credits)
HUM	101	Introduction to the Arts (3 credits)
MUS	101	Music Appreciation (3 credits)
PHL	101	Introduction to Philosophy (3 credits)
SPH	101	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)

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, political science, psychology and sociology). Associate of applied science students must complete one course in any one of the four social/behavioral science disciplines.

HIS	101	World Civilizations I (3 credits)
HIS	151	World Civilizations II (3 credits)
HIS	201	American History I (3 credits)
POL	101	American Government (3 credits)
PSY	101	Introduction to Psychology (3 credits)
PSY	152	Case Management (3 credits)
PSY	201	Human Relations (3 credits)
PSY	202	Principles of Interviewing and Counseling (3 credits)
PSY	205	Child Guidance and Group Management (3 credits)
PSY	251	Human Growth and Development (3 credits)
PSY	252	Abnormal Psychology (3 credits)
PSY	253	Family Counseling: Theory and Techniques (3 credits)
SOC	101	Introduction to Sociology (3 credits)
SOC	201	Juvenile Delinquency (3 credits)
SOC	202	Prevention (3 credits)
SOC	252	Criminology (3 credits)

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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	203	Anatomy and Physiology II (4 credits)
CHM	101	General Chemistry I (4 credits)
ENV	101	Environmental Science (4 credits)
GEO	101	Earth and Space Science (4 credits)
PHY	101	General Physics I (4 credits)
PHY	104	Physical Science (4 credits)
PHY	211	General Physics II (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	Elementary Statistics (3 credits)
MTH	154	College Algebra and Trigonometry (4 credits)
MTH	200H	Mathematics and Culture, Honors (3 credits)
MTH	201	Introduction to Calculus (4 credits)

* This course satisfies the general education mathematics requirement only for students enrolled in the early childhood education program.

Honors Program

The honors program provides qualified students with an opportunity to challenge their academic potential through enriched learning experiences. The program features smaller classes involving extensive interaction between faculty and students, an emphasis on collaboration and inquiry and on questions rather than answers. The honors program encourages analytical and creative thinking, the writing of short and long essays and includes the reading of original works of significant writers and thinkers from classical through contemporary times. The program consists of two core courses (ENG 200H and IDS 200H and a selection of elective courses that are offered by various academic departments. At least five electives are offered each year. Courses with the honors designation may be used to satisfy general education requirements, where appropriate.

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 SAT score of at least 1,000;
2. Possess an 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;

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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 receive a degree or certificate, or participate in the graduation ceremony, a student must submit a completed "Application for Graduation" form and pay the graduation fee. Students who wish to participate in the graduation ceremony must also obtain a cap and gown. Students should submit the application at least one semester prior to their expected graduation 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 had continuous enrollment without a fall or spring semester absence can graduate according to the course and graduation requirements of the catalog in the year in which they enrolled or in 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. It is the student's responsibility to arrange his or her schedule to take advantage of the assessment dates. 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.

Letter of Recognition

A letter of recognition is awarded to students who complete their specific program requirements with a grade of "C" or better in each course. The registrar's office issues the letter of recognition, upon application, to students who have met the requirements.

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 Web site 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 student services office. Transcript requests are processed Monday and Thursday evenings and mailed on Tuesdays and Fridays. Transcript requests must be received by 2 p.m. on the day of processing. Transcripts are not processed when the college is closed. If the processing day falls on a holiday, students should contact the student services office for the next processing day.

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Community & Continuing Education



Non-Credit Courses

Wor-Wic's office of community and continuing education 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 community and continuing education courses include business, career and personal enrichment, child care, computers (word processing, operating systems, database management, spreadsheets, the Internet, desktop

publishing, graphics and digital imaging, computer-aided design and Web page design), floristry and landscaping, health and safety (certified nursing assisting, dental assisting, medical coding, phlebotomy, medical office assisting, pharmacy technician training, electrocardiogram technician training, physical therapy aide training and continuing education for nurses), hospitality and tourism (food and beverage, culinary skills, and hotel and motel operations), industry, trades and manufacturing (electricity, electronics, machine trades, construction, air conditioning, heating and refrigeration, sanitary technology, welding, quality and materials management), insurance, real estate sales and appraisal, secretarial and office skills, truck-driver training, veterinary assistant training, and courses for senior adults. A variety of online courses is also offered.

Students can register for community and continuing education courses through the mail, by fax or in person at the cashier's office at the college campus in Salisbury or at Wor-Wic's Berlin-Ocean City Instructional Center off Route 50 in Berlin. 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 community and 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 community and continuing education office at (410) 334-2815 in Salisbury or (410) 641-4134 in Berlin. Class schedules are also available on Wor-Wic's Web site at www.worwic.edu.

Customized Training for Business & Industry

As part of the college's commitment to support local economic development efforts, the community and continuing education office 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 conducted 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.

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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.

General Business, Certificate

Supervisory Development, Certificate

Chemical Dependency Counseling

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

Computer Studies

Computer Science Transfer, A.A.

Hardware & Help Desk Technology, A.A.S.

Programming & Internet Technology, A.A.S.

Computer Hardware Technician, Certificate

Computer Software Technician, Certificate

Help Desk, Certificate

Construction Engineering Technology

Architectural Computer-Aided Drafting, Certificate

Criminal Justice

Corrections, A.A.S., Certificate

Law Enforcement, A.A.S., Certificate

Law Enforcement Technology, Certificate

Correctional Technician, Letter

Law Enforcement Technician, Letter

Education

Early Childhood Education, A.A.S., Certificate

Elementary Education Transfer, A.A.T.

Secondary Education Transfer, A.A.

Secondary Education, Certificate

Credit Programs of Study/53

Electronic Engineering Technology

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

Emergency Medical Services

Emergency Medical Services, A.A.S.
 Emergency Medical Technician -- Paramedic, Certificate

General Studies

General Studies, A.A.

Hotel-Motel-Restaurant Management

Hotel-Motel-Restaurant Management, A.A.S.
 Hotel-Motel Management, Certificate
 Restaurant Management, Certificate

Manufacturing Engineering Technology

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

Nursing

Nursing, A.S., Certificate

Office Technology

Medical Office Assistant, A.A.S.
 Office Technology Specialist, A.A.S.
 Health Information Technology, Certificate
 Medical Transcription, Certificate
 Office Assistant, Certificate
 Medical Records Coding, Letter

Radiologic Technology

Radiologic Technology, A.A.S.

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 faculty 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. More information about general education requirements and electives can be found in the "General Education" section.

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Accounting

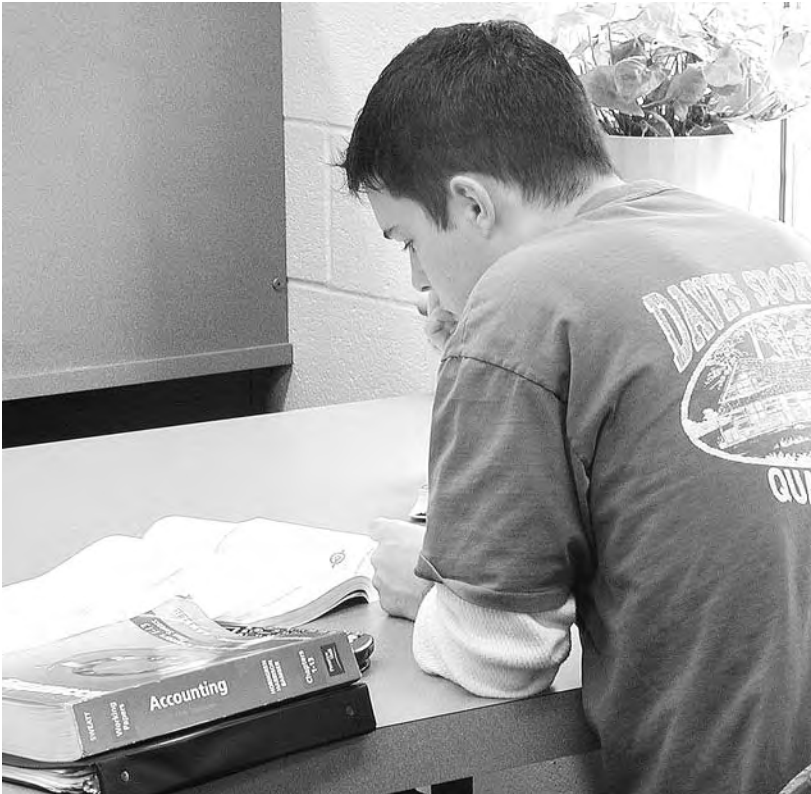
Wor-Wic’s accounting programs are designed to provide students with a general and career foundation for accounting positions in area organizations. The associate degree program is designed to prepare students for a wide range of accounting functions required for management decisions. The certificate 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.

Accounting

Associate of Applied Science Degree Program

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		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
* ACT	101	Principles of Accounting I	3
BMT	101	Introduction to Business	
or			
BMT	115	International Business	3
* ENG	101	Fundamentals of English I	3
○ OFT	103	Keyboarding	1
* GEN	ED	Mathematics Requirement	3-4
GEN	ED	Social/Behavioral Science Requirement	<u>3</u>
			16-17
<u>Spring Semester</u>			
* ACT	151	Principles of Accounting II	3
* ACT	153	Microcomputer Accounting	3
BMT	151	Management and the Organization	3
CMP	101	Introduction to Information Systems	3
* ENG	151	Fundamentals of English II	3
SPH	101	Fundamentals of Oral Communication	<u>3</u>
			18
		<u>Second Year</u>	
<u>Fall Semester</u>			
* ACT	201	Intermediate Accounting I	3
* ACT	223	Income Tax	3
BMT	203	Organizational Communications	3
CDV	101	Career Development	1
ECO	151	Principles of Macroeconomics	3
GEN	ED	General Education Elective	<u>3-4</u>
			16-17
<u>Spring Semester</u>			
* ACT	215	Cost Systems and Analysis	3
* ACT	250	Payroll and Accounting Applications	3
* ACT	260	Accounting Field Experience	2
BMT	205	Business Law	3
ECO	201	Principles of Microeconomics	3
GEN	ED	Biological/Physical Science Requirement	<u>3-4</u>
			17-18



Accounting

Certificate of Proficiency Program

			<u>Credit Hours</u>
* 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	3
* ACT	260	Accounting Field Experience	2
BMT	101	Introduction to Business	
or			
BMT	115	International Business	3
BMT	203	Organizational Communications	3
BMT	205	Business Law	3
CDV	101	Career Development	1
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
* OFT	160	Introduction to Spreadsheets	<u>2</u>
			32

○ This is a self-paced course.

* This course has a prerequisite.

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Business

B U S I N E S S

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 programs are also available, in general business and supervisory development.

The associate degree business management 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 associate of arts degree business transfer 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.

The certificate general business program 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 program is also valuable for people who have an interest in self-employment.

The certificate supervisory development program provides training for supervisors who want to upgrade their skills or employees who want to prepare themselves for future leadership responsibilities. Students not presently employed can also enroll in this program to improve their ability to obtain first-line supervisory positions.

Business Management Associate of Applied Science Degree Program

		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
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
○ OFT	103	Keyboarding	1
* GEN	ED	Mathematics Requirement	3-4
GEN	ED	Social/Behavioral Science Requirement	3
			16-17
<u>Spring Semester</u>			
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
		<u>Second Year</u>	
<u>Fall Semester</u>			
BMT	125	Finance	3
BMT	203	Organizational Communications	3
* ACT	151	Principles of Accounting II	3
CDV	101	Career Development	1
ECO	151	Principles of Macroeconomics	3
✓ Elective		Business Elective	3-4
			16-17
<u>Spring Semester</u>			
* BMT	204	Supervisory Development	3
BMT	205	Business Law	3
* BMT	260	Business Management Field Experience	2
* OFT	160	Introduction to Spreadsheets	2
GEN	ED	Biological/Physical Science Requirement	3-4
GEN	ED	General Education Elective	3-4
			16-18

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Business Transfer
Associate of Arts Degree Program

<u>Fall Semester</u>		<u>First Year</u>	<u>Credit Hours</u>
BMT	101	Introduction to Business	
or			
BMT	115	International Business	3
* ACT	101	Principles of Accounting I	3
* ENG	101	Fundamentals of English I	3
* MTH	152	Elementary Statistics	3
GEN	ED	Biological/Physical Science Requirement	4
			16
<u>Spring Semester</u>			
BMT	203	Organizational Communications	
or			
SPH	101	Fundamentals of Oral Communication	3
* ACT	151	Principles of Accounting II	3
* ENG	151	Fundamentals of English II	3
SOC	101	Introduction to Sociology	3
GEN	ED	Biological/Physical Science Requirement	4
			16
		<u>Second Year</u>	
<u>Fall Semester</u>			
ART	101	Introduction to Art History	
or			
MUS	101	Music Appreciation	
or			
* SPN	101	Fundamentals of Spanish I	3
CMP	101	Introduction to Information Systems	3
ECO	151	Principles of Macroeconomics	3
HIS	101	World Civilizations I	3
* MTH	201	Introduction to Calculus	4
			16
<u>Spring Semester</u>			
BMT	205	Business Law	3
ECO	201	Principles of Microeconomics	3
* ENG	202	Studies in Literature I	
or			
* ENG	203	Studies in Literature II	
or			
PHL	101	Introduction to Philosophy	3
PSY	101	Introduction to Psychology	3
			12

Business/59

General Business Certificate of Proficiency Program

			<u>Credit Hours</u>
BMT	101	Introduction to Business	
or			
BMT	115	International Business	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	103	Keyboarding	1
* OFT	160	Introduction to Spreadsheets	2
SPH	101	Fundamentals of Oral Communication	3
* GEN	ED	Mathematics Requirement	<u>3-4</u>
			30-31

Supervisory Development Certificate of Proficiency Program

			<u>Credit Hours</u>
BMT	101	Introduction to Business	
or			
BMT	115	International Business	3
BMT	151	Management and the Organization	3
BMT	201	Human Resource Management	3
BMT	203	Organizational Communications	3
* BMT	204	Supervisory Development	3
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
OFT	145	Introduction to Windows	1
* OFT	160	Introduction to Spreadsheets	2
PSY	101	Introduction to Psychology	
or			
PSY	201	Human Relations	
or			
SOC	101	Introduction to Sociology	3
SPH	101	Fundamentals of Oral Communication	<u>3</u>
			30

○ This a self-paced course.

* This course has a prerequisite.

✓ Any ACT (except ACT 100 and ACT 260), BMT, CMP, MTH or OFT course meets this business elective requirement.

BUSINESSES

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Chemical Dependency Counseling

These programs are designed to prepare graduates to work as chemical dependency counselors. 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. This program meets the educational requirements of the Maryland Board of Professional Counselors and Therapists and the Maryland Addiction Counselor Certification Board (MACCB). The certificate program is designed to provide students who have earned a degree from an 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.

Chemical Dependency Counseling/61

Chemical Dependency Counseling

Associate of Applied Science Degree Program

		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
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	<u>3</u>
			15
<u>Spring Semester</u>			
* CDC	151	Alcoholism and Drug Abuse	3
BIO	101	Fundamentals of Biology	4
CDV	101	Career Development	1
* ENG	151	Fundamentals of English II	3
* PSY	152	Case Management	3
* PSY	202	Principles of Interviewing and Counseling	<u>3</u>
			17
		<u>Second Year</u>	
<u>Fall Semester</u>			
* CDC	251	Varieties of Groups	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	<u>3</u>
			16
<u>Spring Semester</u>			
* CDC	252	Group Counseling	3
* CDC	255	Counseling Ethics	1
☆ CDC	261	Practicum II	4
PSY	201	Human Relations	3
* PSY	252	Abnormal Psychology	<u>3</u>
			14

Chemical Dependency Counseling

Certificate of Proficiency Program

		<u>Credit Hours</u>
CDC	101	Introduction to Chemical Dependency
* CDC	151	Alcoholism and Drug Abuse
* CDC	251	Varieties of Groups
* CDC	252	Group Counseling
* CDC	255	Counseling Ethics
☆ CDC	260	Practicum I
* PSY	152	Case Management
* PSY	202	Principles of Interviewing and Counseling
* PSY	252	Abnormal Psychology
* PSY	253	Family Counseling: Theory and Techniques
		<u>3</u>
		29

* This course has a prerequisite.

☆ This course has a corequisite.

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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 associate of arts degree computer science transfer 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 associate degree hardware and help desk technology program focus on hardware, software, peripheral configurations, maintenance of microcomputers and the ability to work with users to develop computer systems for business applications. The associate degree programming and Internet technology program 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 certificate hardware technician, software technician and help desk programs provide basic hardware, software and Internet knowledge to support users. The course work for the software technician program can be completed online.

Computer Science Transfer Associate of Arts Degree Program

<u>Fall Semester</u>		<u>First Year</u>	<u>Credit Hours</u>
* CMP	105	Introduction to Computer Technology	3
CMP	115	Fundamentals of Computer Architecture	3
BIO	101	Fundamentals of Biology	4
* ENG	101	Fundamentals of English I	3
* MTH	152	Elementary Statistics	<u>3</u>
			16

Computer Science Transfer

Associate of Arts Degree Program

<u>Spring Semester</u>		<u>First Year</u>	<u>Credit Hours</u>
* CMP	110	Programming Structures and Applications	4
ART	101	Introduction to Art History	
or			
MUS	101	Music Appreciation	
or			
PHL	101	Introduction to Philosophy	3
* CHM	101	General Chemistry I	4
* ENG	151	Fundamentals of English II	3
PSY	101	Introduction to Psychology	3
			17
<u>Fall Semester</u>		<u>Second Year</u>	
* CMP	225	Data Communications and Networking I	3
* CMP	255	Database Design and Management	3
ECO	151	Principles of Macroeconomics	3
* ENG	202	Studies in Literature I	
or			
* ENG	203	Studies in Literature II	3
HIS	101	World Civilizations I	3
			15
<u>Spring Semester</u>			
* CMP	226	Data Communications and Networking II	3
HIS	151	World Civilizations II	3
* MTH	201	Introduction to Calculus	4
SOC	101	Introduction to Sociology	3
SPH	101	Fundamentals of Oral Communication	3
			16

Hardware & Help Desk Technology

Associate of Applied Science Degree Program

<u>Fall Semester</u>		<u>First Year</u>	<u>Credit Hours</u>
* CMP	105	Introduction to Computer Technology	3
CMP	107	Windows Operations	3
CMP	115	Fundamentals of Computer Architecture	3
* EET	100	Basic Electricity	4
* MTH	154	College Algebra and Trigonometry	4
○ OFT	103	Keyboarding	1
			18
<u>Spring Semester</u>			
* CMP	110	Programming Structures and Applications	4
* CMP	120	Operating Systems	3
CMP	122	Office Applications	3
* EET	150	Digital Electronics	3
* ENG	101	Fundamentals of English I	3
			16

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Hardware & Help Desk Technology

Associate of Applied Science Degree Program

<u>Fall Semester</u>		<u>Second Year</u>	<u>Credit Hours</u>
* CMP	220	Internet Design and Applications	3
* CMP	225	Data Communications and Networking I	3
* CMP	255	Database Design and Management	3
CDV	101	Career Development	1
* ENG	151	Fundamentals of English II	3
SPH	101	Fundamentals of Oral Communication	<u>3</u>
			16
<u>Spring Semester</u>			
* CMP	240	Help Desk and User Support	3
* CMP	258	Computer Maintenance and Repair	3
* CMP	260	Computer Technology Field Experience	2
GEN	ED	Biological/Physical Science Requirement	4
GEN	ED	Social/Behavioral Science Requirement	<u>3</u>
			15

Programming & Internet Technology

Associate of Applied Science Degree Program

<u>Fall Semester</u>		<u>First Year</u>	<u>Credit Hours</u>
* CMP	105	Introduction to Computer Technology	3
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
○ OFT	103	Keyboarding	<u>1</u>
			17
<u>Spring Semester</u>			
* CMP	110	Programming Structures and Applications	4
* CMP	120	Operating Systems	3
CMP	122	Office Applications	3
* ENG	151	Fundamentals of English II	3
SPH	101	Fundamentals of Oral Communication	<u>3</u>
			16
		<u>Second Year</u>	
<u>Fall Semester</u>			
☆* 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
CDV	101	Career Development	1
GEN	ED	Social/Behavioral Science Requirement	<u>3</u>
			16
<u>Spring Semester</u>			
* CMP	222	Advanced Internet Design	3
* CMP	226	Data Communications and Networking II	3
* CMP	256	Application Analysis and Implementation	3
* CMP	260	Computer Technology Field Experience	2
GEN	ED	Biological/Physical Science Requirement	<u>4</u>
			15

Computer Hardware Technician Certificate of Proficiency Program

			<u>Credit Hours</u>
* CMP	105	Introduction to Computer Technology	3
	CMP	115	3
		Fundamentals of Computer Architecture	3
* CMP	120	Operating Systems	3
* CMP	225	Data Communications and Networking I	3
* CMP	258	Computer Maintenance and Repair	3
* CMP	260	Computer Technology Field Experience	2
BMT	101	Introduction to Business	3
CDV	101	Career Development	1
* EET	150	Digital Electronics	3
			24

Computer Software Technician Certificate of Proficiency Program

			<u>Credit Hours</u>
* CMP	105	Introduction to Computer Technology	3
* CMP	110	Programming Structures and Applications	4
* CMP	120	Operating Systems	3
☆ CMP	214	Programming Applications for the Internet	3
* CMP	220	Internet Design and Applications	3
* CMP	255	Database Design and Management	3
* CMP	256	Application Analysis and Implementation	3
* CMP	260	Computer Technology Field Experience	2
CDV	101	Career Development	1
			25

Help Desk Certificate of Proficiency Program

			<u>Credit Hours</u>
* CMP	105	Introduction to Computer Technology	3
	CMP	107	3
		Windows Operations	3
	CMP	115	3
		Fundamentals of Computer Architecture	3
* CMP	120	Operating Systems	3
	CMP	122	3
		Office Applications	3
* CMP	225	Data Communications and Networking I	3
* CMP	240	Help Desk and User Support	3
* CMP	260	Computer Technology Field Experience	2
CDV	101	Career Development	1
* EET	150	Digital Electronics	3
○ OFT	103	Keyboarding	1
			28

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

66/Wor-Wic Community College



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.

Architectural Computer-Aided Drafting Certificate of Proficiency Program

			<u>Credit Hours</u>
* 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
CDV	101	Career Development	1
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
TEC	100	Technical Drafting	2
			<u>31</u>

* This course has a prerequisite.

☆ This course has a corequisite.

Criminal Justice

Wor-Wic's criminal justice programs are designed to provide pre-service students with the basic skills needed for entry-level positions in either law enforcement or corrections, as well as an opportunity for in-service students to further their professional development. Students can enroll in associate degree, certificate or letter of recognition programs, in law enforcement or corrections.

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 police academy option of the associate degree law enforcement 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 program. Students who are admitted into the ESCJA's entrance-level training program for jail and correctional officers or the Ocean City seasonal police officer training program are also enrolled in the correctional technician or law enforcement technician letter of recognition program.

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

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Corrections

Associate of Applied Science Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
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	<u>3</u>
			15
<u>Spring Semester</u>			
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	<u>3</u>
			15
<u>Second Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
* CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
CMJ	211	Correctional Administration	3
CDV	101	Career Development	1
* SOC	252	Criminology	3
SPH	101	Fundamentals of Oral Communication	3
Elective		Psychology Elective	<u>3</u>
			16
<u>Spring Semester</u>			
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	<u>3-4</u>
			17-19

Law Enforcement

Associate of Applied Science Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
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	<u>3</u>
			15
<u>Spring Semester</u>			
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	<u>3</u>
			15
<u>Second Year</u>			
<u>Fall Semester</u>			
CMJ	151	Police Administration	3
* CMJ	202	Preliminary Investigation, Interviewing and Report Preparation	3
CDV	101	Career Development	1
* SOC	252	Criminology	3
SPH	101	Fundamentals of Oral Communication	3
Elective		Psychology Elective	<u>3</u>
			16
<u>Spring Semester</u>			
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	<u>3-4</u>
			17-19



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Law Enforcement
Associate of Applied Science Degree Program
Police Academy Option

First Year

<u>Fall Semester</u>			<u>Credit Hours</u>
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	<u>3-4</u>
			12-13
<u>Spring Semester</u>			
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	<u>3</u>
			15

Second Year

<u>Fall Semester</u>			
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	<u>3</u>
			15-16
<u>Spring Semester</u>			
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
CDV	101	Career Development	<u>1</u>
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Corrections

Certificate of Proficiency Program

REQUIRED COURSES:			<u>Credit Hours</u>
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	<u>3</u>
			15
ELECTIVES -- Students must select five of the following courses to complete a total of 30 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

Law Enforcement

Certificate of Proficiency Program

REQUIRED COURSES			<u>Credit Hours</u>
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	<u>3</u>
			18
ELECTIVES -- Students must select four of the following courses to complete a total of 30 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

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Law Enforcement Technology Certificate of Proficiency Program

			<u>Credit Hours</u>
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
CDV	101	Career Development	1
			21

Correctional Technician Letter of Recognition Program

			<u>Credit Hours</u>
CMJ	161	Correctional Operations	3
* CMJ	260	Criminal Justice Field Experience	2
CDV	101	Career Development	1
			6

Law Enforcement Technician Letter of Recognition Program

			<u>Credit Hours</u>
CMJ	103	Police Operations	3
* CMJ	260	Criminal Justice Field Experience	2
CDV	101	Career Development	1
			6

* This course has a prerequisite.

Education

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

The associate degree early childhood education program prepares students to become child care center operators, program directors or senior staff members in child care agencies or organizations, or to transfer to a four-year college or university and work toward a bachelor's degree. 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 Department of Human Resources.

The associate degree elementary education and associate degree secondary education programs are designed for students who want to transfer to a four-year college or university and work toward a bachelor's degree in teacher education. These programs, which are designed to meet the general education requirements established by the Maryland Higher Education Commission, meet the preliminary requirements for certification by the Maryland State Department of Education. Students should familiarize themselves with the program requirements of the institution to which they plan to transfer. Students must achieve a grade point average of 2.75 or better, receive a grade of "C" or better in all required courses and pass the Praxis I examinations in reading, mathematics and writing in order to obtain an associate degree in either of the transfer programs.

The secondary education certificate program is designed to provide students with the course work necessary to qualify for certification in secondary education content areas. The course work meets the requirements for Maryland State Department of Education certification of provisional teachers and others interested in becoming teachers. Students must have a bachelor's degree from an accredited institution of higher education and passing scores on the Praxis I examinations before enrolling in this program. A student must pass the Praxis II examination(s) in his or her content area in order to receive the certificate of proficiency.

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Early Childhood Education

Associate of Applied Science Degree Program

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First Year

<u>Fall Semester</u>			<u>Credit Hours</u>
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	<u>3</u>
			16
<u>Spring Semester</u>			
* EDU	103	Preschool Child Care	3
* EDU	151	Infant and Toddler Care	3
* EDU	152	School-Age Group Child Care	3
* EDU	153	Child Health, Safety and Nutrition	3
CDV	101	Career Development	1
* ENG	151	Fundamentals of English II	<u>3</u>
			16

Second Year

<u>Fall Semester</u>			
* EDU	201	Foundations of Reading	3
* EDU	260	Early Childhood Education Field Experience I	3
BIO	101	Fundamentals of Biology	4
* MTH	103	Fundamental Concepts I	4
* PSY	205	Child Guidance and Group Management	<u>3</u>
			17
<u>Spring Semester</u>			
* 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	3
SPH	101	Fundamentals of Oral Communication	<u>3</u>
			16-17

Education/75

Elementary Education Transfer
Associate of Arts in Teaching Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
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	<u>3</u>
			17
<u>Spring Semester</u>			
BIO	101	Fundamentals of Biology	4
EDU	102	Child Development	3
EDU	155	Foundations of Education	4
* ENG	151	Fundamentals of English II	3
* MTH	104	Fundamental Concepts II	<u>4</u>
			18
<u>Second Year</u>			
<u>Fall Semester</u>			
* 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	<u>3</u>
			16
<u>Spring Semester</u>			
* EDU	251	Introduction to Special Education	4
HTH	101	Personal and Community Health	3
HUM	101	Introduction to the Arts	3
* PHY	104	Physical Science	4
POL	101	American Government	<u>3</u>
			17

Secondary Education Transfer
Associate of Arts Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
HIS	101	World Civilizations I	3
PSY	101	Introduction to Psychology	3
× GEN	ED	Biological/Physical Science Requirement	<u>4</u>
			16
<u>Spring Semester</u>			
EDU	155	Foundations of Education	4
* ENG	151	Fundamentals of English II	3
HIS	151	World Civilizations II	3
* PSY	251	Human Growth and Development	3
× GEN	ED	Biological/Physical Science Requirement	<u>4</u>
			17

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Secondary Education Transfer Associate of Arts Degree Program

Second Year

<u>Fall Semester</u>			
* EDU	156	Educational Psychology	4
* MTH	152	Elementary Statistics	3
SPH	201	Instructional Communication	3
GEN	ED	Arts and Humanities Requirement	3
❖× GEN	ED	Social/Behavioral Science Requirement	<u>3</u>
			16
<u>Spring Semester</u>			
* EDU	251	Introduction to Special Education	4
* ENG	202	Studies in Literature I	
or			
* ENG	203	Studies in Literature II	3
❖× GEN	ED	Social/Behavioral Science Requirement	3
Elective		CMP 110, CMP 115, MTH 104 or Higher or Biological/Physical Science Elective	<u>3-4</u>
			13-14

Early Childhood Education Certificate of Proficiency Program

				<u>Credit Hours</u>
EDU	101	Introduction to Early Childhood Education		4
EDU	102	Child Development		3
* EDU	103	Preschool Child Care		3
* 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		3
CDV	101	Career Development		1
* ENG	101	Fundamentals of English I		3
PSY	101	Introduction to Psychology		<u>3</u>
				32

Secondary Education Certificate of Proficiency Program

				<u>Credit Hours</u>
* EDU	156	Educational Psychology		4
* EDU	207	Teaching Reading in the Content Area I		3
* EDU	208	Teaching Reading in the Content Area II		3
* EDU	210	Effective Teaching Methodology		3
* EDU	214	Classroom Assessment of Students		3
* EDU	251	Introduction to Special Education		4
* PSY	251	Human Growth and Development		<u>3</u>
				23

* This course has a prerequisite.

× Each course must be from a different discipline.

❖ Any SOC course, or ECO 151, HIS 201 or POL 101, meets this requirement.

Electronic Engineering Technology

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. Three associate degree programs, two certificate of proficiency programs 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 associate degree electronic engineering technology program 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 associate degree electronics transfer program 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 associate degree wireless communications technology program 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 certificate program in electronic engineering technology 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 certificate program in communication electronics is designed to provide students with the skills needed to meet the demands of the communication electronics industry.

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.

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Electronic Engineering Technology

Associate of Applied Science Degree Program

		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
* EET	100	Basic Electricity	4
CMP	101	Introduction to Information Systems	3
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	<u>2</u>
			13
<u>Spring Semester</u>			
* 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	<u>3</u>
			16
		<u>Second Year</u>	
<u>Fall Semester</u>			
* EET	200	Microprocessors	3
* EET	205	Intermediate Electricity	3
* EET	240	Communications Electronics	3
CDV	101	Career Development	1
* ENG	151	Fundamentals of English II	3
* PHY	211	General Physics II	<u>4</u>
			17
<u>Spring Semester</u>			
* 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	<u>3</u>
			15

Electronics Transfer

Associate of Applied Science Degree Program

		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
* EET	100	Basic Electricity	4
* CMP	110	Programming Structures and Applications	4
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	<u>2</u>
			14
<u>Spring Semester</u>			
* 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	<u>3</u>
			16

Electronic Engineering Technology/79

Electronics Transfer

Associate of Applied Science Degree Program

Second Year

<u>Fall Semester</u>			<u>Credit Hours</u>
* 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	<u>4</u>
			16
<u>Spring Semester</u>			
* EET	210	Electronics Troubleshooting	4
* EET	230	Industrial Controls	3
BMT	203	Organizational Communications	3
* CHM	101	General Chemistry I	4
* MTH	201	Introduction to Calculus	<u>4</u>
			18

Wireless Communications Technology

Associate of Applied Science Degree Program

First Year

<u>Fall Semester</u>			<u>Credit Hours</u>
* EET	100	Basic Electricity	4
* CMP	105	Introduction to Computer Technology	3
CMP	115	Fundamentals of Computer Architecture	3
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	<u>2</u>
			16
<u>Spring Semester</u>			
* EET	150	Digital Electronics	3
* CMP	110	Programming Structures and Applications	4
* ENG	101	Fundamentals of English I	3
MFG	200	Quality Management and Auditing	3
* PHY	101	General Physics I	<u>4</u>
			17

Second Year

<u>Fall Semester</u>			
* EET	200	Microprocessors	3
CDV	101	Career Development	1
* 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	<u>4</u>
			17
<u>Spring Semester</u>			
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	<u>3</u>
			14

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Electronic Engineering Technology
Certificate of Proficiency Program

			<u>Credit Hours</u>
* 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
CDV	101	Career Development	1
MFG	200	Quality Management and Auditing	3
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	2
			29

Communication Electronics
Certificate of Proficiency Program

			<u>Credit Hours</u>
* 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
CDV	101	Career Development	1
MFG	200	Quality Management and Auditing	3
* MTH	154	College Algebra and Trigonometry	4
			29

Basic Electronics
Letter of Recognition Program

			<u>Credit Hours</u>
* 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.

The associate of applied science degree program is designed to prepare graduates to work as paramedics, to assume leadership positions in the field or to transfer to a four-year institution to complete a bachelor's degree. The certificate program is designed to prepare graduates to work as paramedics.

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 student services office at the campus in Salisbury or on the college Web site at www.worwic.edu. In order to be considered for admission into the program that begins in the fall, admission requirements must be completed by the last Friday in May.

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.

Emergency Medical Services Associate of Applied Science Degree Program

Pre-Paramedic Courses

			<u>Credit Hours</u>
EMS	101	Emergency Medical Technician -- Basic	6
* EMS	260	EMT-B Field Experience	4
BIO	202	Anatomy and Physiology I	4
* BIO	203	Anatomy and Physiology II	4
			<u>18</u>

Remaining Courses

Summer Session II

* EMS	201	Introduction to Paramedic Practice	3
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Fall Semester

* EMS	205	Patient Assessment and Trauma Emergencies	6
☆☆ EMS	252	Crisis Operations	3
☆ EMS	261	EMT-P Field Experience I	2
			<u>11</u>

82/Wor-Wic Community College

Emergency Medical Services

Associate of Applied Science Degree Program

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<u>Spring Semester</u>			<u>Credit Hours</u>
* EMS	206	Medical Emergencies	6
☆** EMS	251	Special Populations	4
☆** EMS	262	EMT-P Field Experience II	<u>2</u>
			12
<u>Summer Session I</u>			
* EMS	255	Preparation for EMT-P Certification	2
<u>Fall Semester</u>			
◆ CMP	101	Introduction to Information Systems	3
◆** ENG	101	Fundamentals of English I	3
◆ PSY	101	Introduction to Psychology	<u>3</u>
			9
<u>Spring Semester</u>			
◆** ENG	151	Fundamentals of English II	3
◆** SPN	101	Fundamentals of Spanish I	3
◆** GEN	ED	Mathematics Requirement	<u>3-4</u>
			9-10

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Emergency Medical Services

Certificate of Proficiency Program

Pre-Paramedic Courses

			<u>Credit Hours</u>
EMS	101	Emergency Medical Technician -- Basic	6
* EMS	260	EMT-B Field Experience	4
BIO	202	Anatomy and Physiology I	4
* BIO	203	Anatomy and Physiology II	<u>4</u>
			18

Remaining Courses

<u>Summer Session II</u>			
* EMS	201	Introduction to Paramedic Practice	3
<u>Fall Semester</u>			
* EMS	205	Patient Assessment and Trauma Emergencies	6
☆** EMS	252	Crisis Operations	3
☆ EMS	261	EMT-P Field Experience I	<u>2</u>
			11
<u>Spring Semester</u>			
* EMS	206	Medical Emergencies	6
☆** EMS	251	Special Populations	4
☆** EMS	262	EMT-P Field Experience II	<u>2</u>
			12
<u>Summer Session I</u>			
* EMS	255	Preparation for EMT-P Certification	2

* This course has a prerequisite.

☆ This course has a corequisite.

◆ This course can be taken before being accepted into the program.

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General Studies

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

General Studies
Associate of Arts Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
CMP	101	Introduction to Information Systems	3
* ENG	101	Fundamentals of English I	3
HIS	101	World Civilizations I	3
× GEN	ED	Biological/Physical Science Requirement	4
✖ GEN	ED	Social/Behavioral Science Requirement	3
			16
<u>Spring Semester</u>			
* ENG	151	Fundamentals of English II	3
HIS	151	World Civilizations II	3
SPH	101	Fundamentals of Oral Communication	3
GEN	ED	Mathematics Requirement	3-4
Elective		General Elective	3
			15-16
<u>Second Year</u>			
<u>Fall Semester</u>			
* ENG	202	Studies in Literature I	
or			
* ENG	203	Studies in Literature II	3
✖ GEN	ED	Social/Behavioral Science Requirement	3
Elective		Arts and Humanities Elective	3
Elective		CMP 110, CMP 115, MTH 152 or Higher or Biological/Physical Science Elective	3-4
Elective		General Elective	3
			15-16
<u>Spring Semester</u>			
× GEN	ED	Biological/Physical Science Requirement	4
✖ Elective		Social/Behavioral Science Elective	3
Elective		General Elective	3
Elective		General Elective	2-4
			12-14

- * This course has a prerequisite.
- × Each course must be from a different discipline.
- ✖ Any PSY or SOC course, or ECO 151, HIS 201 or POL 101, meets this requirement.

84/Wor-Wic Community College

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 further prepare them to receive on-the-job training. These programs also offer an excellent opportunity for upgrading the knowledge of those already employed in the field. Students receive instruction in supervisory management, facilities management, accounting and law, as they relate to hospitality management. Students also have the opportunity to acquire skills in purchasing, marketing and sales. 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, Maryland 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.

Hotel-Motel-Restaurant Management Associate of Applied Science Degree Program

		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
HMR	101	Introduction to Hospitality Management	3
HMR	102	Principles of Food Preparation	3
HMR	201	Rooms Division Management -- Front Office	3
BIO	120	Nutrition	3
* ENG	101	Fundamentals of English I	3
○ OFT	103	Keyboarding	1
			16
<u>Spring Semester</u>			
HMR	151	Hospitality Marketing	3
HMR	154	Food Service Management	3
HMR	155	Sanitation and Safety Systems	2
CMP	101	Introduction to Information Systems	3
* ENG	151	Fundamentals of English II	3
* GEN	ED	Mathematics Requirement	<u>3-4</u>
			17-18

Hotel-Motel-Restaurant Management/85

Hotel-Motel-Restaurant Management Associate of Applied Science Degree Program

<u>Second Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
HMR	202	Food Service Cost Control	3
HMR	203	Rooms Division Management -- Housekeeping	3
HMR	206	Hospitality Law	3
* ACT	101	Principles of Accounting I	3
CDV	101	Career Development	1
* SPN	101	Fundamentals of Spanish I	<u>3</u>
			16
<u>Spring Semester</u>			
HMR	252	Purchasing and Menu Planning	3
HMR	255	Beverage Management	3
* HMR	260	Hotel-Motel-Restaurant Field Experience	3
SPH	101	Fundamentals of Oral Communication	3
GEN	ED	Social/Behavioral Science Requirement	<u>3</u>
			15

Hotel-Motel Management Certificate of Proficiency Program

			<u>Credit Hours</u>
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	101	Principles of Accounting I	3
CMP	101	Introduction to Information Systems	<u>3</u>
			21

Restaurant Management Certificate of Proficiency Program

			<u>Credit Hours</u>
HMR	101	Introduction to Hospitality Management	3
HMR	102	Principles of Food Preparation	3
HMR	151	Hospitality Marketing	3
HMR	154	Food Service Management	3
HMR	155	Sanitation and Safety Systems	2
HMR	202	Food Service Cost Control	3
HMR	252	Purchasing and Menu Planning	3
HMR	255	Beverage Management	<u>3</u>
			23

○ This is a self-paced course.

* This course has a prerequisite.

86/Wor-Wic Community College

Manufacturing Engineering Technology

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 programs and two certificate of proficiency programs are available. High school courses in mathematics and the physical sciences are encouraged for students who choose any of the manufacturing engineering technology programs.

The associate degree manufacturing computer-aided drafting program 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 associate degree manufacturing transfer program 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 certificate computer-aided drafting program is designed to provide students with skills in computer technology to prepare for positions in various manufacturing, fabrication and processing companies. The program 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 certificate manufacturing engineering technology program prepares students for entry-level positions in the production, quality control and maintenance areas of manufacturing.

Manufacturing Engineering Technology / 87



Manufacturing Computer-Aided Drafting
Associate of Applied Science Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
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	<u>2</u>
			17
<u>Spring Semester</u>			
* 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	<u>4</u>
			17
<u>Second Year</u>			
<u>Fall Semester</u>			
* MFG	210	Quality Controls and Statistical Measurement	3
* BMT	154	Production and Operations	3
☆ CAD	200	Engineering and Manufacturing Technology with CAD	3
CDV	101	Career Development	1
* CMP	105	Introduction to Computer Technology	3
* PHY	211	General Physics II	<u>4</u>
			17
<u>Spring Semester</u>			
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	<u>3</u>
			14

88/Wor-Wic Community College

Manufacturing Transfer

Associate of Applied Science Degree Program

		<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>			
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	<u>2</u>
			18
<u>Spring Semester</u>			
* 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	<u>4</u>
			17
		<u>Second Year</u>	
<u>Fall Semester</u>			
* MFG	210	Quality Controls and Statistical Measurement	3
* CHM	101	General Chemistry I	4
* CMP	110	Programming Structures and Applications	4
* ENG	101	Fundamentals of English I	3
* PHY	211	General Physics II	<u>4</u>
			18
<u>Spring Semester</u>			
* 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	Introduction to Calculus	<u>4</u>
			16



Manufacturing Engineering Technology / 89



Manufacturing Computer-Aided Drafting
Certificate of Proficiency Program

			<u>Credit Hours</u>
* CAD	140	Computer-Aided Drafting I	3
* CAD	150	Computer-Aided Drafting II	3
☆ CAD	200	Engineering and Manufacturing Technology with CAD	3
CDV	101	Career Development	1
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
TEC	100	Technical Drafting	2
			28

Manufacturing Engineering Technology
Certificate of Proficiency Program

			<u>Credit Hours</u>
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
CDV	101	Career Development	1
* EET	100	Basic Electricity	4
* EET	205	Intermediate Electricity	3
* MTH	154	College Algebra and Trigonometry	4
TEC	100	Technical Drafting	2
			31

* This course has a prerequisite.

☆ This course has a corequisite.

90/Wor-Wic Community College

Nursing

Wor-Wic's certificate of proficiency and associate of science degree nursing programs are approved by the Maryland Board of Nursing.

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. High school or college courses in biology and chemistry are strongly recommended. Students receive clinical experiences, in addition to studying nursing theory and general education subjects.

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. A high school or college chemistry course is strongly recommended. Students receive clinical experiences, in addition to studying nursing theory and general education subjects. 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.

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 student services office at the campus in Salisbury or on the college Web site at www.worwic.edu. 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, admission requirements must be completed by the first Friday in June.

Nursing/91

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.

Nursing
Certificate of Proficiency Program
GPA Admission Option

Pre-Nursing Courses

			<u>Credit Hours</u>
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
			17

Remaining Courses

<u>Fall Semester</u>			
* NUR	101	Nursing Fundamentals	6
◆ BIO	120	Nutrition	3
			9

<u>Spring Semester</u>			
* NUR	103	Nursing in Society	1
* NUR	151	Adult Nursing	6
			7

<u>Summer Sessions</u>			
* NUR	154	Maternal-Child Nursing	4
* NUR	157	Psychiatric Nursing	4
			8

Nursing
Certificate of Proficiency Program
ACT Admission Option

<u>Fall Semester</u>			<u>Credit Hours</u>
* NUR	101	Nursing Fundamentals	6
◆ BIO	120	Nutrition	3
◆ BIO	202	Anatomy and Physiology I	4
◆ PSY	101	Introduction to Psychology	3
			16

<u>Spring Semester</u>			
* NUR	103	Nursing in Society	1
* 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
			17

<u>Summer Sessions</u>			
* NUR	154	Maternal-Child Nursing	4
* NUR	157	Psychiatric Nursing	4
			8

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92/Wor-Wic Community College



Nursing

Associate of Science Degree Program

<u>Fall Semester</u>			<u>Credit Hours</u>
* NUR	202	Advanced Nursing I	6
* NUR	253	Issues in Nursing	1
♦♦ BIO	220	Microbiology	4
♦♦ ENG	151	Fundamentals of English II	<u>3</u>
			14
<u>Spring Semester</u>			
* NUR	252	Advanced Nursing II	6
♦♦ MTH	152	Elementary Statistics	3
♦♦ SOC	101	Introduction to Sociology	3
♦♦ SPH	101	Fundamentals of Oral Communication	<u>3</u>
			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 programs, three certificate of proficiency programs and one letter of recognition in office technology. Students who complete any of the appropriate office technology programs are eligible to take specific components of the Microsoft Office Specialist (MOS) certification examination.

The associate of applied science degree programs in office technology specialist and medical office assistant are designed to prepare graduates for a wide variety of upper-level positions. Either program can also be used as a stepping stone to an administrative position or the beginning of a business education (teaching) career.

In addition to providing extensive training in the most up-to-date software used in today's automated office, the associate degree office technology specialist program 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. The program is designed to provide students with a broad range of skills and knowledge necessary to work in organizations of all sizes.

The associate degree medical office assistant program 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, coding and billing.

Three certificate programs in health information technology, office assistant and medical transcription are designed to prepare graduates for an entry-level position or advancement in any of these fields. These programs offer an opportunity for students to learn the basic personal and technical skills needed to function in an office environment.

The health information technology certificate program is designed to prepare 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 Certificate

94/Wor-Wic Community College

Coding Associate and Certificate Coding Specialist or Certificate Coding Specialist -- Physician Based examinations offered by the American Health Information Management Association.

In addition to word processing, students in the office assistant certificate program receive training in other computer applications found in today's office. The medical transcription program also provides a working knowledge of computer applications, and includes specialized training in medical transcription.

The letter of recognition program in medical records focuses on the process of translating diagnoses and procedures described by doctors or other medical professionals into codes that are recognized and accepted by Medicare and other insurance programs.

Medical Office Assistant Associate of Applied Science Degree Program

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			<u>First Year</u>	<u>Credit Hours</u>
<u>Fall Semester</u>				
○ 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		<u>3-4</u>
				15-16
<u>Spring Semester</u>				
*○ OFT	111	Machine Transcription		3
OFT	140	Medical Terminology		3
* OFT	155	Introduction to Word and Information Processing		3
* OFT	162	Introduction to Database Design		2
* OFT	203	Office Procedures and Technology		3
* ENG	151	Fundamentals of English II		<u>3</u>
				17
			<u>Second Year</u>	
<u>Fall Semester</u>				
○ OFT	165	Records Management		2
*○ OFT	211	Medical Typing		3
* 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
CDV	101	Career Development		<u>1</u>
				15
<u>Spring Semester</u>				
* OFT	250	Medical Coding, Billing and Insurance		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		3-4
GEN	ED	Social/Behavioral Science Requirement		<u>3</u>
				17-18

Office Technology/95

Office Technology Specialist
Associate of Applied Science Degree Program

<u>First Year</u>			<u>Credit Hours</u>
<u>Fall Semester</u>			
○ OFT	104	Formatting and Typing	3
☆ OFT	110	Business English Skills	3
	145	Introduction to Windows	1
* OFT	162	Introduction to Database Design	2
* ENG	101	Fundamentals of English I	3
* GEN	ED	Mathematics Requirement	<u>3-4</u>
			15-16
<u>Spring Semester</u>			
* OFT	155	Introduction to Word and Information Processing	3
* OFT	160	Introduction to Spreadsheets	2
○ 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	<u>3</u>
			16
<u>Second Year</u>			
<u>Fall Semester</u>			
* OFT	220	Advanced Word and Information Processing	3
* OFT	240	Desktop Publishing/Graphic Presentations	3
CDV	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	<u>3</u>
			16-17
<u>Spring Semester</u>			
*○ OFT	111	Machine Transcription	3
* OFT	230	Integrated Software Applications	3
* OFT	260	Office Technology Field Experience	2
BMT	151	Management and the Organization	3
GEN	ED	General Education Elective	<u>3-4</u>
			14-15

Health Information Technology
Certificate of Proficiency Program

			<u>Credit Hours</u>
OFT	130	Introduction to Health Information Technology	3
OFT	140	Medical Terminology	3
* OFT	245	Basic Medical Records Coding	3
* OFT	251	Advanced Medical Records Coding	3
* OFT	270	Medical Office Field Experience	2
BIO	202	Anatomy and Physiology I	4
* BIO	203	Anatomy and Physiology II	4
CDV	101	Career Development	1
CMP	101	Introduction to Information Systems	<u>3</u>
			26

96/Wor-Wic Community College

Medical Transcription

Certificate of Proficiency Program

			<u>Credit Hours</u>	
○	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	203	Office Procedures and Technology	3
*○	OFT	211	Medical Typing	3
*○	OFT	253	Medical Machine Transcription	3
	CMP	101	Introduction to Information Systems	3
*	ENG	101	Fundamentals of English I	<u>3</u>
				30

Office Assistant

Certificate of Proficiency Program

				<u>Credit Hours</u>
○	OFT	104	Formatting and Typing	3
☆	OFT	110	Business English Skills	3
*○	OFT	111	Machine Transcription	3
	OFT	145	Introduction to Windows	1
*	OFT	155	Introduction to Word and Information Processing	3
*	OFT	160	Introduction to Spreadsheets	2
*	OFT	162	Introduction to Database Design	2
○	OFT	165	Records Management	2
*	OFT	203	Office Procedures and Technology	3
*	ACT	100	Basic Accounting	3
*	ENG	101	Fundamentals of English I	<u>3</u>
				28

Medical Records Coding

Letter of Recognition Program

				<u>Credit Hours</u>
	OFT	140	Medical Terminology	3
*	OFT	245	Basic Medical Records Coding	3
*	OFT	251	Advanced Medical Records Coding	<u>3</u>
				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 the Peninsula Regional Medical Center 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 student services office at the campus in Salisbury or on the college Web site at www.worwic.edu. In order to be considered for admission into the program that begins in the summer, admission requirements must be completed by the first 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.

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Radiologic Technology
Associate of Applied Science Degree Program
GPA Admission Option

Pre-Radiologic Technology Courses

			<u>Credit Hours</u>
BIO	202	Anatomy and Physiology I	4
* BIO	203	Anatomy and Physiology II	4
* ENG	101	Fundamentals of English I	3
* ENG	151	Fundamentals of English II	3
* MTH	154	College Algebra and Trigonometry	4
SPH	101	Fundamentals of Oral Communication	3
GEN	ED	Social/Behavioral Science Requirement	<u>3</u>
			24

Remaining Courses

<u>Summer Session II</u>			
* RDT	101	Introduction to Radiologic Technology	2
* RDT	102	Radiologic Nursing Procedures I	2
☆ RDT	105	Radiographic Positioning I	<u>3</u>
			7

Fall Semester

☆☆ RDT	103	Clinical Practicum I	2
☆☆ RDT	104	Principles of Exposure I	3
*○ RDT	106	Medical Terminology	1
☆☆ RDT	155	Radiographic Positioning II	<u>2</u>
			8

Spring Semester

☆☆ RDT	153	Clinical Practicum II	2
☆☆ RDT	154	Principles of Exposure II	3
☆☆ RDT	205	Radiographic Positioning III	<u>2</u>
			7

Summer Session I

* RDT	203	Clinical Practicum III	2
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Summer Session II

* RDT	253	Clinical Practicum IV	2
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Fall Semester

* RDT	201	Radiation Protection and Radiobiology	2
* RDT	204	Principles of Exposure III	2
☆☆ RDT	235	Introduction to Sectional Anatomy	2
☆☆ RDT	263	Clinical Practicum V	<u>2</u>
			8

Spring Semester

☆☆ RDT	252	Special Radiographic Procedures	2
☆☆ RDT	256	Computer Applications in Medical Imaging	2
☆☆ RDT	272	Radiologic Nursing Procedures II	3
☆☆ RDT	273	Clinical Practicum VI	<u>2</u>
			9

Summer Session I

* RDT	275	Seminar in Radiography	2
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Radiologic Technology
Associate of Applied Science Degree Program
ACT Admission Option

<u>First Year</u>			<u>Credit Hours</u>
<u>Summer Session II</u>			
* RDT	101	Introduction to Radiologic Technology	2
* RDT	102	Radiologic Nursing Procedures I	2
☆ RDT	105	Radiographic Positioning I	3
			7
<u>Fall Semester</u>			
☆☆ RDT	103	Clinical Practicum I	2
☆☆ RDT	104	Principles of Exposure I	3
※○ RDT	106	Medical Terminology	1
☆☆ RDT	155	Radiographic Positioning II	2
◆ BIO	202	Anatomy and Physiology I	4
◆* ENG	101	Fundamentals of English I	3
			15
<u>Spring Semester</u>			
☆☆ RDT	153	Clinical Practicum II	2
☆☆ RDT	154	Principles of Exposure II	3
☆☆ RDT	205	Radiographic Positioning III	2
◆* BIO	203	Anatomy and Physiology II	4
◆* ENG	151	Fundamentals of English II	3
			14
<u>Summer Session I</u>			
* RDT	203	Clinical Practicum III	2
<u>Second Year</u>			
<u>Summer Session II</u>			
* RDT	253	Clinical Practicum IV	2
<u>Fall Semester</u>			
* RDT	201	Radiation Protection and Radiobiology	2
* RDT	204	Principles of Exposure III	2
☆☆ RDT	235	Introduction to Sectional Anatomy	2
☆☆ RDT	263	Clinical Practicum V	2
◆* MTH	154	College Algebra and Trigonometry	4
			12
<u>Spring Semester</u>			
☆☆ RDT	252	Special Radiographic Procedures	2
☆☆ RDT	256	Computer Applications in Medical Imaging	2
☆☆ RDT	272	Radiologic Nursing Procedures II	3
☆☆ RDT	273	Clinical Practicum VI	2
◆ SPH	101	Fundamentals of Oral Communication	3
◆ GEN	ED	Social/Behavioral Science Requirement	3
			15
<u>Summer Session I</u>			
* RDT	275	Seminar in Radiography	2

○ This is a self-paced course.

* This course has a prerequisite.

☆ This course has a corequisite.

◆ This course can be taken before being accepted into the program.

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Course Descriptions

Accounting

- ACT 100 Basic Accounting** (3 credits)
This course provides an orientation to the field of accounting and basic accounting fundamentals. Topics include payroll procedures, the accounting cycle of a proprietorship and the preparation of basic financial records. This course is designed for students with no bookkeeping experience who are seeking secretarial or clerical jobs. Accounting and business management students cannot use this course as an accounting or business elective. *Three lecture hours per week. 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 the accounting principles and basic procedures associated with the preparation of working papers and financial statements. The focus of this course is on proprietorship and on service and merchandising concerns. After an assessment of his or her skill level, a student could be advised to take ACT 100. *Three lecture hours per week. 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 the preparation, analysis and interpretation of financial statements. Included are elements of management accounting for planning, control, long-term strategy and decision making. *Three lecture hours per week. Prerequisite: ACT 101 or permission of the department head. Usually offered in the fall and spring.*
- ACT 153 Microcomputer Accounting** (3 credits)
This course applies fundamental accounting principles to the computerized work environment. Students use professional accounting and spreadsheet software for general ledger, invoicing, purchasing, accounts receivable/payable, cash receipts/disbursements, job costing, budgeting, template design and financial statement preparation. *Three lecture hours per week. Prerequisites: ACT 101, and CMP 101 or OFT 160, or permission of the department head. Materials fee: \$10. Usually offered in the spring.*
- ACT 201 Intermediate Accounting I** (3 credits)
This course provides more in-depth coverage of the basic accounting process, standard financial statements and the conceptual framework on which they are built. There is an emphasis on the analysis of balance sheet accounts and the measurement of financial income in accordance with generally-accepted accounting principles. Spreadsheet applications are integrated with the course material. *Three lecture hours per week. Prerequisite: ACT 151 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. *Three lecture hours per week. Prerequisite: ACT 151 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 proper determination of taxable income and the pay-

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ment of taxes for the individual taxpayer. Students are assigned a comprehensive tax problem. *Three lecture hours per week. Prerequisite: ACT 151 or permission of the department head. Usually offered in the fall.*

- ACT 250 Payroll and Accounting Applications** (3 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. Practice in all payroll operations is included. Other business tax forms (Maryland Personal Property, Maryland Sales Tax and the Maryland Department of Transportation Fuel Report) are introduced. In addition, this course provides students with case materials that review concepts from earlier courses and provides practical applications of the material learned. *Prerequisite: ACT 151 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, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 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. *Three lecture hours per week and two field trips. Materials fee: \$50. Usually offered in the fall and spring.*

Biology

- 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. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$25. 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. *Three lecture hours per week. Usually offered in the fall and spring.*
- 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. *Three lecture hours per week. 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 homeo-

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static 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. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$25. 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. *Three lecture hours and two laboratory hours per week. Prerequisite: BIO 202. Laboratory fee: \$25. Usually offered in the fall, spring and summer.*
- 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. *Two lecture hours and four laboratory hours per week. Prerequisite: BIO 101, BIO 202 or permission of the department head. Laboratory fee: \$50. Usually offered in the fall and 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. Topics of study include the various forms of business ownership and the functional groups that work together to achieve business success. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. The course includes an analysis of business opportunities, market entrance approaches and the management of a global enterprise. Examples of international cooperation and controversy are integrated throughout the course. *Three lecture hours per week. Usually offered in the fall.*

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- BMT 125 Finance** (3 credits)
This course introduces students to finance and the study of money and its management. The study of the financial system is broken into three divisions: financial institutions, investments and corporate finance. *Three lecture hours per week. 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. Traditional management concepts of planning, organizing, controlling and leadership are covered, as well as organizational uses of power and politics, corporate culture, multinational management and responding to the legal environment. *Three lecture hours per week. 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. *Three lecture hours per week. Prerequisite: MTH 154. Usually offered in the fall.*
- BMT 201 Human Resource Management** (3 credits)
This course examines how human resource management contributes to the overall effective management of an organization. Topics include staffing, performance evaluations, training and development, compensation and benefits, employee relations, and safety and health. *Three lecture hours per week. Usually offered in the fall.*
- BMT 203 Organizational Communications** (3 credits)
The theories and processes of successful communications are provided in this course. The focus is on the use of appropriate communications for letters, presentations and interviews. Keyboarding skills are required. It is recommended that students who are working toward an associate degree complete CDV 101 before or in conjunction with this course. *Three lecture hours per week. Usually offered in the fall and spring.*
- BMT 204 Supervisory Development** (3 credits)
This course emphasizes practical and proven supervisory and managerial skills and techniques. The subject matter is approached through the use of simulations, exercises, games and group work. Students are taught methods of getting work completed through other people. *Three lecture hours per week. 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 law and administrative law. It covers the law as it relates to contracts, agency and employment, business torts and crimes, the organization of business, sales, product safety and liability, warranties, antitrust regulations, property and commercial paper. *Three lecture hours per week. Usually offered in the fall and spring.*
- BMT 260 Business Management Field Experience** (2 credits)
In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 101 and permission of the department head. Usually offered in the fall and spring.*

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Career Development

- CDV 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 re-alize 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. *One lecture hour per week. Usually offered in the fall, spring and summer.*

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. *Three lecture hours per week. Usually offered in the fall and spring.*
- CDC 151 Alcoholism and Drug Abuse** (3 credits)
 This course focuses on the classification of alcohol and other drugs, physical and psychological effects, medical complications, assessment and diagnostic techniques and treatment settings and modalities. *Three lecture hours per week. Prerequisite: CDC 101 with a grade of "C" or better. Usually offered in the spring.*
- CDC 251 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. Topics include the principles of group counseling, client-group relationships, resolving difficulties, terminating the group and the relationship between the group and individual counseling. Students participate in community self-help (12-step) group meetings as part of this course. *Three lecture hours per week. Prerequisites: PSY 152, PSY 202 and CDC 151 with grades of "C" or better or permission of the department head. Usually offered in the fall.*
- CDC 252 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. *Three lecture hours per week. Prerequisite: CDC 251 with a grade of "C" or better. 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 the National Association of Social Workers, American Counseling Association and American Psychological Association 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. *One lecture hour per week. Prerequisite: CDC 251 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, students are placed in agencies or institutions relevant to their areas of emphasis. Supervision is provided by both

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the instructor and the agency or institution. Students can submit a written document to be evaluated for possible credit. *Two hundred hours of work as an intern. Prerequisites: CDV 101 and permission of the department head. Corequisite: CDC 251. Insurance: \$24. Usually offered in the fall, spring and summer.*

CDC 261 Practicum II (4 credits)

In order to obtain an actual training experience, students are placed in agencies or institutions relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency or institution. Students can submit a written document to be evaluated for possible credit. *Two hundred hours of work as an intern. Prerequisites: CDC 260 with a grade of "C" or better and permission of the department head. Corequisite: CDC 252. 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. *Three lecture hours and two laboratory hours per week. Prerequisite: MTH 099, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: \$25. Usually offered in the fall and 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. *One lecture hour and four laboratory hours per week. Prerequisite: TEC 100 or permission of the department head. Laboratory fee: \$25. 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. *One lecture hour and four laboratory hours per week. Prerequisite: CAD 140 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and three laboratory hours per week. Corequisites: TEC 100 and CAD 140 or permission of the department head. Laboratory fee: \$25. Usually offered in the fall.*

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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. *Two lecture hours and three laboratory hours per week. Prerequisite: CAD 150. Corequisite: CON 150, MFG 150 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and three laboratory hours per week. Prerequisites: CAD 210, CON 150 and MFG 150 or permission of the department head. Laboratory fee: \$25. Usually offered in the spring.*

Computer Studies

CMP 101 Introduction to Information Systems (3 credits)

This course introduces the fundamentals of information processing and computer literacy. A basic working vocabulary and knowledge of computing and information management is provided to enable students to increase their productivity and effectiveness. Commercial software is used, including word processing, spreadsheets and presentation software. Concepts and basic functions of the Internet are introduced. Keyboarding skills are recommended. *Three lecture hours per week. Materials fee: \$10. Usually offered in the fall, spring and summer.*

CMP 105 Introduction to Computer Technology (3 credits)

This course offers an introduction to computer studies and other technological fields. Students are introduced to computer hardware, software (operating systems and applications) and the fundamentals of computer program design and problem analysis. Emphasis is placed on using pseudocode and flowcharts for



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the analysis and design of programming problems. Operating system emphasis is on Microsoft operating systems. Application software includes word processing and spreadsheets. Students are also introduced to using the Internet for technological research and problem solving. Keyboarding and Windows operating system skills are recommended. *Two lecture hours and two laboratory hours per week. Prerequisite: MTH 092, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: \$10. 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. *Two lecture hours and two laboratory hours per week. Laboratory fee: \$10. Usually offered in the fall.*
- CMP 110 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++. *Two lecture hours and three laboratory hours per week. Prerequisites: CMP 105 and MTH 099, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.*
- CMP 115 Fundamentals of Computer Architecture** (3 credits)
This course provides the basic organization and design of microcomputers, multimedia devices, printers and other peripherals. Topics include the disk operating system (DOS), central processing unit (CPU) architecture, bus structure and system interfacing for memory and input/output devices. *Two lecture hours and two laboratory hours per week. Laboratory fee: \$10. 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 with a Linux and Windows NT workstation. This course differentiates Unix and Windows NT operating system characteristics, and covers the structure of various types of operating systems, and memory management and file systems. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 105 or permission of the department head. Laboratory fee: \$10. Usually offered in the spring.*
- CMP 122 Office Applications** (3 credits)
This course covers current office software, including word processing, spreadsheets, presentation software and office databases. Topics include problem solving, installation and user support issues. *Two lecture hours and two laboratory hours per week. Laboratory fee: \$10. Usually offered in the spring.*
- CMP 214 Programming Applications for the Internet** (3 credits)
This course builds on the skills acquired in CMP 105, 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. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 105 or permission of the department head. Corequisite: CMP 220 or permission of the department head. Laboratory fee: \$10. 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 Web site using tools that are currently available. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 110 or permission of the department head. Laboratory fee: \$25. Usually offered in the fall.*

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- CMP 222 Advanced Internet Design** (3 credits)
This course focuses on providing the knowledge and skills necessary to build sophisticated Web sites 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. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 220 or permission of the department head. Laboratory fee: \$10. 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, including Windows NT and Novell. Network interface hardware and protocol standards are emphasized. This course provides students with hands-on experience in accessing computer networks. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 115 or permission of the department head. Laboratory fee: \$25. 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 Windows NT server and mastering the principles of Transmission Control Protocol/Internet Protocol (TCP/IP). *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 225 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Prerequisites: CMP 105, CMP 115 and CMP 120 or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.*
- CMP 255 Database Design and Management** (3 credits)
This course builds from the fundamentals through database design and implementation. Database design covers macros and Visual Basic for Applications (VBA) for database management models. Students gain practical experience in the laboratory through a database application language, such as Microsoft Access. Projects are used to guide the student through the process of designing single-file databases through multifile databases. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 110 or permission of the department head. Laboratory fee: \$25. Usually offered in the fall.*
- CMP 256 Application Analysis and Implementation** (3 credits)
This course provides students with an opportunity to integrate application software and operating systems. An emphasis is placed on the identification, evaluation and implementation of solutions to organizational system needs. Students define problems, find solutions and maintain quality control. Skills include the ability to write macros and Visual Basic for Applications (VBA) modules. *Two lecture hours and two laboratory hours per week. Prerequisite: CMP 255 or permission of the department head. Laboratory fee: \$25. Usually offered in the spring.*
- 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. *Two lecture hours and two laboratory hours per week. Prerequisites: CMP 115, CMP 225 and EET 150 or permission of the department head. Laboratory fee: \$25. Usually offered in the spring.*

- CMP 260 Computer Technology Field Experience** (2 credits)
 In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 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. *One lecture hour and three laboratory hours per week. Laboratory fee: \$50. Usually offered in the fall and spring.*
- 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. *One lecture hour and three laboratory hours per week. Laboratory fee: \$50. 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. *Two lecture hours and two laboratory hours per week. Prerequisites: TEC 100 and MTH 099 or an acceptable mathematics diagnostic assessment score, or permission of the department head. Laboratory fee: \$25. Usually offered in the fall and spring.*
- CON 260 Construction Engineering Technology Field Experience** (2 credits)
 In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 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 which 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. Usually offered in the fall and spring.*

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- 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. *Three lecture hours per week. Usually offered in the fall and spring.*
- 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. Usually offered in the spring.*

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- 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. *Three lecture hours per week. 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. *Three lecture hours per week. Prerequisite: ENG 101 or permission of the department head. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Two lecture hours and two laboratory hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. Usually offered in the spring.*
- CMJ 260 Criminal Justice Field Experience** (2 credits)
This internship is a practicum with measurable learning objectives designed to broaden the student's educational experience. Students are assigned to appropriate governmental and private criminal justice agencies. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 101 and permission of the department head. Usually offered in the fall, spring and summer.*

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Economics

- ECO 151 Principles of Macroeconomics** (3 credits)
This course offers an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. An understanding of economic growth, development and stabilization, through the interaction of the public and private sectors, is presented. Also covered are current macroeconomic issues. *Three lecture hours per week. Usually offered in the fall and spring.*
- ECO 201 Principles of Microeconomics** (3 credits)
This course offers the tools for economic analysis of the price and distribution theory, supply and demand functions, theory of relative prices, consumer and enterprise behavior, market structures through the competitive range, income distribution and production. *Three lecture hours per week. 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. *Three lecture hours per week and 15 hours of field experience over the duration of the course. 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. *Three lecture hours per week. Usually offered in the fall and spring.*
- EDU 103 Preschool Child Care** (3 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. *Three lecture hours per week. Prerequisite: 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week and 15 hours of field experience over the duration of the course. 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. *Three lecture hours per week and 15 hours of field experience over the duration of the course. Prerequisites: EDU 155 and PSY 101 with grades of "C" or better or secondary education certificate program eligibility. 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. *Three lecture hours per week. 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. *Three lecture hours per week. Prerequisite: EDU 101 with a grade of "C" or better or secondary education certificate program eligibility. 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. *Three lecture hours per week. Prerequisite: Secondary education certificate program eligibility. 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. *Three lecture hours per week. Prerequisite: EDU 207 with a grade of "C" or better. Usually offered in the spring.*

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- 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 diverse 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. *Three lecture hours per week. Prerequisite: Secondary education certificate program eligibility. 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. *Three lecture hours per week. Prerequisite: Secondary education certificate program eligibility. 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. *Three lecture hours per week and 15 hours of field experience over the duration of the course. 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. *Three lecture hours per week. Prerequisite: EDU 101 with a grade of "C" or better. Usually offered in the spring.*
- EDU 260 Early Childhood Education Field Experience I** (3 credits)
In order to obtain an actual training experience, students are placed in agencies or institutions relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency or institution. Students can submit a written document to be evaluated for possible credit. *One-hundred and fifty hours of work as an intern. Prerequisites: CDV 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** (3 credits)
In order to obtain an actual training experience, students are placed in agencies or institutions relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency or institution. Students can submit a written document to be evaluated for possible credit. *One-hundred and fifty hours of work 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.*

Electronic Engineering Technology

- 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. *Three lecture hours and three laboratory hours per week. Prerequisite: MTH 092, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Prerequisites: MTH 099 or an acceptable mathematics diagnostic assessment score and EET 100 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Prerequisite: MTH 099 or an acceptable mathematics diagnostic assessment score. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Prerequisites: CMP 101 or CMP 110 and EET 150, or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Prerequisites: EET 100 and MTH 154 or permission of the department head. Laboratory fee: \$25. 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. *Three lecture hours and three laboratory hours per week. Prerequisites: EET 120 and EET 205 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Prerequisites: EET 120, EET 150 and EET 205 or permission of the department head. Laboratory fee: \$25. Usually offered in the spring.*

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- 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. *Two lecture hours and two laboratory hours per week. Prerequisites: EET 150 and EET 200 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and two laboratory hours per week. Laboratory fee: \$25. Usually offered in the spring.*
- EET 260 Electronic Engineering Technology Field Experience** (2 credits)
In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 101 and permission of the department head. Usually offered in the spring.*

Emergency Medical Services

- EMS 101 Emergency Medical Technician -- Basic** (6 credits)
This course covers the theory and techniques of basic emergency care in the pre-hospital setting and follows the EMT-B curriculum guidelines of the U.S. Department of Transportation. Topics include patient assessment, airway management, automated external defibrillation, medical, environmental, trauma and behavioral emergencies, care of obstetrical and pediatric clients, and rescue. *Three and one-half lecture hours and seven laboratory hours per week. Laboratory fee: \$50. Usually offered in the fall.*
- EMS 201 Introduction to Paramedic Practice** (3 credits)
This course introduces students to the preparatory information needed to work in the paramedic field. Topics include the roles and responsibilities of the paramedic, the well being of the paramedic, illness and injury prevention, medical and legal issues, ethics, general principles of pathophysiology, pharmacology, venous access and medication administration, therapeutic communications and life span development. *Three lecture hours per week. Prerequisites: MTH 091 or an acceptable mathematics diagnostic assessment score and permission of the dean. Usually offered in the summer.*
- EMS 205 Patient Assessment and Trauma Emergencies** (6 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. Trauma systems and mechanisms of injuries, hemorrhagic and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma and musculoskeletal trauma are also covered in this course. *Three and one-half lecture hours and 12 laboratory/clinical hours per week. Prerequisites: MTH 091 or an acceptable mathematics diagnostic assessment score, EMS 201 and permission of the dean. Laboratory fee: \$50. Insurance: \$55. Usually offered in the fall.*
- EMS 206 Medical Emergencies** (6 credits)
This course prepares students to manage medical emergencies most commonly seen by paramedics. Topics include physiology, pathophysiology and anatomy of the pulmonary system, cardiovascular system, neurology, endocrinology, aller-

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gies and anaphylaxis, gastroenterology, renal and urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology and obstetrics. *Three and one-half lecture hours and 12 laboratory/clinical hours per week. Prerequisites: EMS 201 and EMS 205 with grades of "C" or better or permission of the dean. Laboratory fee: \$50. Insurance: \$55. Usually offered in the spring.*

- EMS 251 Special Populations (4 credits)**
This course prepares students to effectively triage, assess and treat the numerous types of special emergencies encountered by paramedics, including neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges and acute interventions for the chronic care patient. *Three lecture hours and six laboratory/clinical hours per week. Prerequisites: EMS 201 and EMS 205 with grades of "C" or better or permission of the dean. Corequisites: EMS 206 and EMS 261. Laboratory fee: \$50. Usually offered in the fall and spring.*
- EMS 252 Crisis Operations (3 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. *Two lecture hours and three laboratory hours per week. Prerequisites: EMS 201 with a grade of "C" or better or permission of the dean. Corequisites: EMS 205 and EMS 261. Laboratory fee: \$50. Usually offered in the fall and 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. *Two lecture hours per week. Prerequisites: EMS 206, EMS 251, EMS 252 and EMS 262 with grades of "C" or better and permission of the dean. Usually offered in the summer.*
- EMS 260 EMT-B Field Experience (4 credits)**
In order to obtain an actual training experience, students are 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 is provided by both the instructor and the agency. *Two hundred hours of work (with a minimum of 150 runs) as an intern. Prerequisites: EMS 101 with a grade of "C" or better and permission of the dean. Usually offered in the spring.*
- EMS 261 EMT-P Field Experience I (2 credits)**
In order to obtain an actual training experience, students are 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 is provided by both the instructor and the agency. *One hundred hours of work (with a minimum of 75 runs) as an intern. Corequisites: EMS 201 and EMS 205 with grades of "C" or better or permission of the dean. Insurance: \$55. Usually offered in the fall.*
- EMS 262 EMT-P Field Experience II (2 credits)**
In order to obtain an actual training experience, students are 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 is provided by both the instructor and the agency. *One hundred hours of work (with a minimum of 75 runs) as an intern. Prerequisites: EMS 261 with a grade of "C" or better and permission of the dean. Corequisites: EMS 206, EMS 251 and EMS 252. Insurance: \$55. Usually offered in the fall and spring.*

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English

- ENG 081 Reading for Speakers of Other Languages** (2 credits)
 This course prepares non-native speakers of English for the reading tasks they will encounter in their subsequent college classes. Students receive individual instruction to improve the skills where they need the greatest improvement (vocabulary, comprehension, spelling, structural analysis, skimming and scanning, and/or note-taking and test-taking strategies). Students are placed in this course as a result of their computerized reading skills assessment score or they can enroll on their own. Reading improvement is determined by student performance on computerized reading skills assessments. Students who are required to take this course cannot take the diagnostic assessments or any other non-ESL (English for Speakers of other Languages) course until they complete this course with a grade of "C" or better. *Two laboratory hours per week. Laboratory fee: \$10. Usually offered in the fall, spring and summer.*
- ENG 082 Grammar and Writing Skills for Speakers of Other Languages** (2 credits)
 This course prepares non-native speakers of English for the writing tasks they will encounter in their subsequent college classes. Instruction includes common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Emphasis is placed on the areas of English grammar where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized writing skills assessment score or they can enroll on their own. Writing improvement is determined by student performance on computerized writing skills assessments. Students who are required to take this course cannot take the diagnostic assessments or any other non-ESL (English for Speakers of other Languages) course until they complete this course with a grade of "C" or better. *One and one-half lecture hours and one laboratory hour per week. Laboratory fee: \$10. Usually offered in the fall and spring.*
- ENG 083 Listening and Speaking Skills for Speakers of Other Languages** (2 credits)
 This course prepares non-native speakers of English for the listening and speaking tasks they will need for success in their subsequent college classes. Instruction includes 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. Group and individual instruction are provided. Students are placed in this course as a result of their computerized listening skills assessment score or they can enroll on their own. Listening and speaking improvement is determined by student performance on computerized listening skills assessments. Students who are required to take this course cannot take the diagnostic assessments or any other non-ESL (English for Speakers of other Languages) course until they complete this course with a grade of "C" or better. *One and one-half lecture hours and one laboratory hour per week. Laboratory fee: \$10. Usually offered in the fall and spring.*
- ENG 086 Introduction to Writing** (4 credits)
 This course is designed to prepare students for ENG 096. Areas of instruction include spelling, punctuation and basic grammar with the goal of writing clear, correct sentences. This is followed by sentence combining and culminates in paragraph 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. Students who are required to take this course must do so during the first semester in which they enroll after completing the diagnostic assessments. They must complete this course with a grade of "C" or better before taking any courses at the 100 level or above. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$10. Usually offered in the fall and spring.*

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- ENG 090 Basic Reading** (4 credits)
This course provides the fundamental techniques of reading, emphasizing phonics, spelling, word analysis, basic comprehension skills and vocabulary. 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 are required to take this course must do so during the first semester in which they enroll after completing the diagnostic assessments. They must complete this course with a grade of "C" or better before taking any courses at the 100 level or above. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$10. Usually offered in the fall and spring.*
- ENG 095 College Reading and Study Skills** (4 credits)
This course is designed to prepare students to read and study college-level material. The course content includes comprehension, vocabulary, spelling, structural analysis, skimming and scanning, time management, note-taking and test-taking techniques. 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 take ENG 095R the following semester or the "R" grade automatically becomes an "F." *Three lecture hours and two laboratory hours per week. Prerequisite: ENG 090 with a grade of "C" or better or an acceptable reading diagnostic assessment score. Laboratory fee: \$10. Usually offered in the fall, spring and summer.*
- ENG 095R College Reading and Study Skills** (4 credits)
This course is for students who received an "R" grade in ENG 095, due to a final average of 70-74. This course provides students with individual instruction in critical reading techniques so that they can successfully complete college-level work. Reading improvement is determined by student performance on standardized reading tests. *Four laboratory hours per week. Laboratory fee: \$10. 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 first-year college writing experiences. Areas of instruction include reference skills, spelling, punctuation, applied grammar, sentence patterns and variety and paragraph-length writings. 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. *Three lecture hours and two laboratory hours per week. Prerequisite: ENG 086 with a grade of "C" or better or an acceptable writing diagnostic assessment score. Laboratory fee: \$10. Usually offered in the fall, spring and summer.*
- ENG 101 Fundamentals of English I** (3 credits)
This course is designed to help students develop college-level writing skills. Emphasizing the writing process, the three steps of pre-writing, writing and rewriting are covered. Students are required to complete a series of short composition and summary assignments. An introduction to library research skills is also included. Students must earn a grade of "C" or better in this course in order to enroll in ENG 151. *Three lecture hours per week. 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)
The focus of this course is on the development of strategies for approaching various writing situations. The improvement of style and library research skills is also emphasized through the study of prose, poetry, fiction and drama. *Three lecture hours per week. 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)
The focus of this course is on the development of strategies for approaching various writing situations. The improvement of style and library research skills is

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also emphasized through the study of prose, poetry, fiction and drama. This course takes an interdisciplinary, thematic approach to individual works of fiction, and emphasizes 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. *Three lecture hours per week. 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 200H Critical Thinking and Writing (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. *Three lecture hours per week. 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 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 written by contemporary American authors, the form of the novel and its variations. *Three lecture hours per week. 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. *Three lecture hours per week. 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.*

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. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$25. Usually offered in the fall and 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. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$25. Usually offered in the fall and summer.*

Health

- HTH 101 Personal and Community Health** (3 credits)
 This course covers the basic areas of personal and community health with an emphasis on mental health, fitness, nutrition, weight control, sexual health, alcohol and other drugs, disease, and consumer and environmental health. *Three lecture hours per week. Usually offered in the spring.*

History

- HIS 101 World Civilizations I** (3 credits)
 This course covers major civilizations from prehistoric times to the Renaissance, focusing on the political, social, economic and intellectual issues. *Three lecture hours per week. Usually offered in the fall, spring and summer.*
- HIS 151 World Civilizations II** (3 credits)
 This course covers major civilizations from the Renaissance to the present, focusing on the political, social, economic and intellectual issues. *Three lecture hours per week. Usually offered in the fall, spring and summer.*
- 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. *Three lecture hours per week. Usually offered in the fall and spring.*

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. *Three lecture hours per week. Usually offered in the fall.*



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- HMR 102 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, appetizers and bread. Guest chefs are invited to teach and supervise the preparation of food during laboratory sessions. Students serving as team managers and team members are assigned different tasks during each laboratory session. *One lecture hour and three laboratory hours per week. Materials fee: \$35. Usually offered in the fall.*
- 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. *Three lecture hours per week. 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. *Three lecture hours per week. Usually offered in the spring.*
- HMR 155 Sanitation and Safety Systems** (2 credits)
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. Analysis of hazards and critical control points are emphasized. *Two lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. Usually offered in the fall.*
- 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. *Three lecture hours per week. Usually offered in the spring.*

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- 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. *Three lecture hours per week. Usually offered in the spring.*
- HMR 260 Hotel-Motel-Restaurant Field Experience** (3 credits)
In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred and fifty hours of work as an intern. Prerequisites: CDV 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. *Three lecture hours per week. Usually offered in the spring.*

Independent Study

- IST 101 Independent Study** (3 credits)
In this self-paced 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. *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. *Three lecture hours per week. Prerequisites: Honors program eligibility and MTH 099 or an acceptable mathematics diagnostic assessment score. Usually offered in the fall.*

Manufacturing Engineering Technology

- 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

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are integrated throughout the course. *Two lecture hours and three laboratory hours per week. Laboratory fee: \$25. 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. *Two lecture hours and three laboratory hours per week. Prerequisite: MFG 110 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and three laboratory hours per week. Corequisite: MTH 154 or permission of the department head. Laboratory fee: \$25. 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. *One lecture hour and three laboratory hours per week. Corequisites: MTH 154 and MFG 110 or permission of the department head. Laboratory fee: \$25. 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. *Two lecture hours and three laboratory hours per week. Laboratory fee: \$25. Usually offered in the spring.*
- MFG 210 **Quality Controls and Statistical Measurement** (3 credits)
This course covers the concepts of quality controls, and the accuracy, precision and reliability of measurement in manufacturing. Statistics and techniques for dimensional metrology in manufacturing are covered. Work with scaled instruments, vernier instruments, micrometers, gage blocks, digital instruments and statistical software is included. Comparison measurements, coordinate measurements, amplification measurements, calibration, reference planes and angle and surface measurements are also included. Quality control focuses on inspection techniques, codes and standards, International Standards Organization (ISO), nondestructive examination methods, and applied statistical functions commonly used with probability, distributions, and plotting and graphing. *Two lecture hours and three laboratory hours per week. Prerequisite: MTH 154 or permission of the department head. Laboratory fee: \$25. Usually offered in the fall.*

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- 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. *Two lecture hours and three laboratory hours per week. Corequisites: MFG 110 and MFG 150 or permission of the department head. Laboratory fee: \$25. 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 non-metal 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. *Two lecture hours and three laboratory hours per week. Prerequisite: MFG 210 or permission of the department head. Laboratory fee: \$25. Usually offered in the spring.*
- MFG 260 Manufacturing Engineering Technology Field Experience** (2 credits)
In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 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. This course does not meet general education mathematics requirements. *Three lecture hours and two laboratory hours per week. Laboratory fee: \$10. 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 and the graphing of linear equations. This course does not meet general education mathematics requirements. *Three lecture hours and two laboratory hours per week. Prerequisite: MTH 091 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Laboratory fee: \$10. 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. This course does not meet general education mathematics requirements. *Three lecture hours and two laboratory hours per week. Prerequisite: MTH 092 with a grade of "C" or better, an acceptable mathematics diagnostic assessment score or permission of the department head. Laboratory fee: \$10. Usually offered in the fall, spring and summer.*

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- 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 program. *Four lecture hours per week. 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. *Four lecture hours per week. Prerequisite: MTH 103 with a grade of "C" or better. Usually offered in the 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 to the central limit theorem, confidence intervals and tests of statistical hypotheses involving the mean and proportions. One and two sample tests with dependent and independent samples are examined, and topics from linear regression and analysis of variance are briefly introduced. *Three lecture hours per week. 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 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. *Four lecture hours per week. 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 200H Mathematics and Culture, Honors** (3 credits)
Problem solving, logic systems of numeration, mathematical systems and algebra are among the topics examined in this course. Class activities are designed to help students build the necessary foundation to apply mathematics in their program of study. This course is taught from a historical perspective with an emphasis on critical thinking and writing. Students are required to read the texts and essays of the great mathematicians and analyze the readings in seminars. Throughout the course, the mathematics developed is applied to natural motion as theorized by physicists. The development of the mathematical concept of motion forms a theme for the course. Geometric and numerical thinking are emphasized. *Three lecture hours per week. Prerequisites: Honors program eligibility, MTH 099 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score and ENG 101 with a grade of "C" or better. Usually offered in the spring.*
- MTH 201 Introduction to Calculus** (4 credits)
This course focuses on topics traditionally covered in a first-semester calculus course. This course includes a brief review of coordinate geometry, algebraic functions and trigonometry, followed by calculus topics, such as the theory of limits, differentiation and basic applications of derivative, antidifferentiation, the indefinite and definite integral, integration by substitution and basic applications of the integral. *Four lecture hours per week. Prerequisite: MTH 154 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Two hours per week, plus a required performance near the end of the semester as the final examination. Usually offered in the fall and spring.*
- MUS 106 Chorus II** (1 credit)
This course is a continuation of MUS 105. *Two hours per week, plus a required performance near the end of the semester as the final examination. Prerequisite: MUS 105. Usually offered in the fall and spring.*
- MUS 107 Chorus III** (1 credit)
This course is a continuation of MUS 106. *Two hours per week, plus a required performance near the end of the semester as the final examination. Prerequisite: MUS 106. Usually offered in the fall and spring.*
- MUS 108 Chorus IV** (1 credit)
This course is a continuation of MUS 107. *Two hours per week, plus a required performance near the end of the semester as the final examination. 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 which focus on the self-care needs of adults, particularly the elderly. *Four lecture hours and 15 laboratory/clinical hours per week. Prerequisites: MTH 091, an acceptable mathematics diagnostic assessment score and permission of the department head. Course fee: \$60. Laboratory fee: \$30. Insurance: \$9. Usually offered in the fall.*
- NUR 103 Nursing in Society** (1 credit)
This course introduces nursing roles and responsibilities, emphasizing the accountability of nurses for their own actions within accepted legal and ethical

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frameworks. Trends in modern nursing are studied in light of their historical context. Career opportunities for nurses are explored. *One lecture hour per week. Prerequisite: permission of the department head. Course fee: \$10. Usually offered in the spring.*

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 which emphasize the therapeutic and developmental self-care requirements of adults with common health problems. *Four lecture hours and 15 laboratory/clinical hours per week. Prerequisite: NUR 101 or permission of the department head. Course fee: \$60. Laboratory fee: \$42. Insurance: \$9. Usually offered in the spring.*

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. *Six lecture hours and 16 laboratory/clinical hours per week. Prerequisite: NUR 151 or permission of the department head. Course fee: \$40. Laboratory fee: \$17. Insurance: \$9. Usually offered in the 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 which are part of an interdisciplinary treatment program. This course meets the psychiatric nursing requirement for admission to Wor-Wic's associate degree program. *Seven lecture hours and 14 laboratory/clinical hours per week. Prerequisite: NUR 151 or permission of the department head. Course fee: \$40. Laboratory fee: \$17. Insurance: \$9. Usually offered in the 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. *Four lecture hours and 15 laboratory/clinical hours per week. Prerequisite: permission of the department head. Course fee: \$60. Laboratory fee: \$54. Insurance: \$18. Usually offered in the fall.*

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. *Four lecture hours and 15 laboratory/clinical hours per week. Prerequisite: NUR 202. Course fee: \$60. Laboratory fee: \$34. Insurance: \$18. Usually offered in the spring.*

- NUR 253 Issues in Nursing** (1 credit)
 Selected issues which 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. *One lecture hour per week. Prerequisite: permission of the department head. Course fee: \$10. Usually offered in the fall.*

Office Technology

- OFT 103 Keyboarding** (1 credit)
 The purpose of this self-paced course is to develop the student's microcomputer skills. This course is offered for students who are not majoring in office technology. A proficiency examination is available. *Laboratory fee: \$10. Usually offered in the fall and spring.*
- OFT 104 Formatting and Typing** (3 credits)
 This self-paced course covers fundamental keyboarding skills necessary for letters, memos, reports and tables. Speed and accuracy are developed through an emphasis on correct techniques. This course also helps produce basic skills for those who want to develop these skills for personal use. A proficiency examination is available. *Laboratory fee: \$10. Usually offered in the fall and spring.*
- OFT 110 Business English Skills** (3 credits)
 This course, which covers the proper use of English, includes applications in spelling, punctuation, capitalization, numbers, abbreviations, proofreading and formatting. *Three lecture hours per week. Corequisite: OFT 104 or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.*
- OFT 111 Machine Transcription** (3 credits)
 This self-paced course offers an introduction to the use of machine transcription in the office. Students work to improve their speed and accuracy. *Prerequisites: OFT 104 and OFT 110 or permission of the department head. Laboratory fee: \$10. 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. *Three lecture hours per week. Usually offered in the fall and spring.*
- OFT 140 Medical Terminology** (3 credits)
 This course is designed to develop an understanding of medical vocabulary through the recognition, spelling and location of the meaning of medical prefixes, suffixes, root words and terminology pertinent to various medical specialties. *Three lecture hours per week. Usually offered in the fall and spring.*
- OFT 145 Introduction to Windows** (1 credit)
 This course covers the basic elements of using Windows. Topics covered in this course include navigating the Windows environment, using Windows interface, customizing Windows, working with files in Windows, using Windows accessories and organizing applications. This course uses a learning by example approach. *One lecture hour per week. Laboratory fee: \$10. Usually offered in the fall and spring.*
- OFT 155 Introduction to Word and Information Processing** (3 credits)
 The basics of word and information processing on microcomputers are taught in this course. Records and work flow management are included. *Two lecture hours*

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and two laboratory hours per week. Prerequisite: OFT 104 with a grade of "C" or better or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.

- OFT 160 **Introduction to Spreadsheets** (2 credits)
This course covers spreadsheet development, including creating, editing, formatting worksheets and charts, working with formulas and integrating worksheet data with various programs and the World Wide Web. Two lecture hours per week. Prerequisites: MTH 092 or an acceptable mathematics diagnostic assessment score and OFT 145 or CMP 101 with a grade of "C" or better, or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.
- OFT 162 **Introduction to Database Design** (2 credits)
Students are provided with the opportunity to learn and work with a database, which is a collection of information (or data) that is organized to make retrieving specific information easy. A software application is used to create and manage a computerized database, which consists of the following elements: tables, queries, reports and forms. Two lecture hours per week. Prerequisite: OFT 145 or CMP 101 with a grade of "C" or better or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.
- OFT 165 **Records Management** (2 credits)
This self-paced course offers an introduction to 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. Laboratory fee: \$10. Usually offered in the fall and spring.
- OFT 203 **Office Procedures and Technology** (3 credits)
This course is designed to help develop the student's ability in integrating the knowledge, techniques and skills an office professional must exercise on the job. Procedures for various types of communications, filing, travel planning and use of office supplies and equipment are covered. Three lecture hours per week. Prerequisite: OFT 104 with a grade of "C" or better or permission of the department head. Materials fee: \$10. Usually offered in the fall and spring.
- OFT 211 **Medical Typing** (3 credits)
This self-paced course is designed to enhance the formatting and typing skills of students as they produce medical reports, letters, memoranda and forms used in a medical environment. The development of speed and accuracy with substantial emphasis on production typing is also included. Prerequisites: OFT 104 and OFT 140 with grades of "C" or better or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.
- OFT 220 **Advanced Word and Information Processing** (3 credits)
This course covers the theories and practical applications of word processing. Column layouts, merging, sorting and selecting, and basic graphic features are covered. Two lecture hours and two laboratory hours per week. Prerequisite: OFT 155 or permission of the department head. Laboratory fee: \$10. Usually offered in the fall and spring.
- OFT 230 **Integrated Software Applications** (3 credits)
Students use Microsoft Office software to complete projects and case studies. The emphasis is for students to work independently using previously-learned skills. Three lecture hours per week. Prerequisites: OFT 160, OFT 162 and OFT 220 with grades of "C" or better or permission of the department head. Laboratory fee: \$10. Usually offered in the spring.
- OFT 240 **Desktop Publishing/Graphic Presentations** (3 credits)
This course focuses on the use of current desktop publishing and presentation software. Students have the opportunity to learn how to enhance the visual ap-



peal of documents and electronic slides with variable design layouts, techniques and principles. *Three lecture hours per week. Prerequisite:* OFT 155 or permission of the department head. *Laboratory fee:* \$10. *Usually offered in the fall.*

- OFT 245 Basic Medical Records Coding** (3 credits)
This course is designed to provide the health care employee with a basic orientation to the coding principles and practices of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). Topics include medical record content and format, basic pathology of the disease process, historical development of the ICD classification system and the coding of diagnoses and procedures records from a variety of medical specialties. *Three lecture hours per week. Prerequisite:* OFT 140 with a grade of "C" or better or permission of the department head. *Usually offered in the fall.*
- OFT 250 Medical Coding, Billing and Insurance** (3 credits)
This course introduces students to the methodology of medical coding and billing. Students practice patient insurance billing and financial record keeping. This course also provides an overview of the International Classification of Diseases, 9th edition (ICD-9) and Current Procedural Terminology, 4th edition (CPT-4) codebooks. Students work with medical insurance forms and coding principles and practices found in health care settings. *Three lecture hours per week. Prerequisite:* OFT 140 with a grade of "C" or better or permission of the department head. *Usually offered in the spring.*
- OFT 251 Advanced Medical Records Coding** (3 credits)
This course covers nomenclatures, classification systems, coding for reimbursement, Diagnosis Related Group (DRG) assignments and Current Procedural Terminology (CPT) coding of diseases and operations. *Three lecture hours per week. Prerequisite:* OFT 245 with a grade of "C" or better or permission of the department head. *Usually offered in the spring.*
- OFT 253 Medical Machine Transcription** (3 credits)
The emphasis in this self-paced course is on understanding and transcribing medical information, creating reports using correct formats and acquiring a familiarity with spoken medical terminology and specialized measurements and abbreviations used in a medical environment. *Prerequisites:* OFT 111 and OFT 140 with grades of "C" or better or permission of the department head. *Laboratory fee:* \$10. *Usually offered in the fall and spring.*
- OFT 260 Office Technology Field Experience** (2 credits)
In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instruc-

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tor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 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, students are placed in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. *One hundred hours of work as an intern. Prerequisites: CDV 101 and permission of the department head. Usually offered in the fall and spring.*

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 century are explored in the light of Eastern and Western classical philosophy. *Three lecture hours per week. 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. *Three lecture hours and two laboratory hours per week. Prerequisite: MTH 154 or permission of the department head. Laboratory fee: \$25. 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. *Three lecture hours and two laboratory hours per week. Prerequisite: MTH 099 with a grade of "C" or better or an acceptable mathematics diagnostic assessment score. Laboratory fee: \$25. 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. *Three lecture hours and two laboratory hours per week. Prerequisite: PHY 101 or permission of the department head. Laboratory fee: \$25. 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. *Three lecture hours per week. 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

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development, cognitive processes, learning, intelligence, motivation and emotion, perception, personality, behavior and psychotherapy. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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. *Three lecture hours per week. 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 major schools of family therapy, focusing on techniques, strategies and approaches aimed at working with families af-

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ected by chemical dependency. Topics include the assessment of families and relationships, marriage enrichment counseling, and separation and divorce counseling. After completing this course, students should have a good grasp of the various theories of family counseling, as well as some usable skills to employ in working with couples and families. *Three lecture hours per week. 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 is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. This course also explores the ethical principles associated with being a radiographer, as well as providing an overview of human diversity and its impact on patient care. *One lecture hour per week. Prerequisite: permission of the department head. Course fee: \$20. Usually offered in the summer.*
- RDT 102 Radiologic Nursing Procedures I** (2 credits)
This course is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and his or her family. Routine and emergency patient care procedures are discussed, as well as infection control procedures using standard precautions. *Two lecture hours per week. Prerequisite: permission of the department head. Course fee: \$20. 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. *Sixteen clinical hours per week. Prerequisite: permission of the department head. Corequisites: RDT 104, RDT 106 and RDT 155 or permission of the department head. Course fee: \$20. Insurance fee: \$9. Usually offered in the fall.*
- RDT 104 Principles of Exposure I** (3 credits)
This course offers an introduction to atomic structure, the nature of radiation, X-ray production, interactions of X-rays with matter, radiographic image formation, beam restriction, filtration and the selection of exposure factors. *Three lecture hours per week. Prerequisite: permission of the department head. Corequisites: RDT 103, RDT 106 and RDT 155 or permission of the department head. Course fee: \$30. Insurance fee: \$9. 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. *Two lecture hours and two laboratory hours per week. Corequisites: RDT 101 and RDT 102 or permission of the department head. Course fee: \$30. Usually offered in the summer.*
- RDT 106 Medical Terminology** (1 credit)
This self-paced course provides students with the fundamental concepts of medical terminology. Word building, abbreviations, symbols and the terminology related to human structure and function and radiography are studied. *Prerequisite: permission of the department head. Course fee: \$10. Usually offered in the fall.*

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- RDT 153 Clinical Practicum II** (2 credits)
Students are provided with practical experience in the functioning of the radiology department. This course provides students with the opportunity to continue to develop their radiographic positioning skills, equipment manipulation skills and the skills necessary to deal with the radiology patient. The clinical competency program is continued in this course. *Sixteen clinical hours per week. Prerequisite: RDT 103 with a grade of "C" or better or permission of the department head. Corequisites: RDT 154 and RDT 205 or permission of the department head. Course fee: \$20. Insurance fee: \$9. Usually offered in the spring.*
- RDT 154 Principles of Exposure II** (3 credits)
This course is a continuation of RDT 104. This course includes the study of scattered and secondary radiation, control of exit radiation, image receptors, image processing, artifacts and silver recovery. *Three lecture hours per week. Prerequisite: RDT 104 with a grade of "C" or better or permission of the department head. Corequisites: RDT 153 and RDT 205 or permission of the department head. Course fee: \$30. 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. *Two lecture hours per week. 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 106 or permission of the department head. Course fee: \$20. Usually offered in the fall.*
- RDT 201 Radiation Protection and Radiobiology** (2 credits)
This course provides students with knowledge of the biologic processes which 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 which affect the amount of radiation exposure during diagnostic procedures. *Two lecture hours per week. Prerequisite: permission of the department head. Course fee: \$20. Usually offered in the fall.*
- RDT 203 Clinical Practicum III** (2 credits)
Students are provided with practical experience in the functioning of the radiology department. Students continue to develop their radiographic positioning and equipment manipulation skills to further demonstrate patient care skills and clinical competency. This course also introduces students to theories of disease causation and the pathophysiologic disorders that compromise healthy systems. *Forty-four clinical hours per week. Prerequisites: BIO 203 and RDT 153 with grades of "C" or better or permission of the department head. Course fee: \$20. Insurance: \$9. 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. Imaging equipment design and requirements are also covered, and an introduction to quality control is provided. *Two lecture hours per week. Prerequisites: RDT 104 and RDT 154 with grades of "C" or better or permission of the department head. Course fee: \$20. Materials fee: \$10. Usually offered in the fall.*
- RDT 205 Radiographic Positioning III** (2 credits)
This course is a continuation of RDT 155. The focus of this course is on the cranium, vertebral column, bony thorax, mammary gland and operative radiography. *Two lecture hours per week. Prerequisites: RDT 103, RDT 104 and RDT 155 with grades of "C" or better or permission of the department head. Corequisites: RDT 153 and RDT 154 or permission of the department head. Course fee: \$20. Usually offered in the spring.*

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- RDT 235 Introduction to Sectional Anatomy** (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, magnetic resonance imaging and ultrasonography. *One lecture hour per week. Prerequisite: RDT 253 with a grade of "C" or better or permission of the department head. Corequisites: RDT 201, RDT 204 and RDT 263 or permission of the department head. Course fee: \$20. Usually offered in the fall.*
- RDT 252 Special Radiographic Procedures** (2 credits)
 This course includes the study of the equipment, materials and procedures for angiography, lymphography, arthrography, myelography and other invasive radiographic procedures. *Two lecture hours per week. Prerequisite: RDT 205 with a grade of "C" or better or permission of the department head. Corequisite: RDT 273 or permission of the department head. Course fee: \$20. Usually offered in the spring.*
- RDT 253 Clinical Practicum IV** (2 credits)
 Students are provided with practical experience in the functioning of the radiology department. Students continue to develop their radiographic positioning and equipment manipulation skills to further demonstrate patient care skills and clinical competency. This course continues the discussion about the theories of disease causation and the pathophysiologic disorders that compromise healthy systems. This course also introduces etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and the management of alterations in body systems. *Forty clinical hours per week. Prerequisite: RDT 203 with a grade of "C" or better or permission of the department head. Course fee: \$20. Insurance: \$12. Usually offered in the summer.*
- RDT 256 Computer Applications in Medical Imaging** (2 credits)
 This course offers an introduction to computer applications associated with medical imaging. The evolution of computed tomography, magnetic resonance imaging, nuclear medicine, sonography, computed radiography, digital radiography and bone densitometry are also covered. *Two lecture hours per week. Prerequisite: RDT 204 with a grade of "C" or better or permission of the department head. Corequisite: RDT 273 or permission of the department head. Course fee: \$20. Materials fee: \$10. Usually offered in the spring.*

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- RDT 263 Clinical Practicum V** (2 credits)
Students are provided with practical experience in the functioning of the radiology department. Students continue to develop their radiographic positioning and equipment manipulation skills to further demonstrate patient care skills and clinical competency. This course includes a critical analysis of the radiograph from technical, anatomical and pathological standards. *Twenty four clinical hours per week. Prerequisite: RDT 253 with a grade of "C" or better or permission of the department head. Corequisite: RDT 204 or permission of the department head. Course fee: \$20. Insurance: \$12. Usually offered in the fall.*
- RDT 272 Radiologic Nursing Procedures II** (3 credits)
This course provides an introduction to the basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. This course also covers ethics and law as they apply to the radiologic sciences. *Two lecture hours and two laboratory hours per week. Prerequisites: RDT 102 and RDT 263 with grades of "C" or better or permission of the department head. Corequisites: RDT 252, RDT 256 and RDT 273 or permission of the department head. Course fee: \$30. Laboratory fee: \$20. Usually offered in the spring.*
- RDT 273 Clinical Practicum VI** (2 credits)
Students are provided with practical experience in the functioning of the radiology department. Students continue to develop their radiographic positioning and equipment manipulation skills to further demonstrate patient care skills and clinical competency. The clinical competency program is concluded, and the student demonstrates terminal competency during this course. *Twenty four clinical hours per week. Prerequisite: RDT 263 with a grade of "C" or better or permission of the department head. Corequisites: RDT 252 and RDT 256 or permission of the department head. Course fee: \$20. Insurance: \$12. Usually offered in the spring.*
- RDT 275 Seminar in Radiography** (2 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. *Two lecture hours per week. Prerequisite: permission of the department head. Course fee: \$20. Materials fee: \$10. Usually offered in the summer.*

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. *Three lecture hours per week. Usually offered in the fall, spring and summer.*
- 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. *Three lecture hours per week. 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. *Three lecture hours per week. Prerequisite: SOC 101. Usually offered in the fall of every other year.*

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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. *Three lecture hours per week. Prerequisite: SOC 101. Usually offered in the fall.*

Spanish

SPN 101 Fundamentals of Spanish I (3 credits)

This course is an introduction to spoken and written Spanish with an emphasis on the acquisition of basic skills in the language through drills in pronunciation, grammar and translation. *Three lecture hours per week. 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 further study of major structures and an emphasis on reading and speaking skills, and listening comprehension. *Three lecture hours per week. Prerequisite: SPN 101 with a grade of "C" or better. 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. *Three lecture hours per week. 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. *Three lecture hours per week. Prerequisite: Honors program eligibility. Usually offered in the spring.*

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. *Three lecture hours per week. Usually offered in the fall.*

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. *One lecture hour and two laboratory hours per week. Laboratory fee: \$25. Usually offered in the fall.*

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 Kelley Koontz (Snow Hill Christian Nursery School)
 Suzanne Ruark (Maryland Department of Human Resources)
 Imogene Wise (Wise Beginnings)
 Sheila Zimmer (Wicomico Day School)

Electronic Engineering Technology

Kevin Bernstein (Lorch Microwave)
 Mohammad Fotouhi (University of Maryland Eastern Shore)
 Russ Goodwin (Harvard Custom Manufacturing)
 James A. Lapke (RelComm Technologies Inc.)

Program Advisory Committees/143

Thomas Malaby (Orbital Science Corp.)
 David Miles (Parkside High School)
 Frederick L. White (National Oceanic and Atmospheric Administration)

Emergency Medical Services

Frank Bailey (Snow Hill Emergency Medical Services)
 John Barto (Maryland Institute for Emergency Medical Services Systems)
 Chuck Barton (Ocean City Emergency Medical Services)
 Jerry Bennett (Salisbury Emergency Medical Services)
 Mark Bramble (Maryland Institute for Emergency Medical Services Systems)
 Lorenzo Cropper (Salisbury Emergency Medical Services)
 Terry Hochmuth (Peninsula Regional Medical Center)
 Jean Lynch (Peninsula Regional Medical Center)
 Ann Sessoms (Peninsula Regional Medical Center)
 Dave Twilley (Pocomoke City Emergency Medical Services)

General Studies

Cheryll A. Collier-Mills (University of Maryland Eastern Shore)
 Jane Dané (Salisbury University)
 Cindy Gore (Snow Hill High School)
 Charlene Herzins (Pocomoke High School)
 Ann Lewis (Wicomico County Board of Education)
 Greg Montresor (Washington High School)
 Rusty Mumford (Crisfield High School)
 Diann R. Showell (University of Maryland Eastern Shore)
 Paul Zimmerman Jr. (Salisbury University)

Hotel-Motel-Restaurant Management

Phil Cropper (Hobbit Restaurant)
 John DelVecchio III (DelVecchio's Bakery)
 John M. Dixon (University of Maryland Eastern Shore)
 Brewer Duvall (Lankford-Sysco Food Services)
 Raymond A. Hilligoss (Parkside High School)
 Scott Hunter (Worcester Career and Technology Center)
 Susan Jones (Ocean City Hotel-Motel-Restaurant Association)
 Stan Kahn (Carousel Hotel)
 Mark S. Mayers (Harrison Group)
 Jeffrey Robertshaw (Robertshaw Catering)
 Robert A. Rothermel Jr. (Production Group)
 Jim Washington (Tavern on Green Street)

Manufacturing Engineering Technology

Jay Bonk (Wheaton Pharmatech)
 Tim Dolan (K&L Microwave)
 Penny Rogers (Merial Select Inc.)
 Fred Russo (BelArt)
 Daniel Seman (MaTech Inc.)

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Manufacturing Engineering Technology (continued)

Ed Urban (Harvard Custom Manufacturing)
Sam Windsor (Filtronic Comtek)

Nursing

Susan Battistoni (Salisbury University)
Linda Breland (Choptank Community Health System Inc.)
Mary Buchanan (Parkside High School)
Geraldine Chick (J.M. Tawes Technology and Career Center)
Mary Elliott (Choptank Community Health System Inc.)
Laura Hanlon (Memorial Hospital at Easton)
Gayle Hughes (Eastern Shore Hospital Center)
Jane Insley (Deer's Head Center)
Ruth Jones (Memorial Hospital at Easton)
Lisa Mace (Salisbury Center Genesis ElderCare Network)
Penny J. Makuchal (Worcester Career and Technology Center)
Jeanie Mears (Maryland Licensed Practical Nurse's Association)
Patricia Serkes (Peninsula Regional Medical Center)
Shirley Seward (Meridian Nursing Center -- Corsica Hills)
Rebecca C. Shockley (Worcester County Health Department)
Arlean Towns (Nanticoke Memorial Hospital)

Office Technology

Donna Anderson (Wicomico County Board of Education)
C. Andrew Buchanan (Parkside High School)
Lori Fields (Conectiv)
Linda Griffith (Synergy Practice Solutions)
Kathy Mathias (Town of Ocean City)
Roseann C. Novak (McCready Health Services Foundation)
Jane W. Pruitt (Worcester Career and Technology Center)
Ari Smack (Snow Hill High School)
Teresa Smith (Perdue Farms Inc.)
Vicki Todd (Wicomico County Health Department)
Cathy Venables (Coates, Coates & Coates)

Radiologic Technology

Robert Abbott (Atlantic General Hospital)
Dana Dashiell (Peninsula Regional Medical Center)
Ellen Dorsey (E.W. McCready Memorial Hospital)
William Halloran (Atlantic General Hospital)
Wendi R. Hinman (E.W. McCready Memorial Hospital)
Peter A. Libby (Peninsula Regional Medical Center)
Sue Ellen Littleton (Peninsula Regional Medical Center)
Mary Lou Melhorn (Peninsula Regional Medical Center)
Michael Rayne (Peninsula Regional Medical Center)
Karie Solebrino (Atlantic General Hospital)

College Personnel

Administrators

- Alexander, Suzanne T. Director of Counseling
B.A., University of North Carolina at Chapel Hill
M.Ed., Salisbury University
- Allen, Rich. Programmer
B.S., Salisbury University
- Armstrong, Martice L. Financial Aid Loan and
B.A., University of Maryland Eastern Shore Work-Study Coordinator
- Arnold, Nola M. Dean of Community and
B.S./B.A., McDaniel College Continuing Education
M.L.A., McDaniel College
- Attoh, Prince A. Director of
B.A., Old Dominion University Student Retention
M.A., George Washington University
Ed.D., Nova Southeastern University
- Beatty, James M., Sr. Director of the
B.A., University of Baltimore Eastern Shore Criminal
Justice Academy
- Buchert, Jill C. Reading, Writing and
B.A., Salisbury University Testing Center Coordinator
M.A., Salisbury University
- Canada, Allison M., APP Purchasing Agent
B.S., Salisbury University
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
- Christman, Donald E. Mathematics Laboratory
B.S., Kutztown University of Pennsylvania Coordinator
M.Ed., Kutztown University of Pennsylvania
- Counts, Andrew B. Dean of Students
A.A., Lehigh Carbon Community College
B.A., Lenoir-Rhyne College
M.S.W., Kutztown University of Pennsylvania
M.S.Ed., Temple University
Ed.D., Widener University

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Cross, Lauren G.Science Laboratory
 B.S., Old Dominion University Coordinator
 M.S., Old Dominion University

Disharoon, TeresaDirector of Business
 B.A. Harding University Main Campus and Industry Training
 M.Ed., Salisbury University

Green, Sandra L., CPAAssistant Director of
 B.S., Salisbury University Accounting
 M.B.A., Salisbury University

Hart, David R.Director of Computer Services
 B.S., Fairleigh Dickinson University
 M.Ed., Wilmington College (Del.)

Holland, LindaDirector of Student Life
 B.S., Salisbury University and Career Services

Horsey, Donna, RNDirector of Allied Health
 Diploma, Macqueen Gibbs Willis School of Nursing
 B.S., Salisbury University
 M.S., Wilmington College (Del.)

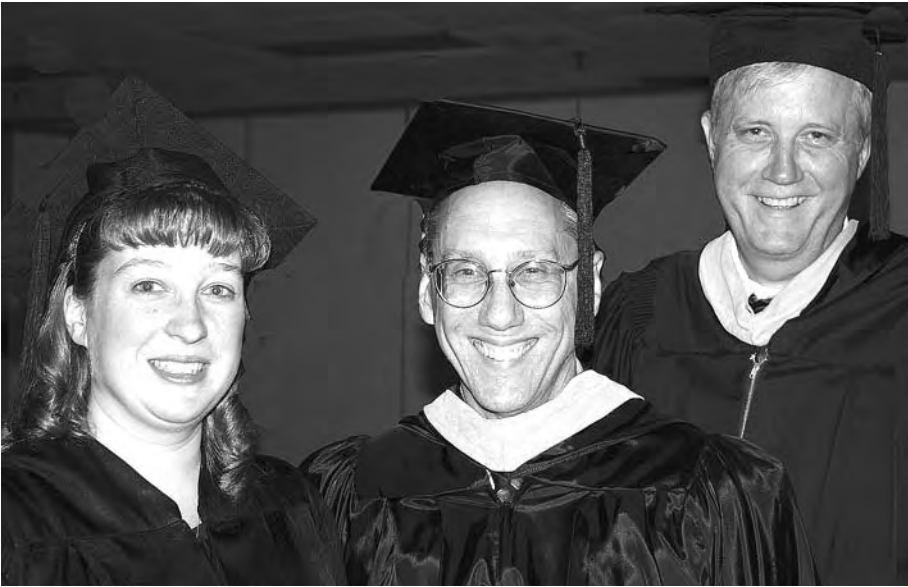
Hoy, Murray K.President
 A.A., Chesapeake College
 B.A., Washington College
 M.S., Johns Hopkins University
 M.A., Central Michigan University
 J.D., University of Baltimore
 Ed.D., Wilmington College (Del.)

Jenkins, Deborah E.Director of Financial Aid
 B.S., Salisbury University
 M.Ed., Salisbury University

Kennington, Janet S.Director of Marketing
 B.A., Salisbury University
 B.A., Washington College
 M.Ed., Salisbury University

Kopple, Wallace EdwardNetwork Support Analyst
 A.A.S., Delaware Technical &
 Community College Owens Campus

Lawson, Cynthia E.Programmer/Analyst
 A.A., Delaware Technical &
 Community College Owens Campus
 B.S., Salisbury University
 M.Ed., Wilmington College (Del.)



Lesser, Diane W.Dean of General Education
 B.A., Salisbury University
 M.Ed., Salisbury University
 Ph.D., University of Maryland College Park

Mace, Paul A.Director of Plant Management
 B.S., Carnegie Mellon University

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

Mathias, JodyPart-Time Librarian
 B.A., Madonna University
 A.M.L.S., University of Michigan-Ann Arbor

McCormick, ReenieVice 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
 B.S., Salisbury University Research and Planning
 M.A., Penn State University Park

Michael, CherylMedia Center Director
 B.S., Salisbury University
 M.Ed., Salisbury University
 M.L.S. University of Maryland College Park

148/Wor-Wic Community College

Moses, John C.Associate Director of the
 B.S., Salisbury University Eastern Shore Criminal
 M.Ed., Salisbury University Justice Academy

Murphy, JaniceDirector of Development
 B.A., University of Pittsburgh, Pittsburgh Campus
 M.A., State University of New York at Binghamton

Myers, JeffreyNetwork Support Analyst

Postles, WendyComputer Laboratory Coordinator
 A.A., Wor-Wic Community College
 B.S., University of Maryland Eastern Shore

Randrup, Joy DavidsonAcademic Network Administrator
 A.A., Wor-Wic Community College

Rudnick, Mark V.Vice President for
 B.B.A., Temple University Administrative Services
 M.Ed., Salisbury University
 M.B.A., Salisbury University

Runner, Mary S., RNPart-Time Allied Health Coordinator
 Diploma, Sherbrooke Hospital
 B.S., Columbia Union College

Sandt, Jennifer A.Director of Human Resources
 B.S., East Stroudsburg University of Pennsylvania
 M.B.A., Salisbury University

Scarborough, Walter C.Director of Community
 B.A., Salisbury University and Continuing Education
 in Wicomico County

Sherman, Timothy R.Dean of Occupational Education
 B.S., Salisbury University
 M.B.A., Salisbury University

Smith, ToddInstructional Technologist/
 B.S., Indiana University at Bloomington Webmaster

Sterrett, Reid H., Sr.Part-Time Assistant Librarian
 B.A., University of Maryland Eastern Shore

Thomas, Charles.Administrative Network
 A.A.S., Wor-Wic Community College Administrator

Toadvine, KristinaDirector of Computer Training
 B.A., Salisbury University

Trego, Amanda C.Registrar
 B.S., Salisbury University
 M.B.A., Salisbury University
 M.Ed., Salisbury University

College Personnel/149

Trego, Cate	Writer/Photographer
B.A., McDaniel College	
Tyson, Thomas N., CPA	Director of Accounting
B.S., University of Maryland College Park	
Walker, Kevin	Web Network Administrator
Wallace, Ellen C.	Financial Aid Grant and
B.S., Salisbury University	Scholarship Coordinator
Ward, Janice	Part-Time Librarian
B.S., Salisbury University	
M.L.S., University of Maryland College Park	
Webster, Richard C.	Director of Admissions
B.A., Salisbury University	
M.A., Salisbury University	
Yackley, James C.	Director of Community
B.S., University of Minnesota-Twin Cities	and Continuing Education
	in Worcester County

Faculty

Almon, Robert E.	Professor Emeritus
B.S., St. Bonaventure University	Criminal Justice (1976-87)
Certificate, FBI Academy	
Ball, James H., RN, CRNP	Instructor of
B.A., Salisbury University	Nursing
B.S., Salisbury University	
M.S.N., Wilmington College (Del.)	
Bartlett, Allison S.	Associate Professor of
B.A., University of Missouri - Kansas City	English
M.A., Georgetown University	
Ph.D., The Catholic University of America	
Blasco, Lawrence	Instructor of
A.B., Georgetown University	Developmental English
M.A., University of Chicago	
Ph.D., State University of New York at Buffalo	
Calafiura, Marie B.	Instructor of
B.S.E., Bowling Green State University	Business
M.B.A., Salisbury University	
Connors, Carolyn K.	Associate Professor of
B.S., State University of New York College at Potsdam	Developmental English
M.A., University of Connecticut	

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Craig, Mary DaleAssociate Professor of
 B.A., Principia College Social Science
 M.S.W., Washington University in St. Louis
 Ph.D., University of Maryland College Park

Cubbage, Elinor PhillipsProfessor of
 B.A., University of Delaware English
 M.A., Eastern Connecticut State University
 Ed.D., University of Maryland College Park

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 Education
 B.S., North Carolina State University
 M.A., Salisbury University

Dallam, Colleen C.Assistant Professor of
 B.S.Ed., Indiana University of Pennsylvania History
 M.A., Salisbury University

Daughenbaugh, Betty J.Associate 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, SusanInstructor of
 B.S., Salisbury University Biological and Physical Sciences
 M.S., Johns Hopkins University

Demko, Joan H., CPAAssociate Professor of
 B.A., Cedar Crest College Accounting
 M.B.A., Salisbury University

Derickson, Lynn M., RNInstructor of
 B.S., Salisbury University Nursing
 M.S., University of Maryland Baltimore

Dolch, Ronald G., CPIMDepartment Head and
 B.S., Muhlenberg College Assistant Professor of Business
 M.B.A., Fairleigh Dickinson University

Dunham, Larry E.Instructor of
 B.A., State University of New York at Albany Mathematics
 M.Ed., Salisbury University

Ferrand, Judith M.General Studies Department Head
 A.A., Wor-Wic Community College and Professor of English and Speech
 B.A., Salisbury University
 B.A., Salisbury University
 M.Ed., Salisbury University
 Ed.D., Wilmington College (Del.)

College Personnel/151

- Fries, Deborah D. Assistant Professor of
B.S., Salisbury University Mathematics
M.Ed., Salisbury University
- Gray, Michael D. Department Head and Professor of
B.S., Towson University Criminal Justice
M.Ed., Coppin State College
- Grewe, Kim Instructor of
B.A., Saint Vincent College English
M.A., Salisbury University
- Haffner, John D. Assistant Professor of
B.S., Syracuse University Main Campus Biological and Physical Sciences
M.S., University of Rhode Island
- Hargis, Cynthia Instructor of
A.A.S., Wor-Wic Community College Social Science
B.S., Elizabeth City State University
M.Ed., Salisbury University
- Harrington, Fredricka B. Associate Professor of
B.A., Salisbury University Office Technology and
M.Ed., Salisbury University Computer Studies
- Kavanaugh, Kevin L. Instructor of
A.A.S., Delaware Technical & Electronic Engineering Technology
Community College Owens Campus
B.S., Salisbury University
M.S., University of Maryland Eastern Shore
- Kelley, James, E.C. Instructor of
B.S., Rider University Computer Studies
M.B.A., Fairleigh Dickinson University
- Kennedy, Elaine Bishop, RN Professor of
Diploma, Mary Hitchcock Memorial Hospital Nursing
School of Nursing
B.S.N., University of Colorado at Boulder
M.S., University of Maryland Baltimore
Ed.D., University of Maryland College Park
- Krum, Mary E., RN Professor Emeritus
B.S.N., Columbia Union College Nursing (1977-83)
M.S., University of Maryland College Park
- Lloyd, Susan B. Assistant Professor of
B.A., Salisbury University Developmental Mathematics
M.Ed., Salisbury University
- Mahan, Louise S. Professor Emeritus
B.S., University of Maryland Eastern Shore Office Technology (1980-93)

152/Wor-Wic Community College

- Marshall, Denise D., RNDepartment Head and
B.S.N., Hampton University Professor of Nursing
M.Ed., Salisbury University
- McGee, C. DallasAssistant Professor of
B.S., University of Maryland College Park Computer Studies
- McMillen, Gene, RNInstructor of
B.S., Keuka College Nursing
M.S.N., Wilmington College (Del.)
- Mister, Brenda J., RNAssistant Professor of
B.S., Salisbury University Nursing
M.S., Salisbury University
- Montero, MelanieAssistant Professor of
B.S., Salisbury University Office Technology
M.Ed., Salisbury University
- Morris, Michelle B.Instructor of
B.S., Salisbury University Early Childhood Education
M.Ed., Salisbury University
- Nicholson, Donald C.Technology Department Head and
B.S., University of Maryland College Park Associate Professor of Manufacturing
M.Ed., McDaniel College Engineering Technology
- Rinnier, Marlene P., CPSProfessor Emeritus
Certificate, Katherine Gibbs School Office Technology (1978-2001)
B.S., West Virginia University
M.Ed., Salisbury University
- Rollyson, Donald, Jr.Eastern Shore Criminal Justice
B.A., Salisbury University Academy Instructor
- Roop, Kimberley M., RNProfessor of
B.S., Salisbury University Nursing
M.S., Salisbury University
Ed.D., Wilmington College (Del.)
- Rudnick, Lucille A., RNProfessor of
Diploma, Temple University Hospital Nursing
School of Nursing
B.S., Temple University
M.Ed., Salisbury University
- Sammons, De, RN, CRNPInstructor of
A.A.S., Delaware Technical & Nursing
Community College Owens Campus
B.S.N., Wilmington College (Del.)
M.S., Salisbury University

College Personnel/153

- Schaefer, HollyAssistant Professor of
A.B., Rutgers the State University of New Jersey Developmental English
New Brunswick Campus
M.S., State University of New York at Albany
- Sollazzo, Dixie J., RNInstructor of
B.S.N., University of Maryland Baltimore Nursing
- Steinemann, LadCommunity and Continuing
B.A., University of North Carolina Education Computer Instructor
at Chapel Hill
- 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, CFPAssistant Professor of
B.A., University of Maryland College Park Accounting
M.B.A., Wilmington College (Del.)
- Taylor, Edward T.Mathematics and Science
B.S., Salisbury University Department Head and
M.S., University of Delaware Associate Professor of Biological Science
- Thompson, TerryInstructor of
B.A., West Chester University of Pennsylvania Biological Science
M.S., University of Maryland College Park
- Townsend, Mary LouInstructor of
B.A., McDaniel College Mathematics
M.Ed., Salisbury University
- Twigg, SusanAssistant Professor of
B.S., Salisbury University Developmental Mathematics
M.Ed., Salisbury University
- Vander Clute, Elaine L.Associate Professor of
B.A., Le Moyne College Speech and English
M.S., Syracuse University Main Campus
M.B.A., Boston University
Ed.D., Wilmington College (Del.)
- Walsh, Sharon K.Associate Professor of
B.A., Hood College English
M.Ed., Salisbury University
- Webster, Daniel R., Jr., NREMT-PAssistant Instructor of
Emergency Medical Services

154/Wor-Wic Community College

Weil, Coleen, RNInstructor of
Diploma, St. Luke's Hospital Nursing
School of Nursing
B.S.N., Saint Martin's College
M.S.N., Seattle University

Wiljanen, Lynn M.Human Services Department Head
B.A., University of Minnesota-Duluth and Assistant Professor of
M.A., University of Minnesota-Duluth Social Science
Ph.D., University of Wisconsin-Madison

Woodward, Andrew P., RT (R)(QM)(CT)(ARRT)Department Head and
A.A., Montgomery College Associate Professor of
B.S., University of Nevada-Las Vegas Radiologic Technology
M.A., Morehead State University

Woolford, Dornell L.Instructor of
B.A., Salisbury University Developmental English
M.A., Salisbury University

Yurek, Walter J.Professor of
B.S., Salisbury University Mathematics
M.A., Georgetown University
Ed.D., Montana State University - Bozeman
M.A., St. John's College

Support Staff

Barnes, BrianMaintenance Foreman

Barsh, DavidMaintenance Worker II

Bell, AngelAccounting Associate
Business Office

Bittinger, LindaAdministrative Associate I
Community and Continuing Education

Bittinger, Melvin E.Senior Security Officer
A.A., Hagerstown Community College

Bond, ArnoldBuilding Attendant

Bowser, JudeyBuilding Attendant

Bragg, Lynn M.Administrative Associate I
A.S., Southern Virginia University Business Department
B.S., University of Maryland Eastern Shore

Brown, AmyPart-Time Administrative Associate I
A.A.S., Wor-Wic Community College Radiologic Technology Department

College Personnel/155

Brown, Brad T.	Land Management Worker
Carr, Terry A.	Building Attendant
Clark, Deborah	Accounting Associate
A.A.S., Wor-Wic Community College	Accounts Receivable
A.A.S., Wor-Wic Community College	
Coyle, Mary A.	Administrative Associate I
	General Studies Department
Creager, Susan	Financial Aid Specialist
B.A., Salisbury University	
Dashiell, Thomas F.	Audio-Visual Technician
Davis, Garrett	Part-Time Building Attendant
Dayton, Renee	Administrative Associate I
	Development
Dixon, Tina	Executive Associate I
	Academic and Student Affairs
Ellingsworth, Joseph	Maintenance Worker I
Farr, Ramona A.	Part-Time Building Attendant
Foreman, Shirley	Administrative Associate I
A.A., Wor-Wic Community College	Registrar's Office
George, Laverne	Building Attendant
Grant-Gorman, Angelique	Administrative Associate I
A.A., Wor-Wic Community College	Community and Continuing Education
Green, David	Part-Time Security Officer
B.S.A.J., American University	
Griffin, April	Mail and Duplicating Clerk
A.A.S., Wor-Wic Community College	
Harris, Chanda	Administrative Associate I
A.A.S., Wor-Wic Community College	Mathematics and Science Department
Harris, Lindsey	Part-Time Security Officer
Hayward, Dawn	Library Aide
Hochmuth, James	Land Management Worker
B.S., University of Maryland College Park	
Howard, Kimberly.	Receptionist

156/Wor-Wic Community College

Hunt, SusanDevelopment Associate
 A.A., Anne Arundel Community College
 A.A.S., Wor-Wic Community College

Jestice, SharonAccounting Associate
 Payroll

Jones, Clinton D., Jr.Building Attendant

Joynes, Joyce E.Administrative Associate I
 Certificate, Wor-Wic Community College Student Life and Career Services
 A.A.S., Wor-Wic Community College

Kelley, DonSenior Land Management Worker

Kolbeck, JaniceExecutive Associate I
 A.S., Luzerne County Community College Administrative Services

Larmore, Bethany A.Accounting Associate
 Accounts Payable

Leslie, Sheree L.Community and Continuing Education
 Registration and Information Specialist

Lichty, Kimi S.Human Resources Associate
 A.A., York College
 B.S., Oklahoma Christian University
 B.S., Salisbury University

Long, Deborah M.Administrative Associate I
 Diploma, Woodridge Business Institute Community and Continuing Education

Masterson, Michael E.Electronics Systems Specialist
 A.S., Community College of the Air Force

McBride, MarcusBuilding Attendant

McGee, Ann D.Administrative Associate I
 A.A., Wor-Wic Community College Media Center

Milcarek, CaroleAdministrative Associate I
 Berlin-Ocean City Instructional Center

Molisani, JackieAdministrative Associate I
 Nursing Department

Muir, CharlotteAdministrative Associate I
 Diploma, Jefferson School of Commerce Academic and Student Affairs

Nichols, JoyceAccounting Associate
 Payroll

Owens, Thomas R.Night Supervisor

College Personnel/157

Schilling, Rebecca A.	Administrative Associate II
Certificate, Wor-Wic Community College	Plant Management
Shaw, Dione T.	Administrative Associate III
Diploma, Woodridge Business Institute	Student Services
A.A., Wor-Wic Community College	
Shetler, Amy	Administrative Associate I
A.A.S., Westmoreland County Community College	Marketing
Shockley, Parshall W.	Administrative Associate II
Diploma, Woodridge Business Institute	Occupational Education
A.A.S., Eastern Shore Community College	
Shwed, Nancy	Administrative Associate I
Diploma, Woodridge Business Institute	Admissions
Certificate, Wor-Wic Community College	
Sichau, Paul A., CM	Mechanical Systems Specialist
Certificate, RETS Technical Center	
Certificate, The Community College of Baltimore County	
Sies, Doris	Part-Time Building Attendant
Smith, Marian L.	Executive Associate I
A.A., Wor-Wic Community College	Institutional Affairs
Smith, Quetta L.	Administrative Associate I
A.A., Wor-Wic Community College	Eastern Shore Criminal Justice Academy
Stehl, Mary	Executive Associate II
	President's Office
Stevenson, Terrie L.	Administrative Associate I
A.A., Wor-Wic Community College	Community and Continuing Education
Sutton, Mary	Part-Time Administrative Associate I
	Community and Continuing Education
Thompson, Dawn M.	Administrative Associate I
	Counseling
Townsend, Lucille	Building Attendant
Turner, Kathy L.	Administrative Associate II
	General Education
Vann, Linnie, Jr.	Part-Time Security Officer
Wallop, Mildred	Building Attendant
Webster, Mary V.	Accounting Associate
	Accounts Receivable

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Weindorfer, Terry Administrative Associate I
 A.A., Delaware Technical & Community and Continuing Education
 Community College Owens Campus
 B.S., Wilmington College (Del.)

Widdows, William E. Part-Time Security Officer

Yackley, Donna L. Administrative Associate II
 A.A., Wor-Wic Community College Eastern Shore Criminal Justice Academy

Zonko, B.J. Administrative Associate III
 C.W.C., Roanoke Bible College Community and Continuing Education

Part-Time Credit Faculty

Abbott, Jill English
 B.A., Salisbury University
 M.Ed., Salisbury University

Adkins, Judith Mathematics
 B.S., Salisbury University
 M.Ed., Salisbury University

Amey, Danielle Developmental Mathematics
 B.S., Indiana University of Pennsylvania
 B.S., Salisbury University

Andrews, Daniel Developmental Mathematics
 A.A., Prince George's Community College
 B.S., University of Maryland University College
 M.A.T., Bowie State University

Angel, Sherryl Developmental Mathematics
 B.S., Salisbury University
 M.Ed., Salisbury University

Angelonga, Perry Computer Studies
 B.A., University of Baltimore

Aspenberg, Bertha Business
 B.A., Drew University

Barber, Robert Mathematics
 B.S., University of Maryland College Park
 M.S.T.M., American University

Barton, Charles H., (NREMT-P) Emergency Medical Services
 A.A., Anne Arundel Community College

Bazin, Michael Philosophy
 B.A., College of William and Mary
 M.A.T., National-Louis University

College Personnel/159

- Bievenour, Michael G.Computer Studies
B.S., California University of Pennsylvania
M.A., Ball State University
- Bloodsworth, BerniceMathematics
B.S., Morgan State University
M.Ed., Salisbury University
- Booth, EricConstruction Engineering Technology
B.Arch., Cornell University
- Boyer, JeffersonArt, English and Speech
B.A., Salisbury University
M.A., Salisbury University
- Bradley, Sheila S.Manufacturing Engineering Technology
B.S., Southern Illinois University
Carbondale
- Brannock, LindaEducation
B.S., Salisbury University
M.Ed., Salisbury University
- Brown, ElizabethBiological Science
B.S., Pennsylvania State University
- Brunet, RebeccaSpeech
B.S., Boston University
M.A., Syracuse University Main Campus
- Buchert, JillEnglish
B.A., Salisbury University
M.A., Salisbury University
- Chambliss, Tysha ReneeEducation
B.S., Virginia State University
M.Ed., Virginia State University
- Christman, Donald E.Mathematics
B.S.Ed., Kutztown University of Pennsylvania
M.Ed., Kutztown University of Pennsylvania
- Claggett, Donald J.Economics
B.S.B.A., Loyola College
M.B.A., Loyola College
Ph.D., Walden University
- Colbourne, RuthCriminal Justice
B.A., Salisbury University
M.A., Salisbury University
- Cross, Lauren G.Biological and Physical Sciences
B.S., Old Dominion University
M.S., Old Dominion University

160/Wor-Wic Community College

Czeczulin, JohnPhysical Science
 B.S., Salisbury University
 M.S., University of Maryland Baltimore

Davis, TomMathematics
 B.S., Penn State University Park
 M.S., University of Scranton

Decker HeidieSpanish
 B.S., Indiana University of Pennsylvania

Dix, TerryDevelopmental Mathematics
 B.S., Salisbury University
 M.Ed., Salisbury University

Drummond, JosephDevelopmental Mathematics
 B.S., University of Maryland Eastern Shore

Duke, NoraMathematics
 B.S., University of Pittsburgh, Pittsburgh Campus
 M.Ed., Salisbury University

Duryea, Robert L.Computer Studies
 B.S., Shippensburg University of Pennsylvania

Egan, JohnBiological Science
 B.A., University of North Carolina at Charlotte
 Ph.D., University of Georgia

Fairchild, CatherineDevelopmental Mathematics
 B.S., University of Maryland College Park and Computer Studies

Finlayson, Ian M.Electronic Engineering Technology
 B.S., University of Cape Town
 M.B.A., University of South Africa

Foxwell, Rex A., (NREMT-P)Emergency Medical Services

Girardeau, Ellen C.Office Technology
 A.B., University of Rhode Island
 M.A., University of North Carolina at Chapel Hill

Goldman, Terri LynnEducation
 B.S., University of Pittsburgh
 M.S., Indiana University of Pennsylvania

Gootee-Ash, AmyBiological Science
 B.A., Salisbury University
 M.S., James Madison University

Gordy, JohnBusiness
 A.A., Wesley College
 B.S., American University

College Personnel/161

- Harrison-Tilghman, Debra, RN, CRNPNursing
 B.S., Salisbury University
 M.S., University of Maryland Baltimore
- Hart, James Construction Engineering Technology
 B.S., University of Toledo and Manufacturing Engineering Technology
- Hartung, KerryMathematics
 B.S., Shippensburg University of Pennsylvania
 M.A., Lehigh University
- Herrmann, Rosemay, RN, CRNPNursing
 Diploma, Riverside Methodist Hospital
 School of Nursing
 B.S., University of New Hampshire
 M.S.N., Wilmington College (Del.)
- Hickman, Nancy G.Computer Studies
 B.S., University of Delaware
 M.I., University of Delaware
- Higgins, Harold L.Accounting
 A.A., The Community College
 of Baltimore County
 B.S., University of Baltimore
- Hockenbrock, MandyPhysical Science
 B.A., Clemson University
 M.A., College of Notre Dame of Maryland
- Holland, LindaCareer Development
 B.S., Salisbury University
- Hughes, William F.Manufacturing Engineering Technology
 B.S., Salisbury University
 B.S., Old Dominion University
- Isett, PaulaEducation
 B.S., Tennessee Temple University
 M.Ed., Salisbury University
- Judd, HoraceMathematics
 B.S., Lyndon State College
 M.S., Adelphi University
- Kadushin, Lewis R.Social Science
 B.S., City University of New York City College
 M.Ed., Columbia University in the City of New York
 Ph.D., University of Texas at Austin
- Kautz, KimberlySocial Science
 A.A., Hagerstown Community College
 B.S., Frostburg State University
 M.L.A., McDaniel College

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King, Margaret EvaComputer Studies
 B.S., Salisbury University
 M.Ed., Salisbury University

Koontz, KelleyEducation
 B.S.Ed., Kutztown University of Pennsylvania
 Ed.M., Temple University

Lane, Lynda L.Computer Studies
 B.S., Salisbury University

Lawrence, Susan E.Business
 B.S., State University of New York College
 at Geneseo
 M.B.A., St. Bonaventure University

Layton, Elizabeth T.English
 B.A., Smith College
 M.A., Salisbury University

Lichty, Kimi S.Computer Studies
 A.A., York College
 B.S., Oklahoma Christian University

Long, Pamela V.Accounting and
 B.S., Salisbury University Developmental Mathematics

Love, Catherine, RNNursing
 B.S., Salisbury University

Macdonald, HelenEnglish
 B.A., Georgetown University

Malaby, Thomas C.Electronic Engineering Technology
 A.A.S., Wor-Wic Community College
 B.S., University of Maryland Eastern Shore

Marks, MelindaHistory
 B.S., Villa Julie College
 B.S., Towson University
 M.A., Salisbury University

Maroon, PatriciaSpanish and
 A.B., Asbury College English
 M.A., Dallas Theological Seminary

McCrary, QuinteceBiological Science
 B.S., Tuskegee University
 M.S., Tuskegee University

McCullough, AnitaBiological Science
 B.S., Morgan State University
 M.S., University of Cincinnati

College Personnel/163

- Mirlohi, Seyed J.Electronic Engineering Technology
B.S., Western Kentucky University
M.S., University of Louisville
- Moore, Madeline F.Social Science
B.A., Salisbury University
M.A., Salisbury University
- Myers, JoeBiological Science
B.S., Penn State University Park
M.S., Indiana University of Pennsylvania
- Myers, Karen, RNNursing
B.S., Pennsylvania State University
- Niblett, DellaEnglish
A.A., Wor-Wic Community College
B.A., Salisbury University
M.A., Salisbury University
- Nottingham, J. RichardBiological and Physical Sciences
B.S., Salisbury University
- O'Brien, Edmond J.Criminal Justice
A.A., Wor-Wic Community College
A.A., State University of New York at Albany
B.A., University of Maryland College Park
- Pecoraro, Russell M.Criminal Justice
B.S., State University of New York at Buffalo
- Poore, MarthaEnglish
B.A., Trinity College
M.S., University of Delaware
- Postles, WendyComputer Studies
A.A., Wor-Wic Community College
B.S., University of Maryland Eastern Shore
- Price, Joseph J.Construction Engineering Technology
- Price, TonyaEnglish
B.A., Salisbury University
M.A., Salisbury University
- Pusey, AmyDevelopmental Mathematics
B.S., Salisbury University
- Randall, Tyantha G.Social Science
B.A.S.W., Salisbury University
M.S.W., Salisbury University

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Reddish, Catherine G.Mathematics
 B.S., Salisbury University
 M.Ed., Salisbury University

Renshaw, Hugh F.Business
 B.S., University of Baltimore
 M.B.A., Wilmington College (Del.)

Reynolds, Mark A.Accounting
 B.S., Salisbury University

Riggio, StephenPhysical Science
 A.B., University of Detroit
 Ph.D., Johns Hopkins University

Roache, GeorgeSpeech
 B.A., Swarthmore College
 M.B.A., Columbia University in the City of New York

Robertshaw, J. ThomasHotel-Motel-Restaurant
 B.A., University of Pennsylvania Management

Roth, Harvey F.Computer Studies
 B.S., Johns Hopkins University
 M.S., University of Southern California

Said, SafaaComputer Studies
 B.S., Ain Shams University and Office Technology
 M.S., North Carolina State University

Schamberger, Daniel J.Biological Science
 B.S., Frostburg State University
 M.Ed., Salisbury University

Schiller, JoeEconomics
 B.S., University of Maryland College Park

Schultes, Charles R., Jr.Developmental Mathematics
 B.S.E.E., Air Force Institute of Technology
 M.A.T., Duquesne University

Selig, Patricia D.Social Science
 B.A., George Washington University
 M.Ed., Salisbury University

Shumate, Kelly H.Mathematics
 B.S., Concord College
 M.S., Clarkson University

Skinkus, JohnEnglish
 B.S., Kutztown University of Pennsylvania
 M.S., Temple University
 Ed.D., Temple University

College Personnel/165

- Solembrino, Karie, RT (R)(CT)(ARRT)Radiologic Technology
A.A.S., Wor-Wic Community College
B.S., Florida Hospital College of Health Sciences
- Speer, Nanette J.Social Science
B.A., University of Maryland College Park
M.Ed., University of Maryland Eastern Shore
- Taylor, Donna S.Education
B.S., Frostburg State University
- Turner, Deborah, CFABusiness
B.S., Towson University
M.A., George Washington University
- Turner, Paul F.History
B.A., Salisbury University
M.A., Salisbury University
- Ulbricht, Mari-jo G.Office Technology
B.A., University of Massachusetts
- Wadler, Jeffrey R.Computer Studies
B.B.A., University of Michigan-Ann Arbor
M.A., George Washington University
- Webster, Julia T.English and
B.A., University of North Carolina at Greensboro Humanities
M.Ed., Salisbury University
- Weker, Joseph S.Social Science
B.A., University of Oklahoma
M.S., Johns Hopkins University
- Welch, RogerConstruction Engineering Technology
Advanced Professional Certificate
Maryland Department of Education
- White, MerryEnglish
B.S., University of Maryland College Park
M.Ed., Salisbury University
Ed.D., University of Maryland College Park
- Whitelock, M. FrancesMathematics
B.S., Salisbury University
M.Ed., Salisbury University
- Wilson, BeverlyBiological Science
B.S., Salisbury University
M.Ed., Salisbury University
- Wilson, DarleneHistory and Political Science
B.A., Salisbury University
M.Ed., Salisbury University

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Appendix

Computer Usage

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. College computer usage policies and procedures apply to all computer users, and are applicable to all computer hardware, software, networks, peripheral devices, data and any other components connected to or associated with the college's computer systems, including access to the Internet and the use of electronic mail. 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 retrievability 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. The college reserves the right to collect, process and retain appropriate information pertaining to the users, usage, integrity and security of its computing resources.

Computer usage policy violations include:

1. Unauthorized use of a computer or unauthorized access to files and data that belong to another individual or that are not publicly available;
2. Obstructing the operation of the college's computer systems, including, but not limited to, inserting inappropriate objects into disk drives, 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;
3. Violation of copyright laws, including the use of images, programs, sounds and text;
4. Use of computers to violate the privacy of others, or send or receive electronic mail of an unwanted, abusive, threatening, obscene, slanderous or harassing nature;
5. Displaying on a computer screen or printing materials of a sexually-explicit or discriminatory nature;
6. Monopolizing computer systems, overloading networks with excessive data or wasting computer time, disk space, printer paper or other college resources;
7. 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;
8. Use of computers to violate any other college policy or procedure or for illegal or criminal purposes that violate federal, state and local laws; and
9. Violation of any additional rules or regulations regarding computer usage established by college employees at specific locations.

Employee or student 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.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature: 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. Examples of sexual harassment include, but are not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications and unwelcome physical contact. It is recognized that sexual harassment can occur between individuals of the same or different genders.

An individual who alleges sexual harassment by an employee should file a complaint with his or her supervisor or the director of human resources. If the allegation is substantiated after an investigation, the employee is subject to disciplinary action, including possible dismissal. College policies and procedures regarding dismissal, including any appeals that may exist, govern the handling of sexual harassment complaints against employees.

An individual who alleges sexual harassment by a student should file a complaint with the chairperson of the student-faculty disciplinary committee or the dean of students. If the allegation is substantiated after an investigation, the student is subject to disciplinary action, including possible permanent suspension. College policies and procedures regarding student conduct, including any appeals that may exist, govern the handling of sexual harassment complaints against students.

The college affords reasonable confidentiality and individual protection against reprisals to anyone who files a sexual harassment complaint. Every effort is also made to keep the name of the individual accused of sexual harassment confidential until after the allegations are proven. If the director of human resources or the supervisor of an employee with whom a sexual harassment complaint has been filed, or the chairman of the student-faculty disciplinary committee when a complaint has been filed against a student, does not conduct an investigation of the complaint, he or she may be subject to disciplinary action. If, after the investigation of a sexual harassment complaint, it is found that the employee or student who filed the complaint deliberately filed a false accusation of sexual harassment, that individual may be 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).

Policies and procedures regarding sexual harassment are circulated to employees and students on a regular basis through the college catalog and other appropriate publications.

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

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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 Web site 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, faculty member or administrator, and traffic, parking and smoking

violations that are referred to the committee by the director of plant management. 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 life and career services, 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 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. 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 student retention 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 the unauthorized use of alcoholic beverages, including the possession, consumption, sale or purchase of any beverage declared illegal by law; the use of any drug, narcotic or substance defined as a controlled dangerous substance by law; gambling, including all activities defined as gambling by law; disorderly conduct, defined as any specific act or pattern of behavior resulting in or clearly tending to result in the injury of persons or property or a violation of accepted standards of decency or disturbance of the peace; cheating, defined as the act of obtaining information or data improperly or by dishonest or deceitful means; contempt of the college, defined as failure to observe orders of a committee, including disrespect at committee hearings or disrespect of employees or students in the performance of their duties; plagiarism, defined as copying or imitating the language, ideas or thoughts of another author and presenting them as one's original work, the copying of a theme or section from a book or magazine without giving credit in a footnote or copying from the manuscript of another student; and serious disregard of regulations, defined as a student's repeated violation of any posted or published administrative regulation on student behavior.

SECONDARY OFFENSES

Secondary offenses include smoking in "no smoking" areas; being in unsupervised laboratories without prior permission from the instructor; performing any conduct unbecoming of a college student, including, but not limited to, littering, loud talking or laughing which is disquieting or disturbing to others, personal radios operating at an objectionable level or in unsuitable circumstances and profanity, with profanity being defined as that generally described and accepted in the college's service area; and violating any posted or published administrative regulation on student behavior.

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, noting such action in his or her file if the committee so desires; 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, noting such action in the student's file.

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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 student retention, 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 students or the dean of community and continuing education. 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 students or the dean of community and continuing education. 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 students or dean of community and continuing education, 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 students or the dean of community and continuing education. 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 students or dean of community and continuing education. 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. The college also sends the student a confirmation that the transcript was sent. 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 students or dean of community and continuing education 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 students or dean of community and continuing education. 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 students or dean of community and continuing education 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 students or dean of community and continuing education. 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 students, dean of community and continuing education 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.

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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.

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- (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.

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- 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.

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- (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.

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